

NIC Credit Calendar

About the North Island College Calendar

The Credit Calendar is published before the beginning of the academic year, and while every attempt has been made to ensure the accuracy of its content, it may be amended from time to time. Readers should be aware of the following:

- The Credit Calendar is not intended to be a complete statement of all procedures, policies, rules, and regulations at NIC. For more information, contact Student Services at any of NIC's campuses or centres.
- NIC reserves the right to cancel or change any provision or requirement at any time.
- Faculty or advising staff may assist in the planning of programs, but the final responsibility for meeting requirements for certificates, diplomas, and degrees rests with each student.



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GENERAL ADMISSION

To be considered for admission to North Island College:

- An applicant must have graduated from secondary school, or equivalent, or be a minimum of 18 years of age or older within the calendar year in which they are applying to study and must also meet the program admission requirements. The Office of the Registrar will provide an alternative application process for students who are both under the age of 18 and not a secondary school graduate within the calendar year in which they are applying to study.
- A Canadian citizen or provide the following documentation, as applicable, as part of their application:
 - Proof of permanent resident status
 - Proof of convention refugee status
 - Proof of permission to study in Canada as an international student

Refer to Admission [Policy 4-17](#).

INTERNATIONAL STUDENT ADMISSION

North Island College accepts applications from international students. Read further details on [Minimum English Requirements](#). For more information, visit the [International Education](#) section or email study@nic.bc.ca.

DUAL CREDIT HIGH SCHOOL ADMISSIONS

NIC may admit applicants who are currently attending high school and wish to receive dual-credits for courses or programs. Interested high school students and parents should meet with a high school career coordinator/counsellor to discuss dual-credit program options and how they are delivered.

UNDERAGE QUALIFICATION FOR GENERAL ADMISSION

Underage applicants who are under 18 years of age may request special admission by contacting their local campus and requesting an appointment with a counsellor.

DUAL ADMISSION WITH PARTNERING INSTITUTIONS

North Island College currently offers Dual Admission opportunities with the University of Victoria, Vancouver Island University and Royal Roads University. Applicants must meet both the university and program entrance requirements to be eligible. Admission forms and procedures are unique for each institution. Details are available under [University Partnerships](#) on the college website or by calling 1-800-715-0914.

PROGRAM ADMISSION

Most NIC programs have admission requirements listed in the Programs section of the calendar. Applicants must satisfy these requirements before they are admitted to the program. To be considered an applicant, individuals must pay a nonrefundable application fee and complete a NIC application form that indicates their chosen program. NIC will inform applicants in writing regarding their progress in the application process. The process includes:

1. Applications are reviewed for general and program admission requirements. Applicants may be:
 - a. **Qualified**, or
 - b. **Conditionally Qualified** [currently registered in the program prerequisite course(s)], or
 - c. **Not Qualified**: when neither of a) or b) apply. NIC offers a full range of upgrading programs and courses for applicants who do not meet desired program admission requirements.
2. Qualified and conditionally qualified applicants invited to a program will be required to submit a non-refundable nontransferable tuition deposit. Depending on the program, this deposit may be required ahead of time or at the time of registration. NIC is unable to offer seats to all qualified applicants in high demand programs. If there is no space for most programs, qualified applicants will keep their qualification date and time and remain on program carry-over lists for the next intake.

Note: North Island College normally offers program seats to qualified applicants on a 'first qualified, first invited' basis, based on the date and time that the applicant meets all admission requirements. Exceptions may include programs with identified selective admissions criteria, or where there is identified priority admission for Aboriginal applicants or reserved seating agreements with community partners.

COURSE PREREQUISITES

A prerequisite course is a course that must be taken before a student can take more advanced courses in the discipline. Course prerequisites ensure that applicants have the education and experience required for successful course completion. Prerequisites are noted on the [Academic Course Search](#). **Unless otherwise specified in the program section of the calendar, prerequisite courses require a letter grade of C or better.**

The following are several ways to meet program admission requirements and course prerequisites:

High School & Post-Secondary Transcripts

Applicants must submit official transcripts and meet the minimum prerequisite standard as published in the program and course sections of the calendar. Official transcripts must bear the seal and/or signature of the institution or agency from which they were sent. Students coming to NIC directly from high school may ask the Ministry of Education to submit their final grades electronically. Students should consult with their BC high school to sign a release in order for this to happen automatically.

Note: Students may use the applicable BC Grade 12 courses with an optional provincial exam to satisfy NIC admission or prerequisite requirements in any one of the following ways:

Advanced Placement Grade Report

The Advanced Placement Grade Report may also be used to apply for transfer credit towards a NIC credential. Please see the [BC Transfer Guide for equivalencies](#). Students must submit an Application for Transfer Credit along with the official Grade Report to the Registrar's office. To download the Application for Transfer Credit form, please visit the [NIC Forms](#) page.

Transfer Credit

Transfer credit may be granted to meet program requirements that lead to a credential. Students must apply for transfer credit and provide official transcripts in a sealed envelope directly from the sending institution.

The Application for Transfer Credit form may be obtained at a local campus or downloaded from the college website. Transfer from international institutions that are not a part of an official North Island College exchange program are processed on a case-by-case basis. Transfer credit requests may take up to eight weeks to process. Please apply early.

Placement Testing

Most NIC programs accept placement testing at the appropriate level as meeting a course or program requirement. Placement testing is available to applicants who do not have access to their high school transcript and would like to demonstrate that they have the academic skill levels required for entrance into a program. Applicants may also use the testing results and recommendations to help them determine other programs or courses that would suit their educational background and abilities.

The tests used are not examinations but are reading, writing, and math activities that can help the student plan for success. To access the Math Review Booklet and the English test review material, please visit [Assessment Services](#).

Mathematics placement test results are valid for 18 months following the date of testing. English placement tests are valid for 36 months following the date of testing. Testing is offered on a regularly scheduled basis and can be arranged by contacting the local campuses. Testing fees apply and are published in the Other Types of Fees section of the calendar.

Recognition for Prior Learning (PLA)

North Island College (NIC) recognizes that adult learners acquire knowledge and skills through life and work experiences and study unassociated with formal education. Through Prior Learning Assessment and Recognition (PLAR) processes, NIC will assess this knowledge and skill and will grant credit and/or recognition for learning that is equivalent to College courses/programs. Credit awarded is North Island College resident credit and is graded and transcribed. Fees will be charged for prior learning assessment and recognition. Applicants are advised to contact the Coordinator of Assessment Services for further information.

Language Proficiency Index (LPI)

Language Proficiency Index scores may be used where applicable. LPI scores are effective for a period of three years. Minimum scores apply. Applicants must submit an official LPI score report to North Island College Assessment Services. Applicants can arrange for official LPI score reports to be sent directly from an LPI office to Assessment Services at any North Island College campus or they can submit an online score report that has been printed in the presence of North Island College Assessment staff.

Criminal Records Search

By law (The Criminal Records Review Act 2007) criminal records searches are required from applicants to program areas that involve working with children or other vulnerable persons. Information revealed in a Criminal Records Search may prevent students from completing their program as it may prevent them from participating in required practicum placements. Students may be asked for additional Criminal Records Searches prior to field placements or professional registration. The cost of any search is the responsibility of the applicant. Criminal Record Searches are required for the Early Childhood Care & Education, Health Care Assistant, Human Services, Practical Nurse and Bachelor of Science in Nursing Degree programs. Please contact your program Admission Officer for Criminal Record Check procedures.

International Baccalaureate

International Baccalaureate graduates are welcome at NIC. Students may apply to receive transfer credit from the International Baccalaureate program. Minimum scores apply. Refer to [BC Transfer Guide for equivalencies](#).

Instructor Permission (Prerequisite Waiver)

At their discretion, instructors may allow students to register in a course without documented or demonstrated prerequisites. In order to register, students must present an instructor signed Prerequisite Waiver form.

Tuition / Fees 2017/18

In this Section:
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Domestic Tuition Fees
International Tuition Fees
Other Fees
Tuition & Refund Categories
Category 1 Courses and Programs
Category 2 Courses and Programs
Category 3 Courses and Programs
Category 4 Courses and Programs

PAYING TUITION

You may pay your tuition via:

- [myNIC](#) - select Students then Financial Information.
- In person at Student Services by Visa, Mastercard, debit, cheque or cash
- Online banking
- Refer to the [Academic Deadlines](#) to confirm tuition due dates for your program.
- Sponsored students are responsible for ensuring sponsorship documentation has been submitted prior to payment deadlines.

Student Loans & Financial Aid

Advisors are available to assist you with the application, ongoing status, and repayment methods of your Federal and Provincial student loans. They are also able to recommend other financial options that you may not have considered, such as bursaries, scholarships, and study grants. For more information, please visit [Financial Aid](#).

Students who receive financial assistance should see a Financial Aid Advisor prior to withdrawing from classes. It is important to understand the consequences of withdrawal.

FEES

Domestic Tuition

Refer to the program areas for tuition costs. Fees listed are subject to Board approval and may change. A student may be denied admission, registration, grades, official transcripts or credentials until all outstanding debt to the college has been paid. Sponsored students are responsible for negotiating support with their sponsoring agency.

Student Society Fees

- \$4.03 per credit
- \$15.13 per month
- \$59.48 per term for International students
- Health & Dental - \$275.00/year for full-time students in qualifying programs

Learner's Resource Fee*

- Credit based courses - \$5.10/credit
- Program based tuition - \$16.99/month

*Fee is levied on registrations for post-secondary courses and programs.

International Tuition Fees

Refer to the program areas for tuition costs. Fees listed are subject to Board approval and may change. A student may be denied admission, registration, grades, official transcripts or credentials until all outstanding debt to the college has been paid. Sponsored students are responsible for negotiating support with their sponsoring agency.

OTHER FEES

Application	\$25 non-refundable (Contract, Continuing Education & ElderCollege courses are exempt from this fee) \$100 International applicant
Assessment	English or Math Placement \$15 NIC applicant \$40 Non-applicant \$20 Off-Campus Assessment
Books	Costs vary and may be obtained through NIC Bookstores
Duplicate Document	\$10
Laboratory	Varies per course
Letter of Permission	\$5
Prior Learning Assessment	75% of the normal cost of the course, plus additional advising fees may apply
Transcript	\$10 + GST each (official) Transfer Credit Evaluations (No charge for BC post-secondary transcript).
Transfer Credit Evaluations	No charge for BC post-secondary transcript. \$20 per out-of-province transcript request. \$75 for international transcripts.
Tuition Deposit	Varies by program – these are non-refundable and non-transferable payments, at the time of registration or earlier, that are applied to tuition.

TUITION & REFUND CATEGORIES

Category 1 Courses or Programs

Tuition - Typically, these include ABE, ESL, University Studies, Trades & Technology courses or programs that require admission, transcript and/or graduation services. Such courses or programs may require a non-refundable, non-transferable tuition deposit upon registration or earlier. Normally, full fees are due by 4 pm on the first day of the term. Exceptions may include limited entry programs which require full fees to be paid three weeks prior to the start of classes.

Refund - Students must drop from courses and programs within specific timelines as outlined in the North Island College Calendar in order to receive a refund minus the tuition deposit. Refunds may take as long as three weeks to process.

Category 2 Courses or Programs

Tuition - Typically, these include Continuing Education courses or programs and do not require admissions, transcript or graduation services. Such courses or programs require full tuition payment upon registration and the student pays the majority of the instructional costs.

Refund - The college will return tuition to students who drop after the time of registration to seven calendar days before the start date of the course or program. Students who drop with less than seven calendar days to the course or program start date will not receive a refund.

Category 3 Courses or Programs

Tuition - These programs or courses may have non-standard tuition fees. In addition, they may require admission, transcript and/or graduation services. Such courses or programs may require a non-refundable non-transferable tuition deposit as established by the Instructional Division upon admission. These courses and programs have varying deadlines for fees ranging from two to four weeks prior to the first day of classes.

Refund - Students who drop after the time of registration to 14 calendar days before the start date of the course or program will receive a refund minus their tuition deposit. Students who drop with less than 14 calendar days to the course or program start date will not receive a refund.

Category 4 Courses or Programs

Tuition — Typically, these include apprenticeship training classes or courses that require admission and transcript services. Such courses or programs may require a non-refundable non-transferable tuition deposit upon registration or earlier with full fees due 60 days before the course or program commences.

Refund - Students who drop after the time of registration to 28 calendar days before the start date will receive a refund minus the tuition deposit. Students who drop with less than 28 days to the course or program start date will not receive a refund.

Programs

University Transfer

Arts & Sciences

Associate of Arts Degree
Associate of Science Degree
Criminology Diploma
Engineering Foundations Certificate
University Studies

University Partnerships

Alberta College of Art + Design Fine Arts Pathway
Disney International Co-op & Academic Exchange
Emily Carr University Guaranteed Admission
Flexible Pre-Major
Portland State Guaranteed Transfer
RGU Scotland Degree Pathway
Royal Roads Dual Admission
UNBC Dual Admission
University of Manitoba Student Mobility
UVic Dual Admission
UVic Guaranteed Admission
VIU Dual Admission
VIU Education Pathway
VIU MBA/MScIB Guaranteed Admission

Business

Bachelor of Business Administration Degree,
Accounting Major
Bachelor of Business Administration Degree,
General Management Major
Bachelor of Business Administration Degree,
Marketing Major
Business Administration Certificate
Business Administration Diploma
Business Administration Post Degree Diploma
Business Administration Post Degree Diploma -
Global Business Management
Business Administration Post Degree Diploma -
Pre-Professional Accountant
McDonald's to NIC Degree Pathway

RGU Scotland Degree Pathway
VIU MBA/MScIB Guaranteed Admission

Applied Business Technology

Administrative Assistant - Applied Business
Technology Certificate
Computing Accounting Assistant - Applied
Business Technology Certificate
Legal Administrative Assistant - Applied Business
Technology Certificate
Medical Office Assistant - Applied Business
Technology Certificate
Office Assistant I- Applied Business Technology
Certificate
Office Management - Applied Business Technology
Certificate

Fine Arts & Design

Fine Arts Diploma
Metal Jewellery Design Certificate
Professional Potter Advanced Diploma

Interactive Media

Advanced Communication and Interactive Design
- Interactive Media Diploma
Communication Design - Interactive Media
Diploma
Mobile Application Development Certificate
Web and Mobile Application Development -
Interactive Media Diploma
Web Design - Interactive Media Certificate

Community Care

Early Childhood Care & Education Certificate
Early Childhood Care & Education Diploma

Human Services

Human Services Certificate - Educational Assistant
/ Community Support
Human Services Certificate - Educational Assistant
/ Community Support, IndigenousFocus
Human Services Diploma Social Service Diploma

Health Care

Activity Assistant Certificate
Bachelor of Science in Nursing Degree
First Aid & CPR Training
Health Care Assistant Certificate
Hospital Unit Clerk Certificate
Practical Nursing Diploma

Tourism & Hospitality

Adventure Guiding Certificate
Global Tourism & Hospitality Management
Advanced Certificate
Global Tourism & Hospitality Management
Advanced Diploma
Hospitality Distance Learning
Prep Cook Certificate
Professional Cook (Culinary Arts)
Tourism & Hospitality Management Certificate
Tourism & Hospitality Management Diploma

Trades & Technology

Aircraft Sheet Metal Manufacturing Technician
Aircraft Structures Technician (AME-S)
Aquaculture
Aquaculture Technician I
Automotive Service Technician Foundation
Harmonized Certificate
Carpentry Foundation Harmonized Certificate
Coastal Forest Resource
Electrical Foundation
Electrician Foundation Harmonized
Electronics Technician Core Certificate
Heavy Mechanical Foundation
Industrial Automation Technician Diploma
Joinery/Cabinetmaking Foundation
Landscape Horticulture Fundamentals Certificate
Marine Training
Metal Fabrication Foundation
Plumbing & Piping Foundation
Prep Cook Certificate
Underground Mining Essentials Certificate

Welder Foundation Harmonized Certificate
Welding Levels B & A

Apprenticeship Training

Carpentry Apprenticeship Harmonized
Electrician Apprenticeship Training
Heavy Duty Apprenticeship Training
Landscape Horticulture Apprenticeship Training
Plumbing Apprenticeship Training
Professional Cook (Culinary Arts)
Welder Apprenticeship Harmonized

Upgrading

Academic English Language Program
Adult Basic Education
BC Adult Graduation Diploma
Employment Transition Program

Continuing Education

Animal Care Aide Certificate
BC Wildfire Crew Member Training
Building Service Worker
Coastal Log Scaling
TV and Film Crew Training
Wildfire Crew Member Training Program

Associate of Arts Degree

Program at a Glance

Two-year associate degree

Tuition: [\\$2,740 approx per year + fees/equipment](#)

Where: College Wide

Starts: September, January

- Focus on your area of interest or explore anthropology, English, criminology, First Nations, history, modern languages (Chinese, French and Spanish), North American studies, philosophy, political science, psychology, sociology and women's studies.
- Save over \$20,000 by taking your first two years of fully transferable, quality courses at NIC and then moving on to your university of choice.
- Qualify for guaranteed admission to UVic, two full years (60 credits) of transfer credit at any BC university, general transfer to universities Canada-wide and the ability to transfer into year three of VIU's Bachelor of Education degree.

Career possibilities: Graduates learn strong critical thinking and research skills and are well-prepared for positions in business, journalism, law, federal and provincial government, education and academic careers.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Same degree, save \$20,000. University transfer students receive a high quality education while spending approximately \$20,000 less for the first two years of their studies (tuition, fees, books, transport, housing and food) compared to students attending an urban university.
- Highly qualified faculty. NIC's expert faculty, including international doctorates, will provide you with deep learning experiences to inform academic choices and inspire your career through research and networking opportunities.
- Flexible delivery options. A wide range of distance and online courses are available, making it easier for you to pursue your education where and when you like.
- Keep your options open. Universities will guarantee 60 transfer credits to holders of an associate degree, even if all the courses taken toward the degree do not transfer individually to that institution.
- Freedom to follow your interests. Associate degrees offer direction and flexibility, allowing you to concentrate your studies for a specific degree or explore your interests.
- Be advised, every step of the way. Educational advisors are dedicated to helping you make the most of your course choices. With one-on-one personal advising, you can be assured that your NIC courses will help you achieve your goals.

PROGRAM HIGHLIGHTS

Explore anthropology, criminology, English, First Nations, history, modern languages (Chinese, French and Spanish), North American studies, philosophy, political science, psychology, sociology and women's studies, as well as electives in math and sciences.

Associate degrees are offered at many colleges and universities throughout BC. They recognize successful completion of 60 credits of study, which is approximately 20 courses. With full-time study, you can complete an associate degree within two academic years. Part-time study options are also available.

Associate degrees offer a great deal of flexibility. You can choose your preferred courses from a specific list of eligible courses (scheduled and distance), making it possible to focus your studies in one specific area or explore a variety of subjects.

ADMISSION

Admission Requirements

There are no formal admission requirements for the Associate of Arts degree. However, courses will have specific entry requirements called prerequisites, which are listed under each course description. To meet prerequisite requirements, submit transcripts or complete English and/or Math assessments.

International Language Requirements

For international language requirements click [here](#).

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more](#)

To Be Successful

- Your first and most important step as a university transfer or associate degree student is to call, email, or visit an educational advisor at your nearest NIC campus or centre. Educational

advisors have extensive knowledge of programs, funding options, career paths and post-secondary transfer agreements and will help you get started on the right track.

- You are responsible for selecting only courses that are eligible for the Associate of Arts degree. Always review your study plan with an educational advisor before registering in courses.
- NIC also offers high school-level upgrading options if you need help meeting prerequisites for entry into individual courses.
- If you intend to transfer your associate degree as credit toward a four-year degree, review the [Steps to University Transfer](#) on the NIC website.

COURSES

The following overview describes the general requirements for an Associate of Arts degree. However, choosing the right combination of courses will depend on a number of factors. Our educational advisors will work with you to personalize these general requirements to meet your goals.

Associate of Arts Degree - General Requirements

Students are responsible for selecting only courses that are eligible for the Associate of Arts degree. See "eligible associate degree courses" below.

- 6 credits in first year English
- 9 credits in Science, including:
 - 3 credits in mathematics, computer science or statistics
 - 3 credits in a laboratory science
 - 3 additional credits in Science
- 36 credits in Arts (which must include a minimum of 18 credits at the second-year level in two or more subject areas) including:
 - 6 credits in the Social Sciences
 - 6 credit in Humanities (excluding English)
 - 24 additional credits in Arts
- 9 credits in Arts, Science or other areas

Completion Requirements

- Students must achieve an overall average grade of C (cumulative GPA of 2.0) calculated on all courses counting toward the associate degree. No course may be used to meet more than one of the specific associate degree requirements.

Sample Study Plans

Students may complete a general Associate of Arts degree, or work with an educational advisor to develop a study plan focused in one of the following subject areas:

English

Consider including: ENG-107, ENG-108, ENG-109, ENG-115, ENG-117 and ENG-160. Two of ENG-207, ENG-208, ENG-209, or ENG-214.

Anthropology

Consider including: ANT-150, ANT-151, and 9 credits of 200-level anthropology courses.

Criminology

Consider including: CRM-101, CRM-131, CRM-135, CRM-230; HIS-260, MAT-115; one of PHI-100 or PHI-150; POL-151, PSY-130, PSY-131, PSY-260; SOC-110, SOC-111, SOC-220, SOC-230.

First Nations

Consider including: BIO-170, BIO-171, BIO-241; ENG-125, ENG-126; FNS-160, FNS-200; MAT-190, MAT-191; SOC-130, and WST-110.

History

Consider including: 6 credits of 100-level history courses, and 9 credits of 200-level history courses.

Modern Languages

Consider including: 6 credits 100-level French and/or Spanish courses and/or Chinese courses, and 9 credits 200-level French and/or Spanish courses.

North American Studies

Consider including: HIS-112, POL-109; 6 credits of French or Spanish; BUS-152 or BUS-162.

Philosophy

Consider including: 6 credits of 100-level Philosophy courses, and 9 credits of 200-level Philosophy courses.

Political Science

Consider including: 6 credits of 100-level political science courses, and 9 credits of 200-level political science courses.

Psychology

Consider including: PSY-130, PSY-131, and 9 credits of 200-level psychology courses.

Sociology

Consider including: SOC-110, SOC-111, and 9 credits of 200-level sociology courses.

Women's Studies

Consider including: WST-100, WST-101, HIS-250, HIS-251, and 6 credits chosen from ENG-224, ENG-225, PSY-245, WST-260.

Eligible Associate Degree Courses

The following university transfer courses are eligible for credit toward completion of the Associate of Arts degree:

Arts (includes both Humanities and Social Sciences)**Humanities**

- Chinese: CHN-101, CHN-102
- Education: EDU-101, EDU-102
- English: ENG-107, ENG-108, ENG-109, ENG-115, ENG-117, ENG-120, ENG-121, ENG-125, ENG-126, ENG-160, ENG-202, ENG-203, ENG-207, ENG-208, ENG-209, ENG-212, ENG-213, ENG-214, ENG-215, ENG-216, ENG-224, ENG-225, ENG-230, ENG-260
- Fine Arts: FIN-100, FIN-101, FIN-110, FIN-111, FIN-115, FIN-120, FIN-121, FIN-130, FIN-131, FIN-135, FIN-140, FIN-145, FIN-205, FIN-206, FIN-210, FIN-211, FIN-215, FIN-220, FIN-221, FIN-235, FIN-236, FIN-245, FIN-246, FIN-250
- First Nations Studies: FNS-160, FNS-200
- French: FRE-100, FRE-101, FRE-120, FRE-121, FRE-145, FRE-146, FRE-265, FRE-266, FRE-281
- History: HIS-111, HIS-112, HIS-120, HIS-121, HIS-122, HIS-130, HIS-135, HIS-205, HIS-210, HIS-215, HIS-216, HIS-220, HIS-225, HIS-231, HIS-232, HIS-250, HIS-251, HIS-260
- Interactive Media: IMG-102, IMG-103, IMG-105, IMG-110, IMG-208, IMG-209, IMG-214, IMG-215, IMG-220
- Liberal Studies: LIB-130, LIB-131, LIB-210, LIB-250
- Media Communications: MCS-110, MCS-130, MCS-200, MCS-280
- Philosophy: PHI-100, PHI-101, PHI-150, PHI-211, PHI-220, PHI-230, PHI-240, PHI-260
- Spanish: SPN-100, SPN-101, SPN-200, SPN-201

Social Sciences

- Anthropology: ANT-150, ANT-151, ANT-250, ANT-251, ANT-252, ANT-253, ANT-260, ANT-290, ANT-291, ANT-292
- Criminology: CRM-101, CRM-131, CRM-135, CRM-220, CRM-230, CRM-241, CRM-251
- Economics: ECO-110, ECO-111, ECO-245, ECO-270
- Equity and Social Justice: ESJ-100, ESJ-101
- Geography: GEO-105 LAB, GEO-106 LAB, GEO-111, GEO-112, GEO-200, GEO-209, GEO-210, GEO-211, GEO-214, GEO-205, GEO-206 LAB, GEO-215, GEO-220
- Human Services: HSW-160, HSW-192
- Political Science: POL-109, POL-111, POL-119, POL-151, POL-200, POL-201, POL-203, POL-209
- Psychology: PSY-130, PSY-131, PSY-202, PSY-204, PSY-215, PSY-235, PSY-245, PSY-250, PSY-251, PSY-260
- Sociology: SOC-110, SOC-111, SOC-130, SOC-210, SOC-212, SOC-220, SOC-230, SOC-240
- Social Service: SSW-120, SSW-122
- Women's Studies: WST-100, WST-101, WST-110, WST-260

Sciences

- Biology: BIO-102 LAB, BIO-103 LAB, BIO-110 LAB, BIO-111 LAB, BIO-160 LAB, BIO-161 LAB, BIO-170 LAB, BIO-171 LAB, BIO-200 LAB, BIO-201, BIO-202, BIO-211 LAB, BIO-215, BIO-230 LAB, BIO-240 LAB, BIO-241, BIO-260, BIO-261
- Chemistry: CHE-103 LAB, CHE-104 LAB, CHE-110 LAB, CHE-111 LAB, CHE-200 LAB, CHE-201 LAB
- Computer Science: CPS-100, CPS-101, CPS-109, CPS-146, CPS-151, CPS-160, CPS-165, CPS-208, CPS-215, CPS-221, CPS-235, CPS-236, CPS-246, CPS-251, CPS-262, CPS-268, CPS-270
- Geography: GEO-105 LAB, GEO-106 LAB, GEO-206 LAB
- Mathematics: MAT-102, MAT-115, MAT-133, MAT-151, MAT-162, MAT-163, MAT-181, MAT-182, MAT-190, MAT-191, MAT-200, MAT-210
- Physics: PHY-100 LAB, PHY-101 LAB, PHY-120 LAB, PHY-121 LAB, PHY-141
- Space Science and Astronomy: SSA-100 LAB, SSA-101 LAB

Business

- BUS-100, BUS-132, BUS-150, BUS-152, BUS-162, BUS-170, BUS-200, BUS-211, BUS-217, BUS-221, BUS-222, BUS-244, BUS-255, BUS-260, BUS-261, BUS-262, BUS-264, BUS-268, BUS-280, BUS-290, BUS-292, BUS-293, BUS-312, BUS-335

Arts & Sciences

Associate of Science Degree

Program at a Glance

Two-year associate degree

Tuition: [\\$2,740 approx per year + fees/equipment](#)

Where: College Wide

Starts: September, January

- Complete the first two years of your university degree at NIC and graduate with two years (60 credits) of block transfer credit toward any BC university.
- A wide range of courses are available to meet prerequisites of medical, optometry, dentistry and veterinary programs across Canada.
- Focus on your area of interest or explore biology, chemistry, physics, mathematics and more.
- Save over \$20,000 by taking your first two years of courses at NIC.

Transfer possibilities: Qualify for guaranteed admission to UVic, two full years (60 credits) of transfer credit at any BC university, general transfer to universities Canada-wide and the ability to transfer into year three of VIU's Bachelor of Education degree.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Same degree, save \$20,000. University transfer students completing an associate degree will spend approximately \$20,000 less for the first two years of their studies (tuition, fees, books, transport, housing and food) compared to students attending an urban university.
- Keep your options open. Universities will guarantee 60 transfer credits to holders of an associate degree, even if all the courses taken toward the degree do not transfer individually to that institution.
- Freedom to follow your interests. Associate degrees offer direction and flexibility, allowing you to concentrate your studies for a specific degree or explore your interests.
- In good company. NIC's discussion friendly classes and dedicated faculty provide deep learning experiences to inform academic choices and inspire your future.
- Be advised, every step of the way. Educational advisors are dedicated to helping you make the most of your course choices. With one-on-one personal advising, you can be assured that your classes at NIC will help you get where you want to go.

PROGRAM HIGHLIGHTS

Explore your interests. Discover biology, chemistry, engineering, mathematics and physics as well as electives in English, French, Chinese, anthropology, First Nations studies, philosophy, business, criminology and more.

Associate degrees are offered at many colleges and universities throughout BC. They recognize successful completion of 60 credits of study, which is approximately 20 courses. With full-time study, you can complete an associate degree within two academic years. Part-time study options are also available.

If you want to keep your university and degree options open, an associate degree is the way to go. Universities will guarantee 60 transfer credits to holders of an associate degree, even if all the courses taken toward the degree do not transfer individually to that institution. There are specific policies at each institution. Students are advised that they must still complete all outstanding requirements of their baccalaureate degree program not already completed within the courses taken for the associate degree.

Associate degrees also offer a great deal of flexibility. You can choose your preferred courses from a specific list of eligible courses, making it

In the News

[Passion for physics connects instructor and student](#)

[Spectacular astronomical show set to sparkle](#)

[NIC instructor describes 'unprecedented' astronomical discovery](#)

possible to focus your studies in one specific area or explore a variety of subjects. Distance education options are available for some courses, allowing you to start or finish your degree wherever you are.

ADMISSION

Admission Requirements

There are no formal admission requirements for the Associate of Science degree. However, courses will have specific entry requirements called prerequisites, which are listed under each course description. To meet prerequisite requirements, submit transcripts or complete English and/or Math assessments.

International Language Requirements

For international language requirements click [here](#).

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

To Be Successful

- Your first and most important step as a university transfer or associate degree student is to call, email, or visit an educational advisor at your nearest NIC campus or centre. Educational advisors have extensive knowledge of programs, funding options, career paths and post-secondary transfer agreements to help you get started on the right track.
- You are responsible for selecting only courses that are eligible for the Associate of Science degree. Always review your study plan with an educational advisor before registering in courses.
- NIC also offers high school-level upgrading options if you need help meeting prerequisites for entry into individual courses or if you want to refresh your math and science skills.
- If you intend to transfer your associate degree as credit toward a four-year degree, review the [Steps to University Transfer](#) on the NIC website.

COURSES

The following overview describes the general requirements for an Associate of Science degree. However, choosing the right combination of courses will depend on a number of factors. NIC's educational advisors will work with you to personalize these general requirements to meet your goals.

Associate of Science Degree - General Requirements

Students are responsible for selecting only courses that are eligible for the Associate of Science degree. See "eligible associate degree courses" below.

- 6 credits in first year English
- 6 credits in mathematics, which shall include at least 3 credits in calculus
- 36 credits in Science, which shall include at least 3 credits in a laboratory based science and must include a minimum of 18 credits at the 200 level taken in two or more subject areas
- 6 credits in Arts other than English (excluding mathematics and laboratory-based science courses)
- 6 credits in Arts, Science or other academic areas

Completion Requirements

- You must achieve an overall average grade of C (cumulative GPA of 2.0) calculated on all courses counting toward the associate degree. No course may be used to meet more than one of the specific associate degree requirements.

Sample Study Plans*

Students may complete a general Associate of Science degree, or work with an educational advisor to develop a study plan focused in one of the following subject areas:

Biology

Consider including: BIO-102/BIO-103, BIO-200, BIO-201, BIO-202, BIO-211, BIO-215 and BIO-230.

Chemistry

Consider including: CHE-103 LAB, CHE-104 LAB, CHE-110 LAB, CHE-111 LAB, CHE-200 LAB, or CHE-201 LAB.

Physics

Consider including: PHY-100 LAB, PHY-101 LAB, PHY-120 LAB, PHY-121 LAB, or PHY-141.

Math

Consider including: MAT-102, MAT-115, MAT-133, MAT-151, MAT-162, MAT-163, MAT-181, MAT-182, MAT-190, MAT-191, MAT-200, or MAT-210.

Please note* Always check website for course offerings as some Math/Sciences courses are offered on a rotational basis.

Eligible Associate Degree Courses

The following university transfer courses are eligible for credit toward completion of the Associate of Science degree:

Arts (includes both Humanities and Social Sciences)

Humanities

- Chinese: CHN-101, CHN-102
- Education: EDU-101, EDU-102
- English: ENG-107, ENG-108, ENG-109, ENG-115, ENG-117, ENG-120, ENG-121, ENG-125, ENG-126, ENG-160, ENG-202, ENG-203, ENG-207, ENG-208, ENG-209, ENG-212, ENG-213, ENG-214, ENG-215, ENG-216, ENG-224, ENG-225, ENG-230, ENG-260
- Fine Arts: FIN-100, FIN-101, FIN-110, FIN-111, FIN-115, FIN-120, FIN-121, FIN-130, FIN-131, FIN-135, FIN-140, FIN-145, FIN-205, FIN-206, FIN-210, FIN-211, FIN-215, FIN-220, FIN-221, FIN-235, FIN-236, FIN-245, FIN-246, FIN-250
- First Nations Studies: FNS-160, FNS-200
- French: FRE-100, FRE-101, FRE-120, FRE-121, FRE-145, FRE-146, FRE-265, FRE-266, FRE-281
- History: HIS-111, HIS-112, HIS-120, HIS-121, HIS-122, HIS-130, HIS-135, HIS-205, HIS-210, HIS-215, HIS-216, HIS-220, HIS-225, HIS-231, HIS-232, HIS-250, HIS-251, HIS-260
- Interactive Media: IMG-102, IMG-103, IMG-105, IMG-110, IMG-202, IMG-204, IMG-208, IMG-209, IMG-214, IMG-215, IMG-220
- Media Communications: MCS-110, MCS-130, MCS-200, MCS-280
- Philosophy: PHI-100, PHI-101, PHI-150, PHI-211, PHI-220, PHI-230, PHI-240, PHI-260
- Spanish: SPN-100, SPN-101, SPN-200, SPN-201
- Women's Studies: WST-100

Social Sciences

- Anthropology: ANT-150, ANT-151, ANT-250, ANT-251, ANT-252, ANT-253, ANT-290, ANT-291, ANT-292
- Criminology: CRM-101, CRM-131, CRM-135, CRM-220, CRM-230, CRM-241, CRM-251
- Economics: ECO-110, ECO-111, ECO-245, ECO-270
- Equity and Social Justice: ESJ-100, ESJ-101
- Geography: GEO-105 LAB, GEO-106 LAB, GEO-111, GEO-112, GEO-200, GEO-209, GEO-210, GEO-211, GEO-214, GEO-205, GEO-206 LAB, GEO-215, GEO-220
- Human Services: HSW-160, HSW-192
- Political Science: POL-109, POL-111, POL-119, POL-151, POL-200, POL-201, POL-203, POL-209
- Psychology: PSY-130, PSY-131, PSY-202, PSY-204, PSY-215, PSY-235, PSY-245, PSY-250, PSY-251, PSY-260
- Sociology: SOC-110, SOC-111, SOC-130, SOC-210, SOC-212, SOC-220, SOC-230, SOC-240
- Social Service: SSW-120, SSW-122
- Women's Studies: WST-100, WST-101, WST-110, WST-260

Sciences*

- Biology: BIO-102 LAB, BIO-103 LAB, BIO-110 LAB, BIO-111 LAB, BIO-160 LAB, BIO-161 LAB, BIO-170 LAB, BIO-171 LAB, BIO-200 LAB, BIO-201, BIO-202, BIO-211 LAB, BIO-215, BIO-230 LAB, BIO-240 LAB, BIO-241, BIO-260, BIO-261
- Chemistry: CHE-103 LAB, CHE-104 LAB, CHE-110 LAB, CHE-111 LAB, CHE-200 LAB, CHE-201 LAB
- Computer Science: CPS-100, CPS-101, CPS-109, CPS-146, CPS-151, CPS-160, CPS-165, CPS-208, CPS-215, CPS-221, CPS-235, CPS-236, CPS-246, CPS-262, CPS-268, CPS-270
- Geography: GEO-105 LAB, GEO-106 LAB, GEO-206 LAB
- Mathematics: MAT-102, MAT-115, MAT-122, MAT-133, MAT-151, MAT-162, MAT-163, MAT-181, MAT-182, MAT-190, MAT-191, MAT-200, MAT-210
- Physics: PHY-100 LAB, PHY-101 LAB, PHY-120 LAB, PHY-121 LAB, PHY-141
- Space Science and Astronomy: SSA-100 LAB, SSA-101 LAB

Business

- BUS-100, BUS-132, BUS-150, BUS-152, BUS-162, BUS-170, BUS-200, BUS-211, BUS-217, BUS-221, BUS-223, BUS-244, BUS-248, BUS-255, BUS-260, BUS-264, BUS-265, BUS-267, BUS-290, BUS-292, BUS-293, BUS-310, BUS-312, BUS-320, BUS-323, BUS-335, BUS-340, BUS-350, BUS-355, BUS-360, BUS-362, BUS-368, BUS-370, BUS-375, BUS-380, BUS-410, BUS-418, BUS-421, BUS-430, BUS-450, BUS-492

Please Note* Always check website for current offerings as some Math/Sciences courses are offered on a rotational basis.

Arts & Sciences

Criminology Diploma

Program at a Glance

Two-year diploma

Tuition: [\\$2,740 approx per year + fees/equipment](#)

Where: Comox Valley

Starts: September, January

- Gain insight into the justice system through correctional facility tours, mock trials and class discussion.
- Criminology provides an excellent knowledge base for work in nearly every aspect of the justice system, complementing further study in nursing, medicine, law, teaching, counselling and journalism.
- Start your degree at NIC and receive two years (60 credits) of transfer credit toward many university programs, including a Bachelor of Arts degree in Criminology at VIU and beyond.

Career possibilities: Your education in criminology opens doors to many positions in government, corrections and legal administration. It also provides pathways to a wide range of occupations such as correctional officer, court reporter, immigration officer, researcher, legal assistant, First Nations band officer, insurance adjuster, youth court

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- A future full of opportunity . Upon completion, you can choose to pursue your first career position and immediately build experience in the field—or bridge into year three of your university degree, now or anytime in the future.
- Research opportunities. NIC is one of only a few post-secondary institutions that provides first year students opportunities to participate in applied research.
- Highly qualified faculty . NIC's expert faculty will provide you with deep learning experiences to inform academic choices and inspire your career through research and networking opportunities.
- Same degree, save \$20,000. Criminology diploma students transferring to university after graduation receive a high quality education while spending approximately \$20,000 less for the first two years of their studies (tuition, fees, books, transport, housing and food) compared to students attending an urban university.
- Be advised, every step of the way . Educational advisors are dedicated to helping you make the most of your course choices. With one-on-one personal advising, you can be assured that your classes at NIC will help you achieve your goals.

PROGRAM HIGHLIGHTS

Criminology involves the study of crime, criminal behaviour and responses to law-breaking. The principle elements of criminology are social science theory and research methods that explore all aspects of crime and justice issues. The individual and social impact of crime will be a critical component of your research.

Your two-year Criminology diploma is the first step toward criminal justice related employment and/or further studies in criminology. The diploma program consists of 60 credits of university transferable coursework, completed on a full-time basis over two years (four academic semesters). Options for part-time study are also available.

Core 100-level courses include introductory topics in statistics, psychology, sociology, criminology, the criminal justice system and Canadian law and politics, giving you a well-rounded knowledge base.

worker, probation officer, police officer, crime analyst and more.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

A variety of 200-level topics allow you to advance in your field of work, developing expertise in areas of criminal and deviant behaviour, criminal law, policing, corrections and more.

In addition, you are able to choose four elective courses among a host of university transfer subjects including anthropology, biology, business, chemistry, criminology, economics, English, equity and social justice, fine arts, First Nations studies, French, geography, history, mathematics, philosophy, physics, political science, psychology, sociology, Spanish and women's studies.

The diploma also provides an excellent foundation if you wish to pursue university studies in law.

Career Opportunities

As a graduate, you will possess employable skills in nearly every aspect of the justice system and will be well-prepared for career pathways and entry-level employment in law enforcement, the court systems and corrections.

You will qualify for a range of careers, including occupations in the criminal justice system, with Crown corporations and in the private sector. Career positions may include, but would not be limited to, correctional officer, court reporter, immigration officer, researcher, legal assistant, First Nations band officer, insurance adjuster, youth court worker, probation officer, police officer, crime analyst and much more.

ADMISSION

Admission Requirements

1. C in one of Provincial English 12, English 12 First Peoples, NIC ENG-060, ENG-098, ESL-090, or English assessment; and
2. C in one of Principles of Math 11, Applications of Math 12, Foundations of Math 11, Pre-Calculus 11, NIC MAT-053, or math assessment.

International Language Requirements

For international language requirements click [here](#).

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more](#)

CURRICULUM

Program Requirements

CRM 101 Introduction to Criminology
CRM 131 Introduction to the Criminal Justice System
CRM 135 Introduction to Canadian Law and Legal Institutions
CRM 230 Criminal Law
POL 151 Law and Politics
PSY 130 Introductory Psychology I
PSY 131 Introductory Psychology II
PSY 260 Psychological Explanations of Criminal and Deviant Behaviour
SOC 110 Introduction to Sociology I
SOC 230 Sociological Explanations of Crime and Deviance

One of:
MAT 115 Introduction to Statistics
or PSY 218 Data Analysis in Psychology

One of:
CRM 220 Research Methods in Criminology
or SOC 220 Introduction to Sociological Research Methods

One of:
CRM 241 Introduction to Corrections

CRM 251 Introduction to Policing
 HIS 260 Historical Reactions to Criminal and Deviant Behaviour

One of:
 ENG 115 Essay Writing and Critical Analysis
 or ENG 125 Composition and Indigenous Literature I

One of:
 ENG 120 Introduction to Literature: Short Stories and the Novel
 or ENG 121 Introduction to Literature: Poetry and Drama
 or ENG 126 Composition and Indigenous Literature II
 or ENG 160 Effective Organizational Writing

One of:
 PHI 100 Introductory Philosophy I: Knowledge and Reality
 PHI 150 Critical Thinking

Plus:

12 credits (4 courses) electives chosen from any 100- or 200-level university transfer courses

Arts & Sciences

Engineering Foundations Certificate

Program at a Glance

One year certificate & UVic engineering pathway

Where: Comox Valley
 Starts: September

- Gain a solid foundation in computer programming, math, physics and engineering mechanics.
- Learn strong problem-solving skills to work in design, analysis, project management and more.
- Using first-year course material as a foundation, work in teams to create designs that address and solve problems faced in industry.
- Most program courses can also be taken at NIC's Port Alberni and Campbell River campuses.

Transfer possibilities: Qualify for guaranteed admission to UVic's computer, electrical, mechanical, biomedical, civil or software engineering programs or general transfer to UBC, SFU and more.

Questions?

Contact

Student Services
 1-800-715-0914 
questions@nic.bc.ca

In the News

[NIC Student Combines Passion for Math and Medicine](#)

[Engineered to Succeed](#)

HIGHLIGHTS

Why Choose North Island College?

In good company . Classes at NIC feel more like interactive work groups, where everyone has a chance to contribute their opinions and ideas and connect with instructors and classmates.

Same degree, save \$10,000. As an NIC transfer student, you will spend approximately \$10,000 less for your first year of studies (tuition, fees, books, transport, housing and food) compared to students attending an urban university.

Be advised, every step of the way . Educational advisors are dedicated to helping you make the most of your course choices. With one-on-one personal advising, you can be assured that your classes at NIC will help you get where you want to go.

PROGRAM HIGHLIGHTS

As an NIC Engineering Foundations Certificate student, you will gain the same skills and knowledge that you would receive in your first year at institutions such as UVic and UBC, but with smaller class sizes and personalized instruction in classes and labs.

NIC has offered a one-year study plan in engineering since 2010, allowing students to transfer to UVic and launch their engineering career. This new certificate includes all of the same courses as NIC's UVic Engineering Pathway, with the added benefit of a credential to add to your résumé and increased access to other post-secondary institutions.

Choose from part-time or full-time studies to manage your workload or complete the program in one academic year. All required courses are available at the Comox Valley campus. Most of the courses are also available at campuses in Port Alberni, Campbell River and Port Hardy.

[NIC's guaranteed transfer agreement with UVic](#) ensures that students with a minimum GPA of C+ (UVic 3.0 or NIC 2.33), and no grade less than a C, compete on an equal footing with UVic students entering second year computer, electrical, mechanical, biomedical, civil or software engineering programs. Many of NIC's first-year courses also transfer directly to engineering programs at UBC, SFU and other institutions.

To be eligible for the [NIC/UVic dual admission program](#) you must be deemed eligible for admission by both UVic and NIC and submit an [NIC/UVic Dual Admission application form](#). Dual admission is available to both Canadian and international students graduating from high schools in the North Island College region. For more details about this option, please make an appointment with an [educational advisor](#).

Upon graduation, you will be well prepared to communicate your ideas effectively as you learn to solve math and physical science problems at the first-year university level, applying principles of math and science to creative problem solving and design.

Career Opportunities in Engineering

Engineering opens a world of opportunities in design, analysis, project management and other jobs involving strong problem-solving skills. Engineering graduates are well-prepared for work in design, analysis, information technology, project management, and other careers requiring a combination of strong problem solving and creativity.

ADMISSION

Admission Requirements

- Grade 12 graduation or provincial equivalent
- C+ in Physics 12 or PHY 060
- C+ in Chemistry 12 or CHE 060
- B in Pre-Calculus 12 or MAT 060
- C+ in English 12 or First Peoples English 12, or one of ENG 060, ENG 096, ENG 098, or ESL 090

International Language Requirements

For international language requirements click [here](#).

CURRICULUM

Program Requirements

- CPS 100 Computer Programming I
- CPS 101 Computer Programming II or CHE 152 Engineering Chemistry^{1,2,3}
- ENG 115 Essay Writing and Critical Analysis
- ENR 110 Introduction to Engineering Design
- MAT 133 Matrix Algebra
- MAT 181 Calculus I
- MAT 182 Calculus II
- PHY 120 Principles of Physics I
- PHY 121 Principles of Physics II
- PHY 141 Engineering Mechanics I: Statics or PHY 170 Engineering Mechanics I: Statics and Dynamics^{2,3,4}
- ENG 160 Effective Organizational Writing or University Transfer Elective^{2,3,4}

Notes:

1. CHE 110 and CHE 111 may be taken in place of CHE 152.

2. Students transferring to UVic for software engineering should take CPS 100, CPS 101, ENG 115, ENG 160, ENR 110, MAT 133, MAT 181, MAT 182, PHY 120, PHY 121, and PHY 141. They may also take CHE 152, but this would normally be taken in second year at UVic.

3. Students transferring into all other engineering disciplines at UVic should take CHE 152, CPS 100, ENG 115, ENG 160, ENR 110, MAT 133, MAT 181, MAT 182, PHY 120, PHY 121, and PHY 141. They may also take CPS 101, but this would normally be taken in second year at UVic.

4. Students transferring to UBC should take CHE 152, CPS 100, ENG 115, ENR 110, MAT 133, MAT 181, MAT 182, PHY 120, PHY 121, PHY 170, and a complimentary studies elective (see UBC calendar and the BC Transfer Guide for options).

Completion Requirements

Average Grade of C+ or better

Note: Students transferring to UVIC must have a C+ average and no grades less than C

University Studies

Program at a Glance

University level courses you can take for transfer or general interest

Tuition: [\\$275 approx per course + fees/equipment](#)

Where: College Wide, Online
College Wide

Starts: September, January

- Transfer seamlessly to university with NIC's exclusive partnership agreements.
- Same course content, same quality as university - for nearly half the cost*
- Take as many or as few courses as you want
- Explore a wide range of subjects, from anthropology and political science to English, psychology and much more

Transfer possibilities: Universities, colleges, and institutes across Canada and around the world give transfer credit for NIC programs and courses. If you work closely with advisors at NIC and your destination institution, your transfer options are virtually limitless.

* When comparing NIC student costs (tuition, fees, books, transport, housing, food) to those of urban university students

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

In the News

[A Lifelong Learner](#)

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Explore your interests. With University Studies, you have the freedom to explore your interests and keep your options open. You can take as many or as few courses as you want.
- Discussion-friendly classes. Students tell us that classes at NIC feel like interactive work groups, where everyone has a chance to contribute their ideas and you get to know your instructors and classmates well.
- Earn transfer credit. With over 20 study areas in arts, science, business and fine arts you can take as many or as few courses as you want to explore your interest while earning credit toward NIC's associate degree or transfer to a bachelor degree at the university of your choice.

Study Options

Explore a full range of first and second-year courses in more than 20 subject areas including anthropology, business, biology, chemistry, criminology, economics, English, equity and social justice, fine arts, First Nations studies, French, geography, history, mathematics, philosophy, physics, political science, psychology, sociology, space science and astronomy, Spanish and women's studies.

University Studies offers a great deal of flexibility and virtually limitless transfer possibilities. You can take as many or as few courses as you want, choosing from a wide range of subjects available on campus or online. Courses transfer in part or in full to other institutions and may be customized as a study plan and/or applied toward diplomas, associate degrees or bachelor's degrees at NIC and beyond. And distance education options are available for some courses, allowing you to start or finish your degree wherever you are.

Associate of Arts and Associate of Science degrees recognize successful completion of 60 credits which is approximately 20 courses. If you study full time, you should be able to complete an associate degree within two academic years.

If you are working toward a specific area of study or degree, you can focus your studies to finish your degree faster. To ensure you are choosing the right courses for your program of study, please speak with an educational advisor or consult the [BC Transfer Guide](#).

NIC's educational advisors can help you customize a study plan for your program or university of choice – potentially minimizing study time and costs. A study plan is a sample list of University Studies courses that can be further customized for transfer to a specific program or university. Educational advisors can develop a study plan with you from NIC to just about anywhere. Choosing a suitable combination of courses, however, may depend on a number of factors. NIC's educational advisors will work with you to personalize an educational or transfer plan to meet your goals.

Study Plans

Each university and degree has its own list of required courses and electives that count toward graduation. NIC students should review the program's first and second-year requirements as designated by the university, PLUS meet with an advisor to determine which courses are available at your campus.

Arts Study Plan

Choose up to two years of study, including six credits of 100-level English; Other transferable 100-level courses in your area(s) of interest: this may include anthropology (ANT), biology (BIO), business (BUS), chemistry (CHE), criminology (CRM), economics (ECO), English (ENG), equity and social justice (ESJ), fine arts (FIN), First Nations studies (FNS), French (FRE), geography (GEO), history (HIS), mathematics (MAT), philosophy (PHI), physics (PHY), political science (POL), psychology (PSY), sociology (SOC), space science and astronomy (SSA), or Spanish (SPN).

Social Work Study Plan

Six credits of 100-level English; SSW 120, SSW 122; Other transferable 100-level courses in your area(s) of interest: this may include anthropology (ANT), biology (BIO), business (BUS), chemistry (CHE), criminology (CRM), economics (ECO), English (ENG), equity and social justice (ESJ), fine arts (FIN), First Nations studies (FNS), French (FRE), geography (GEO), history (HIS), mathematics (MAT), philosophy (PHI), physics (PHY), political science (POL), psychology (PSY), sociology (SOC), space science and astronomy (SSA), or Spanish (SPN).

Science Study Plans

Six credits of 100-level English; Other transferable 100-level courses in your area(s) of interest: this may include biology (BIO), chemistry (CHE), mathematics (MAT), or physics (PHY). Please note: All of the listed NIC courses need to be taken as some are prerequisites for entry and some are prerequisites for other required courses.

- **Biology Study Plan**
Six credits of 100-level English; Other transferable 100-level courses in your area(s) of interest: this may include biology (BIO-102, BIO-103), chemistry (CHE-110, CHE-111), mathematics (MAT-102, MAT-115, MAT-151, MAT-181, MAT-182), physics (PHY-100, PHY-101, PHY-120, PHY-121).
- **Dentistry Study Plan (UBC)**
Suggested NIC courses for students preparing to enter [UBC's Dentistry program](#).
Prospective dentistry students are required to complete 90 credits (three or more years of full-time study with five courses per term), maintain a 70 per cent average, complete the following prerequisites, as well as the [Canadian Dental Aptitude Test \(DAT\)*](#). Print the [pdf](#).
 - 100-level requirements: Six credits each of English (ENG-115, ENG-125 or ENG-120), biology (BIO-102, BIO-103) and chemistry (CHE-110, CHE-111).
 - 200-level requirements: Six credits each of Biochemistry (BIO-201)* and Organic Chemistry (CHE-200, CHE-201).
 - DAT helpers: Cell Biology (BIO-200), Genetics (BIO-202), and Microbiology (BIO-215).

*NIC offers one term of biochemistry, cell biology (BIO-200) is a prerequisite for biochemistry.

**The Canadian DAT includes a manual dexterity component but doesn't test organic chemistry and mathematics, whereas American DAT tests for organic chemistry and mathematics but not manual dexterity.

- **Medical Doctor Study Plan (UBC)**
Suggested NIC courses for students preparing to enter [UBC's Medical Doctor program](#).
Prospective students are required to complete 90 credits (at least three years of full-time study with five courses per term), maintain a 75 per cent average, complete the following prerequisites, as well as the Medical College Admission Test (MCAT). Print the [pdf](#).
 - 100-level requirements: Six credits each of English (ENG-115, ENG-125 or ENG-120), biology (BIO-102, BIO-103) and chemistry (CHE-110, CHE-111).
 - MCAT Helpers : Six credits each of physics (PHY-100, PHY-101) and mathematics (MAT-102, MAT-115 or MAT-151)
 - 200-level requirements: Six credits each of Biochemistry (BIO-201)* and Organic Chemistry (CHE-200, CHE-201).
 - MCAT Helpers: Cell Biology (BIO-200), Genetics (BIO-202) and Microbiology (BIO-215).

*NIC offers one term of biochemistry, cell biology (BIO-200) is a prerequisite for biochemistry.

- **Doctor of Optometry Study Plan (University of Waterloo)**
Suggested NIC courses for students preparing to enter the [University of Waterloo's Doctor of Optometry program](#).
Prospective students must complete three or more years of full-time study (five courses per term) in a BSc, maintain a 75 per cent or higher average, complete the following prerequisites, and the Optometry Admissions Test (OAT). Print the [pdf](#).

- 100-level requirements : Three credits of English, Introductory Ethics (PHI-101), Introductory Psychology (PSY-130), Calculus (MAT-102), Statistics (MAT-115), and six credits each of biology (BIO-102, BIO-103), chemistry (CHE-110, CHE-111), physics (PHY-100, PHY-101) and physiology (BIO-160, BIO-161).
- 200-level requirements: Biochemistry (BIO-201)*, Microbiology (BIO-215), and Organic Chemistry (CHE-200, CHE-201).

* Cell biology (BIO-200) is a prerequisite for biochemistry.

- Veterinary Medicine Study Plan (University of Saskatchewan)
Suggested NIC courses for students preparing to enter the [University of Saskatchewan's Veterinary Medicine program](#). Prospective students are required to have completed 60 credits (at least two full years of full-time university study with five courses per term) of required and elective courses, maintain a 75 per cent or higher average, and complete the following prerequisites. Print the [pdf](#).
 - 100-level requirements: Six credits each of English (ENG-115, ENG-125 or ENG-120), biology (BIO-102, BIO-103), chemistry (CHE-110, CHE-111), and mathematics (MAT-102 and MAT-115 or MAT-151); three physics credits (PHY-100).
 - 200-level requirements: Biochemistry (BIO-201)*, Organic Chemistry (CHE-200), Genetics (BIO-202), Microbiology (BIO-215).

* Cell biology (BIO-200) is a prerequisite for biochemistry.

Pathways & Partners

Dual and Guaranteed Admission

Start at NIC while receiving exclusive admission benefits at designated universities:

- University of Victoria (dual admission or guaranteed admission)
- University of Northern British Columbia (dual admission)
- Vancouver Island University (dual admission)
- Portland State University (guaranteed admission)
- Royal Roads University (guaranteed admission)
- University of Manitoba (student mobility agreement)

Flexible Pre-Major

To maximize your options at BC universities, complete a Flexible Pre-Major and an Associate of Arts or Associate of Science degree. Since Flexible Pre-Majors transfer to institutions throughout BC, you can expect full credit for your coursework no matter where you choose to continue your studies. A pre-major is a set of first and second-year courses in a discipline or subject area which you are required to complete in order to be admitted to a major within a degree program, with admission usually occurring at the end of the second year of a four-year degree.

General Transfer

Receive transfer credit from NIC to any institution or program in BC and across Canada.

- University of British Columbia
- Simon Fraser University
- And more

ADMISSION

Admission Requirements

1. There are no formal admission requirements for University Studies. However, courses will have specific entry requirements, called prerequisites, which are listed under each course description. To meet prerequisite requirements, submit transcripts or complete English and/or Math assessments.

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- If you plan to use your courses as transfer credit toward another program or degree, please review the [Steps to University Transfer](#) and contact an [educational advisor](#). They have extensive knowledge of programs, funding options, career paths and post-secondary transfer agreements to help you get started on the right track.
- NIC also offers high school-equivalent upgrading if you need help meeting prerequisites for entry into individual courses.

COURSES

How to Search Courses

1. [Search courses online](#) under the following areas of study as 100 (first year) and 200 (second year) course levels: anthropology (ANT), business (BUS), biology (BIO), chemistry (CHE), criminology (CRM), economics (ECO), English (ENG), fine arts (FIN), First Nations studies (FNS), French (FRE), geography (GEO), history (HIS), mathematics (MAT), philosophy (PHI), physics (PHY), political science (POL), psychology (PSY), sociology (SOC), space science and astronomy (SSA), Spanish (SPN). Search courses by subject, level, keyword, or by transferability, and check the BC Transfers link under course descriptions

AND

2. Have a student advisor at NIC and your receiving institution check your study plan before registering in courses.

Transferable Courses

The following University Studies courses were transferable to AT LEAST ONE other BC post-secondary institution at the time of publishing. Since post-secondary transfer agreements and degree requirements change frequently, students are strongly encouraged to check www.bctransferguide.ca AND speak to an advisor before registering in classes.

BUSINESS ADMINISTRATION COURSES

BUS 100 Financial Accounting Fundamentals
 BUS 132 Mathematics of Finance
 BUS 150 Administrative Principles
 BUS 152 Entrepreneurship & Small Business Management
 BUS 162 Basic Marketing Principles & Practices
 BUS 170 Computer Applications for Business
 BUS 200 Financial Accounting Fundamentals II
 BUS 211 Intermediate Financial Accounting I
 BUS 217 Management Accounting
 BUS 221 Commercial Law
 BUS 223 Taxation 1
 BUS 244 Finance
 BUS 255 Human Resources Management
 BUS 260 Consumer Behaviour
 BUS 264 Professional Selling
 BUS 290 Management Information Systems
 BUS 293 Business Simulation
 BUS 312 Intermediate Financial Accounting II
 BUS 318 Advanced Cost Accounting
 BUS 323 Taxation II
 BUS 335 Quantitative Methods
 BUS 350 Organizational Behaviour
 BUS 355 Managing for Public & Non-Profit Organizations
 BUS 362 Market Research
 BUS 368 Advertising and Marketing Communications
 BUS 380 Globalization and International Business
 BUS 390 Directed Field Studies I
 BUS 419 Advanced Financial Accounting
 BUS 420 Introduction to Auditing
 BUS 421 Accounting Theory
 BUS 430 Business-to-Business Marketing
 BUS 450 Project Management
 BUS 452 Advanced Topics in Entrepreneurship
 BUS 490 Directed Field Studies II
 BUS 492 Strategic Management

COMPUTER SCIENCE AND INFORMATION TECHNOLOGY COURSES

CPS 100 Computer Programming I

CPS 101 Computer Programming II
 CPS 109 Computer & Information Systems
 CPS 146 Database Fundamentals
 CPS 151 Systems Analysis & Design
 CPS 160 Integrated Software Tools
 CPS 165 Web Design Tools
 CPS 208 E-Commerce
 CPS 215 Unix Utilities & Unix System Administration
 CPS 221 Application & .NET Programming in C#
 CPS 235 Advanced Java Programming
 CPS 236 Internet Programming
 CPS 246 Database Security & Administration
 CPS 262 Data Communications & Computer Networks
 CPS 268 Systems & Network Security
 CPS 270 Software Engineering
 CPS 300 Nursing Informatics

ENGLISH

ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
 ENG 108 Introduction to Creative Writing: Poetry & Drama
 ENG 109 Introduction to Creative Writing: Journalism
 ENG 115 Essay Writing and Critical Analysis
 ENG 116 Essay Writing And Indigenous Perspectives
 ENG 117 Academic Writing
 ENG 120 Introduction to Literature: Short Stories and the Novel
 ENG 121 Introduction to Literature: Poetry and Drama
 ENG 122 Reading Literature
 ENG 125 Composition & Indigenous Literature I
 ENG 126 Composition & Indigenous Literature II
 ENG 127 Indigenous Literatures in Canada
 ENG 160 Effective Organizational Writing
 ENG 202 Survey of English Literature I
 ENG 203 Survey of English Literature II
 ENG 207 Creative Non-Fiction
 ENG 208 Creative Writing: Poetry
 ENG 209 Creative Writing: Fiction
 ENG 212 An Introduction to Canadian Literature I
 ENG 213 An Introduction to Canadian Literature II
 ENG 214 Scriptwriting Workshop
 ENG 215 Advanced Composition
 ENG 216 Travel Writing
 ENG 224 Women's Literature & Theory I
 ENG 225 Women's Literature & Theory II
 ENG 230 Selected Topics in Literature
 ENG 260 Advanced Communications and Professional Writing
 MCS 110 Media & Communication Studies
 MCS 130 Explorations in Mass Communication
 MCS 200 Digital Video Production
 MCS 280 Communication and Culture

FINE ARTS COURSES and INTERACTIVE MEDIA & GRAPHIC DESIGN

FIN 100 Introduction to Art History and Visual Culture I
 FIN 101 Introduction to Art History and Visual Culture II
 FIN 110 Drawing & 2-Dimensional Language I
 FIN 111 Drawing & 2-Dimensional Language II
 FIN 115 Introduction to Printmaking
 FIN 120 Painting: Colour & Perception
 FIN 121 Painting: Methods & Concepts
 FIN 130 Foundation Studio in 3-D Materials and Design
 FIN 131 Foundation Studio in 3-D Objects and Space
 FIN 135 Introduction to Ceramics
 FIN 140 Creative Processes
 FIN 145 Introduction to Photography
 FIN 206 Graphic Arts Production
 FIN 210 Drawing & 2-Dimensional Language III
 FIN 211 Drawing & 2-Dimensional Language IV
 FIN 215 Intaglio Printmaking
 FIN 217 Serigraph Printmaking
 FIN 220 Painting Applications I
 FIN 221 Painting Applications II
 FIN 235 3-Dimensional Applications (Ceramics I)
 FIN 236 3-Dimensional Applications (Ceramics II)
 FIN 245 Photography II
 FIN 246 Photography III
 FIN 247 Introduction to Digital Photography
 FIN 250 Modern Art History

HUMANITIES COURSES

EDU 101 Teaching: The Human Interaction
 EDU 102 Teaching: Making an Informed Decision
 FNS 160 First Nations Education: Traditional and Contemporary
 FNS 200 Pre- & Post-Contact First Nations of Canada
 FRE 100 Motifs I
 FRE 101 Motifs II
 FRE 120 Motifs III
 FRE 121 Motifs IV
 FRE 145 Intermediate French I
 FRE 146 Intermediate French II
 FRE 265 Advanced French I
 FRE 266 Advanced French II
 FRE 280 La Traduction: Translation (A)
 FRE 281 La Traduction: Translation (B)
 HIS 111 Canadian History: Pre-Confederation
 HIS 112 Canadian History: 1867 - Present
 HIS 120 World History to 1000
 HIS 121 World History of the Last Millennium, AD 1000-2000
 HIS 122 World History Since 1945
 HIS 130 World Religion
 HIS 135 World Mythology
 HIS 205 Travels in Time
 HIS 210 Modern England 1688-1950
 HIS 215 History of Modern Europe I
 HIS 216 History of Modern Europe II
 HIS 220 War, Memory, Myth and History
 HIS 225 History of British Columbia
 HIS 231 United States History To 1877
 HIS 232 United States History Since 1877
 HIS 250 History of Women in Canada, 1600-1920
 HIS 251 History of Women in Canada, 1920-Present
 HIS 260 Historical Reactions to Criminal and Deviant Behaviour
 LIB 130 Introduction to World Religions
 LIB 131 Eastern and Comparative Religions
 LIB 210 Topics in World Civilization
 LIB 250 Wisdom of the Ancients
 PHI 100 Introductory Philosophy: Knowledge & Reality
 PHI 101 Introductory Philosophy: Values & Society
 PHI 150 Critical Thinking
 PHI 211 Philosophies of Existence
 PHI 220 Philosophy of Love and Sex
 PHI 230 Contemporary Moral Issues
 PHI 240 Philosophy of Art
 PHI 260 Business Ethics
 SPN 100 Introductory Spanish I
 SPN 101 Introductory Spanish II
 SPN 200 Intermediate Spanish I
 SPN 201 Intermediate Spanish II

MATHEMATICS & SCIENCE COURSES

BIO 102 Principles of Modern Biology II
 BIO 103 Principles of Modern Biology I
 BIO 110 Concepts in Biology I (Inhabiting the Human Body)
 BIO 111 Concepts in Biology II (Inhabiting the Earth)
 BIO 160 Human Anatomy & Physiology I
 BIO 161 Human Anatomy & Physiology II
 BIO 170 Foundations of Ethnobotany
 BIO 171 Applied Ethnobotany
 BIO 200 Cell Biology
 BIO 201 Introduction to Biochemistry
 BIO 202 Principles of Genetics
 BIO 211 Invertebrate Biology
 BIO 215 Introductory Microbiology
 BIO 230 Principles of Ecology
 BIO 240 Applied Ecology: Human Impact on the Environment
 BIO 241 Traditional Ecological Knowledge (TEK)
 BIO 260 Pathobiology I
 BIO 261 Pathobiology II
 CHE 110 Chemical Principles I
 CHE 111 Chemical Principles II
 CHE 200 Organic Chemistry I
 CHE 201 Organic Chemistry II
 GEO 105 Physical Geography I
 GEO 106 Physical Geography II
 GEO 206 Introduction to Geomorphology
 MAT 100 Pre-Calculus
 MAT 102 Calculus for Life Sciences
 MAT 115 Introduction to Statistics
 MAT 133 Matrix Algebra

MAT 151 Finite Mathematics
MAT 162 Math for Elementary Education I
MAT 163 Math for Elementary Education II
MAT 181 Calculus I
MAT 182 Calculus II
MAT 190 First Nations Perspective: Math for Elementary Education I
MAT 191 First Nations Perspective: Math for Elementary Education II
MAT 200 Linear Algebra
MAT 210 Calculus III
PHY 100 Introduction to Physics I
PHY 101 Introduction to Physics II
PHY 120 Principles of Physics I
PHY 121 Principles of Physics II
PHY 141 Mechanics I (Statics)
SSA 100 Introduction to the Solar System and Space Exploration
SSA 101 Space Science and Astronomy: Introduction to Deep Space Astronomy

SOCIAL SCIENCES COURSES

ANT 150 Cultural Anthropology
ANT 151 Physical Anthropology & Archaeology
ANT 250 Ethnology of North America
ANT 251 Principles of Archaeology
ANT 252 Northwest Coast Prehistory
ANT 253 Seacoasts in Prehistory
ANT 260 Forensic Anthropology
ANT 290 Archaeology Field School
ANT 291 Archaeology Field School
ANT 292 Archaeology Field School
ANT 293 Third Rock Archeology
CRM 101 Introduction to Criminology
CRM 131 Introduction to the Criminal Justice System
CRM 135 Introduction to the Canadian Law & Legal Institutions
CRM 230 Criminal Law
CRM 220 Research Methods in Criminology
CRM 241 Introduction to Corrections
CRM 251 Introduction to Policing
ECO 110 Principles of Microeconomics
ECO 111 Principles of Macroeconomics
ECO 245 Money & Banking
ECO 270 Environmental Economics
ESJ 100 Equity & Social Justice in Contemporary Canada
ESJ 101 Global Changes to, and Movements for, Social Justice
GEO 105 Physical Geography I
GEO 106 Physical Geography II
GEO 111 Environment, Society and Sustainability
GEO 112 Introduction to Human Geography
GEO 200 Geography of Canada
GEO 205 Geography of British Columbia
GEO 206 Introduction to Geomorphology
GEO 210 Natural Resources Management I: Introduction
GEO 211 Natural Resources Management II: Wildlife
GEO 214 Biogeography
GEO 215 Society and the Environment
GEO 220 Introduction to Climate Change: Human and Ecological Dimensions
POL 109 Canadian Government
POL 111 Political Ideologies
POL 119 Canadian Politics
POL 151 Law and Politics
POL 200 Introduction to Political Theory
POL 201 Comparative Politics
POL 203 International Relations
POL 209 Government in America
PSY 130 Introductory Psychology I
PSY 131 Introductory Psychology II
PSY 202 Health Psychology
PSY 204 Research Methods in Psychology
PSY 215 Biological Psychology
PSY 235 Abnormal Psychology
PSY 245 Psychology of Women
PSY 250 Human Development from Conception through Childhood
PSY 251 Human Development from Adolescence through Adulthood
PSY 260 Psychological Explanations of Criminal and Deviant Behaviour
SOC 110 Introduction to Sociology I
SOC 111 Introduction to Sociology II
SOC 130 First Nations Sociology
SOC 210 Ethnic Relations
SOC 212 Issues in Canadian Society

SOC 220 Introduction to Sociological Research Methods
 SOC 230 Sociological Explanations of Crime & Deviance
 SOC 240 The Sociology of Love and Sex
 SSW 120 Foundations of Social Service Practice
 SSW 122 Social Welfare in Canada
 WST 100 Global Perspectives on Women
 WST 101 Issues in Women's Health
 WST 110 First Nations Women's Studies
 WST 260 Empowered Caring & Feminist Practice

University Partnerships

Alberta College of Art + Design Fine Arts Pathway

Program at a Glance

Two-year [Fine Arts Diploma](#) transfer pathway

Where: Comox Valley

Starts: September, January

- Transfer directly into third year of ACAD's Bachelor of Fine Arts or Bachelor of Design degree programs when you achieve an average of C (2.0) or higher. Admission is based on academic standing. A portfolio review is required for admission to ACAD's Bachelor of Design.
- Expand your creative potential and art making skills in the supportive environment of NIC's well-equipped fine arts studio before continuing your studies in media arts, sculpture, fibre, painting, drawing, ceramics, print media, photography, visual communications and more.
- Learn to apply analytical, problem solving and critical thinking skills to challenge yourself as a dynamic member of the knowledge-based, creative and cultural economy.

Career possibilities: As a graduate, you will be well-prepared for employment as an artist, gallery assistant, teaching assistant, community arts programmer and community arts educator. You will have the skills to pursue an arts based career in painting, sculpture, photography, print media, interdisciplinary practice, media arts and more.

Questions?

Contact

Marilyn Nettleton
 Educational Advisor
 250-334-5000 
 1-800-715-0914 
questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE

- Let NIC inspire you. Develop critical thinking, communication and problem solving skills while being encouraged toward experimentation and individual expression. NIC's beautiful setting and studios provide you with the resources and foundation for a successful art practice.
- Community presence. NIC staff and students consistently exhibit work and play a major role in the Comox Valley's lively arts and culture community. You will create a portfolio of work and accumulate experiences to build your career in the visual and creative art sectors.
- Unique places, inspiring spaces. Explore a variety of mediums in Shadbolt Studios, a modern, 7,510 square foot building which contains separate ceramics, painting and sculpture studios. You will also have access to one of only four Tozan Anagama kilns in the world as well as a large-format jaguar printing press and textile screen print lab.
- A great education, an affordable price. NIC has some of the most affordable low tuition and lab fees in the province while providing you with high-quality instruction and a substantial amount of materials and resources to encourage exploration and experimentation.

Which ACAD Programs are Eligible?

The NIC-ACAD Articulation Agreement provides NIC students with the opportunity to transfer directly into Year 3 of the following Alberta College of Art + Design programs:

- Bachelor of Fine Arts
Majors include media arts, sculpture, fibre, painting, drawing, ceramics, print media, glass and jewellery + metals.
- Bachelor of Design
Majors include photography and visual communication design.

Make sure your courses count. Each degree pathway has its own unique deadlines, portfolio requirements, course prerequisites and transfer requirements.

- Review [ACAD's articulation agreement](#) for transfer details.
- Visit [ACAD's website](#) for more information on degree options and academic transfer agreements.
- For more information or to develop a study plan, contact an [NIC educational advisor](#).

ADMISSION

Admission Requirements

Admission requirements for North Island College's [Fine Arts diploma](#) are available on the program page.

Graduates of NIC's Fine Arts Diploma with an average of C (2.0) or higher will be considered for admission to Year 3 of the ACAD Bachelor of Fine Arts degree program majors on the basis of academic standing, and will be considered for admission to Year 3 of the ACAD Bachelor of Design degree program on the basis of academic standing and a portfolio review. Both are subject to the terms and conditions outlined in the articulation agreement between Alberta College of Art + Design and North Island College's Fine Arts program.

PROGRAMS

Students in the following North Island College program are eligible to apply for transfer to Alberta College of Art + Design

- [Fine Arts diploma](#)

University Partnerships

Disney International Co-op & Academic Exchange

Program at a Glance

Six-month paid international co-op work term and academic exchange

Tuition: [\\$3,800 USD, including accommodation, fees, and course materials](#)

Where: Comox Valley

Starts: July

- Gain a paid international training experience with the Disney corporation.
- Earn a Certificate in Hospitality and Tourism Management or a Certificate in Management from University of California Riverside.
- Network with individuals from around the world and make life-long connections.
- Learn important business philosophies from Disney leaders while earning NIC credentials.

Questions?

Contact

Alex Bowman
Employment Service Advisor
North Island College
250-334-5076 

[employment.resources@nic.bc.ca](#)

In the News

[North Island College students take part in Disney World co-op program](#)

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- A rare opportunity . NIC is one of six Canadian post-secondary institutions to take part in Disney's International's Academic Exchange program. This unique, international learning opportunity gives NIC business or tourism and hospitality management students a competitive edge.
- Expand your resume. Build your CV through experiential academic training. Disney's training opportunities include a range of roles from hospitality, concierge and culinary roles to vacation planning and other customer-service oriented positions.
- Life-changing opportunities you can't get anywhere else. Learn important business philosophies from Disney leaders and make friends around the world while earning your credentials at NIC and the University of California Riverside.

PROGRAM HIGHLIGHTS

Earn a Certificate in Hospitality and Tourism Management or a Certificate in Management from the University of California Riverside (UCR). Combine academic coursework at the beautiful UCR campus with a paid, academic training at the Walt Disney World Resort near Orlando, Florida.

This program is designed for exceptional students who seek careers in the field of tourism, hospitality management and business. As an exchange student, you will study on the UCR campus and participate in field experiences at popular attractions in Southern California. When complete, you will move on to Walt Disney World Resort in Florida, where you will have the opportunity for paid, work experience in the hospitality field.

Visit our [Student Success page](#) to learn more about previous student experiences in the Disney International Co-op and Academic Exchange program.

Accommodations

Living at the University of California, Riverside

During the California component of your program, students will stay in the Extension Residence Center on the University of California Riverside campus (double-occupancy). The cost of the residence and breakfast is included in the program fee.

See UCR's [Housing site](#) for more information.

Living in Florida

While participating in the Disney International College program, students live in company-sponsored, fully-furnished two-to-four-bedroom apartments near the Walt Disney World Resort. A bus system provides students with transportation to work, classes, shopping and social activities. 24-hour security is provided.

The accommodation charge covers the housing fee, utilities, high-speed Internet, local phone service and transportation. This charge is deducted from participants' weekly paychecks.

See [Disney International's Living Experience](#) for more information.

Wages and Costs

Your Disney International program experience includes paid work experience opportunities. While hourly wages vary according to the position, you can expect to work a maximum of 37.5 hours a week while studying and up to 45 hours a week during non-class times.

You will graduate from your work term with a certificate from the University of California, Riverside in either Management or Hospitality and Tourism Management. The costs to participate in this part of the program is [\\$3,800 USD](#). This includes:

- Group transportation to and from the LAX airport to the University of California, Riverside
- Residence accommodation and meals at the University of California, Riverside (double-occupancy) for the California portion of the program
- Tuition and fees for credits from the University of California, Riverside including all texts and/or course materials for the UCR courses
- UCR Identification card
- Supervision during the academic training portion of the program
- Ongoing support by UCR staff for duration of the academic training

Additional Costs

- \$450 non-refundable application fee: payable to UCR when you have been accepted into the program
- \$180 non-refundable J-1 Student Visa application (SEVIS) fee, payable to the US Consulate in your country
- \$1,215 mandatory medical insurance for the duration of the program
- Flights from Canada to California, California to Florida and Florida to Canada
- Disney International Programs accommodations (see Living in Florida above)
- Some Disney courses include a material fees (\$14-\$55) and/or textbook fees (typically \$15-\$100)
- \$155 program assessment fee (submitted directly to the Walt Disney World Resort)
- Meals while in California.
- \$400-\$500 for miscellaneous living expenses and student costs during their stay in Florida

You may be eligible for a partial tuition scholarship from UCR. Check with your advisor for more information.

ADMISSION

Admission Requirements

To be eligible for the University of California, Riverside Disney International Co-op and Academic Exchange you must:

- be at least 18 years old
- have completed one year (24 credits) of an NIC business or tourism program
- be in good academic standing, with a minimum GPA of 2.0
- have the financial means to pay for the program costs
- have a can-do attitude and be flexible
- be willing to share a bedroom/dorm space
- be accepted as an NIC Co-operative Education student
- attend an interview with University of California Riverside and Disney recruiters

PROGRAMS

Students in the following North Island College programs are eligible to apply to Disney International's Co-op and Academic Exchange program:

- [Tourism and Hospitality Management diploma](#)
- [Business Administration diploma](#)
- [Bachelor of Business Administration degree, Accounting](#)
- [Bachelor of Business Administration degree, General Management](#)
- [Bachelor of Business Administration degree, Marketing](#)

University Partnerships

Emily Carr University Guaranteed Admission

Program at a Glance

Two-year guaranteed admission degree pathway

Tuition: [\\$3,570 approx per year + books/supplies](#)

Where: Comox Valley

Starts: September, January

- Guarantee your admission to Emily Carr University's Bachelor of Fine Arts (Visual Arts or Critical and Cultural Practices) when you achieve a 3.0 GPA or higher in NIC's Fine Arts diploma.
- Or; Study two years (up to 63 credits) at NIC, maintaining a GPA between 2.0 and 2.99 while creating a portfolio for submission to Emily Carr University of Art + Design to be considered for admission into year three of various majors.
- Learn to apply analytical, problem solving and critical thinking skills to challenge yourself as a dynamic member of the knowledge-based, creative and cultural economy.

Career possibilities: As a graduate, you will be well-prepared for employment as an artist, gallery assistant, teaching assistant, community arts programmer and community arts educator. You will have the skills to pursue a career in painting, sculpture, photography, printmaking, ceramics, illustration, video, film and more.

Questions?

Contact

Marilyn Nettleton
Educational Advisor
250-334-5000 
1-800-715-0914 

questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Let NIC inspire you. Develop critical thinking, communication and problem solving skills while being encouraged toward experimentation and individual expression. NIC's beautiful setting and studios provide you with the resources and foundation for a successful art practice.
- Community presence. NIC staff and students consistently exhibit work and play a major role in the Comox Valley's lively arts and culture community. You will create a portfolio of work and accumulate experiences to build your career in the visual and creative art sectors.
- Unique places, inspiring spaces. Explore a variety of mediums in Shadbolt Studios, a modern, 7,510 square foot building which contains separate ceramics, painting and sculpture studios. You will also have access to one of only four Tozan Anagama kilns in the world as well as a large-format jaguar printing press and textile screen print lab.
- A great education, an affordable price. NIC has some of the low tuition and lab fees in the province while providing you with high-quality instruction and a substantial amount of materials and resources to encourage exploration and experimentation.

What is Guaranteed Admission

The [NIC-Emily Carr Articulation Agreement](#) provides NIC students with guaranteed admission and course transfer to many Emily Carr University of Art + Design programs.

Guaranteed admission is a great choice for anyone interested in completing Emily Carr's Bachelor of Fine Arts (visual arts, critical and cultural practices). The agreement bases university admission on your academic performance at NIC rather than your high school transcripts. This creates a previously unavailable admission guarantee for mature students, current NIC students, individuals who may not have previously completed Grade 12 or students whose final high school grades may not have met Emily Carr's competitive first-year entry levels.

How does it work? Upon completing the [Fine Arts diploma program](#) with a cumulative GPA of B (3.0 on a 4.0 scale) or higher you will be automatically accepted into Year 3 of the Bachelor of Fine Arts (major in visual arts or critical and cultural practices) degree program at Emily Carr University of Art + Design. [Please book an appointment](#) with an educational advisor to learn more.

Which Emily Carr Programs Are Eligible?

Through guaranteed admission, Emily Carr offers NIC students with a GPA of 3.0 or higher an opportunity to complete:

- Bachelor of Fine Arts
Majors include visual arts; and critical and cultural practices

Or, if you have a GPA of 2.0 or higher, be considered for admission into Year 3 of following programs on the basis of academic standing and portfolio review:

- Bachelor of Fine Arts
Majors include visual arts; and critical and cultural practices; film, video + integrated media; photography; and illustration (if you are interested in the illustration major, apply to second year visual arts to access Emily Carr's specialized second-year illustration courses)
- Bachelor of Design
Majors include communication design; industrial design; and interaction design
- Bachelor of Media
Majors include animation; and interactive + social media arts

Make sure your courses count.

Each degree pathway has its own unique deadlines, portfolio requirements, course prerequisites and transfer requirements.

- Review Emily Carr's [articulation agreement](#) for transfer details.
- Visit [Emily Carr](#)'s website for more information on degree options and academic transfer agreements.
- For more information or to develop a study plan, contact an [NIC educational advisor](#).

ADMISSION

Admission Requirements

Admission requirements for North Island College's Fine Arts Diploma are available on the program page.

To be eligible for ECUAD Guaranteed Admission, you must:

1. If you are considering transferring to Emily Carr from NIC you should contact their Admissions Advisor, Ms. April Goodwin-Smith at agoodwinsmith@ecuad.ca
2. Use the BC Transfer Guide online to check transferability AND meet with an NIC student advisor for guidance BEFORE registering in courses.
3. Admission to programs at ECUAD requires completion of specific English courses.
4. Complete the Fine Arts Diploma at North Island College with a cumulative grade point average (GPA) of B (3.00 on a 4.00 scale) or higher and be automatically accepted into year three (3) of the Bachelor of Fine Arts (BFA) (Visual Arts, Critical and Cultural Practices) degree program at Emily Carr University. If your cumulative GPA is between 2.0 and 2.99 you will be considered for admission to year three of Emily Carr's Bachelor of Fine Arts on the basis of your academic standing and a portfolio review.
5. Complete the Fine Arts Diploma at North Island College with a cumulative grade point average (GPA) of C (2.00 on a 4.00 scale) or higher to be considered for admission to the programs noted below on the basis of their academic standing and a portfolio review. It should be noted that these programs have competitive entry, and therefore the portfolio should reflect work that is consistent with the intended major
 - Bachelor of Fine Arts (Film, Video + Integrated media)
 - Bachelor of Fine Arts (Photography)
 - Bachelor of Design (Communication Design)
 - Bachelor of Design (Industrial Design)
 - Bachelor of Design (Interaction Design)
 - Bachelor of Media (Animation)
 - Bachelor of Media (Interactive + Social Media Arts)
 - Bachelor of Fine Arts (Illustration) Note: Apply to second year in order to take Emily Carr's specialized second-year illustration courses

To Be Successful

- Prepare for transfer to [Emily Carr](#) by reviewing their website for information on degree options and academic transfer agreements.
- Fine arts and design students at NIC are dedicated as well as creative. Course work is intense and requires focused effort and commitment.
- If you are in the program full time, you will be in class for 22 hours per week with homework and extra studio time requiring almost that amount of time again. You will be challenged to see the world around you from different perspectives and are invited to interpret those experiences originally and creatively.
- We encourage you to do much more than simply complete assignments. There is an expectation that you will push the limits and bring more to your assignments than is being asked of you.

PROGRAMS

Students in the following North Island College program are eligible to apply for transfer to Emily Carr University of Art + Design

- Fine Arts Diploma

University Partnerships

Flexible Pre-Major

Program at a Glance

Required first and second year courses for admission into year three of a major.

Where: College Wide
Starts: September, January

- Focus on majors including anthropology, biology, economics, English and sociology.
- Transfer directly into the third year of a degree program by completing required first and second year courses in your major.
- Complete both the Flexible Pre-Major and Associate of Arts or Associate of Science degree to maximize your opportunities at BC universities

Transfer Possibilities. Thanks to a special province-wide collaboration, students can easily transfer first and second year courses to a major at the third year level. A full list of transfer possibilities is available at [BCCAT](#).

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Same degree, save \$20,000. By completing a Flexible Pre-Major at NIC, you will spend approximately \$20,000 less for the first two years of your studies (tuition, fees, books, transport, housing and food) compared to students attending an urban university.
- Keep your options open. Since Flexible Pre-Majors transfer to institutions throughout BC, you can expect full credit for your coursework no matter where you choose to continue your studies.
- Strengthen your Associate Degree. By working with NIC's educational advisors you may be able to develop a study plan which allows you to achieve both the Flexible Pre-Major and an Associate of Arts or Associate of Science degree, which truly maximizes your opportunities in BC.
- In good company. Graduates tell us that NIC classes feel like interactive work groups, where everyone has a chance to contribute ideas and get to know instructors and classmates.
- Be advised, every step of the way. Educational advisors are dedicated to helping you make the most of your course choices. With one-on-one personal advising, you can be assured that your classes at NIC will get you where you want to go.

PROGRAM HIGHLIGHTS

If you are planning to study anthropology, biology, economics, English or sociology at NIC, there is a Flexible Pre-Major established to ensure you have met the lower level program requirements for your major prior to transfer into third year.

While the Flexible Pre-Major is intended to assist you in progression through a major, you should be aware of other majors, double majors, joint majors and minors in your prospective receiving institution. To ensure that you are on track with admission requirements at your chosen university, you should consult with an advisor at that institution.

You can complete the associate degree pathway at the same time, which recognizes successful completion of 60 credits of study, or approximately 20 courses. With full-time study, you can choose to complete an [Associate of Arts](#) or an [Associate of Science](#) degree within two academic years. Part-time study options are also available.

If you plan to transfer between BC post-secondary institutions in order to undertake a major (typically after the second year of study), a Flexible Pre-Major clarifies the transfer agreement and simplifies the process.

If you plan to attend a particular university and end up not doing so, completion of the Flexible Pre-Major for your chosen major will allow you to complete your major at another participating institution.

By working with NIC's educational advisors, you can develop a study plan which allows you to achieve both a flexible pre-major and an associate degree, which truly maximizes your opportunities at BC post-secondary institutions. Read more about Flexible Pre-Majors at [BCCAT](#)

Be competitive. Completion of the flexible pre-major does not guarantee acceptance into degree programs. Acceptance depends on your obtaining a competitive GPA and meeting any other admission requirements specified by the receiving institution.

ADMISSION

Admission Requirements

There are no formal admission requirements for Flexible Pre-Majors. However, courses will have specific entry requirements, called prerequisites, which are listed under each course description. To meet prerequisite requirements, submit transcripts or complete English and/or Math assessments. Students should apply to the University Studies Program.

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- Your first and most important step as a university transfer or associate degree student is to call, email, or visit an educational advisor at your nearest NIC campus or centre. Educational advisors have extensive knowledge of programs, funding options, career paths and post-secondary transfer agreements and will help you get started on the right track.
- You are responsible for selecting only courses that are eligible for the Flexible Pre-Major. Always review your study plan with an educational advisor before registering in courses.
- If you intend to transfer your flexible pre as credit toward a four-year degree, review the [Steps to University Transfer](#) on the NIC website.

COURSES

The following overview describes the general requirements for a Flexible Pre-Major. However, choosing the right combination of courses will depend on a number of factors. NIC's educational advisors can help you develop a study plan to complete a Flexible Pre-Major in one of the following subject areas:

- [anthropology](#).
- [biology](#).
- [economics](#).
- [English](#).
- [sociology](#).

Limitations and caveats of Flexible Pre-Majors:

You are responsible for selecting the correct combination of course to complete your Flexible Pre-Major. You can also maximize your options by working toward an Associate of Arts or Associate of Science degree at the same time. It is important that you work with an educational advisor to examine the total program requirements at your university of choice prior to applying for transfer, noting that:

- none of the courses constituting the requirements for a Flexible Pre-Major substitute for upper-level requirements at the institution you transfer to. Completion of your Flexible Pre-Major does not guarantee acceptance into your university of choice.
- acceptance depends on your maintaining a competitive GPA and/or meeting any other admission requirements.
- you may also need to fulfill non-discipline specific requirements, such as English, humanities or science credits.

Anthropology flexible Pre-Major

The Anthropology Flexible Pre-Major consists of five courses (15 credits), including:

- one lower-level (first or second-year) anthropology course (three credits minimum) in each of these three areas:

- social/cultural anthropology
- biological/physical anthropology
- archaeology
- one second-year general, introductory research methods course (three credits minimum).

If such a course is not available in the anthropology department, a comparable course provided through another discipline such as sociology or psychology may be substituted.

- five or more lower-level (either first or second year) anthropology courses (15 credits minimum) including the courses listed above.

If you plan to transfer into programs with anthropology majors that require six lower-level anthropology courses, you may take the additional course or credits in year three of your program.

Eligible Flexible Pre-Major courses include:

First Year:

introductory/social/cultural: [ANT-150](#)

introductory/biological/physical: [ANT-151](#)

Second Year:

archaeology: [ANT-251](#)

research methods: [ANT-290](#), [ANT-291](#)

Make sure to review [the limits and caveats of your Flexible Pre-Major](#). A full list of transfer possibilities is available at [BCCAT](#).

Biology Flexible Pre-Major

The Biology Flexible Pre-Major requires you to successfully complete 14 courses (42 credits), including

- two introductory (first-year) majors biology courses, with labs
- two introductory (first-year) chemistry courses, with labs
- two introductory (first-year) calculus courses
- two introductory (first-year) physics courses, with labs
- one second-year course in genetics
- one second-year or higher level course in cell biology
- one second-year or higher level course in biochemistry
- one second-year course in ecology
- two courses in organic chemistry, with labs

First Year:

majors biology: [BIO-102](#), [BIO-103](#)

chemistry: [CHE-110](#), [CHE-111](#)

calculus: [MAT-181](#), [MAT-182](#) or [MAT-102](#), [MAT-151](#)

physics: [PHY-101](#), [PHY-102](#) or [PHY-120](#), [PHY-121](#)

Second Year:

organic chemistry: [CHE-200](#), [CHE-201](#)

cell: [BIO-200](#)

genetics: [BIO-202](#)

ecology: [BIO-230](#)

biochemistry: [BIO-201](#)

other: [BIO-211](#) (Inverts), [BIO-215](#) (Micro)

Make sure to review [the limits and caveats of your Flexible Pre-Major](#). A full list of transfer possibilities is available at [BCCAT](#).

Economics Flexible Pre-Major

The Economics Flexible Pre-Major consists of six courses (18 credits) or, for UVic, 15 credits or 7.5 units, including:

- one principles of microeconomics course

- one principles of macroeconomics course
- two post-principles of economics courses, i.e., courses for which principles of microeconomics and/or principles of macroeconomics are pre-requisites.
- one calculus course, such as Calculus I or equivalent; or for UBC, two calculus courses, such as Calculus I and Calculus II
- one statistics course, such as Statistics I or equivalent, except at UBC and UVic.

Eligible Flexible Pre-Major courses include:

First Year:

microeconomics: [ECO-110](#)

macroeconomics: [ECO-111](#)

calculus I: [MAT-102](#), [MAT-181](#)

calculus II: [MAT-182](#)

statistics I: [MAT-115](#)

Second Year:

post principles of economics: [ECO-245](#), [ECO-270](#)

Make sure to review [the limits and caveats of your Flexible Pre-Major](#). A full list of transfer possibilities is available at [BCCAT](#).

English Flexible Pre-Major

The English Flexible Pre-major consists of six courses (18 credits), including:

- nine credits from second-year courses;
- one second year historical survey course (three credits) and,
- two other second-year English literature courses (six credits), which could include more survey courses
- one (three credit) creative writing course and one academic (three credit) writing course can also be counted toward the required 18 credits of the English Flexible Pre-Major.

Eligible Flexible Pre-Major courses include:

First Year:

literature courses: [ENG-120](#), [ENG-122](#), [ENG-126](#)

creative writing: [ENG-107](#), [ENG-108](#)

academic writing: [ENG-115](#), [ENG-117](#)

Second Year:

genre/cultural/critical study: [ENG-224](#), [ENG-225](#), [ENG-230](#)

historical survey: [ENG-202](#), [ENG-203](#), [ENG-212](#), [ENG-213](#)

creative writing: [ENG-207](#), [ENG-208](#), [ENG-209](#), [ENG-216](#)

academic writing: [ENG-215](#)

Make sure to review [the limits and caveats of your Flexible Pre-Major](#). A full list of transfer possibilities is available at [BCCAT](#).

Sociology Flexible Pre-Major

The Sociology Flexible Pre-Major consists of six courses (18 credits), including:

- two introductory level (first-year) sociology courses (each three credits minimum) or one introductory level (first-year) sociology course and a second year course dealing with Canadian society.
- one lower-level sociology theory course (three credits minimum). An upper-level theory course can be substituted for a lower-level theory course, but the upper-level course will not be permitted to fulfill any upper-level theory course requirement at a receiving institution.

- one second-year (three-credit) general introductory research methods course. In some cases, a similar research methods course from a different department, such as criminology or psychology, may be substituted. A third-year research methods course can be substituted for the second-year research methods course, but the third-year course will not be permitted to fulfill any third-year research methods course requirement at the receiving institution.
- five lower-level (either first or second year) sociology courses (minimum total of 15 credits), including the courses listed above.
- additional lower level course credits can be taken, if your university of choice requires six lower-level sociology courses, and you are transferring into that program with five lower-level sociology courses. It is highly recommended that your Sociology Flexible Pre-Major includes six lower-level sociology courses.
- one, first or second-year introductory (three credit) course in statistics for the social sciences. This course, though necessary, will not count as one of the 15 lower-level sociology credits required for the Sociology Flexible Pre-Major.

Eligible Flexible Pre-Major courses include:

First Year:

introductory: [SOC-110](#), [SOC-111](#)

math/statistics: [MAT-115](#)

Second Year:

research methods: [SOC-220](#)

Make sure to review [the limits and caveats of your Flexible Pre-Major](#).

A full list of transfer possibilities is available at [BCCAT](#).

University Partnerships

Portland State Guaranteed Transfer

Program at a Glance

University Studies at NIC now leads to guaranteed admission at Portland State University (PSU)

Tuition: [\\$2,740 approx per year at NIC. University tuition applies at PSU.](#)

Where: College Wide

Starts: September, January

- Achieve a 2.25 GPA or higher in NIC's Associate of Arts or Associate of Science degree and Portland State University will guarantee your admission as a junior in Portland State University's University Studies program.
- Earn an associate degree in Canada and a bachelor's degree from an American university in the heart of downtown Portland.
- Start at NIC, knowing you'll spend less on tuition while earning the exact

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Quality education, recognized success. Portland State University has recognized NIC's associate degrees as a broad liberal arts education providing academic rigour and good preparation for students entering Portland State University, demonstrating their confidence in NIC students like you.
- An American undergraduate degree, for less. Pay NIC tuition for two years before attending an American university. University studies and transfer students completing an associate degree spend \$12,000 to \$22,000 less (tuition, fees, books, transport, housing and food) in their first two years of study, compared to students attending an urban American university.
- In good company. Start your degree with two years of supportive instruction, small class sizes and wide range of courses at NIC and guarantee your admission to Portland State University, where you can major in business, engineering, urban studies and more.

PROGRAM HIGHLIGHTS

What is Guaranteed Transfer?

The [NIC-PSU Guaranteed Admission for NIC Transfer Students agreement](#) provides NIC students with guaranteed admission and course transfer into their third, or junior, year of Portland State University's general University Studies program.

same degree as students starting directly at Portland State University.

Questions?

Contact

Marilyn Nettleton
Educational Advisor
250-334-5000 
1-800-715-0914 

questions@nic.bc.ca

Guaranteed admission is a great choice for anyone interested in completing a University Studies degree at Portland State University. Start your degree with NIC's personal instruction and commitment to quality undergraduate education before moving on to an American university.

You'll learn in a supportive environment, pay less tuition and living expenses while at NIC, and you'll get the benefits of Portland State University's unique capstone project, where you will have opportunities to team up with local organizations to tackle civic challenges. Portland State University is Oregon's largest and most diverse university, with 30,000 students who come from nearly 100 nations around the world. Study at the university's downtown campus, within walking distance of museums, performing arts venues, commerce, concerts, sports and hiking and biking trails.

When you finish your NIC program, Portland State University's admission and application deadlines allow you to move from college to university without unnecessary delay.

Guaranteed admission also saves you money, without compromising your education. Whether you are a domestic student looking for international opportunities, or an international student looking for an American undergraduate degree, guaranteed admission saves you \$12,000 to \$20,000 in the first two years of study, while getting access to NIC's excellent instruction, small class sizes and commitment to exceptional academic performance.

How does it work?

Upon entering the University Studies and Transfer program at any NIC campus or centre, you will complete an Associate of Arts or Associate of Science degree. If you maintain a 2.25 GPA. (slightly higher than a C average), you can apply to Portland State University for guaranteed admission to general education programs. See the Admissions tab for complete information.

ADMISSION

Before Classes Begin

Make sure your courses count. Admission to Portland State University's general education degree does not guarantee admission to specific majors at PSU. Some majors have specific admission requirements. You should review PSU's Online Calendar to find out and then meet with a student advisor to determine which courses at your local NIC campus will earn you the most transfer credit.

Admission Requirements

Complete and submit the NIC Application for Admission form, writing PSU Guaranteed Admission as the program name. There are no formal admission requirements for an associate degree. However, courses will have specific entry requirements, called prerequisites, which are listed under each course description.

To be eligible for PSU Guaranteed Admission, you must:

1. Complete the Associate of Arts or Associate of Science degree with 60 credits. No more than eight credits should be vocational or technical in nature and at least 60 credits must be university transfer courses at the college transfer level. Please meet with an NIC student advisor for guidance BEFORE registering in courses.
2. Achieve a minimum cumulative GPA of 2.25 (slightly higher than a C letter grade) in your associate degree at NIC prior to entering studies at Portland State University.
3. Meet the current international admissions criteria for the requested admission term;
4. Complete ENG-115 at NIC (WR 121) or equivalent with a C- or better grade;
5. Meet PSU English proficiency requirements, as appropriate;
6. Demonstrate proof of financial ability;
7. Submit official copies of all college transcripts;
8. Apply to Portland State University at in a timely manner to allow for processing of application and transcripts.

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- Your first and most important step as a university transfer student is to call, email, or visit an educational advisor at your nearest NIC campus or centre. Educational advisors have extensive knowledge of programs, funding options, career paths and post-secondary transfer agreements, and will help you get started on the right track.
- You are responsible for selecting only courses that are eligible for the Associate of Arts or Science degrees. Always review your study plan with an educational advisor before registering in courses.
- NIC also offers high school-level upgrading options if you need help meeting prerequisites for entry into individual courses.
- If you intend to transfer your associate degree as credit toward a four-year degree, review the Steps to University Transfer on the NIC website.

COURSES

Contact a student advisor to help you to choose the right combination of NIC courses to meet your goals.

Students should consider sample study plans and the general requirements for NIC's [Associate of Arts](#) or [Associate of Science](#) degrees when planning for Portland State University Guaranteed Transfer.

Completion Requirements

Students must achieve a minimum cumulative GPA of 2.25 (slightly higher than a C letter grade) in your associate degree at NIC prior to entering studies at Portland State University.

Students must also meet the degree completion requirements at Portland State University to achieve their four-year undergraduate degree.

University Partnerships

RGU Scotland Degree Pathway

Program at a Glance

One-year degree pathway available to NIC Business Administration students

Where: Comox Valley
Starts: September, January

- Spend a year in Scotland to earn a recognized three-year UK degree after completing your [Business Administration Diploma](#) (or 60 equivalent credits).
- Maximize opportunity by returning to NIC for one more year of study to earn a Canadian degree in addition to your UK degree.
- Gain international experience to expand cross-cultural communication and leadership skills.

Career possibilities: Employment opportunities are diverse and ever-changing. Graduates are well-prepared to work in profit, non-profit, or government organizations or pursue their own business ventures.

HIGHLIGHTS

CHOOSE NORTH ISLAND COLLEGE

- Receive an international education. Transfer two years (60 credits) of business administration courses to Robert Gordon University (RGU) in Aberdeen Scotland to complete a UK degree with only one additional year of study.
- Study in Scotland and earn two degrees. Qualify for a full four-year degree by returning to NIC after studying abroad in Scotland. After completing the third-year of your UK degree in Scotland, you can return to NIC for one more year of study and earn a four-year business degree from NIC.
- Connect Globally. Earn international credentials while studying at NIC as part of a network of local and international business leaders.
- Discover your Career Path. Gain academic credit while exploring a career in business through paid co-op work experience. NIC graduates are highly employable with qualifications respected by employers and other post secondary institutions throughout the province and RGU is rated UK's top university for graduate employment outcomes.
- Supportive Environment. Knowledgeable instructors and flexible programming ensure you gain the business skills you need to succeed.

PROGRAM HIGHLIGHTS

The [RGU Scotland-NIC Transfer Agreement](#) gives NIC business students an opportunity to gain international experience, perspectives and contacts. Once you complete the third-year of your UK degree in Scotland, you will have credit for 75% of an NIC four-year business degree.

Questions?**Contact**

Marilyn Nettleton
Educational Advisor
250-334-5000 
1-800-715-0914 

questions@nic.bc.ca

To qualify for entry to RGU's Bachelor of Arts (Hons) in Management or Bachelor of Arts (Hons) Management with Marketing degree, you will need to complete 60 credits of [NIC's Business Administration diploma \(general management or marketing\)](#) or NIC's Bachelor of Business Administration degree ([general management](#) or [marketing](#)) and maintain a cumulative 3.0 GPA (B average) or higher.

Choose the general management option if you are looking for a program that covers a broad base of management functions. Sharing a common first year with other diploma options, you will continue into second year to learn commercial law, consumer behaviour, e-business, management information systems and entrepreneurial and small business management.

Choose the marketing option to gain practical skills and a solid foundation of knowledge for employment in a marketing environment. Second year courses include consumer behaviour, professional selling, retail management, services marketing, and entrepreneurship and small business management.

RGU will grant you a degree after you successfully complete the third-year of the non-placement route.

Upon completion, you can return to NIC for the fourth year of NIC's Bachelor of Business Administration General Management or Bachelor of Business Administration Marketing degree. This allows you to earn a second degree at NIC with just one more year of study.

If you are interested in learning more, you can review the [Advanced Entry Agreement between Robert Gordon University and NIC](#). Find out how to qualify for financial support with [RGU's Merit Scholarships](#) or [Scotland's Saltire Scholarships](#).

Learn more

- Review the [Advanced Entry Agreement between Robert Gordon University and NIC](#).
- Find out how to qualify for financial support with [RGU's Merit Scholarships](#), or apply for [Scotland's Saltire Scholarships](#).
- Visit the RGU website for information on:
 - [RGU International Office Canada Flyer](#)
 - [Bachelor of Arts in Business Management](#)
 - [International Students](#)
- For more information or to develop your study plan, contact an [NIC educational advisor](#). They have extensive knowledge of programs, funding options, career paths and post-secondary transfer agreements and will help you get started on the right track.

Career Opportunities

As a graduate, you will be prepared to build a successful career in industry or the public sector. You will be qualified to work in management, marketing, international marketing, advertising, promotion, market research, public relations, events management and other related industries.

ADMISSION**Admission Requirements**

To be eligible for advanced entry to Year 3 of Robert Gordon University's Bachelor of Arts (Honours), Management or Bachelor of Arts (Honours), Management with Marketing, you must:

- complete 60 credits of NIC's Business Administration diploma with general management or marketing specialization
- achieve a minimum GPA of 3.0 or above
- obtain a reference from an NIC program faculty member
- show evidence that you meet English language requirements if your first language is not English
- be eligible to obtain the requisite visa to enter the United Kingdom for study purposes

To Be Successful

- Basic computer skills in word processing and file management are required.
- Consult with a business administration faculty member if you are unsure of your level of math preparedness for any business courses.

PROGRAMS

The following North Island College programs transfer to Robert Gordon University's Bachelor of Arts (Honours), Management or Bachelor of Arts (Honours), Management with Marketing:

- [Business Administration Diploma](#), General Management
- [Business Administration Diploma](#), Marketing
- [Bachelor of Business Administration Degree](#), General Management
- [Bachelor of Business Administration Degree](#), Marketing

University Partnerships

Royal Roads Dual Admission

Program at a Glance

Dual admission degree path available exclusively from NIC

Tuition: [\\$2,740 approx per year at NIC. University tuition applies at RRU.](#)

Where: College Wide
Starts: September

- Guarantee your admission to select Royal Roads degree programs, while earning a diploma or associate degree at NIC
- Save money, get hands-on quality instruction and secure your path to Royal Roads
- Apply directly to both institutions in one easy step

Career possibilities: As a graduate of NIC and Royal Roads, you will have a broad range of skills and a solid understanding of the concepts, languages and techniques needed to communicate effectively in your field. Whether you want to be an environmental policy advisor, communications consultant or resort manager, you will have the critical thinking and global awareness skills needed in today's market.

Questions?

Contact

Marilyn Nettleton
Educational Advisor
250-334-5000 
1-800-715-0914 

questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Two great institutions, one path. Take advantage of NIC's quality instruction and smaller class sizes and RRU's outstanding reputation for student engagement and get your degree in as little as three years.
- Start here and save. NIC students who study in their home communities spend up to \$10,000 less for their first year of studies (rent, transportation, and tuition) compared to students attending RRU.
- Build your resumé. Earn a diploma or associate degree at NIC get the credentials you need to start working in your field before you get your bachelor degree. Plus, NIC business and tourism students can take advantage of co-op education and study abroad opportunities in Hawaii, Disneyland and more.

PROGRAM HIGHLIGHTS

Be admitted to two great public institutions at the same time with the [North Island College Royal Roads University Dual Admission agreement](#). Take advantage of NIC's quality instruction and small class sizes and Royal Roads University's reputation for engaging learning.

NIC and RRU are offering an easier way to complete a bachelor degree in international hotel management, professional communication, entrepreneurial management, environmental management, and environmental sciences in as little as three years.

Study at an NIC campus for your first two years of classes, taking university transfer courses or focusing your studies by earning a related diploma in business administration, tourism and hospitality management or adventure guiding.

After earning 60 credits at NIC, enjoy a seamless transition into the final year of your degree without having to re-apply, order transcripts or make additional requests. Finish your degree at RRU and graduate in as little as 12 months, depending on when you enter the program.

Career Opportunities

As a graduate, you will have a broad range of skills and a solid understanding of the concepts, languages, and techniques needed to communicate effectively in your field. Whether you want to be an environmental policy advisor, communications consultant or resort manager, you will have critical thinking and global awareness skills in demand in today's market.

ADMISSION

Admission Requirements

Apply to Dual Admission at any time in your studies, but know that all students must meet NIC prerequisites upon program entry.

To apply:

1. Make an appointment with our Student Advisor, Marilyn Nettleton by calling 250-334-5000 or 1-800-715-0914 to discuss eligibility, programs, funding options, and potential career paths to help you get started on the right track.
2. Download and complete the NIC Application form, writing Dual Admission RRU as the program name. Forms are available online or pick up a copy at the Student Services/Registration office.
3. Meet NIC's admission requirements for university transfer courses or the diploma program you are interested in.
4. Make sure you maintain [Royal Roads GPA requirements](#) for the program you are interested in while you attend NIC.

NIC offers high school-equivalent upgrading options if you need help meeting prerequisites for entry into individual courses. Royal Roads University also considers applicants through its Flexible Assessment Policy, which gives students credit for informal learning with their academic education. Students must contact Royal Roads directly for information and admission advice on the policy.

International Language Requirements

For international language requirements click [here](#).

To Be Successful

To qualify for enrolment at RRU, you must meet RRU's [program entry requirements](#) by the time classes start at RRU. You will also need to maintain your grade point average and meet RRU's other criteria while at NIC, including:

- maintain a minimum "B" or 3.0 GPA
- satisfactorily complete appropriate prerequisite courses and NIC's related credentials and coursework
- meet any required work experience criteria

PROGRAMS

Under the NIC-Royal Roads University Dual Admission agreement, the following NIC programs flow directly into specific Royal Roads University degrees.

North Island College	Royal Roads University
<ul style="list-style-type: none"> • Business Administration Diploma 	<ul style="list-style-type: none"> • Bachelor of Commerce Degree – Entrepreneurial Management
<ul style="list-style-type: none"> • Tourism & Hospitality Management Diploma • Business Administration Diploma • Associate of Arts Degree • University Transfer Arts (60 credits) 	<ul style="list-style-type: none"> • Bachelor of Arts Degree – International Hotel Management
<ul style="list-style-type: none"> • Associate of Arts Degree • University Transfer Arts (60 credits) 	<ul style="list-style-type: none"> • Bachelor of Arts Degree – Professional Communication
<ul style="list-style-type: none"> • Associate of Science Degree • University Transfer Science (60 credits) 	<ul style="list-style-type: none"> • Bachelor of Science Degree – Environmental Management
<ul style="list-style-type: none"> • Associate of Science Degree 	<ul style="list-style-type: none"> • Bachelor of Science Degree – Environmental Science

- | | |
|--|--|
| <ul style="list-style-type: none"> • University Transfer Science (60 credits) | |
|--|--|

University Partnerships

UNBC Dual Admission

Program at a Glance

Dual admission sciences degree path available exclusively from NIC

Tuition: [\\$2,740 approx per year at NIC. University tuition applies at UNBC.](#)

Where: College Wide

Starts: September, January

- Earn up to two years of course credit at NIC toward your Bachelor of Science degree at UNBC.
- Access a direct path into a four-year Bachelor of Science degree at UNBC and be eligible to apply for the Northern Medical program in Year 3.
- Choose from five UNBC programs in biochemistry and molecular biology, chemistry, environmental science, mathematics and physics.

Questions?

Contact

Marilyn Nettleton
Educational Advisor
250-334-5000 [☎](#)
1-800-715-0914 [☎](#)

questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Small is big in science. Combine NIC's small class sizes and interactive labs with UNBC's top-ranked student-to-teacher ratios and undergraduate research opportunities.
- Be prepared. With a degree in science, you'll be ready to apply to professional programs in medicine, pharmacy, physiotherapy and more, including the Northern Medical Program after your third year of studies. Or, explore a wide-range of career options in natural resources and environmental science, environmental engineering and more.
- Start at home and save. NIC students who study in their home communities spend up to \$9,000 less for each year of study (rent, transportation and tuition) compared to students attending UNBC.

PROGRAM HIGHLIGHTS

Start your education close to home and graduate from one of Canada's best small universities* with the [North Island College - University of Northern British Columbia Dual Admission Agreement](#).

NIC and UNBC are offering science majors a direct path for completing a four-year bachelor degree in biochemistry and molecular biology, chemistry, environmental science, mathematics or physics. Study at an NIC campus for one or two years, taking approved courses for credit toward your degree at UNBC. Whether you transfer at the end of Year 1 or the end of Year 2 is up to you. Either way, you'll enjoy a seamless transition into your UNBC program. No need to re-apply, order transcripts or make additional requests.

After completing Year 3 of your science program, you will be eligible to apply for the Northern Medical Program, which trains healthcare professionals to meet the needs of under-served rural communities. Or, you may compete for a seat in UNBC's competitive Health Sciences programs once you arrive. The choice is yours.

You must meet NIC and UNBC program requirements to be eligible and timetabling depends on course availability at each NIC campus. Contact educational advisor Marilyn Nettleton at 250-334-5000 [☎](#) or 1-800-715-0914 [☎](#) for program details and eligibility requirements. Limited spaces are available.

*MacLean's Magazine University Rankings 2005-2012

Career Opportunities

Dual admission with UNBC allows you to choose from a wide range of careers in the natural sciences from environmental and resource management to research. Or, prepare for application to a professional program such as medicine, pharmacy, occupational therapy, dentistry, speech pathology or physiotherapy, including the Northern Medical Program. The opportunities are endless.

To Be Successful

Students are strongly encouraged to choose elective courses which strengthen their technical and critical language skills.

ADMISSION

Admission Requirements

To be eligible for the North Island College - University of Northern British Columbia Dual Admission program, students must be deemed eligible for admission by both the [University of Northern BC](#) and North Island College. Dual admission program opportunities are available to both Canadian and International Students.

International Language Requirements

For international language requirements click [here](#).

To Be Successful

It is strongly encouraged that you choose elective courses which strengthen your technical and critical thinking skills.

COURSES

The following is a list of North Island College courses that qualify for Block Transfer into the UNBC Biochemistry & Molecular Biology, UNBC Mathematics, UNBC Physics, UNBC Environmental Science, and UNBC Chemistry programs as per the North Island College - University of Northern British Columbia Dual Admission agreement.

Block Transfer into UNBC Biochemistry & Molecular Biology

North Island Courses	Course Title	UNBC Equivalent
	Year One	
BIO 102 & BIO 103	Principles of Modern Biology II & I	BIOL 101 (4)
BIO 102 & BIO 103	Principles of Modern Biology II & I	BIOL 102 (4)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 100 (3)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 101 (3)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 120 (1)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 121 (1)
PHY 100	Introduction to Physics I	PHYS 100 (4)
Or PHY 120	Principles of Physics I	Or PHYS 110 (4)
PHY 101	Introduction to Physics II	PHY 101 (4)
Or PHY 121	Principles of Physics II	Or PHY 111 (4)
MAT 181	Calculus I	MATH 100 (3)
MAT 182	Calculus II	MATH 101 (3)
	Year Two	
BIO 215	Introduction to Microbiology	BIOL 203 (3)
BIO 202	Principles of Genetics	BIOL 210 (3)
CHE 200	Organic Chemistry I	CHEM 201 (3)
CHE 201	Organic Chemistry II	CHEM 203 (3)
BIO 201	Introduction to Biochemistry	CHEM 204 (3)
CHE 200	Organic Chemistry I	CHEM 250 (1)
CHE 201	Organic Chemistry II	CHEM 251 (1)
MAT 115	Introduction to Statistics	STAT 240 (3)
	No Equivalent	BCMB 255 (2)*
Three Elective courses	Any course articulated with UNBC in BCCAT	Elective (9)
		Total Credit : 59

*Note: NIC students will be required to complete BCMB 255 (2 credits) at UNBC.

Elective courses: Students are strongly encouraged to choose courses which strengthen their technical and critical language skills.

Block Transfer into UNBC Mathematics

North Island Courses	Course Title	UNBC Equivalent
	Year One	
MAT 181	Calculus I	MATH 100 (3)
MAT 182	Calculus II	MATH 101 (3)
	No Equivalent	CPSC 141 (3)*
CPS 100	Computer Programming I	CPSC 100 (4)
ENG 115 or ENG 117	Academic Writing	ENGL 170 (3)
Or ENG 107 or ENG 108	Introduction to Creative Writing	Or ENGL 270 (3)
Two elective courses	Any course articulated with UNBC in BCCAT	Elective (6)
General Science Requirements		
TWO of:		
BIO 102 & BIO 103	Principles of Modern Biology II & I	BIOL (4)
BIO 102 & BIO 103	Principles of Modern Biology II & I	BIOL (4)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 100 (3) & CHEM 120 (1)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 101 (3) & CHEM 121 (1)
PHY 120	Principles of Physics I	PHYS 110 (4)
PHY 121	Principles of Physics II	PHYS 111 (4)
		Total Credits: 30

*Note: NIC students will be required to complete CPSC 141 at UNBC.

Additional Note: The equivalent of PHYS 110 and PHYS 111 are strongly recommended.

Elective courses: Students are strongly encouraged to choose courses which strengthen their technical and critical language skills.

Block Transfer into UNBC Physics

North Island Courses	Course Title	UNBC Equivalent
MAT 181	Calculus I	MATH 100 (3)
MAT 182	Calculus II	MATH 101 (3)
*CHE 110= CHEM 1XX (4)	Principles of Chemistry I (substitute for 100 & 120)	CHEM 100 (3) & CHEM 120 (1)
CSC 100	Computer Programming I	CPSC 100 (4)
ENG 115 or ENG 117	Academic Writing	ENGL 170 (3)
Or ENG 107 or ENG 108	Introduction to Creative Writing	Or ENGL 270 (3)
PHY 120	Principles of Physics I	PHYS 110 (4)
PHY 121	Principles of Physics II	PHYS 111 (4)
Two elective courses	Any course articulated with UNBC in BCCAT	Elective = (6)
		Total Credits: 31

*Note: As per the BC transfer guide the CHE 110 = UNBC CHEM 1XX (4); for the purpose of this block agreement only. It will be used to substitute the UNBC CHEM 100 and CHEM 120 requirement.

Elective courses: Students are strongly encouraged to choose courses which strengthen their technical and critical language skills.

Block Transfer into UNBC Environmental Science

North Island Courses	Course Title	UNBC Equivalent
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 100 (3) &

		CHEM 120 (1)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 101 (3) & CHEM 121 (1)
BIO 102 & BIO 103	Principles of Modern Biology II & I	BIOL (4)
BIO 102 & BIO 103	Principles of Modern Biology II & I	BIOL (4)
PHY 120	Principles of Physics I	PHYS 110 (4)
PHY 121	Principles of Physics II	PHYS 111 (4)
MAT 181	Calculus I	MATH 100 (3)
MAT 182	Calculus II	MATH 101 (3)
Two Elective courses	Any course articulated with UNBC in BCCAT	Elective (6)
		Total Credits: 36

Elective courses: Students are strongly encouraged to choose courses which strengthen their technical and critical language skills.

Block Transfer into UNBC Chemistry

North Island Courses	Course Title	UNBC Equivalent
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 100 (3) & CHEM 120 (1)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 101 (3) & CHEM 121 (1)
BIO 102 & BIO 103	Principles of Modern Biology II & I	BIOL 101 (4)
BIO 102 & BIO 103	Principles of Modern Biology II & I	BIOL 102 (4)
PHY 120	Principles of Physics I	PHYS 110 (4)
PHY 121	Principles of Physics II	PHYS 111 (4)
MAT 181	Calculus I	MATH 100 (3)
MAT 182	Calculus II	MATH 101 (3)
CSC 100	Computer Programming I	CPSC 100 (4)
One Elective course	Any course articulated with UNBC in BCCAT	Elective (3)
		Total Credits: 37

Elective courses: Students are strongly encouraged to choose courses which strengthen their technical and critical language skills.

Information for North Island College students who may wish to up their credit count in their chosen degree completion route:

Chemistry Major: additional required courses and NIC equivalent

UNBC CHEM 201 (3) & CHEM 250 (1) Organic Chemistry I	NIC CHE 200 (3)
UNBC CHEM 203 (3) & CHEM 251 (1) Organic Chemistry II	NIC CHE 201 (3)
UNBC MATH 220 (3) Linear Algebra	NIC MAT 133 (3)

Environmental Science Major: additional required courses and NIC equivalent

UNBC BIOL 201 (3) Ecology	NIC BIO 230 (3)
UNBC BIOL 203 (3) Microbiology	NIC BIO 215 (3)
UNBC ENSC 201 (3) Weather and Climate	NIC GEO 105 (3)
UNBC GEOG 210 (3) Geomorphology	NIC GEO 206 (3)
UNBC STATE 240 (3) Basic Statistics	NIC MAT 115 (3)
UNBC 3 credit hours of any 200-level Chemistry	NIC CHE 200 or 201 (3)

Physics Major: additional required course and NIC equivalent

UNBC MATH 220 (3) Linear Algebra	NIC MAT 133 (3)
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Mathematics Major: additional required courses and NIC equivalent

UNBC MAT 220 (3) Linear Algebra	NIC MAT 133 (3)
UNBC CPSC 101 (4) Computer Programming II (recommended elective)	NIC CPS 101 (3)

Biochemistry and Molecular Biology: additional required course and NIC equivalent

UNBC BIOL 311 (3) Cell and Molecular Biology	NIC BIO 200 (3)
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University Partnerships

University of Manitoba Student Mobility

Program at a Glance

Flexible Bachelor of Arts degree path for NIC students, including past and present military members, reservists and their families.

Tuition: [\\$275 approx per course at NIC. University tuition applies at university.](#)

Where: College Wide
Starts: September, January, May, July

- Earn guaranteed credit for eligible NIC courses toward your university degree.
- Learn in-person at any NIC campus or via distance and complete your University of Manitoba degree online.
- Access local learning support from advisors at both institutions.

Career possibilities: A Bachelor of Arts degree provides a solid understanding of the concepts and techniques in your academic field. Whether you want to explore your interests for personal development, earn your degree or start a new career, you'll access a widely recognized, mobile degree path at NIC.

Questions?

Contact

Marilyn Nettleton
Educational/ Military Advisor
250-334-5000 
1-800-715-0914 
questions@nic.bc.ca

For military students:
military@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Guaranteed course transfer . NIC and the University of Manitoba have approved a wide selection of first and second-year courses, giving you more certainty on the way to your degree.
- Belong to a close-knit community . Build strong relationships with your instructors and students in NIC's small, discussion-friendly classes.
- We're here to help . Educational advisors are ready to answer all your education questions throughout your time at NIC.
- Greater mobility and flexibility . University-level courses at NIC are available on campus as well as via distance making it possible to start your degree while maintaining your work and family commitments.

PROGRAM HIGHLIGHTS

Start your degree at NIC and earn a degree faster with NIC's student mobility agreement with the University of Manitoba.

The [North Island College-University of Manitoba Supplementary Student Mobility Agreement](#) gives new and current NIC students improved access to Bachelor of Arts general and integrated studies degrees at the University of Manitoba.

Choose from a growing list of approved first and second-year courses, from anthropology, math and biology to English, Spanish, geography, history, psychology, sociology and more. Then, take third and fourth-year courses from the University of Manitoba, on campus or via distance education, to complete your degree.

NIC courses can be taken in-person during the day or evening or via distance, depending on your learning style and schedule.

Career Opportunities

A Bachelor of Arts degree provides a solid understanding of the concepts and techniques in your academic field. Whether you want to explore your interests for personal development, earn your degree or start a new career, you'll access a widely recognized, mobile degree path at NIC.

Canadian Forces Benefits

Canadian Forces members are encouraged to speak to the Personnel Selection Officer at their base to learn more about available educational opportunities.

- Credit for rank. Canadian Forces members can apply to receive up to six 100-level unassigned arts credits toward their degree. When you take courses at the University of Manitoba, they will evaluate your degree credit for rank and for specific evaluated military courses and training. For more information, please see the [University of Manitoba Military Support page](#).

- Reduced residency . Canadian Forces members and their families are required to complete only 12 course credits from the University of Manitoba. Contact a University of Manitoba military advisor for details.
- Seamless transition. Ready to start University of Manitoba courses? You can [apply online](#). Once requested, NIC will automatically forward your official transcript at no charge to the University of Manitoba.
- Student support . NIC's [military advisor](#) can provide program knowledge and personal support to get you started. If military duties interrupt your coursework, advisors can help to arrange extensions on class assignments, authorize withdrawals and provide additional support.

Paid Education Opportunities

The Canadian Forces encourages all military personnel to consider academic upgrading. Personnel pursuing a college diploma or university degree through NIC or other academic institutions may be eligible to have their tuition fees, books and administrative costs reimbursed if those courses lead to a diploma or baccalaureate and are assessed as being beneficial to their current military occupation.

Individuals interested in pursuing academic upgrading should contact the Wing Personnel Selection Officer at 250-339-8211 ☎ ext. 8293 to explore opportunities.

Programs & Courses for Family Members

- Degree options
www.nic.bc.ca/programs
Start your education with NIC's wide range of university-level courses and complete your degree via distance education at the University of Manitoba. Or, talk to a student advisor about two-year associate degrees that provide credentials and block transfer to institutions across BC.
- Employer Connections
www.nic.bc.ca/coop
NIC's industry-recognized business and tourism degrees, diplomas and certificates offer co-op education opportunities and work placements to provide employer connections and hands-on learning needed to begin working in a new community.
- English Language Support
www.nic.bc.ca/elp
NIC also offers tuition-free English language classes for Canadian citizens and permanent residents, with proof of citizenship on registration.

ADMISSION

Before Classes Begin

Make sure your courses count. The University of Manitoba's Bachelor of Arts degrees have their own list of required courses and electives that count toward graduation. Review your program's first and second-year requirements, and then meet with NIC's military advisor to determine your best study plan.

Admission Requirements

1. There are no formal admission requirements to enter the North Island College - University of Manitoba Student Mobility agreement. Standard admission requirements to both institutions apply.
2. Submit the [North Island College Application for Admission form](#), writing [University Studies - University of Manitoba degree](#) path as the program name. Forms are also available at NIC's Student Services/Registration office.
3. Make an appointment with North Island College's educational advisor by calling 250-334-5000 ☎ or 1-800-715-0914 ☎ to discuss eligibility, programs, and funding options to help you get started on the right track.
4. Eligible Canadian Forces Members may apply to receive six unassigned academic credits toward their degree.

COURSES

NIC - University of Manitoba Transfer Courses

The following NIC courses represent a sample of courses which transfer in part or in full toward a Bachelor of Arts General degree OR Bachelor of Arts Integrated Studies degree through the NIC - University of Manitoba Student Mobility Agreement (as of January 2013).

Please visit the [University of Manitoba - Transfer Credit Database](#) for the most up-to-date course information.

North Island College		University of Manitoba Equivalent	
Course	Credit	Course	Credit
ANT 150 Cultural Anthropology	3	ANTH 1220 Cultural Anthro	3
ANT 151 Physical Anthropology & Archaeology	3	ANTH 1210 Orig&Ant of Man	3
ANT 250 Ethnology of North America	3	ANTH 2040 Native North Am	3
ANT 251 Principles of Archaeology	3	ANTH 2100 Intro Arch	3
ANT 252 Northwest Coast Prehistory	3	ANTH 2930 Arch Sel Area	3
ANT 253 Seacoasts in Prehistory	3	ANTH 2XXX Transfer 2000 Lvl	3
ANT 260 Forensic Anthropology	3	ANTH 3730 Forens Anthro	3
ANT 290 Archeaology Field School	3	ANTH 2XXX Transfer 2000 Lvl	3
ANT 291 Archeaology Field School	6	ANTH 3910 Arch Field Trng	6
ANT 292 Archeaology Field School	9	ANTH 2XXX Transfer 2000 Lvl	9
ANT 293 Third Rock Archaeology	3	ANTH 2XXX Transfer 2000 Lvl	3
BIO 102 Principles of Modern Biology II	3	BIOL 1020 Bioprinciples	3
BIO 103 Principles of Modern Biology I	3	BIOL 1XXX Transfer 1000 Lvl	3
BIO 110 Concepts in Biology I (Inhabiting the Human Body)	3	BIOL 1XXX Transfer 1000 Lvl	3
BIO 110/111 Concepts in Biology I & II	6	BIOL 1000 Foundations	3
BIO 110/111 Concepts in Biology I & II	6	BIOL 1010 Diverse & Inter	3
BIO 111 Concepts In Biology II (Inhabiting the Earth)	3	BIOL 1XXX Transfer 1000 Lvl	3
BIO 160 Human Anatomy & Physiology I	3	BIOL 1410 Anat Human Body	3
BIO 161 Human Anatomy & Physiology II	3	BIOL 1412 Phys Human Body	3
BIO 170 Foundations of Ethnobotany	3	BIOL 1300 Economic Plants	3
BIO 171 Applied Ethnobotony	3	BIOL 1XXX Transfer 1000 Lvl	3
BIO 200 Cell Biology	3	BIOL 2520 Cell Biology	3
BIO 202 Principles of Genetics	3	BIOL 2500 Genetics 1	3
BIO 211 Invertebrate Biology	3	BIOL 2200 The Invertebrates	3
BIO 215 Introductory Microbiology	3	MBIO 1010 Microbiology I	3
BIO 230 Principles of Ecology	3	BIOL 2390 Introductory Ecology	3
BIO 241 Traditional Ecological Knowledge	3	NATV 1XXX Transfer 1000 Lvl	3
BIO 260 Pathobiology I	3	BIOL 2XXX Transfer 2000 Lvl	3
BIO 261 Pathobiology II	3	BIOL 2XXX Transfer	3

		2000 Lvl	
BUS 217 Management Accounting	3	ACC 1110 Managerial Acct	3
BUS 223/323 Taxation I & II	6	ACC 3050 Tax Accounting	3
BUS 244 Finance	3	FIN 2200 Corp Finance	3
BUS 318 Advanced Cost Accounting	3	ACC 3040 Cost Accounting	3
BUS 421 Accounting Theory	3	ACC 4030 Acctg Theory	3
CHE 152 Engineering Chemistry	3	CHEM 1XXX Transfer 1000 Lvl	3
CPS 100 Computer Programing I	3	COMP 1010 Comp Sci I	3
CPS 101 Computer Programing II	3	COMP 1020 Comp Sci II	3
CRM 101 Intro To Criminology	3	SOC 2510 Criminology	3
CPS 146 Data Base Fundamentals	3	COMP 3380 Databases	3
CPS 160 Integrated Software Tools	3	COMP 1260 Comp Usage I	3
		COMP 2130 Discrete Math	3
CPS 212 Discrete Math & Computer Science	3	MATH 1XXX Transfer 1000 Lvl	3
CPS 268 System & Network Security	3	COMP 2XXX Transfer 2000 Lvl	3
CPS 270 Software Engineering	3	COMP 2XXX Transfer 2000 Lvl	3
ECO 245 Money & Banking	3	ECON 3640 Econ Finan Syst	3
ECO 270 Environmental Economics	3	ECON 2390 Environ Econ	3
ENG 115 Essay Writing & Critical Analysis	3	ENGL 0930 Eng Composition	3
ENG 117 Academic Writing	3	ENGL 0930 Eng Composition	3
ENG 120 Intro to Literature	3	ENGL 1XXX Transfer 1000 Lvl	3
ENG 125 Composition & Indigenous Literature I	3	ENGL 0930 Eng Composition	3
ENG 202/203 A Survey of English Literature I & II	6	ENGL 1200 Rep Lit Works	6
ENG 209 Creative Writing: Fiction	3	ENGL 2760 Intro Cr Writg	3
ENG 212 Intro to Canadian Literature I	3	ENGL 2XXX Transfer 2000 Lvl	3
FIN 100 Intro to Art History & Visual Culture I	3	FAAH 1030 Intro Art 1a	3
FIN 101 Intro to Art History & Visual Culture II	3	FAAH 1030 Intro Art 1a	3
FIN 110 Drawing & 2-D Language I	3	STDO 1210 Drawing: Studio 1	3
FIN 250 Modern Art History	3	FAAH 2080 Mod Contemp Art	3
FNS 200 Pre & Post Contact First Nations of Canada	3	NATV 1XXX Transfer 1000 Lvl	3
FRE 100 Motifs I	3	FREN 1150 Intro French	3
FRE 101 Motifs II	3	FREN 1150 Intro French	3
FRE 145 Intermediate French I	3	FREN 1XXX Transfer 1000 Lvl	3
FRE 146 Intermediate French II	3	FREN 1XXX Transfer 1000 Lvl	3
FRE 265 Advanced French I	3	FREN 2XXX Transfer 2000 Lvl	3
FRE 266 Advanced French II	3	FREN 2XXX Transfer 2000 Lvl	3

FRE 280 La Traduction: Translation A	3	FREN 2XXX Transfer 2000 Lvl	3
FRE 281 La Traduction: Translation B	3	FREN 2XXX Transfer 2000 Lvl	3
GEO 105 Physical Geography I	3	GEOG 1290 Intr Phys Geog	3
GEO 106 Physical Geography II	3	GEOG 1290 Intr Phys Geog	3
GEO 111 Environment, Society and Sustainability	3	GEOG 1280 Intr Human Geog	3
HIS 111 Canadian History: Pre-Confederation	3	HIST 1390 Col C 1500-1885	3
HIS 112 Canadian History: 1867-Present	3	HIST 1400 Can Nat Si 1867	3
HIS 215 History of Modern Europe I	3	HIST 1XXX Transfer 1000 Lvl	3
HIS 216 History of Modern Europe II	3	HIST 2370 Eur From Fr Rev	3
HIS 250 History of Woman in Canada 1600-1920	3	WOMN 2XXX Transfer 2000 Lvl	3
HIS 251 History of Woman in Canada 1920-Present	3	WOMN 2XXX Transfer 2000 Lvl	3
LIB 130 Intro to World Religions	3	RLGN 1XXX Transfer 1000 Lvl	3
LIB 131 Eastern & Comparative Religions	3	RLGN 1XXX Transfer 1000 Lvl	3
LIB 210 Topics in World Civilization	3	CLAS 1270 Anc Greek Cult	3
MAT 102 Calculus for the Life Sciences	3	MATH 1520 Calc Man Soc Sc	3
MAT 115 Intro to Statistics	3	STAT 1000 Basic Stats I	3
MAT 133 Matrix Algebra	3	MATH 1300 Vec Geo Lin Alg	3
MAT 151 Finite Mathematics	3	MATH 1XXX Transfer 1000 Lvl	3
MAT 162 Math for Elementary Education I	3	MATH 1XXX Transfer 1000 Lvl	3
MAT 181 Calculus I	3	MATH 1500 Intro Calculus	3
MAT 182 Calculus II	3	MATH 1700 Calculus 2	3
MAT 200 Linear Algebra	3	MATH 2300 Linear Alg 2	3
MAT 210 Calculus III	3	MATH 2720 Multivar Calc	3
MCS 110 Media & Communication Studies	3	FILM 1XXX Transfer 1000 Lvl	3
PHI 100 Intro Philosophy: Knowledge & Reality	3	PHIL 1XXX Transfer 1000 Lvl	3
PHI 100 Introductory Philosophy I	3	PHIL 1XXX Transfer 1000 Lvl	3
PHI 101 Introductory Philosophy II	3	PHIL 1XXX Transfer 1000 Lvl	3
PHI 150 Critical Thinking	3	PHIL 1290 Crit Think 1	3
PHI 230 Contemporary Moral Issues	3	PHIL 2XXX Transfer 2000 Lvl	3
PHI 240 Philosophy of Art	3	PHIL 2XXX Transfer 2000 Lvl	3
PHI 260 Business Ethics	3	PHIL 2830 Business Ethics	3
PHY 100 Intro to Physics I	3	PHYS 1020 Gen Physics I	3
PHY 101 Intro to Physics II	3	PHYS 1030 Gen Physics II	3
PHY 120 Principles of Physics I	3	PHYS 1020 Gen Physics I	3
PHY 121 Principles of Physics II	3	PHYS 1030 Gen Physics II	3
POL 109 Canadian Government	3	POLS 1XXX Transfer 1000 Lvl	3

POL 111 Political Ideologies	3	POLS 2XXX Transfer 2000 Lvl	3
POL 119 Canadian Politics	3	POLS 1XXX Transfer 1000 Lvl	3
POL 151 Law & Politics	3	POLS 1XXX Transfer 1000 Lvl	3
POL 201 Comparative Politics	3	POLS 2XXX Transfer 2000 Lvl	3
POL 203 International Relations	3	POLS 2XXX Transfer 2000 Lvl	3
POL 209 Government In America	3	POLS 2XXX Transfer 2000 Lvl	3
PSY 130 Intro Psychology I	3	PSYC 1XXX Transfer 1000 Lvl	3
PSY 131 Intro Psychology II	3	PSYC 1XXX Transfer 1000 Lvl	3
PSY 202 Health Psychology	3	PSYC 3130 Intro Health Psychology	3
PSY 204 Research Methods In Psychology	3	PSYC 2250 Intro Psych Res	3
PSY 215 Biological Psychology	3	PSYC 2360 Brain & Behav	3
PSY 235 Abnormal Psychology	3	PSYC 3460 Abnormal Psy	3
PSY 245 Psychology of Women	3	PSYC 2XXX Transfer 2000 Lvl	3
PSY 250 Human Dev. from Conception to Childhood	3	PSYC 2290 Child Dev	3
PSY 251 Human Dev. from Adolescence to Adulthood	3	PSYC 2370 Developmtl Psy	3
PSY 260 Psychological Explanations of Criminal and Deviant Behaviour	3	PSYC 2XXX Transfer 2000 Lvl	3
SOC 210 Ethnic Relations	3	SOC 2370 Ethnic Relation	3
SOC 212 Issues in Canadian Society	3	SOC 2320 Cdn Socty & Cul	3
SOC 220 Intro to Sociological Research Methods	3	SOC 2XXX Transfer 2000 Lvl	3
SOC 240 The Sociology of Love and Sex	3	SOC 2XXX Transfer 2000 Lvl	3
SPN 100 Intro to Spanish I	3	SPAN 1180 Intro Spanish	3
SPN 101 Intro to Spanish II	3	SPAN 1180 Intro Spanish	3
SPN 201 Intermediate Spanish II	3	SPAN 1XXX Transfer 1000 Lvl	3
WST 100 Global Perspectives on Women	3	WOMN 1XXX Transfer 1000 Lvl	3
WST 101 Issues in Women's Health	3	WOMN 1XXX Transfer 1000 Lvl	3
WST 110 First Nations Women's Studies	3	NATV 1XXX Transfer 1000 Lvl	3
WST 260 Empowered Caring & Feminist Practice	3	WOMN 2XXX Transfer 2000 Lvl	3

University Partnerships

UVic Dual Admission

Program at a Glance

Dual admission degree path
available exclusively through NIC

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Your university access centre. At NIC, you have access to an ever-growing network of university partnerships and degree pathways, including options for guaranteed and dual admission at top universities in BC. Whatever degree or university you

Tuition: [\\$2,740 approx per year at NIC, UVic tuition applies for classes at UVic](#)

Where: College Wide

Starts: September. Apply by Feb 28 for early admission.

- Secure your seat at UVic while you're in high school and take up to two years of classes at NIC.
- Develop university-level research skills in NIC's discussion friendly classes.
- Qualify for UVic entrance awards while you are attending NIC and eligible for more than \$290,000 in NIC scholarships and bursaries.
- Choose from eight UVic degrees in humanities, social science, art history and visual studies, computer science, science, engineering, child and youth care and visual arts.

Career possibilities: A Bachelor of Arts degree supports a wide range of careers, from law and education to journalism and marketing. Graduates with a Bachelor of Science degree use their degree to enter successful careers in education and science. Both degrees provide a foundation for students wishing to continue on to graduate schools and professional schools at major universities.

Questions?

Contact

Marilyn Nettleton
Educational Advisor
250-334-5000 ☎
1-800-715-0914 ☎

questions@nic.bc.ca

In the News

[NIC Student Earns \\$28,500 in Scholarships from UVic and NIC](#)

[Start Here. Grad There. NIC and UVic Strengthen Partnership](#)

[Comox Valley Student Earns 23,000 from UVic and NIC](#)

want, starting here will get you there.

- In good company . Graduates tell us that NIC classes feel like interactive work groups, where everyone has a chance to contribute their opinions and ideas and connect with instructors and classmates.
- Quality education, recognized success. The University of Victoria tells us that transfer students from NIC are consistently well-prepared for success at university. This dual admission opportunity demonstrates their confidence in NIC students.

PROGRAM HIGHLIGHTS

Be admitted to UVic while you study at NIC and take advantage of the benefits both schools have to offer. You will save money by paying NIC's application fees and tuition while at NIC. We will make sure your transcripts get to UVic so you won't have to pay transcript fees when transferring. If you qualify for a UVic entrance scholarship, it will be waiting for you when you're ready

How does it work?

- Apply once by filling out the special UVic dual admission application at NIC. Meet UVic's program requirements and take advantage of NIC's lower tuition while taking classes here.
- To be eligible for the dual admission program, students must be deemed eligible for admission by both the University of Victoria and North Island College. Dual admission program opportunities are available to both Canadian and International students currently attending local high schools in their graduating year in the North Island College geographical region.
- Each March, NIC will send you a self declaration letter that asks if you will be attending UVic the upcoming September. Once you return this letter indicating you will be attending UVic, NIC will send your transcripts, at no charge to you, to UVic Admissions. This will let them know that they can start sending UVic registration information directly to you.
- If you do not intend to start at UVic the following September, NIC will continue sending you a self declaration letter until you transfer to UVic, or up to three years, whichever comes first.
- As a dual admission student, you can transfer up to two years (60 credits) of study. You must transfer within three years of UVic's dual admission offer.

To be considered for early admission, you must submit application forms for UVic programs to NIC by Feb 28. Limited spaces are available.

Students must meet NIC and [UVic program requirements](#) to be eligible. Contact educational advisor, Marilyn Nettleton at 250-334-5000 ☎ or 1-800-715-0914 ☎ for program details and eligibility requirements.

UVic programs eligible for dual admission are:

- Art History and Visual Studies
- Child and Youth Care
- Computer Science
- Engineering
- Humanities
- Sciences
- Social Sciences
- Visual Arts

Career Opportunities

Dual Admission with UVic allows you to choose from a wide range of careers from engineering and computer science technician to a career in humanities.

Scholarship Opportunities

Get access to UVic entrance awards while maintaining your eligibility to more than \$220,000 in scholarships and bursaries available at NIC.

With UVic Dual Admission you start your degree at NIC, knowing you are eligible for the following awards:

- NIC Foundation awards: The North Island College annually recognizes new and continuing students with financial need and students who achieve academic excellence with scholarships

and bursaries. View NIC's [Awards](#) online or visit any NIC campus or centre to pick up a booklet.

- Entrance awards: Apply to UVic Dual Admission at NIC, and you will be eligible for \$1,000 to \$20,000 in UVic entrance awards, available over four years to Grade 12 students who meet UVic's GPA requirements. Your scholarship will be deferred until you've registered in 12 units in two consecutive terms of study at UVic. See UVic's [Entrance Scholarships for Undergraduates](#) for details.
- General and specific scholarships and bursaries: Let UVic Dual Admission open the door to the many scholarships and bursaries available to UVic students. The university offers scholarships based on your grades, named awards based on your extra-curricular activities or field of study, and bursaries to students with demonstrated financial need. See UVic's [Scholarships, Medals, and Prizes](#) for details.

Read the [NIC-UVic Dual Admission Agreement](#) for more information on student awards and financial aid available to UVic Dual Admission students.

ADMISSION

Admission Requirements

1. Must be entering directly from high school. All other applicants, please see [UVic Guaranteed Admission](#).
2. Download and complete the [NIC/UVic Dual Admission Application](#) form online or pick up a copy at the Student Services/Registration office. UVIC Early Admission Deadline is February 28.
3. Submit your interim or final high school transcripts.
4. Make sure you meet the UVic requirements for the program you are interested in.
5. Make an appointment with our educational advisor, Marilyn Nettleton by calling 250-334-5000  or 1-800-715-0914 .

To Be Successful

Your first and most important step as a UVic dual admission student is to call, email or visit an educational advisor at your nearest NIC campus or centre. Educational advisors have extensive knowledge of programs, funding options, career paths and post-secondary transfer agreements and will help you get started on the right track.

COURSES

NIC-UVic Transfer Courses

The following NIC courses are eligible for transfer credit through UVic Dual Admission (as of Nov 9, 2011).

Humanities

- ENG-107, ENG-108, ENG-109, ENG-115, ENG-117, ENG-120, ENG-121, ENG-125, ENG-126, ENG-160, ENG-202, ENG-203, ENG-207, ENG-208, ENG-209, ENG-212, ENG-213, ENG-214, ENG-215, ENG-216, ENG-224, ENG-225, ENG-230, ENG-260
- FIN-100, FIN-101, FIN-110, FIN-111, FIN-115, FIN-120, FIN-121, FIN-130, FIN-131, FIN-135, FIN-140, FIN-145, FIN-205, FIN-206, FIN-210, FIN-211, FIN-215, FIN-217, FIN-220, FIN-221, FIN-235, FIN-236, FIN-245, FIN-246, FIN-250
- FNS-160, FNS-200
- FRE-100, FRE-101, FRE-120, FRE-121, FRE-145, FRE-146, FRE-265, FRE-266, FRE-280, FRE-281
- HIS-111, HIS-112, HIS-120, HIS-121, HIS-122, HIS-130, HIS-135, HIS-205, HIS-215, HIS-216, HIS-220, HIS-225, HIS-231, HIS-232, HIS-250, HIS-251, HIS-260
- PHI-100, PHI-101, PHI-150, PHI-211, PHI-220, PHI-230, PHI-240, PHI-260
- SPN-100, SPN-101, SPN-200, SPN-201
- WST-100, WST-101, WST-110, WST-260

Social Sciences

- ANT-150, ANT-151, ANT-250, ANT-251, ANT-252, ANT-253, ANT-260, ANT-290, ANT-291, ANT-292
- CRM-230

- ECO-110, ECO-111, ECO-245, ECO-270
- ESJ-100, ESJ-101
- GEO-105 LAB, GEO-106 LAB, GEO-111, GEO-112, GEO-205, GEO-206 LAB, GEO-210, GEO-211, GEO-214, GEO-215, GEO-220
- POL-109, POL-111, POL-119, POL-151, POL-200, POL-201, POL-203, POL-209
- PSY-130, PSY-131, PSY-202, PSY-204, PSY-215, PSY-235, PSY-245, PSY-250, PSY-251, PSY-260
- SOC-110, SOC-111, SOC-130, SOC-210, SOC-212, SOC-220, SOC-230, SOC-240
- SSW-120, SSW-122

Sciences

- BIO-102 LAB, BIO-103 LAB, BIO-110 LAB, BIO-111 LAB, BIO-160 LAB, BIO-161 LAB, BIO-170 LAB, BIO-171 LAB, BIO-200 LAB, BIO-201, BIO-202, BIO-211 LAB, BIO-215, BIO-230 LAB, BIO-240 LAB, BIO-241, BIO-260, BIO-261
- CHE-110 LAB, CHE-111 LAB, CHE-200 LAB, CHE-201 LAB
- CPS-100, CPS-101
- GEO-105 LAB, GEO-106 LAB, GEO-206 LAB
- MAT-100, MAT-102, MAT-115, MAT-133, MAT-151, MAT-162, MAT-163, MAT-181, MAT-182, MAT-190, MAT-191, MAT-200, MAT-210
- PHY-100 LAB, PHY-101 LAB, PHY-120 LAB, PHY-121 LAB, PHY-141
- SSA-100 LAB, SSA-101 LAB

Business

- BUS-100, BUS-118 & BUS-119 (must take both, credit will not be granted for individual courses), BUS-152, BUS-162, BUS-170, BUS 200, BUS-211, BUS-217, BUS-221, BUS-244, BUS-248, BUS 312, BUS-255, BUS-260, BUS-264, BUS-267, BUS-290, BUS-292, BUS-335, BUS-350, BUS-355, BUS-360, BUS-362, BUS-368, BUS-370, BUS-380, BUS-430, BUS-452, BUS-492

Sample UVic Dual Admission Plans

Each UVic degree and major has its own list of required courses and electives that count toward graduation. NIC students should review [UVic's Online Calendar](#) to find out their program's first- and/or second-year requirements, PLUS meet with a student advisor to determine which courses are available at your local NIC campus.

Bachelor of Arts – Anthropology

Consider including: ENG 115 or 117, ANT 150, ANT 151, ANT 251, ANT 250, ANT 260, and up to eleven ELECTIVES

*At least 1 first year and 1 second year Anthropology courses will need to be completed at UVic

Bachelor of Science – Astronomy

Consider including: ENG 115 or 117, CPS 100, CPS 101, MAT 181, MAT 182, PHY 120, PHY 121, CHE 110, CHE 111, MAT 210, MAT 133 or 200

*At least 1 first year astronomy course and 8 second year courses in Astronomy, Physics and Mathematics will need to be completed at UVic

Bachelor of Science – BIOCHEMISTRY or MICROBIOLOGY

Consider including: ENG 115 or 117, BIO 102, BIO 103, CHE 110, CHE 111, MAT 181 and 182 or MAT 102 and 151, PHY 100 and 101 or PHY 120 and 121, BIO 200, BIO 202, CHE 200, BIO 215, MAT 115 and up to 3 ELECTIVES

*at least 2 second year courses would need to be completed at UVIC

Bachelor of Science – Biology

Consider including: ENG 115 or 117, BIO 102, BIO 103, CHE 110, CHE 111, MAT 181/182 or MAT 102/151, PHY 100/101 or PHY 120/121, BIO 201, BIO 230, BIO 200, BIO 202, CHE 200, CHE 201, MAT 115, SCIENCE ELECTIVE, 3 GENERAL ELECTIVES

*Full two years can be completed at NIC

Bachelor of Science – Chemistry

Consider including: ENG 115 or 117, CHE 110, CHE 111, MAT 181, MAT 182, PHY 120, PHY 121, CHE 200, CHE 201, MAT 210, MAT 133 or 200, SCIENCE ELECTIVE, up to 4 GENERAL ELECTIVES

*At least 4 second year Chemistry courses will need to be completed at UVic

Bachelor of Science – Computer Science

Consider including: ENG 115 or 117, CPS 100, CPS 101, MAT 181, MAT 182, MAT 133 or 200, ENG 160 or 260, MAT 115 and up to five ELECTIVES

*At least 2 first year courses and 5 second year courses will need to be completed at UVic

Bachelor of Science – Earth and Ocean Science

Consider including: ENG 115 or 117, BIO 102/103 or BIO 110/111, CHE 110, CHE 111, MAT 181, MAT 182, PHY 120, PHY 121, MAT 115

*At least 2 first year Earth and Ocean Science courses and 8 second year courses would need to be completed at UVic

Bachelor of Arts – Economics

Consider including: ENG 115 or 117, ECO 110, ECO 111, MAT 181 or MAT 102, one SOCIAL SCIENCE ELECTIVE, one first year ENGLISH course and up to eight ELECTIVES

*At least 1 Computer Science courses and 5 second year Economics courses will need to be completed at UVic

Bachelor of Arts – English

Consider including: NIC's English flexible pre-major (see NIC website for more information)

18 credits (six courses) of first and second year English, nine (9) of which must be second year

At least one second year historical survey course

Two other second year English literature courses

fourteen elective courses

*Full two years can be completed at NIC

Bachelor of Arts – Geography

Consider including: ENG 115 or 117, GEO 105, GEO 106, GEO 111, GEO 112, GEO 210, GEO 214, three SOCIAL SCIENCE ELECTIVES, and up to seven ELECTIVES

*At least 3 second year Geography courses will need to be completed at UVic

Fine Arts – History in Art

Consider including: ENG 115 or 117, FIN 100, FIN 101, and up to fourteen ELECTIVES

*At least one first year Fine Arts course and two second year History of Art courses will need to be completed at UVIC.

Bachelor of Arts – History

Consider including: ENG 115 or 117, and a minimum of 4 History courses chosen from HIS 111, HIS 112, HIS 120, HIS 121, HIS 205, HIS 215, HIS 216, HIS 220, HIS 225, HIS 231, HIS 232, HIS 250, HIS 251, HIS 260, and up to fifteen ELECTIVES

*Full two years can be completed at NIC

Bachelor of Science – Mathematics

Consider including: ENG 115 or 117, MAT 181, MAT 182, CPS 100, CPS 101, MAT 210, MAT 133 or 200, and up to six ELECTIVES

*At least 1 first year Mathematics course and 6 second year Mathematics courses will need to be completed at UVic

Bachelor of Arts – Philosophy

Consider including: ENG 115 or 117, PHI 100, PHI 101, PHI 150, PHI 220, PHI 230, PHI 240, PHI 260, and up to eleven ELECTIVES

*At least one required 200 level Philosophy course will need to be completed at UVic.

Bachelor of Science – Combined Major in Physics and Biochemistry

Consider including: ENG 115 or 117, CHE 110, CHE 111, CPS 100, MAT 181, MAT 182, PHY 120, PHY 121, BIO 110 and 111 or BIO 102 and 103, BIO 200, CHE 200, CHE 201, MAT 210, MAT 133 or 200, and BIO 215

*At least 5 second year courses in Physics, Mathematics will need to be completed at UVic

Bachelor of Science – Physics

Consider including: ENG 115 or 117, CHE 110, CHE 111, CPS 100, CPS 101, MAT 181, MAT 182, PHY 120, PHY 121, MAT 210, MAT 133 or 200, and up to one ELECTIVE

*At least 8 second year courses in Physics and Mathematics will need to be completed at UVic

Bachelor of Arts – Political Science Major

Consider including: ENG 115 or 117, POL 109, POL 119, POL 151,

POL 200, POL 201, POL 203, and up to thirteen ELECTIVES

*Full two years could be completed at NIC (note: POL courses are not always offered on a regular basis)

Bachelor of Arts – Psychology

Consider including: ENG 115 or 117, PSY 130, PSY 131, CPS 100 or 101 or BUS 170, PHI 100 or 101, BIO 102/103 or BIO 110/111, PSY 204, PSY 215, MAT 181 or 102 or 151 or PHI 150, additional ENG course, two SOCIAL SCIENCE ELECTIVES, six HUMANITIES ELECTIVES

*At least 1 second year Psychology course will need to be completed at UVic

Bachelor of Science – Psychology

Consider including: ENG 115 or 117, PSY 130, PSY 131, CPS 100 or 101 or BUS 170, PHI 100 or PHI 101, BIO 102, BIO 103, PSY 204, PSY 215, MATH 181 or 102 or 151, addition ENG course, two SOCIAL SCIENCE ELECTIVES, six SCIENCE ELECTIVES (at least 4 of which must come from a single department)

*At least 1 second year Psychology course will need to be completed at UVic

Bachelor of Arts – Psychology/Biology

Consider including: ENG 115 or 117, BIO 102, BIO 103, PSY 130, PSY 131, MAT 181 or 102 or 151, CHE 110, CHE 111, BUS 170, additional ENG course, BIO 200, BIO 201, PSY 204, PSY 215, CHE 200, CHE 201, PHY 100/101 or 120/121, and up to two ELECTIVES

*At least 1 second year Psychology course will need to be completed at UVic

Bachelor of Arts – Sociology

Consider including: ENG 115 or 117, SOC 110, SOC 111, SOC 220, SOC 230, and up to thirteen ELECTIVES

*At least 2 second year Sociology courses will need to be completed at UVic

Bachelor of Arts – Women Studies

Consider including: ENG 115 or 117, WST 100, WST 101, ENG 224, ENG 225, HIS 250, HIS 251, and up to twelve ELECTIVES

*At least one required 200 level Women Studies course will need to be completed at UVic.

University Partnerships

UVic Guaranteed Admission

Program at a Glance

University Studies at NIC now leads to guaranteed admission at UVic

Tuition: [\\$2,740 approx per year at NIC. UVic tuition applies for classes at UVIC.](#)

Where: College Wide

Starts: September, January

- Explore your interests at NIC knowing your admission to UVic is guaranteed.
- Be admitted to UVic based on your grades at NIC, not on your high school grades. If you achieve a 2.0 GPA (C average) or higher in eight or more eligible university transfer courses (at least 24 credits), UVic will guarantee your admission to select programs.
- Choose from five eligible UVic degrees with

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Your university access centre. At NIC, you'll have access to an ever-growing network of university partnerships and degree pathways, including options for guaranteed and dual admission at top universities in BC. Whatever degree or university you want, starting here will get you there.
- Quality education, recognized success. The University of Victoria tells us that transfer students from NIC are consistently well-prepared for success at university; this admission guarantee demonstrates their confidence in NIC students.

What is Guaranteed Admission?

The [NIC-UVic Guaranteed Admission for NIC Transfer Students Agreement](#) provides NIC students with guaranteed admission and course transfer to many UVic programs.

Guaranteed admission is a great choice for anyone interested in completing a UVic degree in one of the eligible programs listed below. The agreement bases university admission on your academic performance at NIC rather than your high school transcripts. This creates a previously unavailable admission guarantee for mature students, current NIC students, individuals who may not have previously completed Grade 12 or students whose final high school grades may not have met UVic's competitive first-year entry levels.

majors in humanities, social science, computer science, science and art history and visual studies.

- Guaranteed admission is open to both new and continuing NIC students.

Questions?

Contact

Marilyn Nettleton
Educational Advisor
250-334-5000 
1-800-715-0914 

questions@nic.bc.ca

How does it work? Upon entering the [University Studies program](#) at any NIC campus or centre, you will complete at least 24 credits (eight courses) of UVic transfer courses, chosen with help from an NIC educational advisor. [Please book an appointment](#). With a 2.0 GPA. (C letter grade) average, you can apply to UVic for guaranteed admission to eligible programs in your final semester at NIC. See the Admissions tab for complete information.

Which UV ic Programs Are Eligible?

Through guaranteed admission, UVic offers majors in humanities, social science, computer science, science or art history and visual studies including:

- Social Sciences
Bachelor of Arts or Bachelor of Science
Majors include anthropology, economics, environmental studies, geography, political science, psychology and sociology.
- Humanities
Bachelor of Arts or Bachelor of Science
Majors include English, French, Germanic and Slavic studies, Greek and Roman studies, Hispanic and Italian studies, history, Latin American studies, linguistics, medieval studies, Pacific & Asian Studies, philosophy, religious studies, women's studies, arts of Canada, European studies, film studies, Indigenous studies and social justice studies.
- Science
Bachelor of Science
Majors include astronomy, biochemistry, biology, chemistry, earth and ocean sciences, mathematics, microbiology, physics and statistics.
- Computer Science
Bachelor of Science or Bachelor of Arts, Co-op
Major in computer science with options in bioinformatics, business, computer communications and networks, computer graphics & gaming, software engineering, mechatronics and embedded systems & theory.
- Engineering
Bachelor of Engineering
Major in computer, electrical, mechanical, biomedical, civil or software engineering.

Didn't find what you were looking for?

Not all UVic programs are eligible for guaranteed admission (i.e. commerce, nursing, etc) but are still available for transfer through our general university transfer agreement. Contact NIC's educational advisors to have a customized study plan created for transfer to any UVic program. Visit [University Studies](#) for study plans that transfer to UVic.

ADMISSION

Before Classes Begin

Make sure your courses count. Each UVic degree and major has its own list of required courses and electives that count toward graduation. You should review [UVic's Online Calendar](#) to find out your program's first and/or second-year requirements, then meet with an [educational advisor](#) to determine which courses at your local NIC campus will earn you the most transfer credit toward your chosen UVic program.

Admission Requirements

Apply to the North Island College [University Studies program](#). There are no formal admission requirements for the University Studies program; however, courses will have specific entry requirements, called prerequisites, which are listed under each course description. A minimum C letter grade in English 12 is often required.

To be eligible for UVic Guaranteed Admission, you must:

1. Complete at least 24 credits (8 courses) of university transfer courses that are eligible for transfer to UVic. Students are responsible for ensuring that their chosen courses transfer to their intended program of study at the university. Please use the [BC Transfer Guide](#) online to check transferability AND meet with an NIC student advisor for guidance BEFORE registering in courses.

2. Achieve a minimum G.P.A. of 2.0 (C letter grade) average on your most recent 24 credits of NIC coursework prior to entering studies at the University of Victoria.
3. Admission to programs within UVic's Faculty of Science requires completion of specific math and science courses at the high school or post secondary level.
4. When you are ready to transfer to UVic, submit your admission request to UVic by completing and sending it with your NIC transcripts to [UVic Undergraduate Admissions](#).

International Language Requirements

For international language requirements click [here](#).

COURSES

NIC-UVic Transfer Courses

The following NIC courses are eligible for transfer credit through the NIC-UVic Guaranteed Admission Agreement (as of Nov 9, 2011).

Humanities

- ENG-107, ENG-108, ENG-109, ENG-115, ENG-117, ENG-120, ENG-121, ENG-125, ENG-126, ENG-160, ENG-202, ENG-203, ENG-207, ENG-208, ENG-209, ENG-212, ENG-213, ENG-214, ENG-215, ENG-216, ENG-224, ENG-225, ENG-230, ENG-260
- FIN-100, FIN-101, FIN-110, FIN-111, FIN-115, FIN-120, FIN-121, FIN-130, FIN-131, FIN-135, FIN-140, FIN-145, FIN-205, FIN-206, FIN-210, FIN-211, FIN-215, FIN-217, FIN-220, FIN-221, FIN-235, FIN-236, FIN-245, FIN-246, FIN-250
- FNS-160, FNS-200
- FRE-100, FRE-101, FRE-120, FRE-121, FRE-145, FRE-146, FRE-265, FRE-266, FRE-280, FRE-281
- HIS-111, HIS-112, HIS-120, HIS-121, HIS-122, HIS-130, HIS-135, HIS-205, HIS-215, HIS-216, HIS-220, HIS-225, HIS-231, HIS-232, HIS-250, HIS-251, HIS-260
- LIB 130, LIB 131 and LIB 210
- PHI-100, PHI-101, PHI-150, PHI-211, PHI-220, PHI-230, PHI-240, PHI-260
- SPN-100, SPN-101, SPN-200, SPN-201
- WST-100, WST-101, WST-110, WST-260

Social Sciences

- ANT-150, ANT-151, ANT-250, ANT-251, ANT-252, ANT-253, ANT-260, ANT-290, ANT-291, ANT-292
- CRM-230
- ECO-110, ECO-111, ECO-245, ECO-270
- ESJ-100, ESJ-101
- GEO-105 LAB, GEO-106 LAB, GEO-111, GEO-112, GEO-205, GEO-206 LAB, GEO-210, GEO-211, GEO-214, GEO-215
- SSW-120, SSW-122
- POL-109, POL-111, POL-119, POL-151, POL-200, POL-201, POL-203, POL-209
- PSY-130, PSY-131, PSY-202, PSY-204, PSY-215, PSY-235, PSY-245, PSY-250, PSY-251, PSY-260
- SOC-110, SOC-111, SOC-130, SOC-210, SOC-212, SOC-220, SOC-230, SOC-240

Sciences

- BIO-102 LAB, BIO-103 LAB, BIO-110 LAB, BIO-111 LAB, BIO-160 LAB, BIO-161 LAB, BIO-170 LAB, BIO-171 LAB, BIO-200 LAB, BIO-201, BIO-202, BIO-211 LAB, BIO-215, BIO-230 LAB, BIO-240 LAB, BIO-241, BIO-260, BIO-261
- CHE-110 LAB, CHE-111 LAB, CHE-200 LAB, CHE-201 LAB
- CPS-100, CPS-101
- GEO-105 LAB, GEO-106 LAB, GEO-206 LAB
- MAT-100, MAT-102, MAT-115, MAT-122, MAT-133, MAT-151, MAT-162, MAT-163, MAT-181, MAT-182, MAT-190, MAT-191, MAT-200, MAT-210
- PHY-100 LAB, PHY-101 LAB, PHY-120 LAB, PHY-121 LAB, PHY-141
- SSA-100 LAB, SSA-101 LAB

Business

- BUS-100, BUS-118 & BUS-119 (must take both, credit will not be granted for individual courses), BUS-152, BUS-162, BUS-170, BUS-200, BUS-211, BUS-217, BUS-221, BUS-244, BUS-

248, BUS-255, BUS-260, BUS-264, BUS-267, BUS-290, BUS-292, BUS-310, BUS-312, BUS-335, BUS 340, BUS-350, BUS-355, BUS-360, BUS-362, BUS-368, BUS-370, BUS-380, BUS-410, BUS-418, BUS-430, BUS-450, BUS-452, BUS-492

Sample UVic Study Plans

Each UVic degree and major has its own list of required courses and electives that count toward graduation. NIC students should review [UVic's Online Calendar](#) to find out their program's first- and/or second-year requirements, PLUS meet with a student advisor to determine which courses are available at your local NIC campus.

Bachelor of Arts – Anthropology

Consider including: ENG 115 or 117, ANT 150, ANT 151, ANT 251, ANT 250, ANT 260, and up to eleven ELECTIVES

*At least 1 first year and 1 second year Anthropology courses will need to be completed at UVic

Bachelor of Science – Astronomy

Consider including: ENG 115 or 117, CPS 100, CPS 101, MAT 181, MAT 182, PHY 120, PHY 121, CHE 110, CHE 111, MAT 210, MAT 133 or 200

*At least 1 first year astronomy course and 8 second year courses in Astronomy, Physics and Mathematics will need to be completed at UVic

Bachelor of Science – BIOCHEMISTRY or MICROBIOLOGY

Consider including: ENG 115 or 117, BIO 102, BIO 103, CHE 110, CHE 111, MAT 181 and 182 or MAT 102 and 151, PHY 100 and 101 or PHY 120 and 121, BIO 200, BIO 202, CHE 200, BIO 215, MAT 115 and up to 3 ELECTIVES

*at least 2 second year courses would need to be completed at UVIC

Bachelor of Science – Biology

Consider including: ENG 115 or 117, BIO 102, BIO 103, CHE 110, CHE 111, MAT 181/182 or MAT 102/151, PHY 100/101 or PHY 120/121, BIO 201, BIO 230, BIO 200, BIO 202, CHE 200, CHE 201, MAT 115, SCIENCE ELECTIVE, 3 GENERAL ELECTIVES

*Full two years can be completed at NIC

Bachelor of Science – Chemistry

Consider including: ENG 115 or 117, CHE 110, CHE 111, MAT 181, MAT 182, PHY 120, PHY 121, CHE 200, CHE 201, MAT 210, MAT 133 or 200, SCIENCE ELECTIVE, up to 4 GENERAL ELECTIVES

*At least 4 second year Chemistry courses will need to be completed at UVic

Bachelor of Science – Computer Science

Consider including: ENG 115 or 117, CPS 100, CPS 101, MAT 181, MAT 182, MAT 133 or 200, ENG 160 or 260, MAT 115 and up to five ELECTIVES

*At least 2 first year courses and 5 second year courses will need to be completed at UVic

Bachelor of Science – Earth and Ocean Science

Consider including: ENG 115 or 117, BIO 102/103 or BIO 110/111, CHE 110, CHE 111, MAT 181, MAT 182, PHY 120, PHY 121, MAT 115

*At least 2 first year Earth and Ocean Science courses and 8 second year courses would need to be completed at UVic

Bachelor of Arts – Economics

Consider including: ENG 115 or 117, ECO 110, ECO 111, MAT 181 or MAT 102, one SOCIAL SCIENCE ELECTIVE, one first year ENGLISH course and up to eight ELECTIVES

*At least 1 Computer Science courses and 5 second year Economics courses will need to be completed at UVic

Bachelor of Arts – English

Consider including: NIC's English flexible pre-major (see NIC website for more information)

18 credits (six courses) of first and second year English, nine (9) of which must be second year

At least one second year historical survey course

Two other second year English literature courses

fourteen elective courses

*Full two years can be completed at NIC

Bachelor of Arts – Geography

Consider including: ENG 115 or 117, GEO 105, GEO 106, GEO 111, GEO 112, GEO 210, GEO 214, three SOCIAL SCIENCE ELECTIVES,

and up to seven ELECTIVES

*At least 3 second year Geography courses will need to be completed at UVic

Fine Arts – History in Art

Consider including: ENG 115 or 117, FIN 100, FIN 101, and up to fourteen ELECTIVES

*At least one first year Fine Arts course and two second year History of Art courses will need to be completed at UVIC.

Bachelor of Arts – History

Consider including: ENG 115 or 117, and a minimum of 4 History courses chosen from HIS 111, HIS 112, HIS 120, HIS 121, HIS 205, HIS 215, HIS 216, HIS 220, HIS 225, HIS 231, HIS 232, HIS 250, HIS 251, HIS 260, and up to fifteen ELECTIVES

*Full two years can be completed at NIC

Bachelor of Science – Mathematics

Consider including: ENG 115 or 117, MAT 181, MAT 182, CPS 100, CPS 101, MAT 210, MAT 133 or 200, and up to six ELECTIVES

*At least 1 first year Mathematics course and 6 second year Mathematics courses will need to be completed at UVic

Bachelor of Arts – Philosophy

Consider including: ENG 115 or 117, PHI 100, PHI 101, PHI 150, PHI 220, PHI 230, PHI 240, PHI 260, and up to eleven ELECTIVES

*At least one required 200 level Philosophy course will need to be completed at UVic.

Bachelor of Science – Combined Major in Physics and Biochemistry

Consider including: ENG 115 or 117, CHE 110, CHE 111, CPS 100, MAT 181, MAT 182, PHY 120, PHY 121, BIO 110 and 111 or BIO 102 and 103, BIO 200, CHE 200, CHE 201, MAT 210, MAT 133 or 200, and BIO 215

*At least 5 second year courses in Physics, Mathematics will need to be completed at UVic

Bachelor of Science – Physics

Consider including: ENG 115 or 117, CHE 110, CHE 111, CPS 100, CPS 101, MAT 181, MAT 182, PHY 120, PHY 121, MAT 210, MAT 133 or 200, and up to one ELECTIVE

*At least 8 second year courses in Physics and Mathematics will need to be completed at UVic

Bachelor of Arts – Political Science Major

Consider including: ENG 115 or 117, POL 109, POL 119, POL 151, POL 200, POL 201, POL 203, and up to thirteen ELECTIVES

*Full two years could be completed at NIC (note: POL courses are not always offered on a regular basis)

Bachelor of Arts – Psychology

Consider including: ENG 115 or 117, PSY 130, PSY 131, CPS 100 or 101 or BUS 170, PHI 100 or 101, BIO 102/103 or BIO 110/111, PSY 204, PSY 215, MAT 181 or 102 or 151 or PHI 150, additional ENG course, two SOCIAL SCIENCE ELECTIVES, six HUMANITIES ELECTIVES

*At least 1 second year Psychology course will need to be completed at UVic

Bachelor of Science – Psychology

Consider including: ENG 115 or 117, PSY 130, PSY 131, CPS 100 or 101 or BUS 170, PHI 100 or PHI 101, BIO 102, BIO 103, PSY 204, PSY 215, MATH 181 or 102 or 151, additional ENG course, two SOCIAL SCIENCE ELECTIVES, six SCIENCE ELECTIVES (at least 4 of which must come from a single department)

*At least 1 second year Psychology course will need to be completed at UVic

Bachelor of Arts – Psychology/Biology

Consider including: ENG 115 or 117, BIO 102, BIO 103, PSY 130, PSY 131, MAT 181 or 102 or 151, CHE 110, CHE 111, BUS 170, additional ENG course, BIO 200, BIO 201, PSY 204, PSY 215, CHE 200, CHE 201, PHY 100/101 or 120/121, and up to two ELECTIVES

*At least 1 second year Psychology course will need to be completed at UVic

Bachelor of Arts – Sociology

Consider including: ENG 115 or 117, SOC 110, SOC 111, SOC 220, SOC 230, and up to thirteen ELECTIVES

*At least 2 second year Sociology courses will need to be completed at UVic

Bachelor of Arts – Women Studies

Consider including: ENG 115 or 117, WST 100, WST 101, ENG 224, ENG 225, HIS 250, HIS 251, and up to twelve ELECTIVES

*At least one required 200 level Women Studies course will need to be completed at UVic.

University Partnerships

VIU Dual Admission

Program at a Glance

Dual admission degree path available exclusively through NIC

Tuition: [\\$2,740 approx per year at NIC. VIU tuition applies for classes at VIU](#)

Where: College Wide

Starts: September, January, May

- Complete your Bachelor of Arts or Bachelor of Science degree while studying at both VIU and NIC.
- Choose from 17 majors and 26 minors available to NIC students within VIU's Bachelor of Arts degree, including anthropology, creative writing, English, global studies, history, psychology and sociology.
- Bachelor of Science students can major in biology, computing science and psychology. Choose three majors and seven minors including chemistry, earth science, geography and mathematics.

Career possibilities: A Bachelor of Arts degree supports a wide range of careers, from law and education to journalism and marketing. A Bachelor of Science degree prepares you for successful careers in education and science. Both degrees provide a solid foundation if you wish to continue on to professional programs or graduate school at major universities.

Questions?

Contact

Marilyn Nettleton
Educational Advisor
250-334-5000 
1-800-715-0914 

questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Here to help you. Advisors at both NIC and VIU will be available to assist you, and you'll be able to move back and forth between these two institutions with next to no administrative inconveniences.
- In good company. Graduates tell us that NIC classes feel like interactive work groups, where everyone has a chance to contribute their opinions and ideas and connect with instructors and classmates.
- Same degree, save money. NIC students who study in their home communities spend up to \$8,500 less for their first year of studies (rent, transportation and tuition) compared to students attending VIU.

PROGRAM HIGHLIGHTS

Study at North Island College, Vancouver Island University, or both with dual admission. In any given semester, within year one or two of your degree, the [North Island College / Vancouver Island University Dual Admission Agreement](#) allows you to move freely and easily between both institutions to complete your Bachelor of Arts or Bachelor of Science degree with minimal administrative inconveniences.

As a dual admission student, you will have access to educational advisors and support at both institutions and BC student loan funding is based on your combined credits at both institutions. At the end of each semester, your transcripts are automatically passed along to the other partner school. Courses are assessed and transfer credit is awarded. There is no need for you to order transcripts or make any additional requests.

Career Opportunities

A Bachelor of Arts or Bachelor of Science degree provides you with the training needed for a variety of disciplines. The rigorous skill-training and general cultural awareness that you receive while pursuing an arts or science degree prepares you for careers in education, business, science, law, architecture, art, the media, public service and more. You will also be prepared to move into further educational opportunities, such as post-degree diplomas or graduate study.

ADMISSION

Admission Requirements

Dual Admission students must meet [VIU's general admission requirements](#). Applicants can apply to either VIU or NIC and must identify that they wish to apply to the NIC-VIU Dual Admission/Co-Admission option.

In addition,

Bachelor of Arts:

- General admission requirements include an option for mature students who were unable to complete secondary school.

Bachelor of Science:

- Principles of Mathematics 12 with a minimum “B” grade is a prerequisite for the required Math courses.
- Other high school science courses may be required for the different Majors and Minors.
- No more than 60 credits can be transferred from elsewhere toward a VIU degree.
- Application deadline for Bachelor of Science admission is March 31.

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- Your first and most important step as a VIU dual admission student is to call, email, or visit a Student Advisor at your nearest NIC campus or centre. Educational advisors have extensive knowledge of programs, funding options, career paths and post-secondary transfer agreements to help you get started on the right track.
- NIC also offers high school-equivalent Upgrading options if you need help meeting prerequisites for entry into individual courses.

COURSES

NIC-VIU Transfer Courses

The following NIC courses are eligible for transfer credit through VIU Dual Admission (as of Feb 20, 2012).

Humanities

- EDU-101,EDU-102
- ENG-107,ENG-108,ENG-109,ENG-115,ENG-117,ENG-120,ENG-121,ENG-125,ENG-126,ENG-159,ENG-160,ENG-202,ENG-203,ENG-207,ENG-208,ENG-209,ENG-212,ENG-213,ENG-214,ENG-215,ENG-216,ENG-224,ENG-225,ENG-230,ENG-260
- FIN-100,FIN-101,FIN-110,FIN-111,FIN-115,FIN-120,FIN-121,FIN-130,FIN-131,FIN-135,FIN-140,FIN-145,FIN-204,FIN-210,FIN-211,FIN-215,FIN-217,FIN-220,FIN-221,FIN-230,FIN-231,FIN-235,FIN-236,FIN-245,FIN-246,FIN-247,FIN-250
- FNS-160,FNS-200
- FRE-100,FRE-101,FRE-120,FRE-121,FRE-145,FRE-146,FRE-265,FRE-266,FRE-280
- HIS-111,HIS-112,HIS-120,HIS-121,HIS-122,HIS-130,HIS-135,HIS-205,HIS-215,HIS-216,HIS-220,HIS-225,HIS-231,HIS-232,HIS-250,HIS-251,HIS-260
- IMG-102,IMG-103,IMG-105,IMG-120,IMG-130,IMG-202
- PHI-100,PHI-101,PHI-150,PHI-211,PHI-220,PHI-230,PHI-240,PHI-260
- SPN-100,SPN-101,SPN-200,SPN-201
- WST-100,WST-101,WST-110,WST-260

Social Sciences

- ANT-150,ANT-151,ANT-250,ANT-251,ANT-252,ANT-253,ANT-260,ANT-290,ANT-291,ANT-292,ANT-293
- CRM-101,CRM-131,CRM-135,CRM-220,CRM-230,CRM-241,CRM-251
- ECO-110,ECO-111,ECO-245
- ESJ-100,ESJ-101
- GEO-106,GEO-111,GEO-112,GEO-200,GEO-210,GEO-214,GEO-215
- POL-109,POL-111,POL-151,POL-200,POL-201,POL-203,POL-209
- PSY-130,PSY-131,PSY-202,PSY-204,PSY-215,PSY-220,PSY-221,PSY-222,PSY-235,PSY-245,PSY-250,PSY-251,PSY-260
- SOC-110,SOC-111,SOC-130,SOC-210,SOC-212,SOC-220,SOC-230,SOC-240

Sciences

- BIO-102,BIO-103,BIO-110,BIO-111,BIO-160,BIO-161,BIO-170,BIO-171,BIO-200,BIO-201,BIO-202,BIO-211,BIO-215,BIO-230,BIO-240,BIO-241,BIO-260,BIO-261,
- CHE-110,CHE-111,CHE-200,CHE-201

- CPS-100,CPS-101,CPS-109,CPS-111,CPS-120,CPS-143,CPS-146,CPS-151,CPS-235,CPS-236,CPS-246,CPS-262
- MAT-102,MAT-115,MAT-151,MAT-162,MAT-163,MAT-181,MAT-182,MAT-190,MAT-191,MAT-200
- PHY-100,PHY-101,PHY-120,PHY-121
- SSA-100,SSA-101

Business

- BUS-100,BUS-132,BUS-150,BUS-162,BUS-170,BUS-200,BUS-211,BUS-217,BUS-221,BUS-223,BUS-244,BUS-247,BUS-248,BUS-255,BUS-260,BUS-264,BUS-265,BUS-267,BUS-290,BUS-292,BUS-312,BUS-323,BUS-335,BUS-350,BUS-362,BUS-368,BUS-380,BUS-421,BUS-452

Tourism

- THM-100,THM-108,TRM-109,THM-112,THM-211,THM-212,THM-225

Health

- HSW-151,HSW-153,HSW-164,HSW-167,HSW-190,HSW-211

VIU Sample Study Plans

[Bachelor of Arts – Anthropology](#)

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, ANT 150, ANT 151, ANT 251, ANT 250, ANT 260, and up to eleven ELECTIVES

*At least 2 second year Anthropology courses will need to be completed at VIU

*You will only receive credit for one of ENG 115, ENG 117, ENG 125

[Bachelor of Science – Biology](#)

Consider including: two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, BIO 102, BIO 103, CHE 110, CHE 110, MAT 181/ MAT 182 or MAT 102/ MAT 151, PHY 100/ PHY 101 or PHY 120/ PHY 121, BIO 201, BIO 230, BIO 200, BIO 215, BIO 202, CHE 200, CHE 201, MAT 115, SCIENCE ELECTIVE, 3 GENERAL ELECTIVES

*You will only receive credit for one of ENG 115, ENG 117, ENG 125

[Bachelor of Science – Computer Science](#)

Consider including: ENG 115, ENG 160, CPS 100, CPS 101, MAT 181, MAT 182 AND up to six ELECTIVES.

*At least 2 first year courses and 6 second year courses will need to be completed at VIU

[Bachelor of Arts –Creative Writing](#)

Years 1 and 2: Minimum of 21 credits (7 courses) of first and second-year courses, including three courses from the five following genres: journalism/non-fiction, poetry, fiction, scriptwriting/drama, or publishing and at least one course at the 200-level; students must attain a minimum grade of "B-" in the 200 level course in order to progress to a senior-level course in the same genre at VIU.

Consider Including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126 AND ENG 107, ENG 108, ENG 109 AND one of ENG 207, ENG 208, ENG 209, ENG 212 AND up to thirteen ELECTIVES.

*Students will only receive credit at VIU for one of ENG 115, ENG 117, ENG 125

[Bachelor of Arts Criminology](#)

Complete a two year Criminology diploma at NIC and apply to year 3 at VIU . Degree English requirements must be met. Please ensure all courses transfer to VIU.

[Bachelor of Arts – Economics](#)

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, ECO 110, ECO 111, MAT 181 or MAT 102, MAT 115, and up to fourteen ELECTIVES

*You will only receive credit for one of Eng 115, ENG 117, ENG 125

[Bachelor of Arts – English](#)

Consider including: NIC's English flexible pre-major (see NIC website for more information)

- 18 credits (six courses) of first and second year English, nine (9) of which must be second year
- At least one second year historical survey course
- Two other second year English literature courses
- fourteen elective courses

• example: ENG 135, ENG 120, ENG 202, ENG 203, ENG 212, ENG 213 plus electives

*Full two years can be completed at NIC

*Students will only receive credit at VIU for one of ENG 115, ENG 117, ENG 125

[Bachelor of Arts – First Nations Studies](#)

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, FNS 160, FNS 200, ANT 150, HIS 111, HIS 112, and up to eleven ELECTIVES (must be approved by VIU faculty)

*At least 2 first or second year First Nations courses will need to be completed at VIU

*You will only receive credit for one of ENG 115, ENG 117, ENG 125

[Bachelor of Arts – Geography – Natural Resource Management Stream](#)

Consider including: two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, GEO 111, GEO 112, GEO 105, GEO 106, GEO 200 as well as a variety of elective courses

*At least 5 lower level Geography courses will need to be completed at VIU.

*You will only receive credit for one of ENG 115, ENG 117, ENG 125

[Bachelor of Arts – Global Studies](#)

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126 AND ECO 110, ECO 111, POL 203, SOC 110, SOC 111, SOC 220, AND three courses of post-secondary language and/or cultural studies Consider including SPN, FRE 100 AND FRE 200 level AND up to six ELECTIVES. Other recommended courses include HIS 121 and HIS 122.

*At least two GLST and one POLI course will need to be completed at VIU

*SOC 110 and SOC 111 are prerequisites for SOC 220

*You will only receive credit for one of Eng 115, ENG 117, ENG 125

[Bachelor of Arts – History](#)

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126 and a minimum of 6 History courses chosen from HIS 111, HIS 112, HIS, 120, HIS 121, HIS 122, HIS 215, HIS 216, HIS 220, HIS 225, HIS 231, HIS 232, HIS 250, HIS 251, and up to twelve ELECTIVES

*You will only receive credit for one of Eng 115, ENG 117, ENG 125

[Bachelor of Arts Liberal Studies](#)

Complete an Associate of Arts degree or the a minimum of 54 credits at NIC and then complete your [Bachelor of Arts degree in Liberal Studies](#) from Vancouver Island University at NIC's Comox Valley campus.

[Bachelor of Arts – Philosophy Major](#)

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126 and PHI 150, PHI 100 and PHI 101, plus up to 13 Electives.

*At least two required 200 level Philosophy courses will need to be completed at VIU

*You will only receive credit for one of ENG 115, ENG 117, ENG 125

[Bachelor of Arts – Physical Education](#)

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126 and up to seven ELECTIVES

*At least 33 credits of PHED first and second year courses will need to be completed at VIU

*You will only receive credit for one of ENG 115, ENG 117, ENG 125

[Bachelor of Arts – Political Studies Major](#)

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, AND POL 151, POL 203, POL 201, AND two of POL 109, POL 111, POL 200, POL 209 AND SOC 111 and SOC 112 and SOC 220 OR CRM 101 AND CRM 220 and up to nine ELECTIVES

*At least one second year PHIL or FNAT course will need to be complete at VIU

*SOC 111 and SOC 112 are prerequisites for SOC 220, while CRM 101 is a prerequisite for CRM 220. Only one of SOC 220 OR CRM 220 is needed.

*You will only receive credit for one of ENG 115, ENG 117, ENG 125

[Bachelor of Arts – Psychology](#)

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, and PSY 130, PSY 131, PSY 204 and PSY 205. One of MAT 102, MAT 151 or MAT 181. One of PHI 100, PHI 101 or

PHI 150, and up to ten ELECTIVES.

*At least 2 second year Psychology courses will need to be completed at VIU

*You will only receive credit for one of ENG 115, ENG 117, ENG 125

[Bachelor of Arts – Sociology](#)

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, SOC 110, SOC 111, SOC 220 and one additional lower level Sociology and up to thirteen ELECTIVES.

*At least 1 second year Sociology courses will need to be completed at VIU

*You will only receive credit for one of ENG 115, ENG 117, ENG 125

[Bachelor of Arts – Women's Studies](#)

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, or ENG 126, and WST 100, WST 101, WST 110, WST 260, HIS 250, HIS 251, ENG 224, ENG 225, SOC 240 and up to eight ELECTIVES

*At least 2 second year Women's Studies courses will need to be completed at VIU

*You will only receive credit for one of ENG 115, ENG 117, ENG 125

[Bachelor of Science – Psychology](#)

Consider including: TWO of: ENG 115, ENG 117, ENG 120, ENG 121, ENG 125 or ENG 126 AND BIO 102, BIO 103, CHE 110, CHE 111, MAT 181, MAT 182, PSY 130, PSY 131, BIO 200, BIO 201, CHE 200, CHE 201, PHY 100 OR CPS 100, AND PSY 204, PSY 215 and up to one SCIENCE ELECTIVE.

*At least 1 second year Psychology course will need to be completed at VIU

*You will only receive credit for one of ENG 115, ENG 117, ENG 125

*BIO 102 AND 103 are prerequisite course for BIO 200, BIO 201 AND PHY 100 is a prerequisite for PHY 101.

*NIC does not offer VIU PSYC 210 which is recommended by VIU

University Partnerships

VIU Education Pathway

Program at a Glance

NIC offers 17 courses (51 credits) toward [VIU's Bachelor of Education](#) degree

Tuition: [\\$2,740 approx + fees/equipment](#)

Where: College Wide

Starts: September, January

- Complete first and second-year English, math and science courses at NIC before transferring to Year 3 of VIU's Bachelor of Education.
- Develop university-level research skills in NIC's discussion friendly classes.
- Gain leadership skills and boost your résumé by participating in college committees, becoming a peer tutor or joining NIC's student leadership team.

Transfer possibilities: Universities, colleges, and institutes across Canada and around the world give transfer credit for NIC programs and courses. Work with an NIC educational advisor to develop a study plan transferable to an

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- NIC transfer benefits at VIU. If you are planning to transfer from NIC to VIU after your first or second year of study, you may be eligible for priority registration or direct admission into the education program.
- Freedom to follow your interests. Sample study plans offer direction and flexibility, allowing you to concentrate your studies for a specific degree or explore your interests and keep your options open.
- In good company. Graduates tell us that NIC classes feel like interactive work groups, where everyone has a chance to contribute their opinions and ideas and connect with instructors and classmates.

What is a study plan?

A study plan is a list of University Studies courses that can be further customized for transfer to a specific program or university of choice. NIC's educational advisors can develop a study plan with you from NIC to just about anywhere.

The Education pathway is designed to meet the general first-year course requirements of degree programs province-wide. NIC's educational advisors will work with you to personalize this plan to meet your personal interests, goals and university of choice.

Study plans offer a great deal of flexibility. You can choose your preferred courses, making it possible to concentrate studies in one specific area or explore a variety of subjects to meet the requirements of your university of choice.

Course subjects may include: anthropology, biology, business, chemistry, criminology, economics, English, equity and social justice, fine arts, First Nations studies, French, geography, history, mathematics, philosophy, physics, political science, psychology,

education degree at VIU and beyond.

Questions?

Contact

Marilyn Nettleton
Educational Advisor
250-334-5000 
1-800-715-0914 

questions@nic.bc.ca

sociology, space science and astronomy, Spanish and women's studies.

To qualify as a transfer student, many universities require a minimum of eight courses (24 credits) and a specific grade point average. The Bachelor of Education transfer plan usually outlines 30 course credits, which may be taken on a full or part-time basis.

Options are also available for completing a second year of university transfer coursework at NIC. Thanks to a unique transfer agreement between NIC and VIU, when you complete an NIC Associate of Arts degree (or 60 credits of university transfer coursework), you may be eligible for direct admission into third year of the Bachelor of Education program at VIU. Ask an educational advisors for details.

ADMISSION

Admission Requirements

There are no formal admission requirements for the University Studies program. However, courses will have specific entry requirements, called prerequisites, which are listed under each course description. To meet prerequisite requirements, submit transcripts or complete English and/or Math assessments.

Recommended courses include: English 12 with a C or better and Math 12 (Principles 11, Applications 12, Foundations 11, or Pre-Calculus 12) with a C or better.

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- Your first and most important step as a university transfer student is to call, email, or visit an educational advisor at your nearest NIC campus or centre. Educational advisors have extensive knowledge of programs, funding options, career paths, and post-secondary transfer agreements to help you get started on the right track.
- Each university has its own unique transfer requirements and deadlines that must be met. Familiarize yourself with the university transfer process and how transfer credit works.
- Transfer and degree requirements may change frequently and without notice. Always review your study plan with an educational advisor to make sure you're registered in the best courses to reach your goals.
- Use the online [BC Transfer Guide](#) to confirm the transferability of your chosen courses.
- To qualify as a transfer student, many universities require eight courses (24 credits) as well as a specific grade point average.
- NIC also offers high school-equivalent upgrading options if you need help meeting prerequisites for entry into individual courses.

COURSES

The following list is a sample transfer plan that fulfills the general first-year course requirements for many Bachelor of Education (Elementary) programs throughout the province. However, choosing the right combination of courses will depend on a number of factors, including your personal interests and university of choice. Our Student Advisors will work with you to personalize this plan to meet your goals.

Sample Study Plan

- 6 credits of 100-level English
- 3 credits of 100-level math. Math for Elementary Education I and II (MAT 162 and/or MAT 163) are recommended when available.
- 3 credits of courses with Canadian content. A variety of Canadian content courses may be found among subjects such as English (ENG), First Nations studies (FNS), French (FRE), geography (GEO), and history (HIS).
- 3 credits of transferable 100-level science. This may include biology (BIO), chemistry (CHE), physics (PHY), geography (GEO), or space science and astronomy (SSA).
- Other transferable 100-level courses in your area(s) of interest. This may include anthropology (ANT), biology (BIO), business

(BUS), chemistry (CHE), criminology (CRM), economics (ECO), English (ENG), , fine arts (FIN), First Nations studies (FNS), French (FRE), geography (GEO), history (HIS), mathematics (MAT), philosophy (PHI), physics (PHY), political science (POL), psychology (PSY), sociology (SOC), space science and astronomy (SSA), Spanish (SPN), or women's studies (WST).

Considering Vancouver Island University?

Students who intend to transfer to the Bachelor of Education program at VIU can also earn transfer credit through the following two courses:

- EDU 101 - Teaching: The Human Interaction (VIU transfer only)
- EDU 102 - Teaching: Making an Informed Decision (VIU transfer only)

Important: Post-secondary transfer agreements and degree requirements change frequently. Additionally, not all NIC courses are transferable to all universities. Always refer to the [BC Transfer Guide](#) online AND have a Student Advisor at NIC and your receiving institution check your study plan before registering in courses.

University Partnerships

VIU MBA/MScIB Guaranteed Admission

Program at a Glance

Master's degree pathway available exclusively through NIC

Where: College Wide
Starts: September

- Earn your [Master's of Business Administration \(MBA\) and Master's of Science in International Business \(MScIB\)](#), a dual Canadian/British graduate degree from VIU.
- As an NIC graduate with a Bachelor of Business Administration (BBA) degree or Post Degree Diploma (PDD) - your admission is guaranteed.

Questions?

Contact

Marilyn Nettleton
Educational Advisor
250-334-5000 
1-800-715-0914 

questions@nic.bc.ca

HIGHLIGHTS

PROGRAM HIGHLIGHTS

In partnership with NIC, VIU now offers NIC business degree (BBA) or post degree diploma (PDD) graduates guaranteed admission and the opportunity to earn a Master of Business Administration (MBA) and [University of Hertfordshire](#) (UH) Master of Science in International Business (MScIB) at the same time.

This dual Canadian/British program is designed to give you an opportunity to combine new knowledge and practical experience through the integration of theory, research and practice that can be applied at regional, national and international levels.

The University of Hertfordshire (UH) recognizes this program as fulfilling the requirements of the UH MScIB degree. As a result, on completion of the program, candidates will receive a Canadian MBA and a UK MScIB from two public universities, opening up a world of opportunities.

Visit the [MBA Program website](#) for full program details.

ADMISSION

Admission Requirements

Eligibility:

1. Students must have completed or be in the process of completing their final 15 credits of a [Bachelor of Business Administration](#) (BBA) degree or [Post Degree Diploma](#) (PDD) in Business Administration, Accounting, Human Resources Management, International Management, Management or [Global Business Management](#) at NIC.
2. Students must have achieved a minimum GPA of 3.0 in their NIC BBA degree or NIC PDD in business-related programs as noted above to qualify for Guaranteed Admission and Priority Registration.
3. Students completing an NIC Bachelor of Business Administration degree or NIC one year PDD (Business Administration, Accounting, Human Resources Management, International Management, Management, or Marketing) must show evidence of one year of work experience in Canada or in their home country. For BBA students, an amalgamation of two successfully completed Co-op terms will be considered as achieving this requirement. For PDD Global Business

Management graduates, successful completion of this program and minimum GPA, as noted above, will constitute meeting the admission requirements.

How to Apply:

- Please visit Vancouver Island University [MBA Admissions](#) for details.

International Language Requirements

For international language requirements click [here](#).

PROGRAMS

The following North Island College programs lead to guaranteed admission to Vancouver Island University's dual MBA/MScIB degree:

Undergraduate Degrees

- [Bachelor of Business Administration Degree](#) - Accounting major
- [Bachelor of Business Administration Degree](#) - General Management major
- [Bachelor of Business Administration Degree](#) - Marketing major

Post Degree Diplomas

- [Business Administration Post Degree Diploma](#) (1 Year) - Accounting, Marketing, General Management, International Management, or Human Resource Management
- [Business Administration Post Degree Diploma](#) (2 Years) - Global Business Management

Bachelor of Business Administration Degree, Accounting Major

Program at a Glance

Four-year bachelor's degree

Tuition: [\\$2,740 approx per year + fees/equipment](#)

Where: Comox Valley

Starts: September, January

- Be in demand. More than 35 per cent of the projected 935,000 job openings in BC by 2024 are business and related occupations, most of which will require post-secondary education.
- A strategic balance of academic and applied studies will prepare you for management-level positions in public accounting, financial management, planning and business consulting.
- All accounting courses are fully recognized by the CA, CMA, and CGA associations.
- Earn academic credit through paid co-op work experience to develop industry-relevant skills and broaden your career options.

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Invaluable work experience. As a degree student, you'll have the option of complementing your in-class studies with business-related, paid employment through co-operative education. You'll also complete several courses that incorporate academic learning with real workplace problems.
- Recognized credentials. NIC graduates are highly employable and qualifications earned through NIC's programs are widely recognized by employers and other post-secondary institutions throughout the province.
- Prepare for national accreditation. Your NIC degree prepares you for immediate entrance into the CPA Professional Education program.
- International exchange opportunities. Through student exchange programs, you can study abroad. NIC students have studied in Germany, the US, Mexico, Poland and France. New opportunities are always developing to earn international credentials while studying at NIC.

PROGRAM HIGHLIGHTS

Qualified students can enter the degree program at any year level. You may opt for a traditional two-plus-two approach, first completing a two year Business Administration diploma, plus two years of additional study to obtain the Bachelor of Business Administration degree (BBA). You can also apply previous coursework from a wide range of university level studies or professional accounting programs toward your degree program.

Third and fourth-year studies include advanced financial accounting, managerial accounting, advanced cost accounting, taxation, auditing, accounting theory, international business, business ethics, advanced entrepreneurial studies and business strategy. To qualify for a Bachelor of Business Administration degree credential, you must complete all

Career possibilities: As a graduate, you will be well-prepared to continue studies toward a professional CPA designation. Employment opportunities may include business consulting, public or corporate accounting and business ownership.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

In the News

[NIC Alumna named to Vancouver Island's Top 20 under 40](#)

[Education abroad fosters local success](#)

required program courses and electives (or equivalent transfer credits) for a total of 120 credits.

Career Opportunities

After graduation, you may be employed as a public accountant, management accountant, financial manager, corporate accountant, controller, internal/external auditor, business consultant, financial analyst, financial planner, asset manager and business owner. Employment destinations include private practice, business, crown corporations and government agencies.

You will be well-prepared to move directly into the the CPA Professional Education program to achieve your CPA accounting designation.

Co-operative Education

[Co-operative education](#) alternates paid, program-related work experience with academic study. The practical experience gained on these supervised, structured work terms is an integral part of your education. The result is increased confidence, new employment contacts and practical real-world experience locally, on Vancouver Island, provincially or internationally.

If you wish to participate in the co-operative education program, you are encouraged to apply during the first semester of your first year of study in order to have the best options for completing the program. You must complete EMP-100 (Co-operative Education Pre-Employment Seminar) as a prerequisite to BUS-197 (Co-operative Education Internship Work Term).

Applications are also accepted from second and third-year students. Among the eligibility criteria, you must have a GPA of 2.33 or higher in the required business administration program courses and complete a co-op interview. You can be awarded a co-operative education designation on your degree if you successfully complete EMP-100, BUS-197, BUS-297 and BUS-397 (in addition to your program course work). Note: these courses cannot be used as program electives and have registration fees in addition to the program registration fees.

You may choose either alternating or consecutive work terms that must not end in the program's last semester. For more information on work terms, eligibility requirements, sample job opportunities and wages contact [Student Employment Services](#).

ADMISSION

Admission Requirements

1. C+ in one of Provincial English 12, English 12 First Peoples, NIC ENG-060, ENG-096, ENG-098, ESL-090, or equivalent; or English assessment; and
2. C+ in Foundations of Math 11; or C in one of Principles of Math 11, Pre-Calculus 11, Applications of Math 12, NIC MAT-053; or Math Assessment;
3. Or, CPA-CGA designation to enter CPA Bridging Pathway;
4. Or, CPA-CMA designation to enter CPA Bridging Pathway;
5. Or, permission of the department.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- Basic computer skills in word processing and file management are required.
- Consult with a business administration faculty member if you are unsure of your level of math preparedness for any of the business courses.

CURRICULUM

Program Requirements

The Bachelor of Business Administration Degree - Accounting program offers a great deal of flexibility. Students may customize a program both by choice of electives and by opting to take courses in any order as long as prerequisites are met. Students are required to successfully complete 120 credits excluding co-op credits.

Year 1

- BUS 100 Financial Accounting Fundamentals
- BUS 132 Mathematics of Finance
- BUS 150 Administrative Principles
- BUS 152 Entrepreneurship & Small Business Management
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- ECO 110 Principles of Microeconomics
- ECO 111 Principles of Macroeconomics
- ENG 160 Effective Organizational Writing
- ENG 115 Essay Writing and Critical Analysis or ENG 117 Academic Writing

Students may exit with a Business Administration Certificate

Year 2

- BUS 200 Financial Accounting Fundamentals II
- BUS 211 Intermediate Financial Accounting I
- BUS 217 Management Accounting
- BUS 221 Commercial Law
- BUS 223 Taxation I
- BUS 244 Finance
- BUS 270 Software for Accounting Professionals
- BUS 290 Management Information Systems
- BUS 293 Business Simulation
- MAT 115 Introduction to Statistics

Students may exit with a Business Administration Diploma, Accounting Option

Year 3

- BUS 312 Intermediate Financial Accounting II
- BUS 318 Advanced Cost Accounting
- BUS 323 Taxation II
- BUS 335 Quantitative Methods
- BUS 350 Organizational Behaviour
- BUS 380 Globalization and International Business
- ENG 260 Advanced Communications and Professional Writing
- PHI 260 Business Ethics

plus 2 electives totaling 6 credits*

Year 4

- BUS 419 Advanced Financial Accounting
- BUS 420 Introduction to Auditing
- BUS 452 Advanced Topics in Entrepreneurship
- BUS 492 Strategic Management

plus 6 electives totaling 18 credits*

*Note: Electives may be chosen from any non-business courses that transfer to BC degree granting institutions or any other NIC business courses. At least four electives must be non-business and at least six electives must be at the 200 level or higher.

Completion Requirements

A minimum of 50% of the program must be completed at North Island College.

CPA Bridging Pathways

Certified General Accountants (CGA) Bridge

Individuals who already have CPA-CGA designation, may apply for advanced standing in the Bachelor of Business Administration degree.

Students are required to complete the following 30 credits (10 courses) to earn a Bachelor of Business Administration degree – Accounting major from NIC:

30 credits (10 courses) required for completion of NIC's Bachelor of Business Administration degree:

- BUS 293 Business Simulation
- BUS 452 Advanced Topics in Entrepreneurship
- BUS 350 Organizational Behaviour
- BUS 380 Globalization and International Business
- BUS 450 Project Management
- BUS 492 Strategic Management
- PHI 260 Business Ethics
- Three 3 credit electives, 200 level or higher

Note: Business elective courses may not be the same as the courses taken in the CGA program.

Certified Management Accountant (CMA) Bridge

Individuals who already have CPA-CMA designation, may apply for advanced standing in the Bachelor of Business Administration degree. Students are required to complete the following 30 credits (10 courses) to earn a Bachelor of Business Administration degree – Accounting major from NIC:

30 credits (10 courses) required for completion of NIC's Bachelor of Business Administration degree:

- BUS 293 Business Simulation
- BUS 452 Advanced Topics in Entrepreneurship
- BUS 380 Globalization and International Business
- BUS 450 Project Management
- BUS 492 Strategic Management
- PHI 260 Business Ethics
- Four 3 credit electives, 200 level or higher

Note: Business elective courses may not be the same as the courses taken in the CMA program.

Bachelor of Business Administration Degree, General Management Major

Program at a Glance

Four-year bachelor's degree

Tuition: [\\$2,740 approx per year + fees/equipment](#)

Where: Comox Valley

Starts: September, January

- A strategic balance of academic and applied studies prepares you for positions in large and small, profit and non-profit organizations. You may choose to apply your skills to starting your own business.
- Be in demand. More than 35 per cent of the projected 935,000 job openings in BC by 2024 are business and related occupations, most of which will require post-secondary education.
- As a graduate of the Bachelor of Business Administration - General Management degree, you

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Invaluable work experience. As a degree student, you'll have the option of complementing your in-class studies with business-related paid employment through co-operative education. In addition, you'll take several courses that apply concepts from your studies to real workplace problems.
- Recognized credentials. NIC graduates are highly employable and qualifications earned through NIC's programs are widely recognized by employers and other post-secondary institutions throughout the province.
- International exchange opportunities. Through student exchange programs, you can study abroad. NIC students have studied in Germany, the US, Mexico, Poland and France, and new opportunities are always developing.

PROGRAM HIGHLIGHTS

Qualified students can enter the degree program at any year level. You may opt for a traditional two-plus-two approach, first completing a two-year diploma in business administration, plus two years of additional study to obtain the Bachelor of Business Administration degree (BBA). You can also apply previous coursework from a wide range of university-level studies toward the degree program.

Third and fourth-year studies include human resources management, market research, international business, international relations, project management and advanced entrepreneurship. You may also choose from electives that will provide a human resource focus. To qualify for the Bachelor of Business Administration degree credential, you must

will possess a well-rounded business education. You can also choose to focus your studies in a particular discipline that suits your interests and abilities.

- Earn academic credit through paid co-op work experience to develop industry-relevant skills and broaden your career options.

Career possibilities: As a graduate, you will be well-prepared for progressive, management related employment opportunities in both private and public organizations. You will also possess the skills required to pursue your own business ventures.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

In the News

[NIC student goes behind the scenes at Elle magazine](#)

complete all required program courses and electives (or equivalent transfer credits) for a total of 120 credits.

Career Opportunities

After graduation, you will be well-prepared for management-related employment opportunities in both private and public sector organizations, or you may opt to pursue your own business ventures. You may also be eligible for membership in the Canadian Institute of Management and the Human Resources Management Association. If you are interested in earning a CHRP (Certified Human Resources Professional) designation, a degree is a requirement and the general management degree option will help prepare you to write the CHRP examination.

Co-operative Education

[Co-operative education](#) alternates paid, program-related work experience with academic study. The practical experience gained on these supervised, structured work terms is an integral part of the student's education. The result is increased confidence, new employment contacts and practical real-world experience locally, on the Island, provincially or internationally.

If you wish to participate in the co-operative education program, you are encouraged to apply during the first semester of your first year of study in order to have the best options for completing the program. You must complete EMP-100 (Co-operative Education Pre-Employment Seminar) as a prerequisite to BUS-197 (Co-operative Education Internship Work Term).

Applications are also accepted from second and third-year students. Among the eligibility criteria, you must have a GPA of 2.33 or higher in the required business administration program courses and complete a co-op interview. You can be awarded a co-operative education designation on your degree if you successfully complete EMP-100, BUS-197, BUS-297 and BUS-397 (in addition to your program course work). Note: these courses cannot be used as program electives and have registration fees in addition to the program registration fees.

You may choose alternating or consecutive work terms that must not end in the program's last semester. For more information on work terms, eligibility requirements, sample job opportunities and wages contact [Student Employment Services](#).

Study in Scotland and Earn Two Degrees

Open up a world of opportunity by transferring 60 business administration credits to Robert Gordon University (RGU) in Aberdeen Scotland to earn a degree in just one year, and then return to NIC to earn your second degree – all within four years!

How to earn your degree in Scotland

Apply for entry to RGU's third year BA Management or BA Management with Marketing degree by completing your NIC Business Administration (General Management) diploma or your Business Administration (Marketing) diploma or 60 credits of your NIC Bachelor of Business Administration degree with a cumulative 3.0 G.P.A. (B average) or higher.

RGU will grant you a degree after you successfully complete the third-year of the non-placement route.

Return to NIC to earn a double degree

If you completed 60 credits of business courses at NIC and the third year of RGU's BA Management or BA Management with Marketing degree, you can then return to the fourth year of NIC's Bachelor of Business Administration General Management or Bachelor of Business Administration Marketing degree. This allows you to earn a second degree at NIC with just one more year of study.

Learn more

- Review the [Advanced Entry Agreement between Robert Gordon University and NIC](#).
- Find out how to qualify for financial support with [RGU's Merit Scholarships](#), or apply for [Scotland's Saltire Scholarships](#).
- Visit the RGU website for information on:
 - [RGU International Office Canada Flyer](#)
 - [Bachelor of Arts in Business Management](#)

- [International Students](#)
- For more information or to develop your study plan, contact an [NIC educational advisor](#).

ADMISSION

Admission Requirements

1. C+ in one of Provincial English 12, English 12 First Peoples, NIC ENG-060, ENG-096, ENG-098, ESL-090, or equivalent; or English assessment; and
2. C+ in Foundations of Math 11; or C in one of Principles of Math 11, Pre-Calculus 11, Applications of Math 12, NIC MAT-053; or Math assessment;
3. or, permission of the department.
4. NIC Tourism & Hospitality diploma graduates (all options) are eligible for admission directly into third year of NIC's Bachelor of Business Administration, General Management; or Marketing major.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- Basic computer skills in word processing and file management are required.
- Consult with a business administration faculty member if you are unsure of your level of math preparedness for any of the business courses.

CURRICULUM

Program Requirements

Year 1

- BUS 100 Financial Accounting Fundamentals
- BUS 132 Mathematics of Finance
- BUS 150 Administrative Principles
- BUS 152 Entrepreneurship & Small Business Management
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- ECO 110 Principles of Microeconomics
- ECO 111 Principles of Macroeconomics
- ENG 160 Effective Organizational Writing
- ENG 115 Essay Writing and Critical Analysis or ENG 117 Academic Writing

Students may exit with a Business Administration Certificate

Year 2

- BUS 217 Management Accounting
- BUS 221 Commercial Law
- BUS 255 Human Resource Management
- BUS 260 Consumer Behaviour
- BUS 290 Management Information Systems
- BUS 293 Business Simulation
- MAT 115 Introduction to Statistics

Plus 3 electives totaling 9 credits*

Students may exit with a Business Administration Diploma, General Management Option

Year 3

- BUS 244 Finance
- BUS 335 Quantitative Methods

- BUS 350 Organizational Behaviour
- BUS 362 Market Research
- BUS 380 Globalization and International Business
- POL 203 International Relations
- IMG 220 Introduction to Social Media

Plus 3 electives totaling 9 credits*

Year 4

- BUS 450 Project Management
- BUS 452 Advanced Topics in Entrepreneurship
- BUS 492 Strategic Management
- PHI 260 Business Ethics
- ENG 260 Advanced Communications and Professional Writing
- BUS 340 Leadership

Plus 2 courses from the following list:

- BUS 265 Retail Management
- BUS 310 Recruitment and Selection
- BUS 320 Compensation and Benefits
- BUS 355 Managing for Public & Non-profit Organizations
- BUS 410 Labour Relations
- HRMT 322 Employment Law (Offered through Athabasca University)

Plus 2 electives totaling 6 credits*

*Note: Electives may be chosen from any non-business courses that transfer to BC degree granting institutions or any other NIC business courses. At least four electives must be non-business and at least five electives must be at the 200 level or higher.

North Island College's Tourism & Hospitality Management Diploma (All options) Bridging Pathway BBA-General Management

Year 3: BUS 132, BUS 244, BUS 335, BUS 350, BUS 362, BUS 380, MAT 115, POL 203, IMG 220 & 1 elective totaling 3 credits (ENG 115 or ENG 160 for Adventure Guiding Option)

Year 4: BUS 340, BUS 450, BUS 452, BUS 492, ECO 110, ECO 111, PHI 260, ENG 260 Plus 2 courses from the following list: BUS 265, BUS 310, BUS 320, BUS 355, BUS 410, HRMT322 (Athabasca U)

Completion Requirements

A minimum of 50% of the program must be completed at North Island College.

Bachelor of Business Administration Degree, Marketing Major

Program at a Glance

Four-year bachelor's degree

Tuition: [\\$2,740 approx per year + fees/equipment](#)

Where: Comox Valley

Starts: September, January

- A strategic balance of academic and directed field studies will prepare you with a set of technical and management skills that are valued in today's dynamic marketing environment.

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Invaluable work experience. As a degree student, you'll have the option of complementing your in-class studies with business-related paid employment through co-operative education. In addition, you'll take several courses where you'll apply concepts from your studies to real workplace problems.
- Recognized credentials. NIC graduates are highly employable and qualifications earned through our programs are widely recognized by employers and other post-secondary institutions throughout the province.
- International exchange opportunities. Through student exchange programs, you can study abroad. NIC students have studied in Germany, the US, Mexico, Poland and France, and new opportunities are always developing.

PROGRAM HIGHLIGHTS

- Be in demand. More than 35 per cent of the projected 935,000 job openings in BC by 2024 are business and related occupations, most of which will require post-secondary education.
- Qualify for membership in professional marketing organizations that provide professional development and networking opportunities.
- Earn academic credit through paid co-op work experience to develop industry relevant skills and broaden your career options.

Career possibilities: Employment opportunities are diverse and may include careers in retailing, marketing management, market research and public relations in profit, non-profit, and government organizations.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

Qualified students can enter the degree program at any year level. You may opt for a traditional two-plus-two approach, first completing a two-year diploma in business administration, plus two years of additional study to obtain the Bachelor of Business Administration degree (BBA). You can also apply coursework from a wide range of university level studies toward the degree program.

Third and fourth-year studies include e-business, market research, advertising and marketing communications, business-to-business marketing, project management, international business and advanced entrepreneurship. To qualify for the Bachelor of Business Administration degree credential, you must complete all required program courses and electives (or equivalent transfer credits) for a total of 120 credits.

Career Opportunities

After graduation, you will be prepared for careers in retailing, marketing management, market research, advertising and public relations in both public and private sector organizations, or you may opt to pursue your own business ventures. You may pursue professional development opportunities through organizations such as the Canadian Institute of Marketing, the Canadian Marketing Association, the Canadian Public Relations society and many more specialized professional organizations.

Co-operative Education

[Co-operative education](#) alternates paid, program-related work experience with academic study. The practical experience gained on these supervised, structured work terms is an integral part of the student's education. The result is increased confidence, new employment contacts and practical real-world experience locally, on the Island, provincially or internationally.

If you wish to participate in the co-operative education program, you are encouraged to apply during the first semester of your first year of study in order to have the best options for completing the program. You must complete EMP-100 (Co-operative Education Pre-Employment Seminar) as a prerequisite to BUS-197 (Co-operative Education Internship Work Term).

Applications are also accepted from second and third-year students. Among the eligibility criteria, you must have a GPA of 2.33 or higher in the required business administration program courses and complete a co-op interview. You can be awarded a co-operative education designation on your degree if you successfully complete EMP-100, BUS-197, BUS-297 and BUS-397 (in addition to your program course work). Note: these courses cannot be used as program electives and have registration fees in addition to the program registration fees.

You may choose alternating or consecutive work terms that must not end in the program's last semester. For more information on work terms, eligibility requirements, sample job opportunities and wages contact [Student Employment Services](#).

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RGU will grant you a degree after you successfully complete the third-year of the non-placement route.

Return to NIC to earn a double degree

If you completed 60 credits of business courses at NIC and the third year of RGU's BA Management or BA Management with Marketing degree, you can then return to the fourth year of NIC's Bachelor of Business Administration General Management or Bachelor of

Business Administration Marketing degree. This allows you to earn a second degree at NIC with just one more year of study.

Learn more

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- Find out how to qualify for financial support with [RGU's Merit Scholarships](#), or apply for [Scotland's Saltire Scholarships](#).
- Visit the RGU website for information on:
 - [RGU International Office Canada Flyer](#)
 - [Bachelor of Arts in Business Management](#)
 - [International Students](#)
- For more information or to develop your study plan, contact a [NIC educational advisor](#).

ADMISSION

Admission Requirements

1. C+ in one of Provincial English 12, English 12 First Peoples, NIC ENG-060, ENG-096, ENG-098, ESL-090, or equivalent; or English assessment; and
2. C+ in Foundations of Math 11; or C in one of Principles of Math 11, Pre-Calculus 11, Applications of Math 12, NIC MAT-053; or Math assessment;
3. or, permission of the department.
4. NIC Tourism & Hospitality diploma graduates (all options) are eligible for admission directly into third year of NIC's Bachelor of Business Administration, General Management; or Marketing major.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- Basic computer skills in word processing and file management are required.
- Consult with a business administration faculty member if you are unsure of your level of math preparedness for any of the business courses.

CURRICULUM

Program Requirements

Year 1

- BUS 100 Financial Accounting Fundamentals
- BUS 132 Mathematics of Finance
- BUS 150 Administrative Principles
- BUS 152 Entrepreneurship & Small Business Management
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- ECO 110 Principles of Microeconomics
- ECO 111 Principles of Macroeconomics
- ENG 160 Effective Organizational Writing
- ENG 115 Essay Writing and Critical Analysis or ENG 117 Academic Writing

Students may exit with a Business Administration Certificate

Year 2

- BUS 217 Management Accounting
- BUS 221 Commercial Law
- BUS 260 Consumer Behaviour
- BUS 264 Professional Selling
- BUS 265 Retail Management

- BUS 267 Services Marketing
- BUS 293 Business Simulation
- MAT 115 Introduction to Statistics

Plus 2 electives totaling 6 credits*

Students may exit with a Business Administration Diploma, Marketing Option

Year 3

- BUS 370 International Marketing
- BUS 350 Organizational Behaviour
- BUS 362 Market Research
- BUS 368 Advertising & Marketing Communications
- BUS 380 Globalization and International Business
- IMG 220 Introduction to Social Media

Plus 4 electives totaling 12 credits*

Year 4

- BUS 430 Business-to-Business Marketing
- BUS 450 Project Management
- BUS 452 Advanced Topics in Entrepreneurship
- BUS 492 Strategic Management
- PHI 260 Business Ethics
- ENG 260 Advanced Communications and Professional Writing
- BUS 340 Leadership

Plus 3 electives totaling 9 credits*

*Note: Electives may be chosen from any non-business courses that transfer to BC degree granting institutions or any other NIC business courses. At least four electives must be non-business and at least five electives must be at the 200 level or higher.

North Island College's Tourism and Hospitality Management Diploma (All options) Bridging Pathway BBA Marketing

Year 3: BUS 132, BUS 350, BUS 362, BUS 368, BUS 370, BUS 380, MAT 115, IMG 220 Plus 2 electives totaling 6 credits (ENG 115 or ENG 160 for Adventure Guiding Option)

Year 4: BUS 340, BUS 430, BUS 450, BUS 452, BUS 492, ECO 110, ECO 111, PHI 260, ENG 260 Plus 1 elective totaling 3 credits.

Completion Requirements

A minimum of 50% of the program must be completed at North Island College.

Business Administration Certificate

Program at a Glance

Eight-month certificate

Tuition: [\\$2,740 approx + fees/equipment](#)

Where: Comox Valley, Online
Starts: September, January

- Learn the fundamentals of accounting, management, marketing, economics, computer applications and business writing in a supportive environment.
- Be in demand. More than 35 per cent of the projected 935,000 job openings in BC

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- More flexibility, better access. Classes are offered online or in the traditional classroom format. Choose what works best for you - online, around your lifestyle; in a classroom according to a set schedule; or a mix of both. Either way, you'll get the widely-recognized skills and training employers value in NIC business graduates.
- Give yourself an edge. With a certificate in business administration, you'll have the knowledge to support your art, trade or science background in the business world.
- Want to go further? The certificate ladders directly into both the Business Administration diploma and Bachelor of Business Administration degree at NIC. It may also provide transfer credit, in part or in full, toward other programs throughout the province.

PROGRAM HIGHLIGHTS

by 2024 are business and related occupations, most of which will require a post-secondary education.

- Earn transfer credit toward diploma and degree programs at NIC and transfer throughout the province.
- Flexible, online or classroom-based delivery options allow you to explore the learning style that suits you best.

Career possibilities: With a well-rounded business education, you will qualify for a variety of entry-level opportunities in virtually any industry. Employment may include administrative assistant positions in marketing, finance and human resources.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

Through either an online or classroom-based curriculum, you will develop a fundamental knowledge of administrative principles, financial accounting, economics, and organizational writing. Explore marketing for public, private and not-for-profit sectors, with particular emphasis placed on assessing dynamic marketing environments and developing a marketing strategy. Learn software widely used in business administration and learn how to use presentation software in a supportive, hands-on environment.

Career Opportunities

The Business Administration certificate program opens the door to a wide range of entry level positions. Career positions may include, but would not be limited to, office employee, banking and financial assistant or accounting assistant.

The Online Experience

The online Business Administration certificate is an interactive, mixed-media program designed specifically for online users and NIC's Blackboard online learning environment. It offers the same course curriculum as our traditional business certificate program, with the same quality and standards expected of North Island College, yet gives you the flexibility to learn at the time and in the place that's best for you.

The program begins with an online orientation, where you'll be introduced to your classmates, instructors and staff and receive training on how to use the online learning tools. Courses have a mix of group and individual assignments, in addition to online study groups. You will gain experience working independently and as part of a group, while getting to know each other. You will be able to move through the course material as quickly as you wish or take your time to review and repeat concepts as needed. Either way, you will stay on track and connected throughout the program.

ADMISSION

Admission Requirements

1. C+ in one of Provincial English 12, English 12 First Peoples, NIC ENG-060, ENG-096, ENG-098, ESL-090 or equivalent; or English assessment; and
2. C+ in Foundations of Math 11; or C in one of Principles of Math 11, Pre-Calculus 11, Applications of Math 12, or NIC MAT-053; or Math assessment;
3. Or, permission of the department.

International Language Requirements

For international language requirements click [here](#).

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more](#)

To Be Successful

- Basic computer skills in word processing and file management are required.
- You should have access to a computer and a high speed internet connection.
- Consult with a business administration instructor if you are unsure of your level of math preparedness for any of the business courses

CURRICULUM

Program Requirements

Students must successfully complete the following 30 credits of course work.

- BUS 100 Financial Accounting Fundamentals

- BUS 132 Mathematics of Finance
- BUS 150 Administrative Principles
- BUS 152 Entrepreneurship & Small Business Management
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- ECO 110 Principles of Microeconomics
- ECO 111 Principles of Macroeconomics
- ENG 160 Effective Organizational Writing
- ENG 115 Essay Writing and Critical Analysis or ENG 117 Academic Writing

Business Administration Diploma

Program at a Glance

Two-year diploma

Tuition: [\\$2,740 approx per year + fees/equipment](#)

Where: Comox Valley

Starts: September, January

- Explore career options in general management, marketing or accounting to determine the path that's right for you.
- Be in demand. More than 35 per cent of the projected 935,000 job openings in BC by 2024 are business and related occupations, most of which will require post-secondary education.
- Learn from top-notch faculty, connect with business leaders and prepare for great jobs locally and internationally
- Study abroad in Europe, Mexico or the US to earn international credentials while studying at NIC.
- Earn academic credit through paid co-op work experience to develop industry-relevant skills and broaden your career options.

Career possibilities: Upon graduation, you will qualify you for a broad range of exciting employment opportunities such as office administration, accounting assistant, sales, retail, product manager and more.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- International exchange opportunities. You can participate in international exchange programs which allow for a semester of study in Germany, the US, Mexico, Poland, France and more.
- Co-operative education. Integrate paid employment with academic study through co-op, giving you the confidence, contacts and applied experience to enter the world of business.
- Want to go further? Depending on the diploma option you choose, the Business Administration diploma ladders directly into the third year of NIC's business administration degrees in accounting, general management or marketing.

PROGRAM HIGHLIGHTS

You may choose from three diploma options:

General Management Option

Choose the general management option if you are looking for a program that covers a broad base of management functions. Sharing a common first year with other diploma options, you will continue into second year to learn commercial law, consumer behaviour, e-business, management information systems and entrepreneurial and small business management. These courses and others will help you develop a broad range of business and administrative skills and build a solid foundation for entry into the business world. After graduation, you will qualify for entry-level positions with large and small organizations, in the private or public sector. You will be prepared to start your own businesses or to enter directly into the third year of the Bachelor of Business Administration degree, General Management major.

Accounting Option

Choose the accounting option to qualify for entry-level accounting positions in accounting firms, other businesses or public sector organizations. Many of the courses within the accounting option are recognized toward Chartered Professional Accountants of Canada (CPA) designation. If you are pursuing the accounting option, you may, on completion of the diploma, enter directly into the third year of the Bachelor of Business Administration degree, Accounting major.

Marketing Option

Choose the marketing option to gain practical skills and a solid foundation of knowledge for employment in a marketing environment. Second year courses include consumer behaviour, professional selling, retail management, services marketing, and entrepreneurship and small business management. You will be prepared for a wide range of careers in retailing, marketing management, public relations, non-profit activities, and international marketing opportunities. You may also choose to ladder directly into the third year of the Bachelor of Business Administration degree - Marketing major.

Career Opportunities

A diploma in business administration will qualify you for a wide range of career opportunities. Depending on your interests and area of specialization, job titles may include, but would not be limited

to, market researcher, sales and retail manager, advertising coordinator and product manager.

Co-operative Education

[Co-operative education](#) alternates paid, program-related work experience with academic study. The practical experience gained on these supervised, structured work terms is an integral part of the student's education. The result is increased confidence, new employment contacts and practical real-world experience locally, on the Island, provincially or internationally.

If you wish to participate in the co-operative education program, you are encouraged to apply during the first semester of your first year of study in order to have the best options for completing the program. You must complete EMP-100 (Co-operative Education Pre-Employment Seminar) as a prerequisite to BUS-197 (Co-operative Education Internship Work Term).

Applications are also accepted from second and third-year students. Among the eligibility criteria, you must have a GPA of 2.33 or higher in the required business administration program courses and complete a co-op interview. You can be awarded a co-operative education designation on your degree if you successfully complete EMP-100, BUS-197, BUS-297 and BUS-397 (in addition to your program course work). Note: these courses cannot be used as program electives and have registration fees in addition to the program registration fees.

You may choose alternating or consecutive work terms that must not end in the program's last semester. For more information on work terms, eligibility requirements, sample job opportunities and wages contact [Student Employment Services](#).

Study in Scotland and Earn Two Degrees

Open up a world of opportunity by transferring 60 business administration credits to Robert Gordon University (RGU) in Aberdeen Scotland to earn a degree in just one year, and then return to NIC to earn your second degree – all within four years!

How to earn your degree in Scotland

Apply for entry to RGU's third year BA Management or BA Management with Marketing degree by completing your NIC Business Administration (General Management) diploma or your Business Administration (Marketing) diploma or 60 credits of your NIC Bachelor of Business Administration degree with a cumulative 3.0 G.P.A. (B average) or higher.

RGU will grant you a degree after you successfully complete the third-year of the non-placement route.

Return to NIC to earn a double degree

If you completed 60 credits of business courses at NIC and the third year of RGU's BA Management or BA Management with Marketing degree, you can then return to the fourth year of NIC's Bachelor of Business Administration General Management or Bachelor of Business Administration Marketing degree. This allows you to earn a second degree at NIC with just one more year of study.

Learn more

- Review the [Advanced Entry Agreement between Robert Gordon University and NIC](#).
- Find out how to qualify for financial support with [RGU's Merit Scholarships](#), or apply for [Scotland's Saltire Scholarships](#).
- Visit the RGU website for information on:
 - [RGU International Office Canada Flyer](#)
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ADMISSION

Admission Requirements

1. C+ in one of Provincial English 12, English 12 First Peoples, NIC ENG-060, ENG-096, ENG-098, ESL-090 or equivalent; or English assessment; and

2. C+ in Foundations of Math 11; or C in one of Principles of Math 11, Pre-Calculus 11, Applications of Math 12, or NIC MAT-053; or Math assessment;
3. Or, permission of the department.

International Language Requirements

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Upgrade with us to meet prerequisites

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[Learn more](#)

To Be Successful

- Basic computer skills in word processing and file management are required.
- Consult with a business administration faculty member if you are unsure of your level of math preparedness for any of the business courses.

CURRICULUM

Program Requirements

Year 1: All Diploma Options

- BUS 100 Financial Accounting Fundamentals
- BUS 132 Mathematics of Finance
- BUS 150 Administrative Principles
- BUS 152 Entrepreneurship & Small Business Management
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- ECO 110 Principles of Microeconomics
- ECO 111 Principles of Macroeconomics
- ENG 160 Effective Organizational Writing
- ENG 115 Essay Writing and Critical Analysis or ENG 117 Academic Writing

Students may exit with a Business Administration Certificate

for co-op students only:

Students must complete EMP 100 in the Fall term as a prerequisite to Co-operative Education Internship Work Term (BUS 197) in the Spring.

- EMP 100 Co-operative Education Pre-Employment Seminar
- BUS 197 Business Administration Co-operative Education Work Term 1

Year 2: Accounting Option

- BUS 200 Financial Accounting Fundamentals II
- BUS 211 Intermediate Financial Accounting I
- BUS 217 Management Accounting
- BUS 221 Commercial Law
- BUS 223 Taxation 1
- BUS 244 Finance
- BUS 270 Software for Accounting Professionals
- BUS 290 Management Information Systems
- BUS 293 Business Simulation
- MAT 115 Introduction to Statistics

Year 2: General Management Option

- BUS 217 Management Accounting
- BUS 221 Commercial Law
- BUS 255 Human Resource Management
- BUS 260 Consumer Behaviour
- BUS 290 Management Information Systems
- BUS 293 Business Simulation
- MAT 115 Introduction to Statistics

Plus 3 electives totaling 9 credits chosen from courses numbered 100 or higher that transfer to a BC degree granting institution.

Year 2: Marketing Option

- BUS 217 Management Accounting
- BUS 221 Commercial Law
- BUS 260 Consumer Behaviour
- BUS 264 Professional Selling
- BUS 265 Retail Management
- BUS 267 Services Marketing
- BUS 293 Business Simulation
- MAT 115 Introduction to Statistics

Plus 2 electives totaling 6 credits chosen from courses numbered 100 or higher that transfer to a BC degree granting institution.

Business Administration Post Degree Diploma

Program at a Glance

One-year post-degree diploma with options in general management, international management, marketing, accounting and finance and human resource management.

Tuition: [\\$2,945 approx + fees/equipment](#)

Where: Comox Valley

Starts: September, January

- Advance your undergraduate degree with a marketable business education in just one year.
- Be in demand. More than 35 per cent of the projected 935,000 job openings in BC by 2024 are business and related occupations, most of which will require post-secondary education.
- Specialize or diversify your business education with five program options including general management, international management, marketing, accounting and finance and human resource management.

Career possibilities: A post-degree education in business will open new doors in your undergraduate field, including employment opportunities in business consulting, management or business ownership.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Small classes, great instructors. Small classes and excellent instruction combine to give you a strong background in business administration. Your qualifications as an NIC business administration graduate will be highly-regarded by employers and other post secondary institutions throughout the province.
- Give yourself an edge. With a post degree diploma in business administration, you'll have the knowledge to support your art, trade, or science background in the business world.
- Flexible education. The post degree diploma is a flexible program of study, allowing you to create a schedule that works with your lifestyle. Take courses in traditional classroom settings or complete some of the program courses through distance education.

PROGRAM HIGHLIGHTS

If you have a bachelor's degree from a recognized institution, this program provides you with an opportunity to complete a post-degree diploma in business administration in one academic year. You may select options in general management, international management, marketing, accounting and finance or human resource management.

In the general management option, students learn fundamental skills related to financial accounting, human resources management and administration. Using simulations and comprehensive case studies, you will gain experience in strategic analysis, plan development, and presentation. Upon graduation, you will possess skills in conflict resolution, management roles, motivation and communication. You will also have a greater understanding of organizational structure.

If you choose the international management option, you will gain valuable skills relevant to working in private or public sector organizations across a global environment.

With the marketing option, you will study consumer behaviour and learn how to tailor your marketing efforts to better reach your desired audience, both regionally and internationally.

The accounting and finance option provides an overview of finance basics and accounting practices and principles (both managerial and financial). You will be introduced to Canadian accounting standards and will be provided with a general framework for financial decision-making.

A focus in human resource management provides you with a greater understanding of personnel management and its relationship to the culture of an organization.

Career Opportunities

This program gives you an opportunity to gain valuable business skills while recognizing past learning. If you wish to prepare for graduate studies, this program will offer you a supportive environment in which you can develop a stronger academic background. With a Business Administration post-degree diploma, your career positions may include, but would not be limited to, upper management, business

consultant, communications manager, creative director, human resources officer and business owner.

ADMISSION

Admission Requirements

1. An accredited bachelors degree with a minimum of three academic years from a recognized institution.
2. C+ in Foundations of Math 11; or C in one of Principles of Math 11, Pre-Calculus 11, Applications of Math 12, NIC MAT-053; or Math assessment.
3. Students enrolling in the post-degree diploma program whose undergraduate degree was not taught in English must meet English language requirements. Those requirements may be met by completing ESL-090 (minimum C+) or equivalent; or English assessment; or a minimum TOEFL 550, TOEFL Computer Based Test (CBT) 213, TOEFL iBT 80 with no section lower than 19; or IELTS 6.0.

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- basic computer skills in word processing and file management are required.
- Consult with a business administration instructor if you are unsure of your level of math preparedness for any of the business courses.

CURRICULUM

Program Requirements

To meet the requirements for the post-degree diploma a student must complete 30 credits selected from business(BUS) courses, economics (ECO) courses, and PHI 260. Of these 30 credits, 24 must be in courses numbered 200-level or higher. Transferring students must complete a minimum 50% of the 30 required credits at North Island College. Courses counted toward the prerequisite degree may not also be counted toward the post degree diploma. Students may choose from the following program options:

General Management Option

- BUS 100 Financial Accounting Fundamentals
- BUS 293 Business Simulation
- BUS 350 Organizational Behavior
- PHI 260 Business Ethics
- ENG 160 Effective Organizational Writing

Plus 4 of the following: BUS 221, BUS 255, BUS 265, BUS 290, BUS 355, BUS 380, BUS 450

Plus 1 BUS elective at the 200 level or higher.

International Management Option

- BUS 255 Human Resource Management
- BUS 293 Business Simulation
- BUS 350 Organizational Behaviour
- BUS 360 Intercultural Dimensions of International Business
- BUS 370 International Marketing
- BUS 375 International Financial Management
- BUS 380 Globalization and International Business
- BUS 450 Project Management
- ENG 160 Effective Organizational Writing

Plus 1 elective chosen from any BUS course at the 200 level or higher, POL 203 (International Relations), or PHI 260 (Business Ethics).

Marketing Option

- BUS 260 Consumer Behaviour
- BUS 362 Market Research
- PHI 260 Business Ethics
- BUS 264 Professional Selling
- BUS 267 Services Marketing
- BUS 368 Advertising and Marketing Communications
- ENG 160 Effective Organizational Writing

Plus 2 of the following: BUS 265, BUS 430, BUS 450

Plus 1 BUS elective at the 200 level or higher.

Note: Assumes BUS 162 or equivalent has been completed.

Accounting and Finance Option

- BUS 132 Mathematics of Finance
- BUS 200 Introductory Financial Accounting
- BUS 211 Intermediate Financial Accounting I
- BUS 217 Management Accounting
- BUS 244 Finance
- BUS 270 Software for Accounting Professionals
- BUS 335 Quantitative Methods
- BUS 375 International Financial Management
- ENG 160 Effective Organizational Writing

Plus 1 elective chosen from any BUS course at the 200 level or higher, or PHI 260 Business Ethics.

Note: Assumes BUS 100 or equivalent has been completed.

Human Resource Management Option

- BUS 100 Financial Accounting Fundamentals
- BUS 217 Management Accounting
- BUS 255 Human Resources Management
- BUS 310 Recruitment and Selection
- BUS 320 Compensation and Benefits
- BUS 350 Organizational Behaviour
- BUS 410 Labour Relations
- BUS 450 Project Management or BUS 492 Strategic Management
- ENG 160 Effective Organizational Writing

Plus 1 BUS elective at the 200 level or higher.

Business Administration Post Degree Diploma - Global Business Management

Program at a Glance

Two-year post degree diploma

Tuition: [\\$2,740 per year approx + fees/equipment](#)

Where: Comox Valley

Starts: September, January

- Specialize in Canadian and international global business management including trade, marketing and finance.
- Be in demand. More than 35 per cent of the projected

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Small classes, great instructors. Small classes and excellent instruction combine to give you a strong background in business administration. Employers recognize NIC business graduates as skilled, valuable assets to any company.
- Give yourself an edge. With a post-degree diploma in business administration, you'll have the knowledge to support your art, trade or science background in the business world.

PROGRAM HIGHLIGHTS

If you have a bachelor's degree from a recognized institution, this program provides you with the opportunity to complete your international business education in two years. No previous business experience or study is required.

935,000 job openings in BC by 2024 are business and related occupations, most of which will require post-secondary education.

- Develop cross-cultural skills studying with classmates from a variety of cultural perspectives.
- Gain work experience through your internship and build your own network of personal business contacts.

Career possibilities:

An international business education can take you in many directions, in Canada or internationally. Upon graduation, you will qualify for opportunities in consulting, management, marketing, financial advising, international management and more.

Questions?

Contact

Student Services
1-800-715-0914 
questions@nic.bc.ca

Or

NIC International
Student Services
1-250-334-5033 
study@nic.bc.ca

In year one, you will develop a strong foundation in essential business functions, such as accounting, finance, marketing, business writing and administration. Coursework focuses on the international context, giving you a global perspective in all areas of study. You will also choose one additional class from a wide range of business, economics and foreign language electives. First year also includes EMP-100 Employment Preparation, a pre-employment course that provides you with the career skills needed for a successful internship.

If you wish to get a head start on the September program, you may be able to complete a few courses in the preceding spring and/or summer terms. Please talk to an [educational advisor](#).

In second year, you will deepen your business understanding with upper level courses in international business, international finance and management. You will also begin to put theory into practice. In BUS-293, you will apply knowledge gained from several business disciplines to manage a company in an online business simulation. You will become part of a management team, making strategic business decisions in an effort to achieve a competitive advantage in your industry.

Upon completion, you will have relevant work experience through your program internship and will be well-positioned for careers in any industry that operates internationally.

Career Opportunities

Your education in global business management will prepare you for career opportunities in a wide range of work environments, both in Canada and internationally. This may include working in the diplomatic corps, government, college and university international offices, international development agencies and as a small business owner. You may also consider further education in masters programs in a variety of disciplines. The possibilities are endless.

Are you an international student? With two years of academic study and internship from NIC, you will be eligible to apply for a three-year Canadian work permit upon graduation. See [Immigration and Citizenship, Government of Canada](#) for complete information on post-graduate work permits.

Internships

The two-year post degree diploma includes a one-term internship (full-time or part-time, paid or unpaid) in a position related to business management. The internship will give you the opportunity to apply theories and methods learned in the classroom to the analysis of actual business problems encountered in the workplace. You will also learn new skills to enhance your future employment success and/or to prepare you for further employment or academic study.

ADMISSION

Admission Requirements

1. An accredited Bachelor's degree with a minimum of three academic years from a recognized institution.
2. C+ in Foundations of Math 11; or a C in one of Pre-Calculus 11, Principles of Math 11, Applications of Math 12, or NIC MAT-053; or Math Assessment.
3. Students applying to the Post Degree Diploma program whose undergraduate degree was not taught in English must meet English language requirements. Those requirements may be met by completing ESL-090 (minimum C+) or equivalent; or English Assessment; or a minimum TOEFL 550, TOEFL Computer Based Test (CBT) 213, TOEFL iBT 80 with no section lower than 19; or IELTS 6.0.

International Language Requirements

For international language requirements click [here](#).

CURRICULUM

Program Requirements

Courses counted toward the prerequisite degree may not also be counted toward the post degree diploma.

First Semester

- BUS 100 Financial Accounting Fundamentals
- BUS 150 Administrative Principles
- BUS 162 Basic Marketing Principles and Practices
- ENG 160 Effective Organizational Writing
- EMP 010 Internship Workshop - Students must complete this 15-hour, noncredit, online course as a prerequisite to BUS-500

Second Semester

- BUS 132 Mathematics of Finance
- BUS 360 Intercultural Dimensions of International Business
- BUS 370 International Marketing
- PHI 260 Business Ethics

Plus 1 general elective to be chosen from any BUS, ECO, CHN, FRE or SPN course at the 100 level or higher and ENG 115 or ENG 117, ENG 260, IMG 220 and MAT 115. (See sample Study Plans tab)

Year 2

- BUS 293 Business Simulation
- BUS 375 International Financial Management
- BUS 380 Globalization and International Business
- BUS 500 Internship – Applied Business
- POL 203 International Relations

Plus 1 management elective to be chosen from the following: BUS 450, BUS 452 or BUS 492.

Plus 3 general electives to be chosen from any ECO, CHN, FRE or SPN course at the 100 level or higher, any BUS course at the 200 level or higher, ENG 260, IMG 220, MAT 115, and either ENG 115 or ENG 117. (See sample Study Plans tab)

Business Administration Post Degree Diploma - Pre-Professional Accountant

Program at a Glance

Two-year post degree diploma

Tuition: [\\$2,685 per year approx + fees/equipment](#)

Where: Comox Valley

Starts: September, January

- Specialize in accounting with a focus on preparation for entry into the Canadian Chartered Professional Accountant (CPA) certification program.
- Be in demand. More than 35 per cent of the projected 935,000 job openings in BC by 2024 are business and related occupations, most of which will require post-secondary education.
- Develop cross-cultural skills studying with classmates from a variety of cultural perspectives.
- Gain work experience through your internship and build your own network of personal business contacts.

Career possibilities: An accounting education can take you

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Small classes, great instructors. Small classes and excellent instruction combine to give you a strong background in accounting. Employers recognize NIC business graduates as skilled, valuable assets to any company.
- Give yourself an edge. With a post-degree diploma in accounting, you'll have the knowledge to support your previous academic and employment background in the business world.

PROGRAM HIGHLIGHTS

If you have a bachelor's degree from a recognized institution, this program will provide all of the prerequisites required to enter into the CPA certification program as well as knowledge of business principles.

In year one, you will develop a strong foundation in accounting (both managerial and financial), finance, Canadian taxation, corporate finance, business writing, and ethics. You will also choose one elective, with options in commercial law, accounting computer applications, quantitative methods, information systems, organizational behavior and economics. You will begin to put theory into practice in courses such as BUS-293, where you will apply knowledge gained from several business disciplines to manage a company in an online business simulation. You will become part of a management team, making strategic business decisions in an effort to achieve a competitive advantage in your industry.

In year two, you will deepen your accounting and business understanding with advanced topics such as advanced managerial and financial accounting, corporate taxation, auditing and strategic management.

in many directions, in Canada or internationally. Upon graduation, you will be qualified to pursue a designation in accounting or other accounting opportunities in either public practice or industry.

Questions?

Contact

Student Services
1-800-715-0914 
questions@nic.bc.ca

Or

NIC International
Student Services
1-250-334-5033 
study@nic.bc.ca

You will graduate with relevant work experience gained through your program internship and will be well-positioned for a career in accounting.

Internships

The two-year post-degree diploma includes a one-term internship (full-time or part-time, paid or unpaid) in a position related to accounting. The internship will give you the opportunity to apply theories and methods learned in the classroom. You will also learn new skills to enhance your future employment success and/or to prepare for further employment or academic study.

Career Opportunities

As a graduate with an accounting designation will qualify for career opportunities in a wide range of work environments, both in Canada and internationally. This may include working in public practice or in industry. You may pursue your designation in accounting with the CPA or could consider further education in masters programs in a variety of disciplines. With a 3.0 GPA this program qualifies you for guaranteed admission in to the [VIU MBA/MScIB Degree](#). The possibilities are endless.

Are you an international student? With two years of academic study and accounting-related internship supported by NIC, you will be eligible to apply for a three-year Canadian work permit upon graduation. See [Immigration and Citizenship, Government of Canada](#) for complete information on post-graduate work permits.

ADMISSION

Admission Requirements

1. An accredited Bachelor's degree with a minimum of three academic years from a recognized institution.
2. C+ in Foundations of Math 11; or a C in one of Pre-Calculus 11, Principles of Math 11, Applications of Math 12, or NIC MAT-053; or Math Assessment.
3. Completion of BUS 100 or an equivalent course.
4. Students applying to the post-degree diploma program whose undergraduate degree was not taught in English must meet English language requirements. Those requirements may be met by completing ESL-090 (minimum C+) or equivalent; or English Assessment; or a minimum TOEFL 550, TOEFL Computer Based Test (CBT) 213, TOEFL iBT 80 with no section lower than 19; or IELTS 6.0.

International Language Requirements

For international language requirements click [here](#).

CURRICULUM

Program Requirements

Courses counted toward the prerequisite degree may not also be counted toward the post-degree diploma.

First Semester

- BUS 200 Financial Accounting Fundamentals II
- BUS 132 Mathematics of Finance
- ENG 160 Effective Organizational Writing
- MAT 115 Introduction to Statistics
- EMP 010 Internship Workshop - Students must complete this 15-hour, noncredit, online course as a prerequisite to BUS 500

Second Semester

- BUS 211 Intermediate Financial Accounting I
- BUS 217 Management Accounting
- BUS 223 Taxation I
- BUS 293 Business Simulation
- PHI 260 Business Ethics

Third Semester

- BUS 244 Finance
- BUS 312 Intermediate Financial Accounting II

- BUS 318 Advanced Cost Accounting
- BUS 323 Taxation II
- BUS 419 Advanced Financial Accounting

Fourth Semester

- BUS 420 Introduction to Auditing
- BUS 492 Strategic Management
- BUS 500 Internship – Applied Business

Plus one elective to be chosen from the following: BUS 221, BUS 270, BUS 290, BUS 335, BUS 450, ECO 110 or ECO 111.

McDonald's to NIC Degree Pathway

Program at a Glance

McDonald's Management Trainees qualify for up to 24 credits toward NIC's [Bachelor of Business Degree \(General Management Major\)](#)

Tuition: [\\$2,740 approx per year + fees/equipment](#)

Where: Comox Valley

Starts: September, January

- With your McDonald's Management training, you've already completed 20 per cent of your degree.
- Expand your earning potential and opportunities for career advancement
Your NIC degree is recognized by employers and other post-secondary institutions throughout the province. Combined with your McDonald's Management Training, you will be well-positioned for career growth.
- Earn academic credit through paid co-op work experience to develop industry-relevant skills and broaden your career options.
- Be in demand. More than 35 per cent of the projected 935,000 job openings in BC by 2024 are business and related occupations, most of which will require post-secondary education.

Career possibilities: After graduation, you will be well-prepared for management opportunities at McDonald's as well as in private and public sector organizations.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

In the News

HIGHLIGHTS

Choose North Island College

Apply to NIC's [Bachelor of Business Administration, General Management Major](#) to take advantage of:

- International exchange opportunities . NIC students have taken part in student exchange programs in Germany, the US, Mexico, Poland and France.
- Life-changing experiences. Combine your world-class McDonald's training with paid international training experience at Disney Corporation. NIC is one of six Canadian post-secondary institutions to take part in Disney's International Academic Exchange program.
- Invaluable work experience. As a degree student, you'll have the option of complementing your in-class studies with business-related paid employment through co-operative education. In addition, you'll take several courses that apply concepts from your studies to real workplace problems.
- Credit for your McDonald's training. NIC recognizes your McDonald's management training. If you have completed management training at McDonald's and meet our admission requirements, you are already on your way to NIC's [Bachelor of Business Administration, General Management Major](#).

The McDonald's Advantage

- Scholarship opportunities. As a McDonald's Management Trainee, you may qualify for funding to help pay for your education. For more than 25 years, McDonald's has awarded thousands of scholarships recognizing and rewarding restaurant employees for their achievements at work, at school and in their communities. Since the program began, more than 4,000 McDonald's employees have shared in scholarship awards, totaling more than \$2 million. [Learn more.](#)
- Flexible work hours. McDonald's will continue to support your professional development and schedule shifts to support your learning needs while you study at NIC.

Career Opportunities

After graduation, you will be well-prepared for management-related employment opportunities at McDonald's, in private and public sector organizations, or you may opt to pursue your own business ventures. You may also be eligible for membership in the Canadian Institute of Management and the Human Resources Management Association. If you are interested in earning a CHRP (Certified Human Resources Professional) designation, a degree is a requirement and the general management degree option will help prepare you to write the CHRP examination.

Co-operative Education

[Co-operative education](#) alternates paid, program-related work experience with academic study. The practical experience gained on these supervised, structured work terms is an integral part of the student's education. The result is increased confidence, new employment contacts and practical real-world experience locally, on the Island, provincially or internationally.

[Work at McDonald's, earn college credit](#)

If you wish to participate in the co-operative education program, you are encouraged to apply during the first semester of your first year of study in order to have the best options for completing the program. You must complete EMP-100 (Co-operative Education Pre-Employment Seminar) as a prerequisite to BUS-197 (Co-operative Education Internship Work Term).

Applications are also accepted from second and third-year students. Among the eligibility criteria, you must have a GPA of 2.33 or higher in the required business administration program courses and complete a co-op interview. You can be awarded a co-operative education designation on your degree if you successfully complete EMP-100, BUS-197, BUS-297 and BUS-397 (in addition to your program course work). Note: these courses cannot be used as program electives and have registration fees in addition to the program registration fees.

You may choose alternating or consecutive work terms that must not end in the program's last semester. For more information on work terms, eligibility requirements, sample job opportunities and wages contact [Student Employment Services](#).

University Partnerships

RGU Scotland Degree Pathway

Program at a Glance

One-year degree pathway available to NIC Business Administration students

Where: Comox Valley
Starts: September, January

- Spend a year in Scotland to earn a recognized three-year UK degree after completing your [Business Administration Diploma](#) (or 60 equivalent credits).
- Maximize opportunity by returning to NIC for one more year of study to earn a Canadian degree in addition to your UK degree.
- Gain international experience to expand cross-cultural communication and leadership skills.

Career possibilities: Employment opportunities are diverse and ever-changing. Graduates are well-prepared to work in profit, non-profit, or government organizations or pursue their own business ventures.

Questions?

Contact

Marilyn Nettleton
Educational Advisor
250-334-5000 
1-800-715-0914 

questions@nic.bc.ca

HIGHLIGHTS

CHOOSE NORTH ISLAND COLLEGE

- Receive an international education. Transfer two years (60 credits) of business administration courses to Robert Gordon University (RGU) in Aberdeen Scotland to complete a UK degree with only one additional year of study.
- Study in Scotland and earn two degrees. Qualify for a full four-year degree by returning to NIC after studying abroad in Scotland. After completing the third-year of your UK degree in Scotland, you can return to NIC for one more year of study and earn a four-year business degree from NIC.
- Connect Globally. Earn international credentials while studying at NIC as part of a network of local and international business leaders.
- Discover your Career Path. Gain academic credit while exploring a career in business through paid co-op work experience. NIC graduates are highly employable with qualifications respected by employers and other post secondary institutions throughout the province and RGU is rated UK's top university for graduate employment outcomes.
- Supportive Environment. Knowledgeable instructors and flexible programming ensure you gain the business skills you need to succeed.

PROGRAM HIGHLIGHTS

The [RGU Scotland-NIC Transfer Agreement](#) gives NIC business students an opportunity to gain international experience, perspectives and contacts. Once you complete the third-year of your UK degree in Scotland, you will have credit for 75% of an NIC four-year business degree.

To qualify for entry to RGU's Bachelor of Arts (Hons) in Management or Bachelor of Arts (Hons) Management with Marketing degree, you will need to complete 60 credits of [NIC's Business Administration diploma \(general management or marketing\)](#) or NIC's Bachelor of Business Administration degree ([general management](#) or [marketing](#)) and maintain a cumulative 3.0 GPA (B average) or higher.

Choose the general management option if you are looking for a program that covers a broad base of management functions. Sharing a common first year with other diploma options, you will continue into second year to learn commercial law, consumer behaviour, e-business, management information systems and entrepreneurial and small business management.

Choose the marketing option to gain practical skills and a solid foundation of knowledge for employment in a marketing environment.

Second year courses include consumer behaviour, professional selling, retail management, services marketing, and entrepreneurship and small business management.

RGU will grant you a degree after you successfully complete the third-year of the non-placement route.

Upon completion, you can return to NIC for the fourth year of NIC's Bachelor of Business Administration General Management or Bachelor of Business Administration Marketing degree. This allows you to earn a second degree at NIC with just one more year of study.

If you are interested in learning more, you can review the [Advanced Entry Agreement between Robert Gordon University and NIC](#). Find out how to qualify for financial support with [RGU's Merit Scholarships](#) or [Scotland's Saltire Scholarships](#).

Learn more

- Review the [Advanced Entry Agreement between Robert Gordon University and NIC](#).
- Find out how to qualify for financial support with [RGU's Merit Scholarships](#), or apply for [Scotland's Saltire Scholarships](#).
- Visit the RGU website for information on:
 - [RGU International Office Canada Flyer](#)
 - [Bachelor of Arts in Business Management](#)
 - [International Students](#)
- For more information or to develop your study plan, contact an [NIC educational advisor](#). They have extensive knowledge of programs, funding options, career paths and post-secondary transfer agreements and will help you get started on the right track.

Career Opportunities

As a graduate, you will be prepared to build a successful career in industry or the public sector. You will be qualified to work in management, marketing, international marketing, advertising, promotion, market research, public relations, events management and other related industries.

ADMISSION

Admission Requirements

To be eligible for advanced entry to Year 3 of Robert Gordon University's Bachelor of Arts (Honours), Management or Bachelor of Arts (Honours), Management with Marketing, you must:

- complete 60 credits of NIC's Business Administration diploma with general management or marketing specialization
- achieve a minimum GPA of 3.0 or above
- obtain a reference from an NIC program faculty member
- show evidence that you meet English language requirements if your first language is not English
- be eligible to obtain the requisite visa to enter the United Kingdom for study purposes

To Be Successful

- Basic computer skills in word processing and file management are required.
- Consult with a business administration faculty member if you are unsure of your level of math preparedness for any business courses.

PROGRAMS

The following North Island College programs transfer to Robert Gordon University's Bachelor of Arts (Honours), Management or Bachelor of Arts (Honours), Management with Marketing:

- [Business Administration Diploma](#), General Management
- [Business Administration Diploma](#), Marketing
- [Bachelor of Business Administration Degree](#), General Management
- [Bachelor of Business Administration Degree](#), Marketing

University Partnerships

VIU MBA/MScIB Guaranteed Admission

Program at a Glance

Master's degree pathway available exclusively through NIC

Where: College Wide
Starts: September

- Earn your [Master's of Business Administration \(MBA\) and Master's of Science in International Business \(MScIB\)](#), a dual Canadian/British graduate degree from VIU.
- As an NIC graduate with a Bachelor of Business Administration (BBA) degree or Post Degree Diploma (PDD) - your admission is guaranteed.

Questions?

Contact

Marilyn Nettleton
Educational Advisor
250-334-5000 
1-800-715-0914 

questions@nic.bc.ca

HIGHLIGHTS

PROGRAM HIGHLIGHTS

In partnership with NIC, VIU now offers NIC business degree (BBA) or post degree diploma (PDD) graduates guaranteed admission and the opportunity to earn a Master of Business Administration (MBA) and [University of Hertfordshire](#) (UH) Master of Science in International Business (MScIB) at the same time.

This dual Canadian/British program is designed to give you an opportunity to combine new knowledge and practical experience through the integration of theory, research and practice that can be applied at regional, national and international levels.

The University of Hertfordshire (UH) recognizes this program as fulfilling the requirements of the UH MScIB degree. As a result, on completion of the program, candidates will receive a Canadian MBA and a UK MScIB from two public universities, opening up a world of opportunities.

Visit the [MBA Program website](#) for full program details.

ADMISSION

Admission Requirements

Eligibility:

1. Students must have completed or be in the process of completing their final 15 credits of a [Bachelor of Business Administration](#) (BBA) degree or [Post Degree Diploma](#) (PDD) in Business Administration, Accounting, Human Resources Management, International Management, Management or [Global Business Management](#) at NIC.
2. Students must have achieved a minimum GPA of 3.0 in their NIC BBA degree or NIC PDD in business-related programs as noted above to qualify for Guaranteed Admission and Priority Registration.
3. Students completing an NIC Bachelor of Business Administration degree or NIC one year PDD (Business Administration, Accounting, Human Resources Management, International Management, Management, or Marketing) must show evidence of one year of work experience in Canada or in their home country. For BBA students, an amalgamation of two successfully completed Co-op terms will be considered as achieving this requirement. For PDD Global Business Management graduates, successful completion of this program and minimum GPA, as noted above, will constitute meeting the admission requirements.

How to Apply:

- Please visit Vancouver Island University [MBA Admissions](#) for details.

International Language Requirements

For international language requirements click [here](#).

PROGRAMS

The following North Island College programs lead to guaranteed admission to Vancouver Island University's dual MBA/MScIB degree:

Undergraduate Degrees

- [Bachelor of Business Administration Degree](#) - Accounting major
- [Bachelor of Business Administration Degree](#) - General Management major
- [Bachelor of Business Administration Degree](#) - Marketing major

Post Degree Diplomas

- [Business Administration Post Degree Diploma](#) (1 Year) - Accounting, Marketing, General Management, International Management, or Human Resource Management
- [Business Administration Post Degree Diploma](#) (2 Years) - Global Business Management

Applied Business Technology

Administrative Assistant - Applied Business Technology Certificate

Program at a Glance

10-month online certificate (post Office Assistant I certificate)

Tuition: [\\$1,235 approx + fees/equipment](#)

Where: Online

Starts: Varies by course. Contact an educational advisor.

- Develop specialized office administration skills to advance your career in virtually every type of business and industry.
- Be in demand: The [BC 2025 Labour Economic Outlook](#) predicts administrative assistants will be the second most in-demand occupations requiring post-secondary training in BC, with more than 15,700 job openings expected by 2025.
- Learn in a flexible, interactive online classroom with instructor support every step of the way.

Career possibilities: Graduates qualify for positions such as office worker, office clerk, administrative assistant, professional assistant and more, and are prepared for employment in a variety of organizations, such as accounting, education, real estate and hospitality.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

CHOOSE NORTH ISLAND COLLEGE

- **Skills you can use.** Today's businesses prefer to hire entry-level employees who are comfortable with a range of office skills. With an Administrative Assistant certificate, you'll have specialized skills in desktop publishing, presentation, database management and more.
- **Virtual classrooms.** As part of the BC Campus initiative, courses are available online, giving you the opportunity to study whenever, wherever you wish. You can complete your coursework on your own time while continuing to work.
- **Flexible schedules.** Most courses are self-paced, and qualified students are admitted on a continuous basis subject to the availability of space. That means you can tailor your program to suit your ability, availability and lifestyle.
- **Credit for what you know.** If you are transferring from another college or institution, you may be given credit for prior course work. Prior office work experience may also be eligible for credit. Check with an educational advisor for details.

PROGRAM HIGHLIGHTS

The Administrative Assistant certificate program is comprised of 10 online courses. You will complete tasks and assignments to meet specific deadlines, but may choose to complete them at times that best fit your schedule.

During the program, you will explore the diverse uses of spreadsheets in the office environment and learn to use the fundamental and advanced features of Microsoft Excel with ease. You will use advanced formulas and functions to perform calculations, link to Excel data for mail merge and develop a custom Excel application.

You will also learn to use PowerPoint presentation software and will receive an introduction to the Microsoft Access data management system. You will receive hands-on training in the use of email for online communication through an introduction to Outlook.

You will learn to use desktop publishing functions by producing publications such as letterheads, flyers and brochures. You will then use all of your new skills to complete a variety of practical projects.

In addition to these technical skills, you will learn the basics of accounting. The program teaches fundamental concepts, principles and procedures to those with no previous knowledge of bookkeeping. You will also develop skills in effective job searching in today's competitive and changing employment market. You will have opportunities to explore self-assessment, networking, resumes, interviews, portfolios and career planning.

Career Opportunities

As a graduate of the Administrative Assistant certificate, you will understand best office practices using the latest technology and you will be qualified to provide administrative support in the areas of government, service organizations, hospitality, tourism, insurance, finance, real estate, transportation and education.

ADMISSION

Admission Requirements

1. Successful completion of the Applied Business Technology - Office Assistant I certificate. Applicants with significant previous office experience may be admitted with department member approval.
2. Keyboarding speed requirement is 40 wpm. The timing speed is based on the average of three 3-minute timings with 3 errors or less.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

To Be Successful

- Contact an educational advisor to help create an education plan that meets your goals within the available time needed to complete the program.
- You will need access to a computer (a Mac computer is not recommended), the Internet and access to email. Applied Business Technology programs require a minimum operating system of Windows 7 or higher and a minimum of Office 2013 or higher. Additional software, supplies or equipment may be required for some courses.

CURRICULUM

Program Requirements

First 10 months

- Complete Applied Business Technology - Office Assistant I certificate

Next 10 months

- ABT 102 Keyboarding II
- ABT 145 Electronic Spreadsheets
- ABT 146 Advanced Electronic Spreadsheets
- ABT 126 Presentation Software
- ABT 135 Electronic Databases
- ABT 150 GroupWare Using Outlook
- ABT 151 Desktop Publishing
- ABT 152 Integrated Project - Administrative
- ABT 161 Accounting I
- ABT 120 Job Search

Completion Requirements

- To be eligible to receive a certificate, the student must achieve a minimum of 70% (B-) in each course listed for the certificate; except ABT 102 requires exit speed of 50 wpm.

Applied Business Technology

Computing Accounting Assistant - Applied Business Technology Certificate

Program at a Glance

10-month online certificate, (post Office Assistant I certificate)

HIGHLIGHTS

CHOOSE NORTH ISLAND COLLEGE

- Skills you can use. Today's businesses prefer to hire entry-level employees who are comfortable with a range of office skills. With a Computer Accounting Assistant certificate, you'll

Tuition: [\\$1,370 approx + fees/equipment](#)

Where: Online

Starts: Varies by course. Contact an educational advisor.

- Develop specialized computer accounting skills to advance your career in virtually every type of business and industry.
- Be in demand: The [BC 2025 Labour Economic Outlook](#) predicts accounting technicians and bookkeepers will be the fifth most in-demand occupations requiring post-secondary training in BC, with 10,700 job openings available by 2025.
- Learn in a flexible, interactive online classroom with instructor support every step of the way.

Career possibilities: Graduates qualify for accounting office support positions such as bookkeeping assistant, data entry clerk, financial assistant, payroll support and computer-related positions.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

have specialized knowledge in computerized accounting, presentation software, database and spreadsheet management.

- Virtual classrooms. As part of the BC Campus initiative, courses are available online, giving you the opportunity to study whenever, wherever you wish. You can complete your coursework on your own time while continuing to work.
- Flexible schedules. Most courses are self-paced and qualified students are admitted on a continuous basis subject to the availability of space. That means you can tailor your program to suit your ability, availability and lifestyle.
- Credit for what you know. If you are transferring from another college or institution, you may be given transfer credit for prior course work. Prior office work experience may also be eligible for credit. Check with an educational advisor for details.

PROGRAM HIGHLIGHTS

Computing accounting skills are valued in nearly every type of business and industry and graduates with a Computer Accounting Assistant certificate can find employment in a range of areas. The program is comprised of nine online courses. You will complete tasks and assignments to meet specific deadlines, but may choose to complete them at times that best fit your schedule.

During the program, you are given an introduction to manual accounting, with particular attention paid to fundamental accounting principles and their application in day-to-day situations. You will learn common accounting systems, including sales, purchases, taxes and payroll.

You will also develop skills in computerized accounting and will learn software commonly used in this field. You will gain hands-on practice converting a manual accounting system to a computerized system.

The program also explores the diverse uses of spreadsheets in the office environment. You will learn to use the fundamental and advanced features of Microsoft Excel with ease. You will perform calculations with advanced formulas and functions, link to Excel data for mail merge and develop a custom Excel application.

You will be introduced to the Microsoft Access data management system and will learn to confidently use PowerPoint presentation software. You will also develop skills in effective job searching in today's competitive and changing employment market, exploring self-assessment, networking, résumés, interviews, portfolios and career planning.

As a graduate of this program, you will be able to track accounts, work comfortably in an office environment and process a variety of business transactions expediently and efficiently. You will possess the skills required to work as an accounts receivable/payable and payroll clerk or general bookkeeper for a variety of small, medium and large companies.

Career Opportunities

As a Computing Accounting Assistant certificate graduate, you will qualify to work for a diverse range of businesses from proprietorships to large corporations as a bookkeeping assistant, data entry clerks, financial assistant, payroll support personnel and computer-related positions. The Canadian Institute of Bookkeeping supports NIC graduates by allowing transfer credit for specific course equivalencies.

ADMISSION

Admission Requirements

1. Successful completion of the Applied Business Technology - Office Assistant I certificate. Applicants with significant previous office experience may be admitted with department member approval.
2. Keyboarding speed requirement is 40 wpm. The timing speed is based on the average of three 3-minute timing with 3 errors or less.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you

can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

To Be Successful

- Contact an Educational Advisor to help them to create an education plan that meets your goals within the available time needed to complete the program.
- You will need access to a computer (a Mac computer is not recommended), the Internet and access to email. Applied Business Technology programs require a minimum operating system of Windows 7 or higher and a minimum of Office 2013 or higher. Additional software, supplies or equipment may be required for some courses.

CURRICULUM

Program Requirements

First 10 months

- Complete the Applied Business Technology - Office Assistant I certificate

Next 10 months

- ABT 102 Keyboarding II
- ABT 120 Job Search
- ABT 126 Presentation Software
- ABT 135 Electronic Databases
- ABT 145 Electronic Spreadsheets
- ABT 146 Advanced Electronic Spreadsheets
- ABT 161 Accounting I
- ABT 162 Accounting II
- ABT 165 Computerized Accounting

Completion Requirements

- To be eligible to receive a certificate, the student must achieve a minimum of 70% (B-) in each course listed for the certificate; except ABT 102 requires exit speed at 50 wpm.

Applied Business Technology

Legal Administrative Assistant - Applied Business Technology Certificate

Program at a Glance

NIC is not currently accepting applications for the Legal Administrative Assistant program due to changes in the province-wide delivery of this credential. Applicants interested in other ABT programs should make an appointment with an [educational advisor](#).

Tuition: [\\$1,690 approx + fees/equipment](#)

Where: Online

Starts: Varies by course. Contact an Educational Advisor.

- Develop specialized legal administration skills to advance your career in a wide range of businesses and organizations.

HIGHLIGHTS

CHOOSE NORTH ISLAND COLLEGE

- Skills you can use. Today's businesses prefer to hire entry-level employees who are comfortable with a range of office skills. With a Legal Administrative Assistant certificate, you'll have the specialized knowledge in the Canadian legal system, including conveyancing, wills and estates, corporate and litigation procedures.
- Virtual classrooms. As part of the BC Campus initiative, courses are available online, giving you the opportunity to study whenever, wherever you wish. You can complete your coursework on your own time while continuing to work.
- Flexible schedules. Most courses are self-paced, and qualified students are admitted on a continuous basis subject to the availability of space. That means you can tailor your program to suit your ability, availability and lifestyle.
- Credit for what you know. If you are transferring from another college or institution, you may be given transfer credit for prior course work. Prior office work experience may also be eligible for credit. Check with an educational advisor for details.

PROGRAM HIGHLIGHTS

- Be in demand. The [BC 2025 Labour Economic Outlook](#) predicts legal administrative assistants will be one of the most in demand of top opportunity occupations requiring post-secondary training in BC, with more than 2,200 job openings available to 2025.
- Learn in a flexible, interactive online classroom with personal instructor support every step of the way.

Career possibilities: Graduates qualify for legal administrative support positions in law offices, corporate, government, federal, provincial and municipal government offices, notaries public, insurance and real estate offices.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

This certificate consists of 11 online legal courses, beginning with an introduction to the Canadian legal system. You will be introduced to legal office procedures, litigation, family litigation procedures, conveyance procedures, corporate procedures and wills and estates.

You will participate in hands-on projects that integrate keyboard, computer, transcription, and document formatting skills with your legal knowledge. You are also familiarized with specialized terminology used in corporate procedures and will gain the practical experience necessary for maintaining records of a British Columbia corporation.

By completing these diverse and specialized legal courses, you will discover a variety of employment and career advancement opportunities.

Career Opportunities

As a Legal Administration Assistant graduate, you will qualify for a wide variety of administrative support positions in law, corporate, government, federal, provincial and municipal government offices, notaries public, insurance and real estate offices.

ADMISSION

Admission Requirements

NIC is no longer accepting applications for the Legal Administrative Assistant program due to changes in the province-wide delivery of this credential. Applicants interested in other ABT programs should make an appointment with an educational advisor.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

To Be Successful

- Contact an educational advisor to help create an education plan that meets your goals within the available time needed to complete the program.
- You will need access to a computer (a Mac computer is not recommended), the Internet and access to email. Applied Business Technology programs require a minimum operating system of Windows 7 or higher and a minimum of Office 2013 or higher. Additional software, supplies or equipment may be required for some courses.

CURRICULUM

Program Requirements

First 10 months

- Complete the Applied Business Technology - Office Assistant I certificate

Next 10 months

- ABT 102 Keyboarding II
- ABT 170 Introduction to the Canadian Legal System
- ABT 171 Legal Office Procedures
- ABT 172 Litigation Procedures I
- ABT 173 Litigation Procedures II
- ABT 174 Family Litigation Procedures
- ABT 175 Conveyancing Procedures I
- ABT 176 Conveyancing Procedures II
- ABT 177 Corporate Procedures I
- ABT 178 Corporate Procedures II
- ABT 179 Wills and Estates

Completion Requirements

- To be eligible to receive a certificate, you must achieve a minimum of 70% (B-) in each course listed for the certificate; except ABT 102 requires exit speed of 50 wpm.

Applied Business Technology

Medical Office Assistant - Applied Business Technology Certificate

Program at a Glance

NIC is not currently accepting applications for the Medical Office Assistant program due to changes in the province-wide delivery of this credential. Applicants interested in other ABT programs should make an appointment with an [Educational Advisor](#).

Tuition: [\\$1,370 approx + fees/equipment](#)

Where: Online

Starts: Varies by course. Contact an educational advisor.

- Develop specialized medical administration skills to advance your career in the busy health care industry.
- Improve your employability or opportunities for advancement.
- Learn in a flexible, interactive online classroom with instructor support every step of the way.

Career possibilities:

Graduates qualify for specialized clerical and administrative support positions in a variety of organizations in the health care industry, from hospitals to walk-in clinics.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

CHOOSE NORTH ISLAND COLLEGE

- Skills you can use. Today's businesses need entry-level employees with a range of office skills. With a Medical Office Assistant certificate, you'll have specialized knowledge in medical terminology, transcription and billing procedures.
- Virtual classrooms. As part of the BC Campus initiative, courses are available online, giving you the opportunity to study whenever, wherever you wish. You can complete your coursework on your own time while continuing to work.
- Flexible schedules. Most courses are self-paced, and qualified students are admitted on a continuous basis, subject to the availability of space. That means you can tailor your program to suit your ability, availability and lifestyle.
- Credit what you know. If you are transferring from another college or institution, you may be given transfer credit for prior course work. Prior office work experience may also be eligible for credit. Check with an educational advisor for details.

PROGRAM HIGHLIGHTS

The online medical courses offer specialized education in medical terminology, anatomy and physiology, medical transcription, medical office procedures, financial recordkeeping and computerized medical billing, pharmacology, clinical procedures, office diagnostic procedures, specimen collection and other duties to assist the physician.

You will receive CD video instruction in medical terminology to ensure that you develop skills in the correct usage, pronunciation and spelling of medical terms and abbreviations. You will focus on Greek and Latin prefixes, suffixes, word roots and combining forms.

Career Opportunities

As a Medical Office Assistant certificate graduate, you will qualify for positions in physician's offices, group practices, hospitals, clinics, rehabilitation and other health care facilities. The health industry employs many assistants whose support creates efficiencies and enables professionals to see more patients. Healthcare jobs will continue to increase for many years to come, as the population ages and new technologies provide the opportunity for better health.

ADMISSION

Admission Requirements

NIC is no longer accepting applications for the Medical Office Assistant program due to changes in the province-wide delivery of this credential. Applicants interested in other ABT programs should make an appointment with an educational advisor.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more](#)

To Be Successful

- Contact an educational advisor to help create an education plan that meets your goals within the available time needed to

complete the program.

- You will need access to a computer (a Mac computer is not recommended), the Internet and access to email. Applied Business Technology programs require a minimum operating system of Windows 7 or higher and a minimum of Office 2013 or higher. Additional software, supplies or equipment may be required for some courses.

CURRICULUM

Program Requirements

First 10 months

- Complete the Applied Business Technology - Office Assistant I certificate

Next 10 months

- ABT 102 Keyboarding II
- ABT 120 Job Search
- ABT 182 Medical Terminology I
- ABT 183 Medical Terminology II
- ABT 184 Medical Transcription
- ABT 185 Medical Administrative Procedures
- ABT 186 Medical Terminology III - Pharmacology & Specialties
- ABT 187 Medical Billing Procedures - Manual
- ABT 188 Medical Billing Procedures - Computerized
- ABT 189 Clinical Procedures and Practice

Completion Requirements

- To be eligible to receive a certificate, you must achieve a minimum of 70% (B-) in each course listed for the certificate; except ABT 102 requires exit speed of 50 wpm.

Applied Business Technology

Office Assistant I- Applied Business Technology Certificate

Program at a Glance

10-month online certificate (part-time options available)

Tuition: [\\$1,510 approx + fees/equipment](#)

Where: Online

Starts: Continuous entry

- Be in demand: The [BC 2025 Labour Economic Outlook](#) predicts administrative assistants will be the second most in-demand of top opportunity occupations requiring post-secondary training in BC, with more than 15,700 job openings available to 2025.
- Explore a career in office administration while building skills valued in virtually every type of business and industry.
- Develop core computer skills, basic keyboarding, word processing, records

HIGHLIGHTS

CHOOSE NORTH ISLAND COLLEGE

- Skills you can use. Today's businesses prefer to hire entry-level employees who are comfortable with a range of office skills. With an Office Assistant I certificate, you'll have a credential with specialized training in word processing, records management, keyboarding and more.
- Virtual classrooms. As part of the BC Campus initiative, courses are available online, giving you the opportunity to study whenever or wherever you wish. You can complete your coursework on your own time while continuing to work.
- Flexible schedules. Most courses are self-paced and qualified students are admitted on a continuous basis, subject to the availability of space. This means you can tailor the Office Assistant I certificate to suit your availability.
- Credit for what you know. If you are transferring from another college or institution, you may be given transfer credit for prior course work. Prior office work experience may also be eligible for credit. Check with an educational advisor for details.
- Want to go further? With an Office Assistant I certificate, you can enhance your knowledge by continuing into the Computing Accounting Assistant, Administrative Assistant, Legal Administrative Assistant or Medical Office Assistant certificate programs at NIC.

PROGRAM HIGHLIGHTS

management, organizational, teamwork and interpersonal communication skills to advance your career.

- Qualify for entry into the following specialty programs: Computing Accounting Assistant certificate, Legal Administrative Assistant certificate, Administrative Assistant certificate or Medical Office Assistant certificate.

Career possibilities: As a graduate, you will be well-prepared for office support positions in a variety of organizations including accounting, education, real estate and hospitality.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

The 11 online courses in the Office Assistant I certificate are offered throughout the year and provide you with the required knowledge, skills and abilities needed to perform effectively in entry-level office support positions.

You begin by taking an Online Learner Success course which provides an essential introduction to the unique challenges of learning online. This course helps you maximize your online learning experience.

You will learn keyboarding skills by participating in skill-building activities which promote effective touch typing. A basic introduction to the Internet provides you with the essential terms, concepts and file management skills required in an office environment. Courses in word processing give you fundamental skills to formatting business documents and proficiency with advanced functions such as merging documents, applying graphics and creating tables, charts and reports.

You will learn essential skills in human relations, interpersonal skills, effective communication and client relations. You will learn administrative procedures and develop efficient office practices such as time management, safety and ergonomics, appointment scheduling and banking procedures. Records management is also explored.

The Business Calculators and Mathematics course provides you with the knowledge to complete computational functions. During Business English, you will receive a comprehensive review of grammar, punctuation, style, business spelling and vocabulary development. In Business Communication, you will learn how to best express yourself in a professional environment. All coursework is applied to current and best Canadian business practices and standards.

Career Opportunities

As a graduate of the Office Assistant I certificate, you will qualify for employment as a receptionist, office worker, office assistant, computer assistant, general office worker and more.

You may choose to continue your education by enrolling in the Administrative Assistant, Computing Accounting, Legal Administrative Assistant or Medical Office Assistant programs.

ADMISSION

Admission Requirements

1. C in one of Provincial English 12, English 12 First Peoples, NIC ENG-060, ENG-096, ENG-098, ESL-090, or equivalent; or English assessment; and
2. C in one of Apprenticeship and Workplace Mathematics 10, Essentials Math 10, Foundations of Math 10, NIC MAT-033, or equivalent; or Math assessment.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

To Be Successful

- Contact an educational advisor to help to create an education plan that meets your goals within the available time needed to complete the program.
- You will need access to a computer (a Mac computer is not recommended), the Internet and access to email. Applied Business Technology programs require a minimum operating system of Windows 7 or higher and a minimum of Office 2013 or higher. Additional software, supplies or equipment may be required for some courses.

CURRICULUM

Program Requirements

- ABT 020 Online Learner Success
- ABT 100 Introductory Keyboarding
- ABT 101 Introduction to Computers & the Internet
- ABT 109 Human Relations for Career Success

- ABT 110 Records Management
- ABT 111 Administrative Procedures
- ABT 116 Word Processing Level I
- ABT 117 Word Processing Level II
- ABT 147 Business Calculators & Mathematics
- ABT 148 Business English
- ABT 149 Business Communications

Completion Requirements

- The keyboarding speed requirement for the Office Assistant I certificate is 40 words per minute with a maximum error rate of 3 errors in at least three 3-minute timings.
- To be eligible to receive a certificate, students must achieve a minimum of 70% (B-) in each course listed for the certificate.

Applied Business Technology

Office Management - Applied Business Technology Certificate

Program at a Glance

Program requirements changing effective fall 2018. See an [educational advisor](#).

Tuition: [\\$1,645 approx + fees/equipment](#)

Where: Online

Starts: September, January

- Gain the business education needed to advance into supervisory positions.
- Be in demand. The [BC 2025 Labour Economic Outlook](#) predicts executive assistants will be among the most in-demand occupations requiring post-secondary training in BC, with more than 2,600 job openings available to 2025.
- Participate in highly-interactive, team-oriented online classes, and gain valuable technical, interpersonal, and leadership skills.
- Earn credit for advanced placement to NIC's business certificate, diploma and degree programs

Career possibilities:

Opportunities build on your prior work experience and may include positions such as human resources manager, office manager, executive assistant or business owner.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

CHOOSE NORTH ISLAND COLLEGE

- Skills you can use. Advance your career with supervisory and office management skills. With an Office Management certificate, you'll have specialized knowledge in organizational management, interpersonal relations, leadership and supervision.
- Unique opportunities. The Office Management certificate is not offered at any other post-secondary institution on Vancouver Island. You can study from home or your local campus, while enjoying access to a local, online instructor.
- Virtual classrooms. Courses are available online, 24 hours a day, seven days a week, so you can plan your studies around your schedule. Study full-time or part-time, depending on your learning style and time commitments.
- Credit for what you know. If you are transferring from another college or institution, you may be given transfer credit for prior course work. Prior office work experience may also be eligible for credit. Check with an educational advisor for details.

PROGRAM HIGHLIGHTS

The Office Management certificate is a full-time program, with extended part-time options available.. Prepare for employment as a supervisor, office manager, and administrative or executive assistant. You can complete one to five courses during the fall term (September) and one to five courses in the winter term (January), to take a minimum 30 weeks to complete.

Classes are team-oriented and highly interactive. You will participate in online discussion groups, projects and internet research. You are encouraged to draw on your own experiences to help relate theory to practical work situations.

During the program's ten courses, you will learn a range of invaluable skills. You will develop confidence in organizational management, leadership and supervision. You will practice written and oral business communication and learn how to prepare and deliver a variety of creative, powerful presentations. You will also learn how to effectively plan a business event.

You will be introduced to human resource management, covering topics such as human rights legislation, recruitment, training and performance appraisals. You will also learn interpersonal communication, negotiating skills and conflict resolution.

You will receive an introduction to office systems and essential computer skills, exploring topics such as designing office systems, social and ethical issues involving computers, privacy and security and maintaining effective records management.

Continue your studies. Upon successful completion of your Applied Business Technology - Office Management certificate, you will have

completed forty per cent of NIC's Business Administration certificate which secures you advanced standing in the program.

Career Opportunities

As a graduate, you will qualify for positions as a supervisor, office manager, administrative or executive assistant in the following types of organizations: accounting, education, financial, insurance, government, logging and small, medium and large businesses.

ADMISSION

Admission Requirements

1. Office or business work experience with a minimum two years, or approval of the department.
2. C in one of Provincial English 12, English 12 First Peoples, NIC ENG-096, ENG-098, ESL-090, or equivalent; or English assessment.

NOTE: Effective for the 2018 - 2019 academic year C+ in one of Provincial English 12, English 12 First Peoples, NIC ENG-096, ENG-098, ESL-090, or equivalent; or English assessment will be required. Additionally, C+ in Foundations of Math 11, or C in one of Principles of Math 11, Pre-Calculus 11, Applications of Math 12, or NIC MAT 053; or Math assessment. Or, permission of the department will also be required.

1. Letter of reference from a supervisor including the [NIC Office Management skills checklist](#)

or

Graduate with Applied Business Technology Office Assistant I Certificate and one of the following certificates: Administrative Assistant, Computing Accounting Assistant, Legal Administrative Assistant, Medical Office Assistant; plus, letter of reference from a supervisor including the [NIC Office Management skills checklist](#).

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

CURRICULUM

Program Requirements

- ABT 200 Organizational Management
- ABT 210 Written Business Communications and Presentations
- ABT 220 Leadership and Supervision
- ABT 230 Human Resource Management
- ABT 240 Interpersonal Relations
- ABT 250 Office Systems & Computer Essentials

Elective Option:

One of the following courses may be substituted for any Office Management course:

- Any university transferable Business Administration course

or

- ENG 115 Essay Writing and Critical Analysis
- PSY 130 Introductory Psychology I
- PSY 131 Introductory Psychology II

Completion Requirements

- Students must achieve a minimum of 70% (B-) in each course listed for the Applied Business Technology - Office Management certificate.

Fine Arts Diploma

Program at a Glance

Two-year diploma.

Tuition: [\\$2,740 approx per year + fees/equipment](#)

Where: Comox Valley

Starts: September

- Become a professional artist with expertise in a broad range of disciplines that encompass traditional, interdisciplinary and digital art practices.
- Develop strong analytical, problem solving and critical thinking skills to challenge yourself as a dynamic member of the knowledge-based, creative and cultural economy.
- Expand your creative potential and art making skills in the supportive environment of NIC's well-equipped fine arts studios.
- Transfer to degree programs in BC and across Canada.

Career possibilities: As a graduate, you will be well-prepared for employment as an artist, gallery assistant, teaching assistant, community arts programmer and community arts educator. You will have the skills to pursue a career in painting, sculpture, photography, printmaking, ceramics, illustration, video, film and more.

Questions?

Contact

Student Services

1-800-715-0914

questions@nic.bc.ca

In the News

[NIC and ACAD Announce Fine Arts Degree Partnership](#)

[NIC Unveils Shayne Lloyd Painting](#)

[Complex Exhibit Depicts Paradox \(featuring 2017 NIC Artist-in-Residence\)](#)

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- A world of possibility awaits you. Take your first two years of classes at NIC to develop your material and core technical skills in our well-equipped facilities before transferring into Emily Carr University of Art + Design's Bachelor of Fine Arts, UVic's Bachelor of Fine Arts (Visual Arts) or Bachelor of Arts (Art History and Visual Studies) or VIU's Bachelor of Arts (Visual Art).
- A great education, an affordable price. NIC also has some of the lowest tuitions and lab fees in the province. You will be provided with a substantial amount of materials and are encouraged to explore and experiment with techniques and process.
- Let NIC inspire you. The program develops critical thinking, communication and problem solving skills, and encourages experimentation and individual expression. NIC's beautiful setting and studios provide you with the resources and foundation for a successful art practice.
- Community presence. NIC staff and students consistently exhibit their work and play a major role in the Comox Valley's lively arts and culture community. At NIC, you'll create a portfolio of work and accumulate experiences to build your career in the visual and creative art sectors.
- Unique places, inspiring spaces. As a fine arts student, you will enjoy access to the Shadbolt Studios, a modern, 7,510 square foot building which contains separate ceramics, painting and sculpture studios. You will also have access to one of only four Tozan Anagama kilns in the world. NIC also provides access to a large-format jaguar printing press and textile screen print lab for student learning in print media.

PROGRAM HIGHLIGHTS

NIC's fine arts program offers a career-focused education that fosters strong problem solving, critical thinking, research and studio practice skills. You will develop critical and theoretical skills in a broad range of mediums encompassing traditional, interdisciplinary and digital arts practice.

NIC's well-equipped studios and unique setting has extensive resources, both physical and human, to inspire your imagination, allowing you to experiment with different mediums and express yourself individually.

Study in one of the best facilities in BC. NIC's studios are outfitted with up-to-date equipment and technology and many of the instructors maintain national and international practices. Trees, mountains and beautiful natural settings surround the Comox Valley campus and outdoor activities such as skiing and hiking are easily accessible as you learn to define who you are as an artist.

Beginning with fundamentals, for studio-based practice, you will build a comprehensive knowledge of materials, theory and exhibition for a contemporary visual culture. You will learn creative and critical thinking, as well as the hands-on techniques and skills necessary for artistic expression.

At NIC, you will have many opportunities to diversify your talents and explore a variety of mediums such as ceramics, printmaking, photography, sculpture, digital media, drawing and painting. Through a study of art history, you will explore the evolution of visual culture. NIC's creative environment will motivate you to experiment, explore and discover new methods of personal expression. You will be challenged to see the world around you from different perspectives and interpret those experiences originally and creatively.

If you are interested in taking a fine arts course, but do not want to apply to the fine arts program, there are often spaces available. Although course spaces are first allocated to program registrants, university studies program students are welcome to select fine arts courses and do not need to submit a portfolio of works to do so. Community members can also sign up to enjoy a fine arts course by

registering as a part-time university studies student. For more information, contact an [NIC educational advisor](#).

Your Fine Arts diploma will prepare you to launch your career or transfer to degrees at UVic, VIU or at Emily Carr University of Art + Design.

Career Opportunities

After graduation, you will have conceptual and technical knowledge to apply your skills in a wide range of employment opportunities in the knowledge-based creative economy. You will have a strong contextual understanding of the visual arts across multiple disciplines to successfully pursue a career in painting, sculpture, photography, printmaking, ceramics, curating, art education, art therapy, community arts programming, industrial design, exhibit design, fashion, interior design, illustration, theatre, set design, video, film and more.

Transfer to a Degree

Alberta College of Art + Design (ACAD)

Transfer your NIC fine arts courses for credit in the [ACAD's Bachelor of Fine Arts or Bachelor of Design](#)

Complete your NIC Fine Arts diploma with an average of C (2.0) or higher) including first and second year liberal studies courses outlined below to be considered for admission to Year 3 of ACAD's Bachelor of Fine Arts degree on the basis of their academic standing and a portfolio review.

As an NIC transfer student you will be given the same priority admission as continuing ACAD students when applying to:

- Bachelor of Fine Arts majors in media arts, sculpture, fibre, painting, drawing, ceramics, print media, glass and jewellery + metals.
- Bachelor of Design majors in photography and visual communication design.

Emily Carr University of Art + Design

Guarantee your admission to [Emily Carr's Bachelor of Fine Arts \(Visual Arts\) or Bachelor of Fine Arts \(Critical and Cultural Practices\)](#)

Complete your NIC Fine Arts diploma with a cumulative 3.0 GPA (B average) or higher to be automatically accepted into year three of Emily Carr's Bachelor of Fine Arts (Visual Arts) or Bachelor of Fine Arts (Critical and Cultural Practices) degree. If your cumulative GPA is between 2.0 and 2.99 you will be considered for admission to year three of the BFA on the basis of your academic standing and a portfolio review.

Transfer up to 63 credits. Complete your NIC Fine Arts diploma with a cumulative 2.0 GPA (C average) or higher to be considered for admission to the following programs on the basis of your academic standing and a portfolio review. Note that these programs have competitive entry and therefore your portfolio should reflect work that is consistent with your intended major.

- Bachelor of Fine Arts (Film, Video + Integrated media)
- Bachelor of Fine Arts (Photography)
- Bachelor of Design (Communication Design)
- Bachelor of Design (Industrial Design)
- Bachelor of Design (Interaction Design)
- Bachelor of Media (Animation)
- Bachelor of Media (Interactive + Social Media Arts)
- Bachelor of Fine Arts (Illustration) Note: Apply to second year in order to take Emily Carr's specialized second-year illustration courses.

University of Victoria (UVIC)

Transfer Seamlessly to UVic's Bachelor of Fine Arts (Visual Arts) or UVic's Bachelor of Arts (Art History and Visual Studies).

With [dual admission](#) you can secure a seat in UVic's Bachelor of Fine Arts (Visual Arts) or Bachelor of Arts (Art History and Visual Studies). With dual admission you can study for up to two years at NIC while working toward UVic's BFA in Visual Arts or UVic's BA in Art History and Visual Studies.

Vancouver Island University (VIU)

Transfer your NIC fine arts courses for guaranteed credit in [VIU's Bachelor of Arts \(Visual Art\)](#)

Complete two years (60 credits) of your NIC Fine Arts Diploma with a cumulative 2.0 GPA (C average) or higher to be considered for admission to year three of VIU's Bachelor of Arts (Visual Arts) on the basis of your academic standing and a portfolio review. As an NIC transfer student, you will be given the same priority registration as continuing VIU students.

Make sure your courses count.

Each degree pathway has its own unique deadlines, portfolio requirements, course prerequisites and transfer requirements.

- Review ACAD, UVic, VIU and Emily Carr's [articulation agreements](#) for transfer details.
- Visit [ACAD](#), [UVic](#), [VIU](#) and [Emily Carr](#) websites for more information on degree options and academic transfer agreements.
- For more information, or to develop a study plan, contact an [educational advisor](#).

ADMISSION

Admission Requirements

1. Provincial English 12 or English 12 First Peoples with a C+ or better, or NIC upgrading ENG 060, ENG 096, ENG 098, ESL 090, or equivalent; or English assessment.
2. Portfolio of Works (see Portfolio of Works Guidelines below)
3. Admissions Essay (see Admission Essay below)

Portfolio of Works Guidelines

Portfolio submission deadline is the last week in March for a review that takes up to two weeks. Depending on the number of applicants, a second review may take place in May. Portfolios for the second review will be accepted during the last week of April. An admission essay is to be included with the portfolio submission. Drop off portfolios, along with your admission essay, directly to Student Services at the Comox Valley campus.

The Portfolio of Works is your opportunity to present yourself to the portfolio review committee. Since all portfolio submissions are eligible for scholarship consideration submitting a strong portfolio can be of enormous benefit. For a strong presentation, prepare and submit a portfolio of your works based on the following guidelines:

- Original two-dimensional works
Original two-dimensional works including drawings, paintings, prints, photographs, mixed media, design projects, and computer-generated designs. The maximum size is 56 cm X 76 cm (22" X 30"). Larger pieces should be submitted as photographs or digital files. Do not submit matted or framed work.
- Three-dimensional works and other media
Three-dimensional works - including clay, fibre, wood, metals, and so on are to be submitted as photographs or digital files. Media presentations can include audio or video components. Multimedia or time-based work should be a maximum of five minutes in length.
- Digital submissions
Work may be submitted entirely on CD, DVD, or USB flash drive. Files should be saved as JPEG, PDF, or as a digital portfolio in PowerPoint. Images should be high-resolution JPEG files (with a file suffix of .jpg or .jpeg). Image files in PDF or PowerPoint should be saved at 72dpi screen resolution with a minimum height and width of 1,000 pixels. Digital portfolios should be checked to assure that links work properly and all necessary files are included. Applicants should indicate if any special instructions are necessary for the viewing of digital portfolios.

- Identify everything clearly
In all cases, each work must be clearly identified with name, date, title, size and media. An inventory sheet identifying each piece must be included with your portfolio submission.
- Show your range
Your portfolio should contain a representative selection of up to 20 original completed works or works in progress. Original work excludes copies of works created by others; however, it may include variations derived from others. Your sources must be credited.

Submissions may include working studies, research, or technical explorations to illustrate your personal interests and directions. These can be self-initiated works as well as works assigned to you as projects. You should submit your best and most recent work that represents your personal interests and your abilities.

The portfolio committee is looking for demonstrated abilities within a variety of areas, an open, exploratory attitude, energy and a commitment that is consistent with the intense nature of this two-year program.

Admissions Essay Guidelines

State in a brief essay, of one typed page, your reasons for wanting to attend NIC's Fine Arts program. You should discuss the experiences you bring to the college or the reasons that have led you to apply. You may also discuss the skills and information that you hope to gain, where your education might lead, and where you find inspiration or how you presently relate to the world.

It should be understood that the admissions essay is not used to determine your suitability for the program, rather it provides the committee with information that may enhance or contribute to our understanding of your portfolio.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

Fine arts and design students at NIC are dedicated as well as creative. Course work is intense and requires focused effort and commitment.

If you are in the program full time, you will be in class for 22 hours per week with homework and extra studio time requiring almost that amount of time again. You will be challenged to see the world around you from different perspectives and are invited to interpret those experiences originally and creatively.

We encourage you to do much more than simply complete assignments. There is an expectation that you will push the limits and bring more to your assignments than is being asked of you.

CURRICULUM

Program Requirements

Year 1

- FIN 100 Introduction to Art History and Visual Culture I
- FIN 101 Introduction to Art History and Visual Culture II
- FIN 110 Drawing & 2-Dimensional Language I
- FIN 111 Drawing & 2-Dimensional Language II
- FIN 120 Painting: Colour & Perception
- FIN 121 Painting: Methods & Concepts
- FIN 130 Foundation Studio in 3-D Materials and Design
- FIN 140 Creative Processes

Note: FIN 110 is a prerequisite or co-requisite for all 100- and 200-level Fine Arts courses except FIN 100 and 101.

plus 2 courses from the following list:

- FIN 115 Introduction to Printmaking
- FIN 131 Foundation Studio in 3-D Objects and Space
- FIN 135 Introduction to Ceramics
- FIN 145 Introduction to Photography

Year 2

All students will be required to take:

- FIN 210 Drawing & 2-Dimensional Language III
- FIN 211 Drawing & 2-Dimensional Language IV
- PHI 240 Philosophy of Art
- FIN 250 Modern Art History

plus 2 courses from:

- FIN 200 Video + Sound 1
- FIN 215 Intaglio Printmaking
- FIN 220 Painting Applications I
- FIN 230 Sculpture and Integrated Art Practices I
- FIN 235 3-Dimensional Applications (Ceramics I)
- FIN 245 Photography II

plus 2 of the following courses:

- FIN 201 Video + Sound 2
- FIN 217 Serigraph Printmaking
- FIN 221 Painting Applications II
- FIN 231 Sculpture and Integrated Art Practices II
- FIN 236 3-Dimensional Applications (Ceramics II)
- FIN 247 Introduction to Digital Photography

plus 2 English courses from the following:

Students who are enrolled in the dual admission program with Emily Carr will select from these English courses.

- ENG 115 Essay Writing and Critical Analysis
- ENG 120 Introduction to Literature: Short Stories and the Novel
- ENG 121 Introduction to Literature: Poetry and Drama
- ENG 125 Composition & Indigenous Literature I
- ENG 126 Composition & Indigenous Literature II

Students who do not intend on continuing to the Bachelor of Fine Arts from Emily Carr at NIC can select from the above English courses, plus

- ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
- ENG 108 Introduction to Creative Writing: Poetry & Drama

Completion Requirements

As a full-time student:

A student must complete the program within two years of acceptance.

As a part-time student:

A student must complete the program within four years of acceptance.

Metal Jewellery Design Certificate

Program at a Glance

32-week full-time certificate

Tuition: [\\$5,205 approx + fees/equipment](#)

Where: Campbell River

Starts: September

- Gain the technical skills and industry knowledge needed

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Learn from the best. At NIC, you'll learn from qualified instructors who not only are accomplished in the art of jewellery making, but who are also experienced in designing and marketing their jewellery at festivals, fairs, art galleries and their own studios.
- Design your new career. In addition to developing expertise in the art of jewellery design, you'll gain essential business skills

to conceptualize and create metal jewellery for artistic expression or as a source of income.

- Apply professional techniques in metal jewellery making through extensive hands-on studio practice.
- Gain business skills to effectively present and promote your designs.
- Interested in taking short courses in jewellery and metal art? Check out [NIC's metal jewellery studio workshops](#).

Career possibilities: Qualify for employment in the retail jewellery industry or pursue self-employment by marketing your jewellery at festivals, fairs, art galleries or your own studio.

Questions?

Contact

Julia Peters

250-923-9724 ☎

julia.peters@nic.bc.ca

Register for Free Info Session

Thu, Nov. 2. [Learn more.](#)

In the News

[BC Rockhounder interviews Metal Jewellery instructor Tracey Gibbons](#)

[NIC Metal Jewellery Grad Finds Connection through Creativity](#)

[Life Is Too Short Not To Do Your Own Thing](#)

[The Artistic Spirit](#)

and industry knowledge to promote and sell your own designs with confidence.

- Develop your style. You'll learn in a well-equipped studio classroom with the personal encouragement and professional guidance you need to inspire your creative expression and develop your personal style.

PROGRAM HIGHLIGHTS

This unique certificate provides you with the technical skills and industry knowledge needed to conceptualize and create jewellery for artistic expression or as a source of income. It is well-suited to anyone who is interested in beginning or advancing their skills in jewellery making and design - be it for personal enrichment or career interest. No previous experience is required; however, some studio work or hobby experience is advantageous.

During the program, you will explore a wide range of topics and apply professional techniques in jewellery making through extensive hands-on studio practice as well as demonstrations and lectures from skilled jewellery makers. The program focuses on metal techniques, including student work in base and precious metals. Courses emphasize individual creativity, giving you the opportunity to apply your learning to create your own designs.

In the first semester, you will begin with an overview of the jewellery design process, from how to break down a design to rendering sketches. You will learn basic metal skills and techniques, such as soldering and bezel setting, and you will explore a range of both high- and low-tech metal casting techniques. Topics also cover traditional hand engraving as well as traditional and modern themes in NorthWest Coast Aboriginal jewellery art.

In the second semester, you will further advance your skills with metal and casting techniques such as repoussage, intermediate stone setting, and more advanced mold-making techniques. Gemology is introduced with topics in gem identification and classification. Business practices specific to jewellery artists are covered in the final semester, giving you a varied foundation of skills for self-employment and industry-specific marketing techniques to launch your career.

Career Opportunities

Upon completion, you will have both the technical skills to produce your own metal jewellery and the business skills to present and promote these designs. Depending on your background and interests, you may seek employment opportunities in the retail jewellery industry or pursue self-employment by marketing your jewellery at festivals, fairs, art galleries or your own studio.

Schedule

The program will be held over two semesters, from September to April, totalling 32 weeks. Classes are scheduled to take place at Campbell River campus from Monday to Thursday, 9 am to 3 pm (22 hours per week).

Supply List

You are responsible for purchasing supplies and equipment as per the supply list provided (\$1,300 approximately), ensuring you have ordered in time to have everything for your first day of class.

To see the range of supplies required for this year, please check the [Metal Jewellery Design Supply List](#).

We encourage you to first search out what is at hand before making purchases. The supplies listed are the basics required for the program and by no means limit what you may purchase for your designs.

Budgeted amounts are minimums required for projects. If your work goes beyond project requirements, more supplies will be necessary.

ADMISSION

Admission Requirements

1. Minimum age requirement of 19 years on the first day of class.
2. C in English 10, or NIC ENG-035, or an English Assessment.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- Some experience in design or crafts, or completion of NIC's Silver Jewellery Making - Beginner's course or Silver Jewellery Express workshop is recommended, but not required.
- Good hand-eye coordination and physical dexterity is recommended.
- International students must meet NIC international admission requirements.

CURRICULUM

Program Requirements

- MJD 110 Fundamentals of Design I
- MJD 111 Northwest Coast Aboriginal Jewellery Art I
- MJD 112 Metal Techniques I
- MJD 113 Metal Casting I
- MJD 114 Drawing and Rendering
- MJD 115 Final Project I
- MJD 120 Fundamentals of Design II
- MJD 121 Northwest Coast Aboriginal Jewellery Art II
- MJD 122 Metal Techniques II
- MJD 123 Metal Casting II
- MJD 124 Gemmology
- MJD 125 Final Project II
- MJD 126 Business Practices for Jewellery Artists

Completion Requirements

You must have successfully completed all of the required courses to receive the Metal Jewellery Design certificate.

Professional Potter Advanced Diploma

Program at a Glance

10-month advanced diploma

Tuition: [\\$9,365 approx + fees/equipment](#)

Where: Comox Valley

Starts: TBD

- Develop advanced-level design skills and production techniques, plus the business education you'll need to market your work effectively.
- Progressively develop design and production skills, while integrating technical knowledge of clays, glazes and firing processes.
- Learn in our 7,510 square foot, fully equipped Shadolt Studio with an excellent selection of kilns.

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Applied learning, advanced techniques. Develop advanced-level design skills and production techniques, along with the business education you'll need to market your work effectively.
- Fully equipped facilities. Learn in our 7,510 square foot, fully equipped Shadbolt Studio with an excellent range of electric and gas-fired kilns. Gain access to a Tozan-style Anagama wood-fired kiln, one of only three in existence in North America.
- Master potters, qualified instructors. Your instructors are internationally known, practicing professional potters who have extensive knowledge and expertise to share.
- Watch our [NIC ceramics video](#). Get an exclusive tour, meet instructors, learn more.

PROGRAM HIGHLIGHTS

The ten-month Professional Potter advanced diploma is designed to give you the skills to establish your own studio or workshop-based business and make a living as a practicing professional potter. The program allows you to progressively develop your design and production skills, while integrating the technical knowledge of clays, glazes and firing processes. You will also learn how to analyze and evaluate your design and production choices in order to optimize

- Complete an internship with a practicing professional potter or apply for residency at [Medalta International](#) in Alberta.

Career possibilities: As a graduate, you will possess the advanced skills, industry knowledge and business expertise to become a practicing professional potter with your own studio or workshop-based business.

Questions?

Contact

Linda Perron
250-334-5054 
linda.perron@nic.bc.ca

productivity, produce work of quality and character and develop a marketing plan for the work.

During the first term, you will be immersed in studio practice. A series of short, intensive courses allow you to progressively master fundamental to advanced elements. Courses include Throwing for Production, Design and Practice, Clay Technology, Surface Enrichment techniques, Kilns and Firing technology, Mold Making and Hand-building Techniques for Production. In the first term, you will focus on technical skills, best practices, and will define your production preferences and business direction.

In the second term, you will continue to develop your design and technical skills throughout the creative process and you will begin producing work aimed for the market and portfolio development. Business courses provide you with a detailed range of business skills specific to planning, maintaining, and marketing a pottery business. You will learn market research, developing a business plan, legal issues, bookkeeping and accounting procedures and marketing strategy applicable to your pottery business. A digital media course will give you enough digital photography and computer skills to develop, manage and maintain your own website.

In FIN-348 Kilns and Firing technology IV, a highlight of the second term, you will spend three days on Denman Island, BC, firing a Tozan-style Anagama wood-fired kiln, one of only three in existence in North America.

Before completing the program, you will complete a mandatory two-month practicum with two options:

1. An approved internship with a practicing professional potter, which will be structured as either volunteer or paid and give you invaluable experience.
2. Or, apply for a two-month residency at the Medalta International Residency Program in Medicine Hat, Alberta. If you choose this option, you will have the opportunity to begin developing your work and testing out markets. Residency fees apply.

ADMISSION

Admission Requirements

1. A portfolio of recent work (minimum of 10 pieces).
2. A two year Diploma in Art & Design with a ceramics component, or a BFA with a ceramics major who can demonstrate significant pottery skills, or permission of the program coordinator.
3. A 300-word statement of expectations.

Transfer Options (in and out of program): Although the aim of this program is to graduate students who will enter the work place or go on to establish a workshop based business, efforts will be made to establish transfer options with other educational institutions.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

International Language Requirements

For international language requirements click [here](#).

CURRICULUM

Program Requirements

First Term:

- FIN 330 Throwing for Production, Design and Practice I
- FIN 335 Clay Technology I
- FIN 340 Surface Enrichment techniques I
- FIN 345 Kilns and Firing technology I
- FIN 331 Throwing for Production, Design and Practice II
- FIN 336 Clay Technology II

- FIN 341 Surface Enrichment techniques II
- FIN 346 Kiln and Firing technology II
- FIN 350 Mold Making
- FIN 355 Hand-building Techniques for Production I rs
- FIN 337 Clay Technology III
- FIN 342 Surface Enrichment techniques III
- FIN 333 Advanced Throwing, large forms

Second Term:

- FIN 332 Throwing for Production, Design and Practice III
- FIN 360 Documentation and Digital Media
- FIN 366 Glaze sciences I
- FIN 347 Kilns and Firing technology III
- FIN 356 Hand-building for Production II
- FIN 362 Business Practices for the Potter
- FIN 363 Marketing for the Potter
- FIN 367 Glaze sciences II
- FIN 348 Kilns and Firing technology IV
- FIN 370 Portfolio Development
- FIN 368 Glaze Sciences III
- FIN 364 Professional Practices

Third Term:

- FIN 371 Professional Pottery Work Experience Practicum OR
FIN 372 Pottery Residency at Medalta

Note: Total 984 hours to complete the Program. After two terms of courses at North Island College the student will have six months to complete the 240 hours internship with a professional potter (the potter to be approved by NIC) or 240 hours in the Medalta International Residency program.

Completion Requirements

For successful completion of the program, students must achieve a minimum of 70% in all courses and pass FIN 371 or 372.

Interactive Media

Advanced Communication and Interactive Design - Interactive Media Diploma

Program at a Glance

Three-year advanced diploma

Tuition: [\\$2,740 approx per year + fees/equipment](#)

Where: Comox Valley

Starts: September

- Keep pace with industry advances and manage a high level of client communication needs in print, mobile and online.
- Develop a strong combination of design and programming skills, making you highly adaptable to the changing industry.
- Upon graduation, you will be eligible for membership with the [Society of Graphic Designers of Canada](#) and the [Association of Registered Graphic Designers](#).

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Technical expertise. In response to industry and employer input, NIC's programs include an increased number of advanced technology courses to give you a higher level of technical expertise.
- Professional experience counts. On-the-job experience is an optional part of the program, giving you increased personal confidence, a stronger understanding of client expectations and direct professional connections.
- Innovation. Today's employers and businesses value creative problem solving and look for innovative, creative solutions preparing you for your future career.
- Develop your style. At NIC, you'll learn in smaller classes from experienced instructors who are focused on your success. You'll have greater access to resources, plus the professional guidance and encouragement you need as you develop your personal style.

PROGRAM HIGHLIGHTS

The advanced diploma program builds on the Communication Design diploma. The first two years follow the highlights outlined in those programs.

During the third year, you will complete your training with the remaining Interactive Media courses, including mobile application development, ensuring you develop a comprehensive knowledge of interactive

Career possibilities: Qualify for employment as a graphic designer, web developer, web consultant, multimedia project coordinator, e-commerce designer, web and mobile applications developer or mobile prototyper.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

media. Upon completion, you will be eligible for membership with the [Society of Graphic Designers of Canada](#), the professional body for communication design.

With a strong combination of design and programming abilities, you will be able to adapt rapidly to the changing industry and will be qualified to manage a high level of client communication needs—whether in print, online, or mobile.

Career Opportunities

In today's job market, countless industries require a combination of technical and design expertise. As an Advanced Communication and Interactive Design graduate, you will qualify for a range of professions such as graphic and web design, mobile application development, advertising and publishing, e-commerce, game and multimedia production and design. Career positions may include, but would not be limited to, those listed under the two-year Communication Design diploma, plus graphic designer for print and interactive media, web developer, web consultant, business owner and operator, book and editorial designer, e-commerce site designer and mobile application developer.

Supply List

You will be required to have sufficient hardware and software for completing coursework. Please review the [supply list document](#) for a complete description of technical requirements.

ADMISSION

Admission Requirements

1. C in one of Provincial English 12, English 12 First Peoples, NIC ENG-060, ENG-096, ENG-098, ESL-090, or equivalent; or English assessment.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

International Language Requirements

For international language requirements click [here](#).

CURRICULUM

Program Requirements

Year 1

- IMG 102 Computer Graphics I
- IMG 103 Computer Graphics II
- IMG 105 Communication Design I
- IMG 110 HTML and CSS
- IMG 111 Introduction to JavaScript
- IMG 112 Typography
- BUS 152 Entrepreneurship & Small Business Management or BUS 162 Basic Marketing Principles & Practices
- FIN 110 Drawing & 2-Dimensional Language I
- FIN 111 Drawing & 2-Dimensional Language II

Year 2

- IMG 100 Introduction to PHP
- IMG 130 Project Management
- IMG 208 Communication Design II
- IMG 209 User Experience and Interface Design
- IMG 210 Content Management Systems
- IMG 220 Introduction to Social Media
- IMG 290 Portfolio Project I
- FIN 247 Introduction to Digital Photography

- One elective chosen from BUS 152, BUS 162, BUS 368, FIN 200, or any other FIN course
- One elective chosen from any University transfer course
- Optional Work term (4 weeks non-credit)

Year 3

- IMG 204 Introduction to Programming in Swift
- IMG 214 iOS Application Development
- IMG 215 Android Application Development
- IMG 240 Emerging Technologies
- IMG 250 Applied JavaScript
- IMG 260 E-Commerce
- IMG 390 Portfolio Project II
- CPS 100 Computer Programming
- CPS 146 Database Fundamentals
- Optional Work term (4 weeks non-credit)

plus one English course from the following:

- ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
- ENG 108 Introduction to Creative Writing: Poetry & Drama
- ENG 115 Essay Writing and Critical Analysis
- ENG 120 Introduction to Literature: Short Stories and the Novel
- ENG 121 Introduction to Literature: Poetry and Drama
- ENG 125 Composition & Indigenous Literature I
- ENG 126 Composition & Indigenous Literature II
- ENG 160 Effective Organizational Writing

Interactive Media

Communication Design - Interactive Media Diploma

Program at a Glance

Two-year diploma

Tuition: [\\$2,740 approx per year + fees/equipment](#)

Where: Comox Valley

Starts: September

- Learn to design commercially effective print and online communications.
- Be in demand. The [BC 2025 Labour Economic Outlook](#) predicts web designers and developers will be among the most in demand occupational groups requiring post-secondary training in BC, with more than 2,600 job openings available to 2025.
- Upon graduation, you will be eligible for membership with the [Society of Graphic Designers of Canada](#) and the [Association of Registered Graphic Designers](#).

Career possibilities: Qualify for a broad range of opportunities such as book and editorial designer, online or print publication designer, graphic designer, web designer, digital artist and brand identity designer.

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Technical expertise. In response to industry and employer input, NIC's programs include an increased number of advanced technology courses to give you a high level of technical expertise.
- Professional experience counts. On-the-job experience is an optional part of the program. Work place practicums give you increased personal confidence, a stronger understanding of client expectations and direct professional connections.
- Innovation. Today's employers and businesses value creative problem solving skills. At NIC, you'll face challenges that require more than just facts to solve, and you'll develop an innovative approach that employers will appreciate. NIC's instructors look for innovative, creative solutions, preparing you for your future career.
- Develop your style. At NIC, you'll learn in smaller classes from experienced instructors who are focused on your success. You'll have greater access to resources, plus the professional guidance and encouragement you need as you develop your personal style.
- Want to go further? Your Communication Design diploma counts as credit toward NIC's [Advanced Communication Design diploma](#) and [VIU's Bachelor of Arts, Graphic Design major](#), giving you a clearly defined pathway to reach your educational goals.

PROGRAM HIGHLIGHTS

NIC's interactive media programs provide you with the skills you need today and in the future. Part time study is available but, because technology changes rapidly, you are encouraged to complete your studies as quickly as you can.

During your first year, you will explore the fundamental skills necessary for communication design, such as graphic design, typography, drawing, computer graphics, programming and basic marketing principles.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

The second year allows you to familiarize yourself with more specialized tools and skills, such as social media marketing, design for web applications, programming for web, project management and design strategy. You will complete a portfolio project and will have an opportunity to participate in an optional four-week work term.

Upon graduation, you will be well-prepared to continue into NIC's [Advanced Communication Design diploma](#) or transfer into your third-year of [VIU's Bachelor of Arts, Graphic Design major](#)

Career Opportunities

With experience in both print and web applications, you will qualify for positions at a wide variety of organizations, such as advertising agencies, design studios, new media production firms, web design companies and internet marketing agencies. Career positions may include, but would not be limited to, graphic designer, web designer, book and editorial designer, digital artist and brand identity designer.

Supply List

You will be required to have sufficient hardware and software for completing coursework. Please review the [supply list document](#) for a complete description of technical requirements.

ADMISSION

Admission Requirements

1. C in one of Provincial English 12, English 12 First Peoples, NIC ENG-060, ENG-096, ENG-098, ESL-090, or equivalent; or English assessment.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more](#)

International Language Requirements

For international language requirements click [here](#).

CURRICULUM

Program Requirements

Year 1

- IMG 102 Computer Graphics I
- IMG 103 Computer Graphics II
- IMG 105 Communication Design I
- IMG 110 HTML and CSS
- IMG 111 Introduction to JavaScript
- IMG 112 Typography
- BUS 152 Entrepreneurship & Small Business Management or BUS 162 Basic Marketing Principles & Practices
- FIN 110 Drawing & 2-Dimensional Language I
- FIN 111 Drawing & 2-Dimensional Language II

plus one English course from the following:

- ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
- ENG 108 Introduction to Creative Writing: Poetry & Drama
- ENG 115 Essay Writing and Critical Analysis
- ENG 120 Introduction to Literature: Short Stories and the Novel
- ENG 121 Introduction to Literature: Poetry and Drama
- ENG 125 Composition & Indigenous Literature I
- ENG 126 Composition & Indigenous Literature II
- ENG 160 Effective Organizational Writing

Year 2

- IMG 100 Introduction to PHP

- IMG 130 Project Management
- IMG 290 Portfolio Project I
- IMG 208 Communication Design II
- IMG 209 User Experience and Interface Design
- IMG 210 Content Management Systems
- FIN 247 Introduction to Digital Photography
- IMG 220 Introduction to Social Media
- One elective chosen from BUS 152, BUS 162, BUS 368, FIN 200, or any other FIN course
- One elective chosen from any University transfer course
- Optional Work term (4 weeks non-credit)

Interactive Media

Mobile Application Development Certificate

Program at a Glance

Eight-month advanced certificate

Tuition: [\\$2,945 approx + fees/equipment](#)

Where: Comox Valley

Starts: September

- Learn the fundamentals of application development for smartphones, tablets and web.
- Develop programming skills for the rapidly changing mobile applications industry.
- Be in demand. The [BC 2025 Labour Economic Outlook](#) predicts web designers and developers will be among the most in demand occupational groups requiring post-secondary training in BC, with more than 2,600 job openings available to 2025.

Career possibilities: Qualify for a broad range of opportunities such as mobile app developer, front-end web designer and interactive media programmer.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Technical expertise. In response to industry and employer input, NIC's programs include an increased number of advanced technology courses to give you a high level of technical expertise when compared to many other programs in the province.
- Innovation. Today's employers and businesses value creative problem solving. NIC's media instructors look for innovative, creative solutions preparing you for your future career.
- Develop your skills. At NIC, you'll learn in small classes from experienced instructors who are focused on your success. You'll have greater access to resources, professional guidance and encouragement to develop your personal style.

PROGRAM HIGHLIGHTS

NIC's Interactive Media programs provide you with the skills you need for today and in the future. Part-time study is available but, because technology changes rapidly, you are encouraged to complete your studies as quickly as you can.

The Mobile Application Development certificate was one of the first in Canada. The certificate is ideally suited to students with previous programming experience, graduates of the [Web Design certificate](#) or programmers looking to expand their industry skills.

The Mobile Application Development certificate program will give you fundamental knowledge in web design and mobile application programming. You will learn front-end web programming and mobile application development.

You will explore new and emerging technologies and their impact on web and mobile application development. Upon graduation, you will possess the skills necessary to succeed in the rapidly developing mobile application industry.

The Mobile Application Development certificate counts as credit toward the [Advanced Communication Design diploma](#), leading to a wide range of knowledge, opportunities and careers.

Career Opportunities

Mobile application development is a growing field with many career opportunities. With in demand skills added to your resumé, consider pursuing your own business ventures, expanding your career opportunities or continue learning with the Advanced Communication and Interactive Design diploma.

Supply List

You are required to have sufficient hardware and software for completing coursework. Please review the [supply list document](#) for a complete description of technical requirements.

ADMISSION

Admission Requirements

1. C in one of Provincial English 12, English 12 First Peoples, NIC ENG-060, ENG-096, ENG-098, ESL-090 or equivalent; or English assessment testing.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

Previous programming experience is essential for this advanced certificate. If you are new to mobile application development, you may be interested in the [Web and Mobile Application Development diploma](#).

CURRICULUM

Program Requirements

- IMG-102 Computer Graphics
- IMG-110 HTML and CSS
- IMG-111 Introduction to JavaScript
- IMG-112 Typography
- CPS-100 Programming I
- CPS-146 Database Fundamentals
- IMG-204 Introduction to Programming in Swift
- IMG-214 iOS Application Development
- IMG-215 Android Application Development
- IMG-240 Emerging Technologies

Completion Requirements

This program is designed to be completed within 8 months of fulltime study.

Interactive Media

Web and Mobile Application Development - Interactive Media Diploma

Program at a Glance

Two-year diploma

Tuition: [\\$2,740 approx per year + fees/equipment](#)

Where: Comox Valley

Starts: September

- Develop skills in design for print and web, programming, mobile and web development and project management.
- Be in demand. The [BC 2025 Labour Economic Outlook](#) predicts web designers and developers will be among the most in demand occupational groups requiring post-secondary training in BC, with more than 2,590 job openings

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Technical expertise. In response to industry and employer input, NIC's programs include an increased number of advanced technology courses to give you a high level of technical expertise.
- Professional experience counts. On-the-job experience is an optional part of the program, giving you increased personal confidence, a stronger understanding of client expectations and direct professional connections.
- Innovation. Today's employers and businesses value creative problem solving. NIC's instructors look for innovative creative solutions preparing you for your future career.
- Develop your style. At NIC, you'll learn in smaller classes from experienced instructors who are focused on your success. You'll have greater access to resources, plus the professional guidance and encouragement to develop your personal style.

PROGRAM HIGHLIGHTS

NIC's interactive media programs provide you with the skills you need for today and in the future. Part-time study is available but, because

available to 2025.

Career possibilities: Qualify for a broad range of exciting employment opportunities in web and mobile design and development and more.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

technology changes rapidly, you are encouraged to complete your studies as quickly as you can.

The Web and Mobile Application Development diploma gives you a thorough education in application design and development for the web, smart phones and tablets. You will receive the same fundamental knowledge as students in our web design certificate and will continue into more advanced design techniques and technologies included in the Mobile Application Development certificate. The program also introduces web game development, project management and other emerging technologies.

An optional work term of four weeks gives you valuable on-the-job experience, resulting in increased confidence and professional contacts.

Career Opportunities

Web and mobile application development graduates qualify for a wide range of positions in interactive media design and development. Career positions may include, but would not be limited to, web applications designer/developer, e-commerce site developer, mobile application development, web analytics specialist and more.

Supply List

You are required to have sufficient hardware and software for completing coursework. Please review the [supply list document](#) for a complete description of technical requirements.

ADMISSION

Admission Requirements

1. C in one of Provincial English 12, English 12 First Peoples, NIC ENG-060, ENG-096, ENG-098, ESL-090, or equivalent; or English assessment.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

International Language Requirements

For international language requirements click [here](#).

CURRICULUM

Program Requirements

Year 1

- IMG 102 Computer Graphics I
- IMG 105 Communication Design I
- IMG 110 HTML and CSS
- IMG 111 Introduction to JavaScript
- IMG 112 Typography
- BUS 152 Entrepreneurship & Small Business Management or BUS 162 Basic Marketing Principles & Practices
- CPS 100 Computer Programming I
- CPS 146 Database Fundamentals
- IMG 220 Introduction to Social Media

plus one English course from the following:

- ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
- ENG 108 Introduction to Creative Writing: Poetry & Drama
- ENG 115 Essay Writing and Critical Analysis
- ENG 120 Introduction to Literature: Short Stories and the Novel
- ENG 121 Introduction to Literature: Poetry and Drama
- ENG 125 Composition & Indigenous Literature I
- ENG 126 Composition & Indigenous Literature II
- ENG 160 Effective Organizational Writing

Year 2

- IMG 100 Introduction to PHP
- IMG 130 Project Management
- IMG 204 Introduction to Programming in Swift
- IMG 210 Content Management Systems
- IMG 214 iOS Application Development
- IMG 215 Android Application Development
- IMG 240 Emerging Technologies
- IMG 250 Applied JavaScript
- IMG 260 E-Commerce
- IMG 290 Portfolio Project I
- Optional Work term (4 weeks non-credit)

Interactive Media

Web Design - Interactive Media Certificate

Program at a Glance

Eight-month certificate

Tuition: [\\$2,740 approx + fees/equipment](#)

Where: Comox Valley
Starts: September

- Get your web design career started in just eight months.
- Learn the fundamentals of effective design, web tools and graphics, basic marketing, business foundations and more.
- Gain skills in HTML, CSS, Java Script, PHP and Adobe CC.
- Explore a variety of topics including web analytics and usability, social media and graphic design.

Career possibilities: Qualify to work as a freelance/corporate web designer, database technician, front-end web developer and more.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Technical expertise. In response to industry and employer input, NIC's programs include an increased number of advanced technology courses to give you a high level of technical expertise.
- Innovation. Today's employers and businesses value creative problem solving. NIC's Interactive Media instructors look for innovative, creative solutions preparing you for your future career.
- Develop your style. At NIC, you'll learn in small classes from experienced instructors who are focused on your success. You'll have access to resources, professional guidance and encouragement to develop your personal style.
- Want to go further? The Web Design certificate counts as credit toward the [Web and Mobile Application Development diploma](#) and [Advanced Communication and Interactive Design diploma](#), which leads to a wide range of knowledge, opportunities and careers.

PROGRAM HIGHLIGHTS

NIC's interactive media programs provide you with the skills you need today and in the future. Part-time study is available but, because technology changes rapidly, you are encouraged to complete your studies as quickly as you can.

The web design certificate is the technical foundation for NIC's interactive media web programs and introduces you to the design of web applications. The program is suited to anyone exploring a career in web design and web applications, whether you are a high school graduate or seeking a second/alternate career.

You will graduate with fundamental knowledge in design for print and web, programming, social media marketing and typography. With accompanying courses in effective organizational writing, basic marketing principles, entrepreneurship and small business management.

Career Opportunities

Graduates qualify for a wide variety of entry-level, front-end web design positions. You may also choose to keep studying toward NIC's Mobile Application Development certificate or Web and Mobile Application Development diploma.

Supply List

You are required to have sufficient hardware and software for completing coursework. Please review the [supply list document](#) for a complete description of technical requirements.

ADMISSION

Admission Requirements

1. C in one of Provincial English 12, English 12 First Peoples, NIC ENG-060, ENG-096, ENG-098, ESL-090, or equivalent; or English assessment.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

International Language Requirements

For international language requirements click [here](#).

CURRICULUM

Program Requirements

- IMG 100 Introduction to PHP
- IMG 102 Computer Graphics
- IMG 105 Communication Design I
- IMG 110 HTML and CSS
- IMG 111 Introduction to JavaScript
- IMG 112 Typography
- BUS 152 Entrepreneurship & Small Business Management or BUS 162 Basic Marketing Principles & Practices
- One elective to be chosen from: CPS 146, CPS 100, FIN 110, FIN 200 and
- One elective to be chosen from: IMG 103, IMG 220, FIN 111, FIN 247

plus one English course from the following:

- ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
- ENG 108 Introduction to Creative Writing: Poetry & Drama
- ENG 115 Essay Writing and Critical Analysis
- ENG 120 Introduction to Literature: Short Stories and the Novel
- ENG 121 Introduction to Literature: Poetry and Drama
- ENG 125 Composition & Indigenous Literature I
- ENG 126 Composition & Indigenous Literature II
- ENG 160 Effective Organizational Writing

Early Childhood Care & Education Certificate

Program at a Glance

10-month full time certificate in Comox Valley and Port Alberni.
Three-year part-time certificate in Port Hardy. Part-time options available college wide

Tuition: [\\$3,045 approx + fees/equipment](#)

Where: Campbell River, Comox Valley, Port Alberni, Port Hardy, Ucluelet

Starts: September

- Make a difference in the lives of young children by providing quality care and education for healthy early development.
- Take the first step toward your BC Early Childhood Educator certification, applying theory to practice, with children ages 30

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Learn at your own pace. The program can be completed either full time or part time, giving you the flexibility to continue with other commitments while you study.
- Experience that employers value. Practice placements provide first-hand experience and training in the field, enabling you to secure positions of greater responsibility.
- Credit for prior learning. If you have relevant work experience, you may receive credit for parts of your certificate practicums. Ask an educational advisor for details.
- Small classes, big opportunities. The blend of small class size and high quality instruction, along with valuable hands-on experience in a variety of early learning settings, helps you achieve your personal, career and educational goals.
- Approved education. NIC's Early Childhood Care & Education courses are approved curriculum with BC's Early Childhood Educator Registry and are recognized by employers across the province.

PROGRAM HIGHLIGHTS

The Early Childhood Care & Education certificate can be completed full time in 10 months or on a flexible, part-time basis.

months to five years in a variety of early learning settings.

- Be in demand: The [BC 2025 Labour Economic Outlook](#) predicts early childhood educators and assistants will be the seventh most in demand occupational group requiring post-secondary training in BC, with more than 8,500 job openings available to 2024.
- Earn the professional development credit you need to maintain your certification.

Career possibilities: Work as an early childhood educator in preschools, childcare centres and out of school care programs and facilitate community early learning programs such as StrongStart at child and family serving agencies.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

Full-time options:

During the first term, you are introduced to the fundamental principles of child development, health, safety and nutrition for the caregiver and the child, as well as positive child guidance. You will also have opportunities to plan early childhood play-based activities in the areas of art and literacy.

The second term builds on the content from Term 1, developing further into studies of child guidance and the foundations of professional practice. You will explore responsive learning environments and different curriculum models, including emergent and project-based curriculum.

In addition to scheduled classes, you will participate in a variety of practicum experiences. This allows you to explore different models of child care and different early learning environments. You will begin your practicum experiences with a focus on observation and will advance to implementing curriculum and working directly with children.

In the third term, you will participate in a field placement four days a week, working with a mentor while planning and implementing curriculum. Some classroom work is also required, such as participation in seminars and attendance in the Child, Family, and Community course.

Part-time options

A flexible approach of study allows you to create the schedule that works with your lifestyle. A range of part-time options from a single course to multiple years of study are available and should be discussed with the department chair or instructor on an individual basis.

For example, the blended learning option allows you to take classes with a diverse and vibrant community of learners in the Comox Valley, Campbell River, Port Alberni, Port Hardy and Ucluelet. Classes take place in the evening via Interactive TV and online sessions, allowing you to balance work, family and school while earning your certificate.

Program graduates receive NIC's Early Childhood Care and Education certificate, which fulfills the provincial ECE curriculum requirements for certification and employment in the early childhood education sector in BC. Requirements for your BC Early Childhood Educator certification (including 500-hours of work experience) are posted on the [BC Ministry of Children and Family Development website](#).

Career Opportunities

Early Childhood Care and Education Certificate

Employment opportunities in the field will increase with further training and work experience. The Early Childhood Care & Education certificate prepares you to work with young children of varying abilities from 30 months to five years, in a variety of early learning settings. Program completion is the first step toward your BC Early Childhood Educator certification. This program also provides opportunities for you to work with children and their families in other related fields.

Qualify as an Early Childhood Educator Assistant

Assistant certification enables you to care for children under the supervision of a fully certified early childhood educator. To qualify for ECE Assistant certification, you must complete at least one for-credit post-secondary course in an approved ECE training program in one of the following areas:

- child development ([ECC-104](#)),
- child guidance ([ECC-114](#)), or
- health, safety and nutrition ([ECC-168](#))

Graduates of the Early Childhood Care & Education certificate or Educator Assistant course(s) applying for their BC Early Childhood Educator certification should forward a copy of their official college transcript, along with their application, to:

Early Childhood Education Registry
Ministry of Children and Family Development
PO Box 9961 STN PROV GOVT
Victoria BC V8W 9R4
Toll-free: 1-888-338-6622 

In Greater Victoria: (250) 356-6501 

Email: eceregistry@gov.bc.ca

Web: www.gov.bc.ca/earlychildhoodeducators

If you plan to continue your education, you may enter the NIC Early Childhood Care & Education diploma program, or you may choose to transfer your certificate credentials to a program at another post-secondary institution. Many institutions will recognize the certificate program for block transfer credit. The opportunity to continue into a degree program in child and youth care is also available. You should contact an educational advisor at your university of choice for information regarding admission and transfer credit.

Practice Experience

Practicums are an essential component of the Early Childhood Care and Education program, giving you the opportunity to put your theory and knowledge into practice under the direction of qualified early childhood educators. Before beginning your practicum, you will have opportunity to consult with faculty to collaboratively plan your practicum placement. Please note, while the majority of practicums occur where you live, it may be necessary to complete a practicum outside of your community. You will be responsible for your own transportation to and from practicum settings.

ADMISSION

Before Classes Begin

Once accepted to the program, but before classes begin, the student will be required to:

1. Complete a Solicitor General Consent for Criminal Record Search form. This form will be sent to you from the admissions office once you are offered a seat in the program. Processing costs will be incurred by the student.
2. Hold a current Child Care First Aid certificate OR take the required course offered at North Island College during the first month of the full time program. Students who provide proof of a current equivalent certificate are not required to duplicate this training. It is the responsibility of the student to maintain certification throughout the program.
3. Full-time students will be required to submit a Portfolio containing the following documentation on the first day of class. Note: Part-time students will be required to submit the portfolio and their First Aid certificate to their practicum instructor before beginning their practice placements.
 - Completed Personal Immunization form. This form will be sent to you by the admissions office when you have a seat in the program. It must be validated by a health care professional, ie. a physician or public health nurse at your local health unit.
 - Two (2) character reference letters attesting to your good character, temperament and ability to work with children.

Admission Requirements

1. C in one of Provincial English 12, English 12 First Peoples, NIC ENG-096, ENG-098, ESL-090 or equivalent; or English assessment.
2. A signed [Requisite Skills and Abilities \(RSA\)](#) document. The RSA document describes the requirements for practice in early childhood care and education. Prospective students need to review these and decide whether they believe they are able to meet them. Should you have concerns about being able to meet the RSA's, please contact the ECCE Department Chair.

Priority Admission for Aboriginal Applicants

The British Columbia Human Rights Tribunal has provided Special Program approval to allow priority admission for a selected number of self-declared Aboriginal applicants to this program beginning in September 2013. For more information please refer to NIC's Aboriginal Education Services program page (</services/aboriginalservices/programs.aspx>), or contact an Aboriginal educational advisor at your local campus.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

Skills required to be successful in the program include but are not limited to the following:

- communicate effectively
- build relationships
- work as part of a team as well as work independently
- maintain confidentiality
- demonstrate the ability to follow directions
- display a positive attitude toward attendance and punctuality
- maintain satisfactory level of academic theory and practical application
- demonstrate a reasonable attitude toward self-directed learning
- maintain appropriate energy levels and good physical health
- develop capacity to maintain own mental stability
- problem solve to develop own professional development
- demonstrate basic computer literacy

CURRICULUM

Program Requirements

- ECC 104 Developmental Journey – Part I
- ECC 114 Partnerships – Part I – Child Guidance
- ECC 116 Partnerships II - Advanced Guiding and Caring
- ECC 124 The Learning Child – Part I – Play & Curriculum
- ECC 125 The Learning Child – Part II – Planning for Play & the Environment
- ECC 136 Foundations of Professional Practice
- ECC 140 Practice Experience I
- ECC 141 Practice Experience II
- ECC 142 Practice Experience III
- ECC 157 Effective Interpersonal Communications
- ECC 163 Child Family and Community
- ECC 168 Health Safety and Nutrition in Childcare Settings

Completion Requirements

1. Attendance is required in all courses. Students who miss more than 10% of a course may be asked to repeat the course for credit.
2. To complete the program, students must successfully complete all courses with an overall average of 60% and a minimum of 55% in each course. A student who fails any course in the program cannot progress until the course is passed.

In order to repeat a course, the student must reapply to the program in a subsequent offering of the same term in which the failure occurred providing there is an available seat. If in repeating the course, the student fails again, then the student will be removed entirely from the program and can only re-enter by going through the admission process. Please note that the student may be required to begin at Term 1.

A student who has failed a course, re-entered the program and successfully repeated the failed course, and then fails another course, will be removed entirely from the program and can only re-enter by through the admission process. Please note that the student may be required to begin at term one of the academic year.

Re-entering the program under any circumstance is dependent on an available seat and at the discretion of the Early Childhood Care and Education department and in consultation with the Dean. Students who fail a course may be asked to complete a learning assessment prior to being reconsidered for re-admission. These regulations are important to the profession to ensure that graduates have the required skills and knowledge, and are therefore deemed safe to practice.

- Students are required to adhere to the Code of Ethics of the Early Childhood Educators of British Columbia. Failure to adhere to these principles may result in the student being required to leave the program.

Early Childhood Care & Education Diploma

Program at a Glance

Three-year part-time diploma (post Early Childhood Care & Education certificate)

Tuition: [\\$2,100 approx + fees/equipment](#)

Where: Campbell River, Comox Valley, Port Alberni, Port Hardy
Starts: Continuous entry

- Build on your Early Childhood Care & Education certificate to advance your career and expand your knowledge in the field of early childhood education.
- Be in demand: The [BC 2025 Labour Economic Outlook](#) predicts early childhood educators and assistants will be the seventh most in demand occupational group requiring post-secondary training in BC, with more than 8,500 job openings available to 2024.
- Specialize your skills and receive certification to work collaboratively with families in the care of their infants, toddlers and children who require extra support.
- Earn transfer credit toward child and youth care degree programs province-wide.

Career possibilities: Graduates qualify for positions in infant and toddler care (including developmental supports), supporting children and their families in the community, program supervision and administration.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Learn at your own pace. The diploma program is held part time through evening classes, Interactive TV (ITV) and online learning components. This gives you the flexibility to balance other commitments while you study.
- Experience that employers value. Practice placements provide first-hand experience and extensive training in the field, enabling you to secure positions of greater responsibility.
- Credit for prior learning. If you already have relevant work experience, you may receive credit for parts of the practicums. Ask an educational advisor for details.
- Small classes, big opportunities. The blend of small class size and high quality instruction, along with valuable hands-on experience in a variety of early learning settings, helps you achieve personal, career and educational goals.
- Approved education. NIC's Early Childhood Care & Education diploma is approved by the BC Early Childhood Educator Registry and leads to BC Early Childhood Educator certification as an infant-toddler and/or special needs educator.

PROGRAM HIGHLIGHTS

Through workshops, evening classes, online learning components, ITV and practice experience, you will explore advanced theories in child development and examine critical developmental issues of interest. You will look at more challenging child behaviors and how to use creative problem solving to achieve positive results.

You can choose to concentrate your education in two areas: working with infants and toddlers and/or working with children who require extra support. Through 200 hours of supervised practice experience for each stream, you will have opportunities to apply your knowledge and skills while working with children who require additional supports, with infants and toddlers and with their families.

As a diploma student, you will be provided with an overview of professional childcare concepts that prepare you for administrative and leadership responsibilities in early childhood programs.

Career Opportunities

The Early Childhood Care & Education diploma is designed to prepare you for work with infants and toddlers, children of varying abilities and their families. Graduates practice in a variety of early learning settings.

When applying for your certification in BC, you should forward your official NIC transcript, along with your application, to:

Early Childhood Education Registry
Ministry of Children and Family Development
PO Box 9961 STN PROV GOVT
Victoria BC V8W 9R4
Toll Free: 1-888-338-6622 
In Greater Victoria: (250) 356-6501 
Email: eceregistry@gov.bc.ca
Web: www.gov.bc.ca/earlychildhoodeducators

If you plan to continue your education, you will find that a number of BC institutions recognize your courses for block transfer credit. The opportunity to continue into degree programs in child and youth care is available at institutions such as the University of Victoria, Vancouver Island University and Capilano University. You should contact an educational advisor at your university of choice for information regarding admission and transfer credit.

Practice Experience

Practicums are an essential component of the Early Childhood Care & Education program, giving you the opportunity to put your theory and knowledge into practice under the direction of qualified early childhood educators. Before beginning your practicum, you will have opportunity to consult with faculty and your employer (where applicable) to collaboratively plan your practicum placement. Please note, while the majority of practicums occur where you live, it may be necessary to complete a practicum outside of your community. You will be responsible for your own transportation to and from practicum settings.

ADMISSION

Before Classes Begin

Once accepted to the program but before classes begin, the student will be required to:

1. Have a clear Criminal Record Clearance with the Solicitor General. As you may already have a current CRC with North Island College, Admissions will advise when a new form is required. Processing costs will be incurred by the student.

Before First Day of Practicum

2. Complete a Practicum Portfolio which includes a current Child Care First Aid certificate. It is the responsibility of the student to maintain their first aid certification throughout the practicum.
 - A completed Personal Immunization form. This form will be sent to you by the admissions office when you have a seat in the program. It must be validated by a health care professional, ie. a physician or public health nurse at your local health unit.
 - Two (2) character reference letters attesting to your good character, temperament and ability to work with children.

Admission Requirements

1. Completion of an Early Childhood Care & Education certificate program

International Language Requirements

For international language requirements click [here](#).

To Be Successful

Skills required to be successful in the program include but are not limited to the following:

- communicate effectively
- build relationships
- work as part of a team as well as work independently
- maintain confidentiality
- demonstrate the ability to follow directions
- display a positive attitude toward attendance and punctuality
- maintain satisfactory level of academic theory and practical application
- demonstrate a reasonable attitude toward self-directed learning
- recognize limitations and seek help appropriately
- demonstrate accountability, honesty, and reliability
- demonstrate basic computer literacy

CURRICULUM

Program Requirements

Core Courses

- ECC 204 Developmental Journeys – Part II – Advanced
- ECC 215 Partnerships – Advanced – Part III
- ECC 255 Self & Others – Part III
- ECC 268 Supervising Early Childhood Centres

Infants & Toddlers

- ECC 224 The Learning Child – Infants & Toddlers – Part III

- ECC 246 Practice Experience – Infants and Toddlers

Special Needs

- ECC 245 Practice Experience – Special Needs
- ECC 264 Supported Child Care

Completion Requirements

1. Attendance is required in all courses. Students that miss more than 10% of a class may be asked to repeat the course for credit.
2. To successfully complete the program, students must successfully complete all courses with an overall average of 60% and a minimum of 55% in each course.
3. Students are required to adhere to the Code of Ethics of the Early Childhood Educators of British Columbia. Failure to adhere to these principles may result in the student being required to leave the program.

Human Services

Human Services Certificate - Educational Assistant / Community Support

Program at a Glance

10-month certificate

Tuition: [\\$3,105 approx + fees/equipment](#)

Where: Comox Valley

Starts: September

- Prepare to provide support to individuals with a broad range of disabilities, in the classroom and in the community.
- Gain first-hand experience and employment contacts through work place practicums with school districts and community agencies.
- Enhance intercultural communication skills, gain greater self-awareness and understand contemporary Canadian social and family issues through practical training and weekly seminars.

Career Possibilities: As a graduate, you will be prepared for a valuable career as a support worker in group homes, employment agencies, community organizations and other human service agencies. You will be prepared for employment as an education assistant, working under the direction of teachers to provide classroom support.

Questions?

Contact

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- **Be prepared** . A combination of university transfer and skill-based courses prepare you for employment or continuing studies. Supervised practice opportunities will prepare you for employment in the field.
- **More for less** . Attending NIC offers an affordable, rigorous credential that is widely recognized and respected by community agencies, including area schools.
- **Gain the skills you'll need** . You'll explore engaging subject matter in an interactive classroom setting, plus you'll enjoy small classes and high quality instruction. These will give you the opportunity to gain strong skills in the human services field. Instructors for specialty courses are drawn from the field to offer current, vital insights into practice.
- **Get connected** . You will have the opportunity to develop professional networks and an extensive knowledge of local community resources. Gain the confidence and contacts you'll need to pursue a great career.
- **A highly valued education** . NIC works closely with community agencies to ensure course content is current, relevant and valued by employers.

PROGRAM HIGHLIGHTS

NIC's Human Services department and its programs are part of a provincial network that ensures not only high-quality instruction and programming, as well as transferability throughout the province.

The Educational Assistant/Community Support program is offered over ten months at the Comox Valley campus, and is divided into three terms.

The first term exposes you to an anti-oppressive, feminist framework with which to examine and understand social issues and ethics pertaining to disabilities. Communication skills and critical thinking are highlighted.

The first semester includes five courses. You will learn a variety of frameworks for analyzing the structure and problems within society and exploring the different models for supporting families and individuals. You will study human development and develop strong research and writing skills through university English.

During the second term, you will continue your study of human development through the lifespan. There will be opportunities to explore in-depth theories, skills and positive behaviour support

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In the News

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strategies. You will learn to support the health and wellness of individuals in the community and in school settings through supervised placements in a community agency or school and participation in weekly seminars to discuss ethical issues and reflect on practical experiences.

The third term consists of six weeks of full-time supervised practice experience in a school or community agency. This invaluable experience allows you to use your new skills and knowledge in practice. The final term also provides you with exposure to the field and employment connections. You will attend a weekly seminar to continue learning through reflection, discussion and writing.

Practice Experience

You will gain extensive practice experience throughout the ten-month program. Practice experience placements are offered to provide you with actual on-the-job training in a school or community service agency. The placements are supervised by teachers, agency personnel and faculty. A weekly seminar provides additional learning and connection of theory with practice. The purpose of the practice experience is to provide you with direct experience. This allows you to learn exactly what the job entails, what skills are required and the opportunity to learn those skills both in theory and in practice.

Career Opportunities

As a graduate of the Educational Assistant/Community Support program you will be prepared to assist individuals who have physical, cognitive and psychiatric disabilities.

As education assistant, you will qualify to work in schools and, under the supervision of the teacher, provide classroom support.

As a community support worker, you may pursue a career in community-based or government agencies, in departments that assist individuals with special needs.

Some graduates have started their own community support businesses and hold contracts with a variety of government and non-government agencies in departments that assist individuals with developmental or physical disabilities.

ADMISSION

Before Classes Begin

Once accepted to the program but before classes begin, you will be required to:

- attend a group information session. This mandatory session is designed to assist you in making an informed decision about pursuing a career in human services. The admissions department will send you an invitation with details regarding the date and time of the information session.
- hold a Standard First Aid Certification with CPR Level C that will remain valid through to the end of the program.
- submit a Criminal Record Check Permission form, which will be sent to you by Admissions once you are offered a seat in the program.
- complete a Personal Immunization form which will be sent to you by the admissions office when you have a seat in the program. It must be validated by the public health nurse at your local health unit.

Note: Human services students are not required to meet the PSY-130/131 prerequisites for registering in PSY-250/251. If you choose to work toward a degree, you may be required to complete PSY-130/131.

If you wish to reduce your workload, you can take ENG-115 before entering into the program.

Admission Requirements

1. C+ in one of Provincial English 12, English 12 First Peoples, NIC ENG-060, ENG-096, ENG-098, ESL-090 or equivalent; or English assessment.
2. Completed 20 hours volunteer work and [HSW Professional Reference Form](#).
3. Signed [Human Services Requisite Skills and Abilities](#) document.

4. 300-word [HSW Letter of Intent](#) for coming into the program and career goals.

Priority Admission for Aboriginal Applicants

The British Columbia Human Rights Tribunal has provided Special Program approval to allow priority admission for a selected number of self-declared Aboriginal applicants to this program beginning in September 2013. For more information please refer to NIC's Aboriginal Education Services program page (www.nic.bc.ca/services/aboriginalservices), or contact an Aboriginal Advisor at your local campus.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- You must adhere to the program expectations document and standards outlined in individual human service course guides (ie: attendance, confidentiality, professional conduct, etc). You are encouraged to review this document and decide if you are able to meet the standards outlined. If you have concerns about meeting program expectations, you are encouraged to speak with a human services faculty member or college counselor.
- Strong essay writing and good computer skills are required as you are expected to submit well-written, word-processed assignments and access online resources.
- If you are planning to continue on to a university degree program in education, social work or child and youth care, ensure your elective choices are university transferable.

CURRICULUM

Program Requirements

- ENG 115 Essay Writing and Critical Analysis or ENG 125 Composition and Indigenous Literature I
- HSW 152 Foundations of Human Service Practice
- HSW 164 Foundations of Community Support
- HSW 136 Holistic Health and Well Being
- HSW 167 Support Strategies for Skill Development
- HSW 170 Education Assistant/Community Support Practice Experience I
- HSW 190 Education Assistant in the Classroom
- PSY 250 Human Development from Conception through Childhood
- PSY 251 Human Development from Adolescence through Adulthood
- SSW 121 Interpersonal Communications
- HSW 174 Human Service Practice Experience II

Completion Requirements

1. A letter grade of C (60%) or better in all classes.
2. A letter grade of P (Pass) in all Practicum courses.
3. Students must receive a letter grade of C (60%) or better in all certificate courses (HSW, SSW, PSY 250 and PSY 251) to be promoted from one term to the next term. A student who fails any course in the program cannot progress until the course is passed. ENG 115 or 125 courses are not a requirement of progression but must be completed with a grade of C (60%) or better in order to obtain the credential.

In order to repeat a course, you must reapply to the program in a subsequent offering of the same term in which the failure occurred providing there is an available seat. If in repeating the course, you fail again, then you will be removed entirely from the program and can only re-enter by going through the admission process. Please note that you may be required to begin at term one.

If you fail a course, re-enter the program and successfully repeat the failed course, and then fail another course, you will be removed entirely from the program and can only re-enter by going through the admission process. Please note that you may be required to begin at term one.

Re-entering the program under any circumstance is dependent on an available seat and at the discretion of the human services department and in consultation with the Dean. If you fail a course, you may be asked to complete a learning assessment prior to being reconsidered for re-admission. These regulations are important to the profession to ensure that graduates have the required skills and knowledge, and are therefore deemed safe to practice.

- All students are required to adhere to the program expectations document. Failure to adhere to these standards may result in your being required to leave the program.

Human Services

Human Services Certificate - Educational Assistant / Community Support, Indigenous Focus

Program at a Glance

10-month full-time certificate or 20-month part-time certificate

Tuition: [\\$3,380 approx + fees/equipment](#)

Where: Port Alberni

Starts: September

- As a specialized education assistant or community support worker, you will bring unique skills and training to the workplace and help mediate Aboriginal cultural and curricular content.
- Prepare to provide support to individuals with a broad range of disabilities, in the classroom and in the community.
- Gain first-hand experience and employment contacts through work practicums with school district and community agencies.
- Learn intercultural communication skills and understand contemporary Canadian social and family issues, with a focus on Indigenous populations, through practical training and weekly seminars.
- Designed for both Aboriginal and non-Aboriginal learners.

Career possibilities: As a graduate, you will be prepared for a valuable career as support worker in the community and in group homes. You will be prepared

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Be prepared. A combination of university studies and skill-based courses prepares you for employment or to continue your studies. A large amount of program time is dedicated to supervised practice experience.
- Gain the skills you'll need. Explore engaging subject matter in an interactive classroom setting. With small classes and high quality instruction, you'll gain strong skills in the human services field.
- More for less. Attending NIC offers a less expensive but rigorous credential that is widely recognized and respected by community agencies, including area schools.
- Get connected. With the opportunity to develop professional networks and a broad knowledge of local community resources, you'll have the confidence and contacts needed to pursue a great career.
- A highly valued education. NIC works closely with community agencies and indigenous communities to ensure that course content is current, relevant and valued by employers.

PROGRAM HIGHLIGHTS

NIC's Human Services department and its programs are part of a provincial network that ensures not only high-quality instruction and programming, but also transferability throughout the province.

The Education Assistant/Community Support, Indigenous Focus certificate is offered in two ways: over 10 months of full-time study, or over 20 months of part-time study. The full time option contains three terms and the part time option contains five.

Coursework provides a base for enhancing communication skills and critical analysis. You will learn a variety of frameworks for analyzing the structure of problems within society and will explore different models for supporting families and individuals. You will study human development through the lifespan as well as have opportunities to explore in-depth theories, skills and positive behaviour support strategies. You will learn to support the health and wellness of individuals through supervised placements in a community agency and school settings as well as weekly seminars where you will discuss ethical issues and reflect upon your practice experiences.

for employment as an education assistant, working under the direction of teachers to provide support.

Questions?

Contact

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You will explore in-depth theories, skills and supports required for education assistance and community support work.

To complete the program, you will complete six weeks of full-time supervised practice experience in a community agency or school. The final term also provides you with exposure to the field which can help you gain employment.

The Education Assistant/Community Support, Indigenous Focus program provides the same training in classroom assistance, disabilities and ethics found in the Education Assistant/Community Support program while providing a greater understanding of the culture and history of Indigenous learners.

You will develop intercultural communication skills as you study First Nations education and learn about contemporary Canadian social and family issues. There is a focus on Indigenous populations with opportunities to participate directly in cultural events such as potlatches, lahal games and witnessing governance ceremonies. The program promotes volunteering and community participation and is based on the concept that self-awareness is integral in the ability to help others. The medicine wheel paradigm provides a model of human health and balance.

Practice Experience

You will gain extensive practice experience throughout the program. Practice experience placements are offered to provide you with actual on-the-job training in a school or community service agency. The placements are supervised by teachers, agency personnel and faculty. A weekly seminar provides additional learning and connection of theory with practice. The purpose of the practice experience is to provide you with direct experience. This allows you to learn exactly what the job entails, what skills are required and the opportunity to learn those skills both in theory and in practice.

Career Opportunities

As a graduate of the Educational Assistant/Community Support, Indigenous Focus program, you will be well-prepared to assist individuals who have physical, cognitive and psychiatric disabilities.

As an education assistant, you will qualify to work in schools and, under the supervision of the teacher, provide classroom support.

As a community support worker, you may pursue career in community-based or government agencies, in departments that assist individuals with diverse needs.

Some graduates have started their own community support businesses and hold contracts with a variety of government and non-government agencies.

ADMISSION

Before Classes Begin

Once accepted to the program but before classes begin, you will be required to:

- attend a group information session. This mandatory session is designed to assist students in making an informed decision about pursuing a career in Human Services. The admissions department will send you an invitation with details regarding the date and time of the information session.
- hold a current Standard First Aid certification with CPR Level C that will remain valid through to the end of the program.
- submit a Criminal Record Check Permission form, which will be sent to you by Admissions once you have been offered a seat in the program.
- complete a Personal Immunization form. This form will be sent to you by the admissions office when you have a seat in the program. It must be validated by the public health nurse at your local health unit.

Note: Human services students are not required to meet the PSY-130/131 prerequisites for registering in PSY-250/251. If you choose to work toward a degree, you may be required to complete PSY-130/131.

HSW-176 and 177 are not university transferable. If you choose to work toward a degree program, you may be required to take PSY-

250/251.

If you wish to reduce your workload, you can take ENG-115 or 125 before entering the program.

Admission Requirements

1. C+ in one of Provincial English 12, English 12 First Peoples, NIC ENG-060, ENG-096, ENG-098, ESL-090 or equivalent; or English assessment.
2. Completed 20 hours volunteer work and [HSW Professional Reference Form](#).
3. Signed [Human Services Requisite Skills and Abilities](#) document.
4. 300-word [HSW Letter of Intent](#) coming into the program and career goals.

Priority Admission for Aboriginal Applicants

The British Columbia Human Rights Tribunal has provided Special Program approval to allow priority admission for a selected number of self-declared Aboriginal applicants to this program beginning in September 2013. For more information please refer to NIC's Aboriginal Education Services program page (www.nic.bc.ca/services/aboriginalservices), or contact an Aboriginal Advisor at your local campus.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- You must adhere to the program expectations document and the standards outlined in individual human service course guides (ie: attendance, confidentiality, professional conduct, etc). You are encouraged to review these documents and decide if you are able to meet the standards outlined. If you have concerns about meeting program expectations, you are encouraged to speak with a human services faculty member or college counsellor.
- Strong essay writing and good computer skills are required as you are expected to submit well-written, word-processed assignments and access online resources.
- If you are planning to continue into a university degree program in education, social work or child and youth care, ensure your elective choices are university transferable.

CURRICULUM

Program Requirements

- ENG 115 Essay Writing and Critical Analysis or ENG 125 Composition and Indigenous Literature I
- HSW 131 Cross-Cultural Communication Skills in the Classroom
- HSW 132 Cross-Cultural Social Analysis
- HSW 164 Foundations of Community Support
- HSW 136 Holistic Health and Well Being
- HSW 137 Support Strategies for Skill Development in Cross-Cultural Settings
- HSW 170 Education Assistant/Community Support Practice Experience I
- HSW 130 The Educational Assistant in the Cross-Cultural Classroom
- FNS 160 First Nations Education: Traditional and Contemporary
- PSY 250 Human Development from Conception through Childhood; and
- PSY 251 Human Development from Adolescence through

Adulthood

OR

HSW 176 Human Development: 0-12 Years of Age; and

HSW 177 Human Development: Adolescence Onward

- HSW 174 Human Service Practice Experience II

Completion Requirements

1. A letter grade of C (60%) or better in all classes.
2. A letter grade of P (Pass) in all Practicum courses.
3. You must receive a letter grade of C (60%) or better in all certificate courses (HSW, SSW, PSY 250 and PSY 251) to be promoted from one term to the next term. If you fail any course in the program you cannot progress until the course is passed. ENG 115 or 125 courses are not a requirement of progression but must be completed with a grade of C (60%) or better in order to obtain the credential.

In order to repeat a course, you must reapply to the program in a subsequent offering of the same term in which the failure occurred providing there is an available seat. If in repeating the course, you fail again, then you will be removed entirely from the program and can only re-enter by going through the admission process. Please note that you may be required to begin at term one.

If you failed a course, re-entered the program and successfully repeated the failed course, and then fail another course, you will be removed entirely from the program and can only re-enter by through the admission process. Please note that you may be required to begin at term one.

Re-entering the program under any circumstance is dependent on an available seat and at the discretion of the human services department and in consultation with the Dean. If you fail a course, you may be asked to complete a learning assessment prior to being reconsidered for re-admission. These regulations are important to the profession to ensure that graduates have the required skills and knowledge, and are therefore deemed safe to practice.

4. All students are required to adhere to the program expectations document. Failure to adhere to these standards may result in your being required to leave the program.

Human Services

Human Services Diploma

Program at a Glance

One-year diploma (post Education Assistant/Community Support certificate)

Tuition: [\\$3,195 approx + fees/equipment](#)

Where: Comox Valley

Starts: September

- Further your career with advanced theory and practice in community support, education assistance and social service.
- Take part in workplace practicums to continue building your professional network while gaining hands-on experience in the human services field.
- Earn transfer credit toward social work or child and youth care degree programs

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Study abroad. You may choose to participate in an international practicum placement during your second year, demand permitting. Not only will you have a locally-recognized credential, you will also have the opportunity to study abroad.
- Highly qualified faculty . NIC's expert faculty are professionals with a broad base of experience to provide you with insight and inspire your career.
- Small class size. A close-knit community of support encourages student success and increases access to teacher assistance and support.
- A dynamic, caring community . Opportunities to participate in the community events and volunteer work fosters understanding of social issues and a commitment to active citizenship.
- Get connected. Develop professional networks and gain extensive knowledge of community resources. Graduate with the confidence and contacts to pursue a great career.
- Want to go further? The diploma program provides you with the opportunity to transfer to a university and complete degrees in areas such as social work, education and child and youth care.

PROGRAM HIGHLIGHTS

throughout BC and Canada-wide.

- Community-based partnerships and research opportunities develop your understanding of current and emerging areas of best-practice.

Career possibilities: Be prepared for a wide range of employment opportunities including community support worker, mental health and addictions positions, family support worker and education assistant.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

In the News

[NIC Students Learn to Think Like a Village](#)

NIC's human services department and its programs are part of a provincial network that ensures not only high-quality instruction and programming, but also transferability throughout the province. The program has links with Vancouver Island University, Camosun College and the University of Victoria through a Vancouver Island Collaborative Agreement, which fosters collaboration related to post-secondary education and training needs throughout the region. The human services department at NIC also works closely with community agencies to ensure that course content is current, relevant, and valued by employers in the field.

The Human Services diploma has a wide focus which allows you to pursue courses in community support, education assistance, social services or behaviour interventionism. A variety of employment options exist in human service agencies depending on the courses chosen and final practicum focus.

The diploma provides opportunities to enhance the knowledge and skills you developed in your certificate program and can be pursued on a part-time or full-time basis. The program runs from early September until late June and includes human services (HSW) and social services (SSW) courses.

During the diploma program, you can choose from a variety of university transfer courses, including but not limited to criminology, sociology, psychology, women's studies, First Nations studies and equity and social justice.

Practice Experience

Practicum opportunities are an important component of the program, allowing you to integrate theory with practical experience in the community. You will connect with industry leaders and receive mentorship and guidance as you work directly with vulnerable populations. This could include local community organizations or international opportunities, depending on availability.

Weekly seminars provide additional learning and connections of theory with practice. You will be placed in a variety of settings including, but not limited to, agencies that support families or individuals who are struggling with financial or family challenges, violence, addiction or mental health. This allows you to learn exactly what the job entails and what skills are required. If you are interested in education and community support or behaviour interventionism you will be provided with practice placements relative to those fields.

This is a holistic approach to learning, and many students report that gaining related work experience while pursuing their education is helpful in obtaining employment afterwards.

Career Opportunities

The Human Services diploma prepares you for employment in human services agencies that require two years of education and training.

If you wish to pursue a bachelor's degree, the Human Services diploma may provide you with transfer credit toward education, social work or child and youth care programs in the province. If you are planning to continue on to a university degree program, speak with an educational advisor to ensure your elective choices are transferable.

ADMISSION

Before Classes Begin

Attend a group information session. This mandatory session is designed to assist students in making an informed decision about pursuing a career in Human Services. The admissions department will send you an invitation with details regarding the date and time of the information session. Please note: NIC students who have completed their EACSW certificate are not required to attend this session.

Once accepted to the program but before classes begin, you will be required to:

- hold a Standard First Aid Certification with CPR Level C that will remain valid through to the end of the program.
- complete a Personal Immunization form which will be sent to you by the admissions office when you have a seat in the program. It must be validated by the public health nurse at your local health unit. Please note: For NIC students who have

completed their EACSW certificate and previously submitted this form, it is not a requirement.

- submit a Criminal Record Check permission form, which will be sent to you by Admissions once you are offered a seat in the program. Please note: Criminal record checks are valid for five years; previous NIC students may not need to resubmit this form.

Admission Requirements

1. Completion of an Education Assistant/Community Support Certificate or Education Assistant/Community Support Certificate, Indigenous Focus or equivalent Human Services Certificate within the last 5 years with a minimum C (60%) in each course.
2. Applicants with credentials older than 5 years or from another institution are required to have the following:
 - a) Minimum C (60%) in each course.
 - b) Completed 20 hours volunteer work and [HSW Professional Reference Form](#).
 - c) Signed [Human Services Requisite Skills and Abilities](#) document.
 - d) 300 word [HSW Letter of Intent](#) for coming into the program and career goals.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- All diploma students are required to complete a Human Services Diploma Education Plan Checklist, which includes a list of all of required courses and their chosen electives, and a timeframe for completion of the diploma program. Consult with an educational advisor or human services instructor to have questions answered and/or to make changes to the plan. You are responsible for ensuring their plan is designed to meet their educational goals. A copy of the plan will be kept on file with the department.
- If you are planning to continue on to a university degree program, consult with an educational advisor to ensure your elective choices are university transferable.
- It is your responsibility to ensure that you have a current criminal record search and updated First Aid prior to going into HSW-250.
- Strong essay writing and good computer skills are important as you are expected to submit well-written, word-processed assignments and access online resources.
- Review the [Human Services Requisite Skills and Abilities document](#) to determine if you are able to meet the standards outlined. If you have concerns about meeting program expectations, human services faculty members and college counsellors are available for guidance.
- You must receive a C or better in all classes in order to be promoted to the next term.

CURRICULUM

Program Requirements

Year 1

Completion of the Human Services Education Assistant/Community Support Certificate or Human Services Education Assistant/Community Support Certificate, Indigenous Focus

Year 2

5 courses totaling 15 credits chosen from:

- SSW 120 Foundations of Social Work Practice
- SSW 122 Social Welfare In Canada
- SSW 201 Family Relationships
- SSW 203 Conflict Management
- SSW 204 Program Planning, Development and Implementation
- SSW 205 Introduction to Group Work Practice
- SSW 206 Self Care in Human Services
- SSW 207 Law and Social Services
- SSW 208 Social Work Practice in Mental Health and Addictions
- SSW 209 Contemporary Perspectives on Substance Abuse
- SSW 210 Community Development
- or any 200 level HSW courses

Plus

- HSW 250 Advanced Practice Experience

Plus 5 courses totaling 15 credits chosen from: Any English, humanities, or social sciences courses that transfer to BC degree granting institutions.

Completion Requirements

1. A letter grade of C (60%) or better in all classes.
2. A letter grade of P (Pass) in all Practicum courses.
3. Students must receive a letter grade of C (60%) or better in all core (HSW, SSW and PSY 250 and PSY 251) courses to be promoted from one term to the next term. A student who fails any core course in the program cannot progress until the course is passed. University Transfer and ENG 115 or 125 courses are not a requirement of progression but must be completed with a grade of C (60%) or better in order to obtain the credential.

In order to repeat a core course, you must reapply to the program in a subsequent offering of the same term in which the failure occurred providing there is an available seat. If in repeating the course, you fail again, then you will be removed entirely from the program and can only re-enter by going through the admission process. Please note that you may be required to begin at term one of the diploma year.

If you fail a core course, re-enter the program and successfully repeat the failed core course, and then fail another core course, you will be removed entirely from the program and can only re-enter by through the admission process. Please note that you may be required to begin at term one of the diploma year. Re-entering the program under any circumstance is dependent on an available seat and at the discretion of the human services department and in consultation with the Dean. If you fail a core course you may be asked to complete a learning assessment prior to being reconsidered for re-admission. These regulations are important to the profession to ensure that graduates have the required skills and knowledge, and are therefore deemed safe to practice.

4. All students are required to adhere to the program expectations document and the Canadian Association of Social Workers Code of Ethics and Guidelines for Ethical Practice. Failure to adhere to these standards may result in your being required to leave the program.

Human Services

Social Service Diploma

Program at a Glance

Two-year diploma

Tuition: [\\$3,195 approx per year + fees/equipment](#)

Where: Comox Valley

Starts: September

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Study abroad. You may choose to participate in an international practicum placement during your second year, opportunity permitting. Not only will you have a locally recognized credential, you will also have the opportunity to study abroad.

- Gain insight into social justice to support and empower individuals, families and communities.
- Take part in workplace practicums to build a professional network and gain hands-on experience in the social service field.
- Earn transfer credit toward social work or child and youth care degree programs throughout BC and Canada.
- Community-based partnerships and research opportunities support you to develop an understanding of current and emerging areas of best-practice.

Career possibilities: Career options are as varied as the needs of the people you support. As a graduate, you will be prepared to work in areas such as financial assistance, advocacy, family support, employment or life-skill acquisition, family violence, youth justice, mental health, substance abuse and other community-based programs.

Questions?

Contact

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- Highly qualified faculty . NIC's expert faculty are professionals with a broad base of experience to provide you with insight and inspire your career.
- Small class size. A close-knit community of support encourages student success and increases access to teacher assistance and support.
- A dynamic, caring community . Opportunities to participate in community events and volunteer work fosters understanding of social issues.
- Get connected. Develop professional networks and gain extensive knowledge of community resources. Graduate with the confidence and contacts to pursue a great career.
- Want to go further? The diploma program provides you with the opportunity to transfer to a university and complete degrees in areas such as social work, education and child and youth care.

PROGRAM HIGHLIGHTS

NIC's Human Services department and its programs are part of the Vancouver Island Collaborative Agreement which ensures high quality instruction, programming and transferability throughout BC. NIC's Social Services diploma links with Vancouver Island University, Camosun College and the University of Victoria. You are able to earn transfer credits toward social work or child and youth care degree programs. NIC's Human Services department also works closely with community agencies to ensure course content is current, relevant and valued by employers in the field.

Social service students at NIC will be exposed to a variety of community agencies that help children, youth and adults access services such as financial assistance, parenting resources, employment support, life skill acquisition or youth justice, as well as services to prevent family violence and/or substance abuse. You will examine issues relating to inequality, social policy, human rights, multiculturalism, conflict management, program development and community development.

Using an anti-oppressive feminist framework, the first year includes a number of specific courses in interpersonal communications, social work practice, social policy and advanced interpersonal communications. It also includes university studies classes which can be chosen from a variety of different areas, including but not limited to, sociology, psychology, criminology, history, women's studies, First Nations' studies, and equity and social justice to name a few.

In the second year, you can choose specialized courses in social services including family relationships; group practice; addictions; conflict resolution; community development; mental health and addictions; program planning and implementation; law; and social services.

Practice Experience

Practicum opportunities are an important component of the program, allowing you to integrate theory with practical experience in the community. You will connect with industry leaders and receive mentorship and guidance as you work directly with vulnerable populations. This could include local community organizations or international opportunities, depending on availability.

Weekly seminars provide additional learning and connection of theory to practice. You will be placed in a variety of settings, including but not limited to, agencies that support families or individuals who are struggling with financial or family challenges, violence, addiction or mental health. This allows you to learn exactly what the job entails and what skills are required.

This is a holistic approach to learning and many students report that gaining related work experience while pursuing their education is helpful in obtaining employment afterward.

Career Opportunities

As a graduate, you will be qualified to work with individuals accessing services from agencies in areas such as financial assistance, family support, employment, life-skills acquisition, services to women, youth justice, mental health, substance abuse and a variety of other community-based programs.

Job titles may include, but would not be limited to, family support worker, outreach worker, transition house counsellor, employment counsellor, addictions support worker, youth worker, community development worker, crisis intervention counsellor and mental health worker.

Note: Prior experience or further training may be necessary to work in upper level social service positions.

ADMISSION

Before Classes Begin

Attend a group information session. This mandatory session is designed to assist you in making an informed decision about pursuing a human services career. The admissions department will send you an invitation with details regarding the date and time of the information session.

Once accepted to the program but before classes begin, you will be required to:

- hold a Standard First Aid Certification with CPS Level C that will remain valid through to the end of the program.
- complete a Personal Immunization form which will be sent to you by the admissions office when you have a seat in the program. It must be validated by the public health nurse at your local health unit.
- submit a Criminal Record Check permission form which will be sent to you by Admissions once you are offered a seat in the program.

Note: Social Service diploma students are not required to meet the PSY-130/131 prerequisites for registering in PSY-250/251. If you choose to work toward a degree, you may be required to complete PSY-130/131.

Admission Requirements

1. C+ in one of Provincial English 12, English 12 First Peoples, NIC ENG-060, ENG-096, ENG-098, ESL-090, or equivalent; or English assessment.
2. Completed 20 hours volunteer work and [HSW Professional Reference Form](#).
3. Signed [Human Services Requisite Skills and Abilities](#) document.
4. 300 word [HSW Letter of Intent](#) for coming into the program and career goals.

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- All students are required to adhere to the program expectations document. Standards are outlined in individual human service course guides (ie: attendance, confidentiality, professional conduct, etc.), and the Canadian Association of Social Workers Code of Ethics and Guidelines for Ethical Practice. You are encouraged to review these documents to determine if you are able to meet the standards outlined. If you have concerns about meeting program expectations, human services faculty members or college counsellors are available for guidance.
- Strong essay writing and computer skills are important as you will be required to submit well-written, word-processed assignments and access online resources.
- If you are planning to continue on to a university degree program in social work or child and youth care, consult with an educational advisor to ensure your elective choices are university transferable.

CURRICULUM

Program Requirements

Year 1

- ENG 115 Essay Writing and Critical Analysis or ENG 125 Composition and Indigenous Literature I
- SSW 120 Foundations of Social Service Practice
- SSW 121 Interpersonal Communications
- SSW 122 Social Welfare in Canada
- SSW 123 Advanced Interpersonal Skills
- PSY 250 Human Development from Conception through Childhood
- PSY 251 Human Development from Adolescence through Adulthood
- SSW 150 Social Services Practice Experience I

Plus 3 Electives totaling 9 credits*

Year 2

8 courses chosen from:

- SSW 201 Family Relationships
- SSW 203 Conflict Management
- SSW 204 Program Planning, Development and Implementation
- SSW 205 Introduction to Group Work Practice
- SSW 206 Self Care in Human Services
- SSW 207 Law and Social Services
- SSW 208 Social Work Practice in Mental Health and Addictions
- SSW 209 Contemporary Perspectives on Substance Abuse
- SSW 210 Community Development
- or any 200 level SSW courses

Plus

- SSW 250 Advanced Practice Experience: Social Services

Plus 2 Electives totaling 6 credits*

*Note: Electives to be chosen from English, humanities, or social science courses that transfer to BC degree granting institutions.

Completion Requirements

1. A letter grade of C (60%) or better in all classes.
2. A letter grade of P (Pass) in all Practicum courses.
3. Students must receive a letter grade of C (60%) or better in all core (SSW and PSY 250 and PSY 251) courses to be promoted from one term to the next term. A student who fails any core course in the program cannot progress until the course is passed. University Transfer and ENG 115 or 125 courses are not a requirement of progression but must be completed with a grade of C (60%) or better in order to obtain the credential.

In order to repeat a core course, you must reapply to the program in a subsequent offering of the same term in which the failure occurred providing there is an available seat. If in repeating the course, you fail again, you will be removed entirely from the program and can only re-enter by going through the admission process. Please note that you may be required to begin at term one.

If you fail a core course, re-entered the program and successfully repeated the failed core course, and then fail another core course, you will be removed entirely from the program and can only re-enter by through the admission process. Please note that you may be required to begin at term one.

Re-entering the program under any circumstance is dependent on an available seat and at the discretion of the human services department and in consultation with the Dean. If you fail a core course you may be asked to complete a learning assessment prior to being reconsidered for re-admission. These regulations are important to the profession to ensure that graduates have the required skills and knowledge, and are therefore deemed safe to practice.

4. All students are required to adhere to the program expectations document and the Canadian Association of Social Workers Code of Ethics and Guidelines for Ethical Practice. Failure to adhere to these standards may result in your being required to

leave the program.

Activity Assistant Certificate

Program at a Glance

Four-month part-time certificate for health care or community support graduates

Tuition: [\\$2,395 approx \(including books\)](#)

Where: Comox Valley
Starts: September 2019;
applications accepted as of Oct. 1, 2018

- Learn to plan and implement supervised activities for older adults with cognitive and physical impairments.
- Make professional connections and gain hands-on experience with 130 hours of supervised practice experiences.
- Expand your qualifications and opportunities in the health care field.
- Make a difference in your community helping seniors engage in an active lifestyle.

Career opportunities: As a graduate, you will possess specialized skills and knowledge as an activity assistant in a wide range of settings, including intermediate care facilities, assisted living settings, adult day care programs, clients' homes, seniors' centres and residential group homes.

Questions?

Contact

Student Services
1-800-715-0914 
questions@nic.bc.ca

HIGHLIGHTS

CHOOSE NORTH ISLAND COLLEGE

- Learn from the best. "NIC's program instructor Deb Provencher is well-respected in field of therapeutic recreation. She brings exceptional training, energy, and insight; and her graduates are ready to contribute from day one on the job." Liz Friis, Director of Resident Lifestyle and Community Programs, Glacier View Lodge.
- Respected credentials. Health care programs at NIC are well respected in the communities we serve and graduates are in high demand. With NIC's high-quality instruction, small class sizes and dedication to student success, you will be able to achieve the high standards required to work in this demanding profession. Professional experience counts. Practicum experience is an integral part of the program, giving you increased personal confidence, a stronger understanding of client expectations and direct professional connections in the field.

PROGRAM HIGHLIGHTS

The four-month Activity Assistant program provides specialized professional development for individuals who have previous education and training in health care (LPNs, RNs, health care assistants and home care aides) or community support (education assistant/community support graduates).

The program consists of three core courses as well as two practice experiences:

In Framework for Practice (HSR-160), you will be introduced to the activity assistant role as well as the concept of activity and how it influences and is influenced by the components of health, age, interests, values and environment. You will gain an understanding of aging and dementias in the context of activity, how groups can be used for clients and residents with complex care needs, theories in activity programming and much more.

In Activity for Well-Being (HSR-161), you will explore dementia, especially Alzheimer's disease, and learn a wide range of strategies for activity involvement for clients who have cognitive impairments. Course highlights include the fundamentals of program development, client assessment and recreational assessment tools, client-specific goal development and working with volunteers and family - to name only a few.

In Programming for Individuals with Cognitive Impairments (HSR-162), you will develop strategies for therapeutic recreation and program development for individuals with dementia, including how to use a care planning approach to provide effective client-centred programming.

During the program, you will have opportunities to apply classroom knowledge and skills to hands-on experience in two supervised practice experiences, working with adults in a variety of care settings in facility and community settings.

Career Opportunities

Upon completion, your specialized knowledge and applied experience will qualify you to work alongside an activity coordinator to lead group activities and recreational programs in community and facility settings such as intermediate care facilities, assisted living settings, adult day care programs, clients' homes, seniors' centres and residential group homes.

Class Times / Dates

This four-month part-time program will take place from September to December at the Comox Valley campus.

ADMISSION

Before Classes Begin

Once accepted to the program but before classes begin, you will be required to:

- hold a current CPR C certificate
- submit a Criminal Record Check form, which will be sent to you by Admission once you are offered a seat in the program.
- submit a completed immunization form, which will be sent to you by Admission once you are offered a seat in the program.
This form should be validated by the public health nurse at your local health unit and must be presented to the Activity Assistant Instructor on the first day of classes.
- hold a Food Safe Level 1 certificate (TFS-010)

Admission Requirements

1. Health Care Assistant (HCA) certificate or Home Support/Resident Care Attendant (HS/RCA) certificate; or equivalent credential (e.g. LPN or RN or Human Services - Educational Assistant/Community Support certificate).

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

CURRICULUM

Program Requirements

- HSR 160 Framework for Practice
- HSR 161 Activity for Well-Being
- HSR 162 Programming for Individuals with Cognitive Impairments
- HSR 170 Practice Experience I
- HSR 171 Practice Experience II

Note: You must complete all courses in the program within the same term.

Completion Requirements

1. You must complete all courses in the program within the same semester.
2. You must achieve a grade of 80% or better in each course; and pass the practicum course.

Bachelor of Science in Nursing Degree

Program at a Glance

Four-year degree in partnership with Vancouver Island University

Tuition: [\\$3,530 approx per year \(averaged\) + fees/equipment](#)

Where: Comox Valley

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Same degree, less cost. You can complete your degree in the Comox Valley, where the cost of living is considerably lower and housing and transportation fees are more affordable than in other urban centres.
- A dynamic, caring community. As a student in the BSN program, you can participate in the student activities and groups

Starts: September

- Develop professional nursing skills and abilities through extensive and varied community practice opportunities at multiple sites.
- Learn from highly experienced, qualified instructors using the latest health care tools and technologies.
- Upon graduation you will be prepared to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and will be qualified to pursue graduate studies.
- Gain understanding of nursing practice through the lens of Canada's multicultural society and the historical experience of the Indigenous groups of Canada.

Career possibilities: Graduates are well prepared to provide direct care and care coordination as part of a team in urban, rural and global settings, including hospitals, long-term care facilities, research institutes, correctional facilities, schools, workplaces and community health agencies.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

- which make a positive contribution to health-related issues. You may participate in practice placements in both urban and rural settings, gaining experience in a range of nursing environments.
- Global opportunities. Learn about health practices and contexts around the world through NIC's Global Learning Initiative, which provides global health care opportunities in countries such as Denmark and Nepal.
- Small classes, big opportunities. You'll benefit from small class sizes and flexibility of practice placements. Plus, you may have the opportunity to participate in both urban and rural practice placements.
- Interactive facilities. The Nursing Learning Centre provides you with state-of-the-art tools and technology, such as programmable simulator manikins. These manikins respond in different ways to the actions and interventions of health care students, giving you a unique, hands-on learning experience.
- Be advised, every step of the way. Educational advisors are dedicated to helping you make the most of your course choices. With one-on-one personal advising, you can be assured that your classes at NIC will help you get where you want to go.

PROGRAM HIGHLIGHTS

The Bachelor of Science in Nursing (BSN) degree meets national standards of excellence developed by the Canadian Association of Schools of Nursing.

You will learn through the program's concept-based curriculum, which centres on nursing for individuals, families, communities and society, and promotes critical thinking to help you identify patterns in nursing care. Core concepts such as leadership, advocacy, political action, nursing knowledge development and nursing scholarship are explored throughout the program.

Students in NIC's Bachelor of Science in Nursing (BSN) degree learn about diverse peoples and communities from day one, including an understanding of Aboriginal health perspectives that has had a national impact. The leadership of NIC students at the Canadian Nursing Student Association has led to a resolution to ensure all registered nursing students across Canada understand Aboriginal health perspectives before they graduate.

The first year of the program focuses on health, primary health care and health assessment across the lifespan. You will practice in a variety of settings, such as community agencies, child care centres and seniors' centres, where you can begin to use your nursing knowledge and practice relational skills with healthy people. The focus of this practice experience is to participate in primary health care activities, prevention activities and holistic health assessments.

In the second year, the focus is on healing initiatives, related nursing actions and health challenges such as illness, poverty, illiteracy, loss and grief. You will have the opportunity for multiple practice experiences in a broad spectrum of nursing settings, such as intermediate care facilities, extended care facilities, community care, public health, hospital units, outpatient and day care clinics, occupational and environmental health centres. For example, in fall 2015, there were 101 students involved in multiple practice placements at 29 sites, with 503 placements overall.

During the third and fourth years, you will further develop your understanding of health and healing with a focus on community and societal health and examination of complex healing initiatives. You will have opportunities to practice leadership skills with an emphasis on the socio-political and economic context of nursing. You will also use complex assessment skills, including community assessment, and engage in more advanced exploration of the discipline of nursing. You will have opportunities to practice in a variety of settings and placements that may include hospitals, seniors' organizations, schools, industry and community health centres.

Most courses are delivered in a face-to-face, classroom format with some select opportunities for online coursework. All BSN courses are on the Blackboard learning platform and you will access course materials through Blackboard.

Career Opportunities

The BC 2024 Labour Economic Outlook predicts registered nurses will be among the most in demand occupational groups requiring post-secondary training in BC, with more than 25,000 job openings to 2015. According to a 2009 study by the Canadian Nurses association, Canada will experience a shortage of almost 60,000 full-time equivalent registered nurses (RNs) by 2022.

In the past, graduates have found employment in a variety of areas including, but not limited to, mental health, public health, community care, travel nursing, international nursing, nursing with Aboriginal communities, gerontology, acute care (medical-surgical), critical care areas (emergency, intensive care units, cardiac care, operating room), maternal/child areas, women's health and nursing education. The opportunities for RNs are endless.

Practice Placements

Practice experiences in a variety of health agencies in the North Island region are essential to learning in the BSN program.

While the majority of practice placements take place in the Comox Valley or in Campbell River, it is increasingly necessary to utilize agencies in other North Island regions such as Port McNeill, Port Hardy, Alert Bay, Bella Coola, Tofino, Powell River and Port Alberni. You may be asked to attend practice in any of these areas and must arrange your own transportation/ accommodation and at your own expense.

Students are required to complete their consolidated practice experiences during the months of May/June, or July/August, depending on the availability of practice resources. Shift work in the practice areas may include days, evenings, nights, weekends, eight and/or 12 hour shifts.

Transfer Student - Seat A availability

To transfer from a partner site into NIC, you are required to submit official transcripts and sign a consent authorizing release of confidential information such as performance appraisal summary sheets and practice tracking records between institutions.

Transfer to and from any BSN program is dependent upon seat availability and articulation of curriculum. To qualify, you must meet residence requirements of both [NIC](#) and [VIU](#).

Get a Head Start

To decrease your course load in the first year of the BSN program, you may take up to six courses for credit toward your nursing degree before admission to the program. The courses are BIO-160 and BIO-161 (two in anatomy and physiology for first-year nursing), two first-year university-level English electives and two non-nursing general electives (at the 100 and 200 level. See [BC Transfer Guide](#)). It is recommended that students complete these courses prior to admission.

It is strongly recommended that students choose ENG-117 as one of their two English electives. The other two options for your first-year English are ENG-115 or ENG-125. Options for a second English course include ENG-120, ENG-121, ENG-126 and ENG-160.

Please note that credit will not be given for both:

- ENG-115 and ENG-117
- ENG-115 and ENG-125
- ENG-117 and ENG-125

It is recommended that you choose electives that are relevant to your practice as a nurse. Some popular choices are psychology, sociology, women's studies, biology, chemistry, French and Spanish. The following are suggested options:

- ANT-150 Cultural Anthropology
- BIO-215 Introductory Microbiology
- CRM-131 Introduction to the Criminal Justice System
- CRM-135 Introduction to the Canadian Law & Legal Institutions
- ESJ-100 Equity & Social Justice in Contemporary Canada
- ESJ-101 Global Changes to, and Movements for, Social Justice
- HIS-112 Canadian History: 1867 - Present
- HIS-250 History of Women in Canada, 1600-1920

- HIS-251 History of Women in Canada, 1920-Present
- PHI-150 Critical Thinking
- PHI-230 Contemporary Moral Issues
- PSY-130 Introductory Psychology I
- PSY-131 Introductory Psychology II
- SOC-110 Introduction to Sociology I
- SOC-111 Introduction to Sociology II
- SOC-130 First Nations Sociology
- SOC-212 Issues in Canadian Society
- WST-100 Global Perspectives on Women
- WST-101 Issues in Women's Health
- WST-110 First Nations Women's Studies
- WST-260 Empowered Caring & Feminist Practice

ADMISSION

Before Classes Begin

Once accepted to the program, but before classes begin, you are required to:

- attend a mandatory group orientation session held in June. The admissions department will send you an invitation with details regarding the date and time of the orientation.
- hold a current CPR Health Care Provider certificate, or equivalent, and have completed a Workplace Hazardous Material Information System (WHMIS) course. A photocopy of these certificates must be presented to the nursing program support assistant on the first day of classes. It is your responsibility to re-certify CPR Health Care Provider before beginning Year 3 of the nursing program.
- submit a completed immunization form. This immunization form will be sent to you by admissions once you are offered a seat in the program. This form should be validated by the public health nurse at your local health unit. This form must be presented to the BSN program support assistant on the first day of classes. Note: If the public health nurse recommends a rubella serologic test, a photocopy of the results of this test will also have to be submitted.
- submit a Criminal Record Check permission form so that NIC can get your Criminal Record Check done. Admissions will send you this form when you are offered a seat in the program.
- Review the College of Registered Nurses of BC approved requisite skills and abilities (RSA) to meet entry-level [RN competencies](#). These requisite skills and abilities are included in the information sent to you once you are offered a seat in the program and will be discussed at the group orientation session. You need to review these and decide whether you believe you are able to meet them. If you have concerns about being able to meet the RSAs, you should contact the BSN program academic advisor prior to the program start date.

Admission Requirements

Admission to the BSN Program

[Quick Reference Admission Guide](#)

[Self-Report Form](#)

The application period for the September 2018 intake is now closed.

Applications will be open for OPTION C ONL Y from March 1, 2018 to June 15, 2018 for program starting July 3, 2018. See below for Option C requirements.

Admission to the Bachelor of Science in Nursing program is through a selective admission process. Successful applicants are identified through the combined evaluation of GPA (based on program prerequisites) and a portfolio. The portfolio includes an online Computer Based Assessment for Sampling Personal Characteristics (CASPer) screening tool designed to assess personal characteristics such as ethics, resiliency, empathy, communications and collaboration.

For detailed information applicants must be aware of regarding the CASPer assessment [click here](#).

The number of qualified applicants normally exceeds the number of seats available therefore fulfillment of the minimum admission requirements does not guarantee admission. Applicants are required to reapply annually for admission to the program, applicants are not waitlisted.

For information regarding the roles of a professional nurse:

www.crnbc.ca or www.arnbc.ca

Option A: Bachelor of Science in Nursing Degree

Prospective students must submit transcripts as proof of meeting the following academic requirements:

1. Grade 12 or equivalent (completing all the prerequisites below is considered by NIC BSN program as Grade 12 equivalent)
2. C+ in Biology 12 or NIC BIO 060/BIO 110, or equivalent within the last 10 years.
3. C+ in Chemistry 11 or NIC CHE 051, or equivalent within the last 10 years.
4. C+ in Provincial English 12 or English 12 First Peoples or NIC ENG 060 or ENG 096 or ENG 098 or ESL 090.
5. C+ in Principles of Math 11 or Applications of Math 12 or PreCalculus 11 or Foundations of Math 12 or NIC MAT 053.
6. Applicants who are current high school students must submit interim transcripts and complete the Self-Reporting Grade form.

Option B: RN Access to Bachelor of Science in Nursing Degree

This option is designed to allow practicing Registered Nurses who have a diploma to access Term 6 of the Bachelor of Science in Nursing program. Students choosing this option proceed to degree completion by completing three academic terms. Nurses with limited practice experience may be required to complete one additional consolidated practice experiences.

Prospective students must meet the following academic prerequisites:

1. Submit transcripts from Diploma School of Nursing and other educational institution attended.
2. Submit verification of nursing registration status from CRNBC.
3. Complete NUR 345 at the University of Victoria or Thompson Rivers University Open Learning.
4. See the BSN Program Academic Advisor re: program planning.

Note: Applicants who meet the admission requirements for this option will be accepted in the program at NIC depending on seat availability. Some prospective students may be required to have an interview at the discretion of the department chair or designate. The interview is designed to assist students in making an informed decision about pursuing a nursing career.

Option C: LPN Access to Bachelor of Science in Nursing Degree

Applications will be open for OPTION C from March 1, 2018 to June 15, 2018 for program starting July 3, 2018.

Student will be required to complete BIO 261 prior to entry for this cohort. BIO 261 is being offered in 2018 Spring Term.

This option is designed to allow Licensed Practical Nurses to access Term 4 of the Bachelor of Science in Nursing program. Students choosing this option proceed to degree completion by completing five academic terms and 2 consolidated practice experiences.

Prospective students must meet the following academic requirements:

1. Submit official transcripts from PN Program and other educational institutions attended.
2. Submit verification of registration status from CLPNBC.
3. C+ in one of Principles of Math 11, Applications of Math 12, Pre-Calculus 11, Foundations of Math 12, NIC MAT 053 or a Math assessment test.
4. *C in ENG 115 or ENG 117
5. *C in BIO 160/161 and 260
6. *C in NUR 170 and NUR 173 from either NIC or VIU.

*C is minimum requirement in any one course but the cumulative average of all 6 courses must be 65% or better.

Note: Applicants who meet the admission requirements for this option will be accepted in the program at NIC depending on seat availability. Some prospective students may be required to have an interview at

the discretion of the department chair or designate. The interview is designed to assist students in making an informed decision about pursuing a nursing career.

Priority Admission for Aboriginal Applicants

The British Columbia Human Rights Tribunal has provided Special Program approval to allow priority admission for a selected number of self-declared Aboriginal applicants to this program beginning in September 2013.

The Bachelor of Science in Nursing program has three designated seats for aboriginal students. Once the designated seats have been assigned, remaining priority admission applicants will be considered as part of the selective admission process. For more information please refer to [/services/aboriginalservices/programs.aspx](#), or contact an Aboriginal Advisor at your local campus.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more](#)

To Be Successful

- You will participate in online learning and will be required to submit typewritten essays and papers as part of course requirements. As a result, basic computer literacy and internet access are necessary.
- In order to enrol in BIO-160/161, English, and/or elective courses prior to admission to the nursing program, you must apply to the University Studies program. College policies regarding advanced standing and transfer credit apply.
- Accurate math calculations are critical for safe nursing practice. As a result, you will be required to complete a math evaluation with assessment services after you have met the admission requirements and have a seat in the BSN program. The goal for the math evaluation is 90 per cent. The intention of the evaluation is for you to identify your learning needs early and if you do not achieve 90 per cent, it is strongly recommended you seek remedial assistance in order to position yourself for success in the math components of the BSN courses. You will not be denied admission to the program if you do not achieve the 90 per cent.

CURRICULUM

Program Requirements

Program Structure

On completion of eight academic terms and three consolidated practice experiences, students will graduate with a Bachelor of Science in Nursing degree. Students will write national registration examinations after completion of the program.

NIC Term 1: September - December

- BIO 160 Human Anatomy & Physiology I
 - NUR 102 Relational Practice I: Self and Others
 - NUR 103 Professional Practice I: Introduction to the Profession of Nursing
 - NUR 104 Nursing Practice I: Introduction to Nursing Practice
 - NUR 105 Health and Healing I: Living Health
 - Elective
- Total credits = 19.5

NIC Term 2: January - April

- BIO 161 Human Anatomy & Physiology II
- NUR 113 Professional Practice II: Introduction to the Discipline of Nursing
- NUR 114 Nursing Practice II: Coming to Know the Client
- NUR 115 Health and Healing II: Health Indicators

- Elective
- Total credits = 18

NIC Spring Term: May

- NUR 175 Consolidated Practice Experience I
- Total credits = 6

NIC Term 3: September - December

- BIO 260 Pathobiology I
 - NUR 202 Relational Practice II: Creating Health-Promoting Relationships
 - NUR 204 Nursing Practice III: Promoting Health and Healing
 - NUR 206 Health and Healing III: Health Challenges/Healing Initiatives
- Total credits = 18

NIC Term 4: (Option C access) January - April

- BIO 261 Pathobiology II
 - NUR 213 Professional Practice III: Nursing Ethics
 - NUR 214 Nursing Practice IV: Promoting Health and Healing
 - NUR 216 Health and Healing IV: Health Challenges/Healing Initiatives
- Total credits = 18

NIC Spring Term: May

- NUR 276 Consolidated Practice Experience II
- Total credits = 8

NIC Term 5: September - December

- NUR 306 Health and Healing V: Complex Health Challenges/Healing Initiatives
 - NUR 304 Nursing Practice V: Promoting Health and Healing
 - NUR 302 Relational Practice III: Connecting Across Difference
 - Elective
- Total credits = 18

NIC-VIU Term 6 (Option B access): January - April

- NUR 313 Professional Practice IV: Nursing Inquiry
 - NUR 314 Nursing Practice VI: Promoting Health of Communities and Society
 - NUR 316 Health and Healing VII: Promoting Community and Societal Health
 - NUR 318 Health and Healing VI: Global Health Issues
 - Elective
- Total credits = 16

NIC-VIU Spring Term: May

- NUR 375 Consolidated Practice Experience (CPE) III
- Total credits = 8

NIC-VIU Term 7: September - December

- NUR 405 Professional Practice V: Leadership in Nursing
 - NUR 404 Nursing Practice VII: Engaging in Leadership
 - NUR 403 Professional Practice VI: Nursing Research
 - Nursing Elective (See BSN Program Academic Advisor for options)
- Total credits = 13

NIC-VIU Term 8: January - April

- NUR 414 Nursing Practice VIII: Transitioning to BSN Graduate
- Total credits = 12

June: Convocation & RN Exam

Completion Requirements

1. In order to receive credit for courses required for the BSN program, the nursing student must achieve a minimum of 60% in each course (including electives), maintain a cumulative

grade point average of 2.33 (65%) over each academic year, and pass each nursing practicum. Practice experiences within the curriculum are a vital part of learning. Attendance is required in all practice courses. Students that miss more than 10% of a practice experience may be at risk for not successfully completing the course.

2. A student who fails a required biology course will usually have to withdraw from the program until the course is passed. If a student subsequently passes the course, the student may re-enter the program, based on seat availability.
3. A student who fails a required BSN course is withdrawn from the program and may apply for readmission to the program at a subsequent offering in the same term as the failure occurred. When a failure occurs in either a biology or a BSN course and a student is planning to reapply to the program it is recommended that they do so as soon as possible. Re-entry to the program is dependent on seat availability and any conditions as outlined upon the student's withdrawal from the program. Failure of a required course may require the completion of a learning assessment and or additional remediation prior to readmission to support student safe practice, currency, and success.
4. Students who withdraw and/or fail two nursing courses are not eligible for readmission to the program.
5. Nursing students are required to adhere to the Code of Ethics of the Canadian Nurses Association and the CRNBC Professional Standards for Registered Nurses and Nurse Practitioners and Practice Standards for Registered Nurses and Nurse Practitioners. Failure to adhere to these principles may result in the student being required to leave the program.
6. There are four non-nursing general electives: two English (see below) and two general electives at the 100 or 200 level. All electives must be university-transferable. Go to www.bctransferguide.ca to check course transferability. Credit for BIO 110 is not acceptable as a non-nursing general elective. In addition there is a 4th year Nursing elective.

Option A: Students must take two first year university-level English courses from the following options. They must choose one of ENG 117, ENG 115 or ENG 125. It is strongly recommended that they take ENG 117. For the second English course, students must choose one of ENG 120, ENG 121, ENG 126 or ENG 160. It is also recommended that all English courses be completed by the end of their second year in the nursing program.

Option B: Returning RNs are required to meet the above English requirements unless they have a minimum B+ in ENG 117, ENG 115 or ENG 121. In this case they are not required to complete a second English and will require 50 credits to graduate instead of 53 credits. Returning RNs need to complete 2 additional 300 or 400 level electives in order to meet 3rd and 4th year graduation requirements.

Option C: Students complete ENG 115 or ENG 117 before entry into the BSN program and then need to complete a second English course. Options include ENG 120, ENG 121, ENG 126 and ENG 160. Please note that credit will not be given for ENG 115 and ENG 117, ENG 115 and ENG 125 or ENG 117 and ENG 125. It is also recommended that all English courses be completed by the end of their second year in the nursing program. Option C students must also complete two general electives at the 100 or 200 level.
7. The BSN program at North Island College must normally be completed within seven years from a student's entry to Year One of the program for Option A, and within six years for Option B and C.
8. Option B: Students must maintain active CRNBC registration.
Option C: Students must maintain active CLPNBC registration.

First Aid & CPR T raining

Program at a Glance

WorkSafeBC and Red Cross certified education and training

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Experience matters. North Island College has over 15 years of experience developing and implementing responsive first aid programming in Vancouver Island communities.

Tuition: [Varies by course. Call 1-800-715-0914 local 5005 for details.](#)

Where: College Wide
Starts: Monthly

- Obtain the certification you require to secure employment or meet workplace standards.
- Gain the knowledge and skills necessary to respond to first aid emergencies.
- First aid training can reduce your risk of personal and workplace injury by 40 to 45 per cent.
- Choose from over 30 courses, including Occupational First Aid Levels 1, 2 and 3, Emergency Medical Responder (EMR), Marine, CPR Level C and more.

Questions?

Contact

250-334-5005 
1-800-715-0914  ext. 5005
firstaid@nic.bc.ca

Featured Courses

[Marine Basic First Aid & CPR in Ucluelet May 27 & 28](#)

- Options and flexibility . Classes are offered days, evenings and weekends across the North Island to meet your needs.
- Training Services . Staying competitive in today's changing market means continually updating skills. NIC's first aid courses provide cost-effective solutions and quality training to bring out the best in your people and business.

Which Course is Right for You?

WorkSafeBC

If you require a first aid course that meets WorkSafeBC (WSBC) requirements, refer to the Health and Safety Regulations (Part 3) available at the [WorkSafeBC website](#) to determine first aid requirements pertinent to your workplace. All WSBC courses offered at NIC are listed as Occupational First Aid (OFA) courses. Many of the first aid course prerequisite/corequisite(s) listed for NIC trades, technical, and tourism programs are listed as OFA courses.

If the course you require does not need to meet WSBC specifications, then a first aid and/or cardio-pulmonary resuscitation (CPR) course may be appropriate. Check with your employer to determine their expectations. For example, if you work in the day care field, the Day Care Licensing Board should be able to advise you. First aid courses offered through NIC are listed as FAC courses and CPR courses are listed as HRT courses. Many of the first aid course prerequisite/corequisite(s) listed for NIC health and human services programs and marine training are listed as FAC courses.

General Interest

If you are looking for a course to take for your own general interest and knowledge, a basic first aid course with CPR such as Standard First Aid (FAC-021), Emergency First Aid (FAC-020), or even a Childcare First Aid (FAC-010) may be appropriate. Should you feel these courses cover more than you are looking for, then one of our CPR courses, such as CPR Level C with AED (HRT-011) may meet your needs.

BC Ambulance Level

If you are interested in working with the British Columbia Ambulance Service, or would like a higher level of training than OFA Level 3, we offer Emergency Medical Responder (AET-020).

Still not sure?

If you need more help to determine an appropriate course, contact the First Aid department for assistance in making the choice most suitable for your needs.

Note: All first aid and CPR courses include signs, symptoms, and action required for critically ill persons; accessing the Emergency Medical System; breathing and circulatory emergencies; and treatment for conscious and unconscious choking persons. All CPR courses meet the Canadian Heart Foundation Standards.

ADMISSION

Admission Requirements

1. There are no formal admission requirements for first aid training. However, some courses will have specific entry requirements, called prerequisites, which are listed under each course description.

COURSES

Browse Schedule & Costs

First Aid and CPR training courses are offered year-round in Ucluelet, Port Alberni, the Comox Valley, Campbell River, and Port Hardy. To browse upcoming courses and schedules, visit the [Continuing Education Course Search](#). For contract training please contact the first aid department.

First Aid Courses

- AET 020 Emergency Medical Responder
- FAC 010 Child Care First Aid
- FAC 012 Canadian Red Cross Babysitter's Course
- FAC 015 Red Cross First Responder
- FAC 020 Emergency First Aid with CPR Level C

- FAC 021 Standard First Aid
- FAC 023 First Aid Instructors "Recertification" Course
- FAC 024 First Aid Instructors Course
- FAC 026 Standard First Aid - Recertification
- FAC 025 Instructor Transfer Course
- FAC 082 Marine Basic First Aid With CPR C
- FAC 084 Marine Advanced First Aid & CPR
- FAC 091 PeopleSavers Level 1
- FAC 092 PeopleSavers Level 2
- FAC 093 PeopleSavers Level 3
- FAC 094 PeopleSavers Level 4
- HRT 010 Heartsaver (CPR Level A)
- HRT 011 CPR Level C with AED
- HRT 015 Health Care Provider (CPR Level HCP)
- HRT 017 CPR Level C and Health Care Provider - Recertification
- HRT 030 CPR Instructors Course
- HRT 031 CPR Instructors "Recertification" Course
- OFA 001 WHMIS General
- OFA 010 Occupational First Aid Level 1
- OFA 015 Transportation Endorsement
- OFA 020 Occupational First Aid Level 2
- OFA 030 Occupational First Aid Level 3
- OFA 031 Occupational First Aid Level 2 or 3 Practice
- OFA 032 Occupational First Aid Level 3 Renewal
- OFA 033 Paramedic in Industry Practical Workshop
- OFA 050 Occupational First Aid Level 1 Instructor Training

Health Care Assistant Certificate

Program at a Glance

27-week certificate in Comox Valley; 36-week certificate in Port Alberni

Tuition: [\\$2,740 approx + fees/equipment](#)

Where: Comox Valley, Port Alberni
Starts: August & January Comox Valley; September Port Alberni

- Experience the rewards of working in a caring profession, supporting older adults and vulnerable members of society as part of a dynamic health care team.
- Develop professional competencies recognized in health care facilities province-wide including community, residential and acute care.
- Be in demand. The BC 2024 Labour Economic Outlook lists health care assistants as a high opportunity health occupation in BC, with employment growth predicted to increase 2.5 per cent annually to 2024.

Career possibilities: As a graduate, you will qualify to work as a frontline care provider in a variety of settings including adult day programs, residential care facilities, home support agencies, assisted living or group homes and acute care hospitals. Career paths

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Respected credentials. Health care programs at NIC are well respected across BC and in the communities we serve, and graduates are in high demand. With full recognition from the BC Care Aide and Community Health Worker Registry our graduates are eligible to work in any publicly-funded and private health care setting in BC.
- A close-knit community of support. With NIC's high-quality instruction, small class sizes and dedication to student success, graduates are able to achieve the high standards required to work in the demanding position of a health care assistant.
- High rate of success. Be part of an in demand profession, with more than 90 per cent of graduates successful in securing employment in the health care sector.

PROGRAM HIGHLIGHTS

NIC's Health Care Assistant certificate gives you the knowledge, skills and understanding to provide frontline personal care and service to individuals unable to care for themselves. As a respected member of a health care team, you will provide hands-on support while receiving direction and supervision from licensed practical nurses, registered nurses and other health professionals.

You will participate in a range of classroom activities and practice experiences. Working collaboratively with your peers and your instructor, you will master essential critical thinking, problem solving and decision making skills.

The classroom is seen as a microcosm of the workplace where your commitment to personal participation, punctuality and responsibility will carry you effectively into the work force. Classes may be scheduled during the day, in the evening and/or on weekends.

Clinical practice experiences occur outside of the college setting. You will have two clinical courses in residential/complex care, where you will refine your ability to care for clients in a respectful, safe, competent and organized manner. During the community component of your practice experience, you will participate in community home support

include community health worker, residential care aide, home support worker, long term care aide, home health aide, continuing care assistant and personal care aide.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

In the news

[College Grads Look to Opportunities Caring for the Young and Elderly](#)

services that are designed to meet the health needs of older adults and others.

Recent updates were made to the HCA Provincial Curriculum and the 2015 provincial curriculum will be implemented September 2016. This ensures that you receive the most relevant, up-to-date curriculum to prepare you for your career.

Upon graduation, you will qualify for registration with BC Care Aide and Community Health Worker Registry. You will be able to competently carry out the roles and responsibilities of a health care assistant in the community or in care facilities; a role that is in high demand across the health sector.

Career Opportunities

Upon completion of the program, graduates are qualified to work in a variety of settings. Health care assistants work in community home support agencies, complex care and assisted living facilities, group homes and adult day programs. Program graduates continue to be in high demand.

Practice Experience

Student practice experiences in health agencies are essential to the program.

You will be placed in complex care facilities that provide residential care and support for a primarily older adult population. In community settings you will provide services and supports to adults living in their own homes. The majority of practice placements are in centres close to NIC campus communities, however it may be necessary to participate in placements in other Vancouver Island communities. You must arrange your own transportation and assume related costs. You may be required to work a variety of shifts; four, six eight and/or 12 hours shifts, including days, evenings, nights, weekends and holidays.

ADMISSION

Before Classes Begin

Once accepted to the program but before classes begin, you will be required to:

- hold a current Standard First Aid with CPR C certificate (FAC 021)

Note: If taken at an institution other than North Island College, it is the student's responsibility to ensure compatibility of courses between institutions. Please consult a NIC educational advisor for information on course compatibility with other institutions.

- Submit a Criminal Record Check form, which will be sent to you by Admissions once you are offered a seat in the program.
- Submit a completed immunization form, which will be sent to you by Admissions once you are offered a seat in the program. This form should be validated by the public health nurse at your local health unit and must be presented to the Health Care Assistant program faculty on the first day of classes. Note: If the public health nurse recommends a rubella serologic test, a photocopy of the results of this test will also have to be submitted.
- Hold a Food Safe Level 1 certificate (TFS-010)

You must provide proof of completion of the above to the Health Care Assistant faculty on the first day of class.

Admission Requirements

A) To be accepted into a recognized BC HCA program, applicants are required to demonstrate proficiency in English. Please complete the following [Declaration of English Language Competency Requirements for Health Care Assistant form](#).

B) Completed [HCA Intake Package](#). Carefully read the Health and Program Information Bulletins. Prospective students must review these bulletins and decide whether they believe the HCA program is suited to them. Prospective students who have questions or concerns should contact an Educational Advisor.

Native English Speakers

Applicants must provide proof of education in an English-speaking environment (a country with English language systems/institutions) for a minimum of seven years or have been educated in an English-speaking environment for four consecutive years at the secondary or post-secondary level, and submit proof of one of the following:

C+ in English 11, NIC ENG 052 or equivalent, or assessment testing.

Non Native English Speakers

Applicants who have not been educated in an English speaking environment (a country with English language systems/institutions) or who have been educated in an English speaking environment for less than seven years, must submit proof of one of the following:

1. Canadian Language Benchmark Placement Test (CLBPT): test must be within the last six months: scores as follows: Listening 7, Speaking 7, Reading 6, and Writing 6. This test is offered at North Island College in the English Language Program.
2. The Test of English as a Foreign Language (TOEFL): test must be within the last two years, IBT only. Overall score of 76 with no score lower than 20 in Speaking and Listening and no score lower than 18 in Reading and Writing.
3. International English Language Testing System (IELTS): Academic or General—test must be within the last two years: Overall score of 6 with a minimum of 6 in Speaking and Listening and no score lower than 5.5 in Reading and Writing.
4. Canadian English Language Proficiency Index Program (CELP) Test must be within the last two years. Academic or General – Aggregate score of 4L or better, with 4L or better in Speaking and Listening and 3H or better in Reading and Writing.
5. Canadian Academic English Language Assessment (CAEL): Test must be within the last two years. Overall score of 60, with no section less than 50.

Priority Admission for Aboriginal Applicants

The British Columbia Human Rights Tribunal has provided Special Program approval to allow priority admission for a selected number of self-declared Aboriginal applicants to this program beginning in September 2013. For more information please refer to NIC's Aboriginal Education Services program page (</services/aboriginalservices/programs.aspx>), or contact an Aboriginal Advisor at your local campus.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

To Be Successful

- Basic computer literacy and internet access are necessary. You must access all course manuals via Blackboard Learn, the college's on-line learning platform, and use computer skills to access resources during coursework. Electronic documentation is also used in the practice setting. You are expected to have the ability to:
 - navigate the internet and access online resources
 - create word documents,
 - attach word documents to emails and submit assignments via email.
- A valid driver's license and access to personal transport is strongly recommended for the HCA-145 Home Support Practicum and other practice experience components. If you are not able to provide your own transport, you may have difficulty meeting the requirements of these clinical practice courses.
- It is an expectation of the Health Care Assistant program that you demonstrate responsible, accountable behaviour in terms of maintaining a pattern of regular attendance and establishing effective working relationships with student colleagues and faculty. You are required to adhere to all college policies and

CURRICULUM

Program Requirements

- HCA 100 Health and Healing: Concepts for Practice
- HCA 105 Health I: Interpersonal Communications
- HCA 110 Health 2: Lifestyle and Choices
- HCA 115 Healing I: Caring for Individuals Experiencing Common Health Challenges
- HCA 120 Healing 3: Personal Care and Assistance
- HCA 125 Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges
- HCA 130 Work Role: Introduction to HCA

Includes a minimum of 270 hours of clinical practice experience:

- HCA 140 Practice Experience I
- HCA 145 Practice Experience II
- HCA 150 Practice Experience III

Completion Requirements

1. The HCA certificate must be completed within 2 years of admission to the program.
2. To successfully complete the program, students must achieve 70% or better in each course.
3. Successful completion of the appropriate HCA theory courses is required to progress into the practice experience.
4. A student who has failed a course, re-entered the program, repeated it and passed, and then fails another course will be removed entirely from the program and can only re-enter by going through the admission process and beginning at Term 1. Re-entering the program is dependent on an available seat and at the discretion of the health care assistant department and in consultation with the Dean. Students who fail a required course may be asked to complete a learning assessment prior to being considered for re-admission. These regulations are important to ensure that graduates have the required skills and knowledge and are therefore deemed safe to practice.
5. Students are required to adhere to program professional conduct requirements as outlined in the HCA program manual. Failure to adhere to these program expectations may result in the student being required to leave the program.

Hospital Unit Clerk Certificate

Program at a Glance

Nine-month part-time certificate

Tuition: [\\$4,225 approx + fees/equipment](#)

Where: Campbell River

Starts: September

- Develop practical skills and knowledge for a dynamic career as a unit clerk, including applied training in medical terminology and transcription.
- Learn to manage information flow and provide administrative and clerical support in a hospital unit.
- Take part in workplace practicums to gain first-hand experience and applied

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Ready for a change? Classes are offered during the evenings, giving you time to continue to work or meet family responsibilities, even as you study. And with the program complete by July, you'll be on your way to a new career in less than a year.
- Use your new knowledge. Workplace practicums provide first-hand experience and applied training in the field. When you graduate, you'll be prepared to step directly into the fast-paced environment of a hospital unit clerk.
- A system of support. NIC's educational advisors are ready to answer your questions about the Hospital Unit Clerk program and other health care-related programs. They'll provide you with the information you need to make an informed career choice.

PROGRAM HIGHLIGHTS

The nine-month Hospital Unit Clerk certificate is suited for anyone seeking entry-level employment, as well as those currently employed in the health care field wishing to upgrade their skills. The program is offered evenings beginning in the fall term and concluding in the summer term, and involves self-directed home study and practicums.

training.

Career possibilities: Hospital unit clerks play a vital role in managing the information flow in hospital nursing units, providing administrative support and services. Employment opportunities exist throughout the health care industry, from hospitals to medical offices and care facilities.

Questions?

Contact

Karen McComber
250-334-5000, ext 4601
Karen.mccomber@nic.bc.ca

You must complete all of the courses in the program within this time frame.

You will study the role of the unit clerk in the health care team, medical terminology and vocabulary related to body systems, and professional communication in a hospital unit setting. You will learn classification, identification and correct spelling of commonly-used medications.

There is a focus on management techniques and communication in a hospital environment. This includes the transcription and understanding of physicians' orders – the major and most critical function of the hospital unit clerk. You will study dietary information, diagnostic imaging, respiratory care, physical and occupational medicine and medications. You will attend lectures, participate in class discussion and complete assignments, quizzes and tests.

Finally, you will participate in a work practicum, where you will be given the opportunity to put theory into practice. You will have opportunities to integrate and apply skills and knowledge obtained through coursework, and practice your skills in a workplace setting.

Career Opportunities

As a graduate of NIC's Hospital Unit Clerk certificate, you will be prepared for employment in a variety of health care settings including private and public hospitals, public health offices, long term care facilities, medical offices, specialist's offices, nursing services (scheduling), insurance companies and government offices with medical related departments.

ADMISSION

Before Classes Begin

Once you have been accepted to the program, but before classes begin, you will be required to:

- submit a Criminal Record Check permission form, which will be sent to you by Admissions.
- complete the Immunization form, which will be sent to you by Admissions. This form will be sent to you by Admissions, and must be validated by a public health nurse at your local health unit and must be submitted on the first day of class. The test must indicate Rubella IgG reactive and Varicella immune status.
- have strong essay writing and good computer skills as you are expected to submit well written, word processed assignments and access online resources.

Admission Requirements

1. C in Provincial English 12, English 12 First Peoples, NIC ENG-060, ENG-096, ENG-098, ESL-090, or equivalent, or successfully complete a Hospital Unit Clerk English assessment; and
2. C in Principles of Math 10, Apprenticeship and Workplace Math 10, Foundations of Math & Pre-calculus 10, Applications of Math 10, MAT-029; or successfully complete a Hospital Unit Clerk Math assessment; and
3. Keyboarding speed minimum of 50 words per minute. Contact the nearest NIC Campus to book your typing test.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

To Be Successful

In addition to the admission requirements, you should:

- have strong word processing skills as computers are used in most health care facilities.
- be motivated to work in a stressful, fast-paced working environment.
- note that TB testing may be required.

- have strong study skills and the ability to maintain a heavy homework load.
- have completed Grade 12. Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact a educational advisor to discuss upgrading or Grade 12 completion options offered at NIC.
- be available for practicum placements that may be scheduled during day shifts. It may be necessary to make arrangements for vacation leave and/or daycare arrangements when your practicum is scheduled.

CURRICULUM

Program Requirements

- HUC 100 Hospital Unit Clerk Overview
- HUC 101 Anatomy, Physiology & Medical Terminology
- HUC 103 Introduction to Pharmacology
- HUC 104 Non Clinical Management of the Nursing Unit
- HUC 105 Unit Clerk Procedures & Observation
- HUC 106 Unit Clerk Practicum

Completion Requirements

- You must achieve a grade of 75% or better in each course; and pass the practicum course.
- You must complete the HUC program within two, consecutive terms.

Practical Nursing Diploma

Program at a Glance

Two-year diploma

Tuition: [\\$9,850 approx + fees/equipment](#)

Where: Campbell River, Port Alberni

Starts: September 2018 Campbell River

- Acquire the knowledge, skills and abilities to become a Licensed Practical Nurse (LPN) in British Columbia.
- With over 650 hours of hands-on clinical practice hours, you will graduate ready to meet the ever expanding role of Licensed Practical Nurses in British Columbia.
- From practical skills to industry connections, you will graduate well-positioned to be a valuable member of a multi-disciplinary health care team.

Career possibilities: Graduates are eligible to write the Canadian Practical Nurse Registration exam and become LPNs in acute care, complex or residential care and community settings. Opportunities for post-basic education are available in a variety of areas.

Questions?

Contact

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Diverse experience. During your practice experience, your first-hand interaction with patients, clients and agencies in the Central and/or North Island region will prove invaluable. You'll be given the opportunity to pursue your practice experience in communities across Vancouver Island, from Port Alberni to Port Hardy. You'll meet people and help patients from a broad range of areas and demographics, giving you a variety of experiences.
- A close-knit community of support. With only 20 students in each class, you'll enjoy better access to teacher assistance and services than in larger institutions. Plus, you'll have a team of supportive, highly qualified instructors to help you achieve success.
- High rate of success. You will be well-prepared for writing the Canadian Practical Nurse Registration to become a licensed practical nurse (LPN). NIC graduates have a high success rate on the exam.
- Former students tell us. "This program not only effectively sets you up to become a practical nurse; it surrounds you with great instructors. And students that become your mentors, colleagues and friends."

PROGRAM HIGHLIGHTS

Under a new 2011 provincial curriculum, the Practical Nursing diploma prepares graduates to deliver nursing care that meets the practice standards and entry-level competencies of the College of LPNs of BC (CLPNBC). The program emphasizes the concepts of caring, holism, nursing collaboration, self-reflection, lifespan, leadership and safety as well as diversity and Aboriginal health.

The curriculum is divided into four levels:

1. Foundations and development of nursing practice.
Level 1 provides the foundation for the development of nursing practice and introduces the learner to the healthy adult.
2. Adults with chronic illness in various settings
Level 2 explores the older adult and concepts related to aging and chronic illness in various settings.

Student Services
1-800-715-0914
questions@nic.bc.ca

3. Community health; mental health, maternal and child health.
Level 3 examines a continuum of care in community care and applies concepts from Level 1, 2 and 3 in the management of stable clients across the lifespan.
4. Medical/surgical nursing practice in acute care
Level 4 integrates knowledge from previous levels and examines concepts related to the care of the client with acute presentation or exacerbation of chronic illness.

The Practical Nursing diploma is held over 24 months (four semesters), and classes may be scheduled during the day, in the evening and on weekends. You will begin in September with BIO-159 Human Anatomy & Physiology, a six-week course and program admission requirement. Upon successful completion, you then continue into the Practical Nursing program curriculum in October.

During the program, you will participate in a range of activities, working with each other and with the instructor to master essential skills. Through concept-based, case-based, skill-based, and integrated learning experiences, you will achieve a strong sense of professionalism. The classroom emulates the workplace, where you learn skills, behaviours and attitudes that will carry you effectively into the workforce. You are guided by NIC policies as well as the Code of Ethics and Standards of Practice of the College of Licensed Practical Nurses of BC (CLPNBC).

Each of the four levels ends in a consolidated practice experience. At the end of the acute care practice experience, you will work through a 30-hour course that prepares you for the transition to your final practice experience or preceptorship. You will then complete a final preceptorship, which is approximately seven weeks, or 180 hours, in length. During this experience, you will be partnered with LPNs and consolidate your learning as you gradually assume 100 per cent of the LPN's workload.

As a successful graduate you will be an effective, responsible practitioner using critical thinking and a holistic, client-centered approach to plan and implement care for your clients; moreover, you will possess the communication and leadership skills needed to be a collaborative member of a health care team.

Career Opportunities

LPNs are integral members of the health care team, providing nursing care for families and individuals of all ages. LPN practice is governed by the Health Professions Act and practitioners are regulated by the College of Licensed Practical Nurses of British Columbia (CLPNBC) and are responsible and accountable for their own nursing practice.

LPNs practice in a variety of settings including acute care hospitals, complex care facilities, community settings, rehabilitation centers, doctors' offices, clinics and correctional facilities. LPNs have a broad scope of practice with many responsibilities and assume a leadership role in residential care facilities. The complexity of client care is increasing for all nurses and there are many post-basic educational opportunities for LPNs. There continues to be a strong demand for LPNs in the province.

Important Practice Placement Information

Student practice experiences in health agencies are essential to the Practical Nursing program. You will be placed in a variety of community agencies that have services and resources to support the health of different age groups. Complex care facilities provide residential care and support for a primarily older adult population and acute care hospitals offer care to clients with episodic health events. While the majority of practice placements are located in NIC campus communities, it may be necessary to utilize agencies in other Vancouver Island communities. You may be scheduled to attend practice experiences in other communities and must arrange your own transportation and assume related costs. During the final preceptorship component you may be required to work eight and/or 12 hour shifts, including days, evenings, nights, weekends and holidays.

ADMISSION

Before Classes Begin

1. Submit a Criminal Record Check permission form so that the college can get your criminal record check done. This form will be sent to you when you are offered a seat in the program.
2. Hold a current CPR Health Care provider (HRT-015) certificate or equivalent and have completed a Workplace Hazardous Material Information System (WHMIS) course. A photocopy of these certificates must be presented to the faculty on the first day of classes. It is the responsibility of the students to maintain their CPR Level HCP certification throughout the program.
3. Submit a completed immunization form. This immunization form should be validated by the public health nurse at your local health unit. This form must be presented to the faculty on the first day of class.
4. Attend a group information session. This mandatory session is designed to assist students in making an informed decision about pursuing a career as a licensed practical nurse. The admissions department will send you an invitation with details regarding the date and time of the information session.
5. Some prospective students may be required to have an interview at the discretion of the department chair or designate.

Admission Requirements

1. Grade 12 graduation or equivalent.
2. Minimum C+ in Provincial English 12, English 12 First Peoples, NIC ENG-060, ENG-096, ENG-098, ESL-090 or equivalent, or a B+ in Communications 12, or successful assessment testing.
3. Minimum C in Principles of Math 11, or Foundations 11, or Pre-calculus 11, or Applications of Math 12, or Apprenticeship and Workplace Math 12, or NIC MAT-053, or successful assessment testing.
4. Minimum C in Biology 12 (Human Biology), or NIC BIO-060, or equivalent completed within 10 years.
5. *Student must also complete BIO-159 Human Anatomy and Physiology for Practical Nursing or equivalent with a C+ or better prior to beginning the full time program.
*Students meeting all requirements with the exception of BIO-159 may be conditionally invited to the program prior to registering in BIO 159. Students will however be required to successfully complete BIO-159 prior to starting the full time program.
6. [Declaration of English Language Competency Requirements for Practical Nursing form](#) signed and dated.
7. [Requisite Skills and Abilities and Program Bulletin](#) signed and dated. These documents provide prospective students with information that may be helpful in deciding if the program is suited to them. Prospective students who have questions or concerns should contact an educational advisor.

Priority Admission for Aboriginal Applicants

The British Columbia Human Rights Tribunal has provided Special Program approval to allow priority admission for a selected number of self-declared Aboriginal applicants to this program beginning in September 2013. For more information please refer to NIC's Aboriginal Education Services program page (</services/aboriginalservices/programs.aspx>), or contact an Aboriginal educational advisor at your local campus.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more](#)

To Be Successful

A number of abilities and skills are required to be successful in the Practical Nursing program. These include, but are not limited to, the following:

- Basic computer literacy and internet access are necessary. You must access all course manuals via Blackboard Learn, the college's on-line learning platform, and use computer skills to access resources during coursework. Electronic documentation is also used in the practice setting. You are expected to have the ability to:

- navigate the internet and access online resources
- create word documents
- attach word documents to emails and submit assignments via email
- Accurate math calculations are critical for safe nursing practice. You will be required to complete a math evaluation once you are qualified for admission. The evaluation's intent is to assist you in identifying your learning needs early, allowing you to seek remedial assistance in order to position yourself for success in the math components of the nursing program. The goal for the math evaluation is to achieve 90 per cent and opportunities to rewrite will be provided with the intention of helping students improve your marks. You will not be denied admission to the program if you do not achieve the 90 per cent but it is strongly recommended you obtain immediate remedial help.
- A valid driver's license and access to personal transport is strongly recommended for practice experience components. If you are not able to provide your own transport you may have difficulty meeting the requirements of clinical practice courses.

CURRICULUM

Program Requirements

Level I

- PNS 111 Professional Practice I
- PNS 112 Health Promotion I
- PNS 113 Variations in Health I
- PNS 114 Professional Communications I
- PNS 115 Pharmacology I
- PNS 116 Integrated Nursing Practice I
- PNS 117 Consolidated Practice Experience I

Level II

- PNS 121 Professional Practice II
- PNS 122 Health Promotion II
- PNS 123 Variations in Health II
- PNS 124 Professional Communications II
- PNS 125 Pharmacology II
- PNS 126 Integrated Nursing Practice II
- PNS 127 Consolidated Practice Experience II

Level III

- PNS 231 Professional Practice III
- PNS 232 Health Promotion III
- PNS 233 Variations in Health III
- PNS 234 Professional Communications III
- PNS 236 Integrated Nursing Practice III
- PNS 237 Consolidated Practice Experience III

Level IV

- PNS 241 Professional Practice IV
- PNS 242 Health Promotion IV
- PNS 243 Variations in Health IV
- PNS 244 Professional Communications IV
- PNS 246 Integrated Nursing Practice IV
- PNS 247 Consolidated Practice Experience IV
- PNS 248 Transition to Final Practice Experience
- PNS 249 Final Practice Experience

Completion Requirements

The Practical Nursing student must achieve a minimum of 60% in each course (except pharmacology)*, maintain a cumulative grade point average of 65%, and pass each nursing practice experience. Students who miss more than 10% of a practice experience may be asked to repeat the course.

*In pharmacology courses, students must achieve a 100% average on the math portion and an 80% average on the theory portion.

- It is an expectation of the Practical Nursing program that students demonstrate responsible, accountable behaviour in terms of maintaining a pattern of regular attendance, and establishing effective working relationships with student

colleagues and faculty.

- Students are required to adhere to the CLPNBC Standards of Practice and Code of Ethics. Failure to adhere to these standards may result in the student being required to leave the program.
- A student who has already failed a course, re-entered the program, repeated it and passed, and then fails another course will be removed entirely from the program and can only re-enter by going through the admission process and beginning at term one.
- Re-entering the program is dependent on an available seat and at the discretion of the practical nursing department and in consultation with the Dean. Students who fail a required course may be asked to complete a learning assessment and/or skills or written exam prior to being considered for re-admission.
- These regulations are important to the profession to ensure that graduates have the required skills and knowledge and are therefore deemed safe to practice.

Adventure Guiding Certificate

Program at a Glance

Eight-month certificate

Tuition: [\\$8,615 approx + fees/equipment](#)

Where: Comox Valley

Starts: September

- Learn from industry leaders respected for their varied wilderness leadership skills, practical experience, adaptability and teaching ability, including expertise in Aboriginal ecotourism.
- Receive valuable certifications in sea kayaking, canoeing, sailing, river rafting, swiftwater rescue, avalanche safety, wildlife viewing, wilderness first aid and more. See our FAQ tab for a full list.
- Make industry connections and gain on-the-job experience with adventure tourism leaders such as Tofino Sea Kayaking Company, Majestic Sea Kayaking, Spirit Bear Lodge, Knight Inlet Lodge, Spirit of the West Adventures, West Coast Expeditions, Strathcona Park Lodge and Tribune Bay Outdoor Education Centre.
- Earn credit toward NIC's [Tourism & Hospitality Management diploma](#) with university transfer and business degree bridging options.

New courses in 2017. Gain in-demand skills to qualify for year-round employment locally and internationally. In addition to sea kayaking, canoeing and sailing you can now learn river rafting, mountain and rock skills, wildlife

HIGHLIGHTS

CHOOSE NORTH ISLAND COLLEGE

- Experiences you can't get elsewhere. Vancouver Island is Canada's hub for coastal and eco-tourism. You'll experience a rich variety of coastal, rural and urban environments while receiving instruction from top industry leaders in adventure guiding. You'll be exposed to life-changing wilderness, wildlife and Aboriginal cultural experiences.
- Head out and explore. Gain practical knowledge on multi-day outings to unique areas in British Columbia including the Discovery Islands, the Gulf Islands, Strathcona Provincial Park and the West Coast of Vancouver Island. You'll be exposed to the same ocean, mountain and river conditions, social dynamics and leadership decisions that you will encounter in your future career.
- Skills for careers, skills for life. Qualify for immediate year-round employment locally and internationally. The skills and experiences acquired in NIC's Adventure Guiding certificate are essential for guiding and open the door to a variety of career paths and life pursuits.
- Go further. Apply your certificate to NIC's Tourism and Hospitality Management diploma, which will advance your business education and provide further credit toward business degrees at NIC as well as tourism management degrees province-wide.
- Community-based training options. We've had great success delivering tailored modules of this certificate in remote locations away from our North Island College campuses. Ask us about custom delivery for your group.

PROGRAM HIGHLIGHTS

Qualify for employment across a wide range of recreation and adventure tourism activities and earn credit toward further studies that open the door to multiple career pathways.

Outdoor guiding requires strong leadership, interpersonal, and interpretative skills as well as a high level of expertise and knowledge in specific skill areas. During the program, you'll develop and practice valuable career skills while training in sea kayaking, canoeing, sailing, river rafting, mountain travel, wildlife viewing, wilderness first aid and other outdoor education specialties. All courses are highly experiential, giving you the opportunity to progressively build your knowledge and confidence.

Applied theory courses will provide you with a more comprehensive view of the adventure guiding industry, including a focus on sustainability, law and ethics and cross-cultural skills. This includes learning through Aboriginal tourism interactions as part of guiding on the coast. Course hours are divided between the classroom and the field. Classmates frequently take turns co-leading while instructors provide support, direction and feedback.

viewing and winter mountain travel.

Questions?

Contact

Student Services
1-800-715-0914 
questions@nic.bc.ca

In the News

[Sea otter country \(NIC Adventure Guiding Department Chair David Pinel in the News\)](#)

[Friends turn their adventurous lifestyle into a business](#)

[Adventures in ecotourism: building partnerships, collaborations and trust through Aboriginal education](#)

Formal and informal evaluation, which is ongoing throughout this program, takes place in the classroom and in the wilderness. In addition to achieving industry-recognized certifications, you will receive college grades and credit based on practical skills evaluations, contributions to group learning, presentations, assignments, quizzes and exams.

Go further with your Outdoor Leadership Career

Qualify for entry-level leadership and guiding positions with sea kayaking and river rafting companies, coastal and mountain resorts, sailboat-based tours, whale and wildlife tour operators, outdoor centres, youth wilderness programs and camps, adventure therapy programs, interpretative centres and other rewarding settings.

You will be well-prepared with relevant outdoor leadership skills that transfer across a variety of career paths and professions such as conservation officer, park ranger, teacher, community recreation programmer, field researcher or assistant (biology, geology, etc.), professional ski patroller and other industries and services.

Transfer and Degree Pathways

The Adventure Guiding certificate provides transfer credit toward many adventure, outdoor recreation, outdoor leadership and tourism diplomas at other post-secondary institutions in BC.

Supply List

Outdoor gear is an important part of the Adventure Guiding program. NIC provides most of the group equipment but you are required to have certain articles of clothing and equipment to participate in field activities. Please review the [supply list](#) document for complete information.

ADMISSION

Admission Requirements

1. C in one of Provincial English 12, English 12 First Peoples, ENG-096, ENG-098, or ESL-090; or equivalent assessment; and
2. C+ in one of Principles of Math 10, Foundations & PreCalculus Math 10, Apprenticeship & Workplace Math 11, NIC Math 033 or equivalent, or successful NIC math assessment.
3. Or, permission of the department.
4. Completed [medical forms](#) and suitable fitness level assessment.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

Success in this program and the industry requires much more than simply liking the outdoors or paddling a kayak!

- We recommend consulting with a Program Coordinator before selecting your field specialty courses.
- As a successful adventure guide, you learn from everything you encounter. You are hungry to learn from an intense mix of classroom and field experiences.
- You must care for yourself and others, developing skills in helping individuals to learn to be comfortable in unfamiliar and sometimes challenging situations.
- Guiding needs a "service" attitude where you shape, meet, and exceed client expectations. With creativity and knowledge, successful guides cheerfully adapt to constantly changing dynamics, such as weather, sea conditions, personalities and equipment limitations. Owning or managing a company requires

these same principles to be applied in your full-cycle relationship with clients or guests. From the moment they learn about your company until after their trip or experience, all your communications count!

- Pay attention to details, deadlines, and the quality of your interactions. Come ready to learn, practice, have fun and refine these same skills with your classmates and instructors.
- We encourage you to read "[Risk Management for Outdoor Programs: A Guide for Students](#)" prior to the start of classes. This document is used as a reference for the Guiding Skills course, and is good preparation for your studies.

CURRICULUM

Program Requirements

Field Focused

Core Competencies

- TGA 100 Guiding Skills 1
- TGA 101 Interpretation
- TGA 103 Sea Kayaking 1
- TGA 106 Sea Kayaking 2
- TGA 110 Guiding Skills 2
- TGA 111 Wilderness First Aid
- TGA 700 Work Placement
- NAU 016 Restricted Operator Certificate - Maritime
- TCS 010 WorldHost Fundamentals
- TFS 010 FoodSafe Level 1

Field Skill Options

Plus choose a minimum of two from the following 2 credit field courses (4 credits total):

- TGA 102 Wildlife Viewing
- TGA 104 River Rafting 1
- TGA 105 Canoeing
- TGA 107 Sailing
- TGA 108 Mountain Skills 1
- TGA 109 Winter Mountain Travel 1
- TGA 112 Rock Skills 1
- TGA 114 River Rafting 2
- TGA 131 Field Specialty Option 1 (Please discuss with coordinator)
- TGA 132 Field Specialty Option 2 (Please discuss with coordinator)

Note: field skill course availability and delivery model based on enrolment

Applied Theory

- THM 211 Sustainable Tourism
- THM 212 Tourism & Hospitality Law and Ethics or THM 100 The Tourism Industry
- THM 225 Cross Cultural Tourism
- ENG 160 Effective Organizational Writing or ENG 115 Essay Writing and Critical Analysis

*These courses meet the [BC Provincial Adventure Tourism Certificate Program Core Curriculum requirements](#) (revised 2007).

Completion Requirements

This is a 1 year (2 term) program; requiring completion within 3 years of admission.

Global Tourism & Hospitality Management Advanced Certificate

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Expanding opportunities. The demand for skilled, creative, and qualified individuals in the tourism and hospitality industry is increasing. The skills you'll learn in the Global Tourism & Hospitality Management advanced certificate program prepare you for a career in a global industry.
- Highly Qualified Faculty. NIC's expert faculty will provide you with deep learning experiences and active connections with the local, national and international tourism and hospitality industry to launch your career.

PROGRAM HIGHLIGHTS

Build on your previous education and experience to launch your career in the growing international tourism and hospitality management industry. Gain a solid understanding of hospitality and tourism operations through a global lens, combining practical, hands-on experience in hotel, restaurant and event management with core business skills in accounting and marketing.

This program focuses on the business skills needed for supervisors and managers. You will learn develop strong accounting, marketing, events management, communication and leadership skills enabling you to compete effectively for rewarding positions in the tourism industry.

Tourism is one of the world's fastest growing industries offering a wide variety of career possibilities. It employs over 200,000 people in BC and, according to Statistics Canada, 354,000 job openings are predicted nationwide in the next 10 years. Over 65,000 of those openings are anticipated to be for supervisors and managers. So, whether you are just starting out, looking to advance your current situation, transferring yours skills from another industry or run your own businesses, NIC can put you on a path to a successful career.

Course work for this advanced certificate is entirely at the second and third-year level, and you will complete the program with the advanced skills and knowledge to successfully launch your career, or study toward NIC's Global Tourism and Hospitality Management advanced diploma.

Career Opportunities

With an advanced certificate in Global Tourism and Hospitality Management, you will be prepared for supervisory and management roles in both domestic and international tourism industries. Depending on previous credentials and work experience, there may be an opportunity for tourism careers in niche markets ranging from the arts to agri-tourism. Career possibilities include, but would not be limited to professional management in resorts, hotels, restaurants, attractions and other special interest tourism operations.

ADMISSION

Admission Requirements

1. Minimum 2 year Diploma or 3 year Degree from a recognized post-secondary institution.
Including the following:
2. C in one of Provincial English 12, English 12 First Peoples, NIC ENG-060, ENG-096, ENG-098 or ESL-090, or equivalent assessment; and
3. C+ in Foundations of Math 11; or C in one of Pre-calculus 11, Principles of Math 11, Applications of Math 12, NIC MAT-053; or equivalent assessment.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

Program at a Glance

Eight-month post graduate program; part-time study options available

Tuition: [\\$ 2,880 approx + fees/equipment](#)

Where: Comox Valley

Starts: September, January

- Build on your existing diploma or degree credentials with this post-graduate certificate and launch a career in the growing international tourism and hospitality management industry.
- Be in demand: The [2025 Labour Economic Outlook](#) predicts tourism and hospitality will be among the most in demand occupational groups requiring post-secondary training in BC, with more than 10,500 job openings available to 2024.
- Develop strong management skills through a combination of theory-based and applied courses, including opportunities to operate the Third Course Bistro and create special events.
- Gain a solid foundation in the international business practices needed to be successful in one of Canada's fastest growing industries.

Career possibilities: As a graduate, you will qualify for domestic and international career opportunities in all areas of the tourism and hospitality industry, including hotel and restaurant general management, human resources management, sales and marketing management, convention services management, and hotel revenue/ financial management.

Questions?

Contact

Student Services
1-800-715-0914 
questions@nic.bc.ca

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- You will be required to use a variety of Microsoft Office software immediately upon entering the program. Refreshing or developing your computer skills before entering the program is encouraged.
- Serving it Right (TFB-011) and FoodSafe Level 1 (TFS-010) may be completed before classes begin, allowing you to get a head start on your program requirements. Separate fees are required for registration in these courses.
- The program uses both an applied and theoretical approach and all courses have an emphasis on hospitality and tourism-related businesses. The more service industry experience you bring to the program, the more relevant the learning will be. You are encouraged to gain as much tourism industry experience as possible before the program starts, either through work or volunteer opportunities.

CURRICULUM

Program Requirements

- BUS 100 Financial Accounting Fundamentals
- BUS 370 International Marketing
- THM 170 Food & Beverage Service
- THM 203 Conventions & Special Events Management
- THM 212 Tourism & Hospitality Law & Ethics
- THM 275 Food Fundamentals & Service
- THM 300 Global Tourism
- Plus 2 electives totaling 6 credits*

Note: ENG 160 is a prerequisite for a number of courses in the program. Students who have not taken a first year college-level English course as part of their undergraduate diploma or degree will be required to use one of their electives to take ENG 160 in the first term.

*Note: Electives may be chosen from any other NIC tourism courses or any other non-tourism courses that transfer to a degree-granting institution.

Completion Requirements

The 1 year Advanced Certificate in Global Tourism & Hospitality Management must be completed within 5 years of admission to the program.

Global Tourism & Hospitality Management Advanced Diploma

Program at a Glance

Two-year advanced diploma; part-time study options available

Tuition: [\\$3,005 approx per year \(averaged\) + fees/equipment](#)

Where: Comox Valley

Starts: September, January

- Build on your existing diploma or degree to launch a career in the growing international and tourism management industry.
- Be in demand: The [BC 2025 Labour Economic Outlook](#) predicts tourism and

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Increase your employment opportunities. Take your existing credentials and add a complete education in tourism management to create unique employment opportunities in the tourism and hospitality industry, one of the world's fastest growing areas of work.
- Business with a tourism edge. Combine a solid business education with the practical skills to launch a career in international tourism and hospitality. Study accounting, marketing and management, and gain global industry experience and connections with a four-month internship.
- Invaluable work experience. The advanced-diploma program combines in-class learning with actual work experience during a four-month mandatory internship. Work locally or in an

hospitality will be among the most in demand occupational groups requiring post-secondary training in BC, with more than 10,500 job openings available to 2024.

- Develop strong management skills through a combination of theory-based and applied courses, including opportunities to oversee operations at the Third Course Bistro and special events.
- Choose from two diploma specialties. Learn about food and beverage operations, international hotels and service management in the hospitality option or focus on sustainable tourism and study the relationship between tourism, recreation and culture.
- Gain hands-on experience, build your confidence and make business connections through a mandatory four-month internship.

Career Possibilities: As a graduate, you will qualify for leadership and management opportunities in luxurious hotels and resorts across the tourism and hospitality industry, including senior hotel management, human resources management, sales and marketing management and hotel revenue/ financial management.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

international business setting, depending on your career goals and interests.

PROGRAM HIGHLIGHTS

Build on your existing diploma or degree credentials to launch a career in the growing international tourism and hospitality management industry. Gain a solid understanding of hospitality and tourism operations through a global lens, combining practical hands-on experience in hotel, restaurant and event management with core business skills in accounting and marketing.

In your first year, you'll develop your management skills through a combination of theory-based and applied courses. Principles of accounting and marketing are quickly put into practice as you hone your skills in the Third Course Bistro and through the creation of special events.

In year two, you will specialize in either hospitality or sustainable tourism and complete a mandatory four-month internship, either locally or internationally depending on your career goals. You have the option to study a foreign language or to pursue a dual specialty in both sustainable tourism and hospitality. These options well-prepare you for transfer into a number of tourism, hospitality or business degree programs across Canada. Either way, you'll gain skills in human resources, strategic and international business management.

Hospitality Option Study international hospitality management and develop the skills needed to understand the complexities of managing international hotel and restaurant operations, identify global ownership and management models and learn how different values, attitudes and beliefs affect employees, clients and cultures. Courses in food and beverage service and general business management will enhance your skills and understanding of this dynamic sector.

Sustainable Tourism Option Get an overview of the challenges facing tourism managers and operators in today's environmentally sensitive market and an understanding of cultural sustainability within the field. Explore the relationship between tourism, recreation, and resort management in conjunction with the natural resources they use while hearing directly from industry, stakeholder, and government speakers. Courses in entrepreneurship, special events management and law provide a broader perspective of the industry and an international field trip gives you a chance to see it all in action.

Career Opportunities

As a graduate, you will qualify for leadership and management opportunities in luxurious hotels and resorts across the tourism and hospitality industry, including hotel and restaurant management, human resources management, sales and marketing management and hotel revenue/ financial management.

Some graduates have chosen to operate their own tourism business, while others choose to work in small or large tourism organizations on Vancouver Island, Whistler, Vancouver and around the world.

About the Tourism Industry

Tourism is one of the world's fastest growing industries offering a wide variety of career possibilities. It employs over 200,000 people in BC and, according to Statistics Canada, 354,000 job openings are predicted nationwide in the next 10 years. Over 65,000 of those openings are anticipated to be for supervisors and managers. So, whether you are just starting out, looking to advance your current situation, transferring yours skills from another industry or dream of running your own businesses, NIC can put you on the path to a successful career.

Internship

A mandatory component of the advanced diploma program is a four-month internship, either locally or in an international business setting. Internships are either paid or unpaid work terms that integrate academic study and program-related work experience. Hands-on experience will build your confidence, develop your network of contacts, and provide a solid foundation for future employment

success. If you are an international student, you may be eligible to apply for a three year work visa on completion of the program.

Internship opportunities are available to choose from, not only on Vancouver Island, but elsewhere in Canada and internationally. Internship staff and program instructors work closely with you to determine how the work terms can best fit your individual interests and career goals.

ADMISSION

Admission Requirements

1. Minimum 2 year Diploma or 3 year Degree from a recognized post-secondary institution.
Including the following:
2. C in one of Provincial English 12, English 12 First Peoples, NIC ENG-060, ENG-096, ENG-098 or ESL-090, or equivalent assessment; and
3. C+ in Foundations of Math 11; or C in one of Pre-calculus 11, Principles of Math 11, Applications of Math 12, NIC MAT-053; or equivalent assessment.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- Applicants are encouraged to gain as much tourism industry experience as possible before the program starts, either through work experience or volunteering. The more service industry experience you bring to the program, the more relevant your learning will be.
- Serving it Right (TFB-011) and FoodSafe Level 1 (TFS-010) should be completed before classes begin. Separate fees are required for registration in these courses.
- You will be required to use a variety of Microsoft Office software immediately upon entering the program. Refreshing or developing your computer skills before entering the program is encouraged.
- If you wish to apply your diploma toward a university degree, you should book a planning meeting with an educational advisor as early as possible.
- It is strongly recommended that you take ENG-160 in your first semester of studies. This course focuses on the theories and principles of effective business communication and provides foundational skills for students in the tourism and hospitality program.

CURRICULUM

Program Requirements

First Year Core Courses

- BUS 100 Financial Accounting
- BUS 370 International Marketing
- THM 170 Food & Beverage Service
- THM 203 Conventions & Special Events Management
- THM 212 Tourism & Hospitality Law & Ethics
- THM 275 Food Fundamentals & Service
- THM 300 Global Tourism
- Plus 2 electives totaling 6 credits*

Note: ENG 160 is a prerequisite for a number of courses in the program. Students who have not taken a first year college-level English course as part of their undergraduate diploma or degree will be required to use one of their electives to take ENG 160 in the first term.

Students may exit after Year one with an Advanced Certificate in Global Tourism & Hospitality Management

- THM 390 Internship*
- *EMP 010 Internship Workshop - Students must complete EMP 010 as a prerequisite to THM 390

Second Year Core Courses

- THM 215 Tourism & Hospitality Managerial Accounting or BUS 217 Management Accounting
- BUS 255 Human Resources Management
- THM 201 Internal Controls
- BUS 380 Globalization and International Business or BUS 360 Intercultural Dimensions of International Management

Hospitality Option - Additional Second Year Courses

- BUS 293 Business Simulation
- THM 270 Beverage Theory & Management
- THM 250 International Hotel Management
- Plus 2 electives totaling 6 credits at 200 level or higher*

Sustainable Tourism Option - Additional Second Year Courses

- BUS 452 Advanced Topics in Entrepreneurship or THM 222 Entrepreneurship in Tourism
- THM 211 Sustainable Tourism
- THM 225 Cross Cultural Tourism
- Plus 2 electives totaling 6 credits at 200 level or higher*

*Note: Electives may be chosen from any other NIC tourism courses or any other non-tourism courses that transfer to a degree-granting institution.

Completion Requirements

This 2 year Advanced Diploma in Global Tourism & Hospitality Management must be completed within 5 years of admission to the program.

Hospitality Distance Learning

Program at a Glance

Professional development courses and certificates (offered in partnership with the American Hotel and Lodging Education Institute)

Tuition: [\\$295 approx per course + fees/equipment](#)

Where: College Wide
Starts: Continuous entry between September and March

- Earn internationally-recognized credentials to start or enhance your career in tourism or hospitality management.
- Be in demand: The [BC 2025 Labour Economic Outlook](#) predicts hospitality will be among the most in demand occupational groups requiring post-secondary training in BC, with more than 9,000 job openings

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Boost your professional qualifications. Combine courses to achieve a specialized credential tailored to your goals and advance your career with industry-recognized tourism and hospitality management credentials.
- Expand opportunities on your own schedule. Self-paced courses allow you to balance your studies around other obligations.
- Access individualized help. NIC instructors offer personalized support to maximize your learning potential from distance courses.

PROGRAM HIGHLIGHTS

NIC has partnered with the American Hotel and Lodging Education Institute (AHLEI) to offer distance courses and certificates that lead to internationally-recognized industry certificates. AHLEI is regarded as an industry standard in 60 countries, so credentials earned through these courses can travel with you.

Your progress is also supported by NIC hospitality and tourism management faculty who are available to answer your questions or suggest supplemental readings or materials to suit your specific interests or needs.

available to 2025.

- Choose from 20 self-paced distance courses from the American Hotel and Lodging Educational Institute, each with its own certificate, or combine courses to achieve a specialized credential.
- Maximize your success with one-on-one support from an NIC instructor.

Career possibilities: Specialized certification prepares you to launch or grow your career in the tourism and hospitality industry, within Canada or internationally including hotels, skiing resorts, restaurants, tourism services and the travel trade.

Questions?

Contact

Deborah Forsyth
1-800-715-0914, ext. 4350
deborah.forsyth@nic.bc.ca

Whether you are launching your career or are already employed in the hospitality industry, you can choose from 20 courses, each with a certificate.

If you're interested in honing your management skills, pursuing a promotion or even a new career direction, you can group individual course credentials into one of the following AHLEI specialty certificates:

- Rooms Division Management certificate - five courses
- Food and Beverage Management certificate - five courses
- Marketing and Sales Management certificate - five courses
- Hospitality Fundamentals certificate - six courses
- Hospitality Operations certificate - eight courses
- Hospitality Management diploma - 12 courses

Each course requires 75 to 100 hours of study. Many students complete one course in a few weeks, however, the amount of time you can allocate to studying will dictate your course length. NIC sets a completion date for four months from the date of registration, which includes ample time to receive your textbook and write your final exam. As faculty support is not available during July and August, registering between September and March ensures you can leverage the best support possible.

Courses are a combination of distance-based and online study. Each course has online self-quizzes which will help ensure you are understanding the material and help prepare you for the final exam. An instructor is available online to answer questions and provide any support needed throughout the duration of each course. The final exam can be written at any of NIC's campuses or invigilated at a local campus if you live outside the region.

ADMISSION

Admission Requirements

1. While there is no formal admission requirement for English 12, the content of some courses requires a literacy level equal to Grade 12. For more information about specific courses and requirements, please contact the coordinator.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

COURSES

Individual Courses

- TMA 059 Food & Beverage Management
- TMA 066 Food & Beverage Cost Control
- TMA 067 Managing Food & Beverage Service
- TMA 068 Supervisory Housekeeping
- TMA 069 Bar & Beverage Management
- TMA 100 Financial Accounting I
- TMA 120 Introduction to Hospitality Management
- TMA 125 Hotel/Motel Security Management
- TMA 130 Hospitality Industry Computer Systems
- TMA 145 Managing Hospitality Human Resources
- TMA 150 Hospitality Sales and Marketing
- TMA 160 Convention Management and Service
- TMA 165 Facilities Management
- TMA 170 Front Office Procedures
- TMA 175 Hospitality Supervision
- TMA 215 Revenue Management
- TMA 270 Quality Leadership and Management
- TMA 275 Basic Financial Accounting for the Hospitality Industry
- TMA 280 Managerial Accounting for the Hospitality Industry
- TMA 285 Contemporary Club Management

Food and Beverage Management Certificate

- TFS 010 Foodsafe Level 1
- TMA 066 Food & Beverage Cost Control
- TMA 067 Managing Food & Beverage Service

- TMA 175 Hospitality Supervision

and one course from the following:

- TMA 069 Bar & Beverage Management
- TMA 059 Food & Beverage Management

Rooms Division Management Certificate

- TMA 068 Supervisory Housekeeping
- TMA 125 Hotel/Motel Security Management
- TMA 165 Facilities Management
- TMA 170 Front Office Procedures
- TMA 175 Hospitality Supervision

Marketing and Sales Management Certificate

- TMA 150 Hospitality Sales and Marketing
- TMA 160 Convention Management and Service
- TMA 175 Hospitality Supervision
- TMA 215 Revenue Management

and one course from the following:

- TMA 100 Financial Accounting 1
- TMA 275 Basic Financial Accounting for the Hospitality Industry

Hospitality Fundamentals Certificate

- TMA 059 Food & Beverage Management
- TMA 068 Supervisory Housekeeping
- TMA 120 Introduction to Hospitality Management
- TMA 170 Front Office Procedures
- TMA 175 Hospitality Supervision

and one course from the following:

- TMA 067 Managing Food & Beverage Service
- TMA 069 Bar & Beverage Management
- TMA 100 Financial Accounting 1

Hospitality Management Diploma

- TMA 068 Supervisory Housekeeping
- TMA 120 Introduction to Hospitality Management
- TMA 125 Hotel/Motel Security Management
- TMA 145 Managing Hospitality Human Resources
- TMA 150 Hospitality Sales and Marketing
- TMA 165 Facilities Management
- TMA 170 Front Office Procedures
- TMA 175 Hospitality Supervision
- TMA 270 Quality Leadership and Management

plus one TMA elective course

and one course from the following:

- TMA 059 Food & Beverage Management
- TMA 067 Managing Food & Beverage Service

and one course from the following:

- TMA 275 Basic Financial Accounting for the Hospitality Industry
- TMA 100 Financial Accounting I

Hospitality Operations Certificate

- TMA 068 Supervisory Housekeeping
- TMA 120 Introduction to Hospitality Management
- TMA 130 Hospitality Industry Computer Systems
- TMA 150 Hospitality Sales and Marketing
- TMA 170 Front Office Procedures
- TMA 175 Hospitality Supervision

and one course from the following:

- TMA 059 Food & Beverage Management
- TMA 067 Managing Food & Beverage Service

and one course from the following:

- TMA 100 Financial Accounting I

- TMA 275 Basic Financial Accounting for the Hospitality Industry

Completion Requirements

Completion Requirements are a 70% passing grade.

Prep Cook Certificate

Program at a Glance

four-month certificate

Where: Campbell River
Starts: December 2017

- Be in demand. The BC 2024 Labour Economic Outlook predicts tourism and hospitality will be among the most in demand occupational groups requiring post-secondary training in BC, with more than 10,500 job openings available to 2024. The majority of these jobs will be in the food and service industry.
- Gain hands on experience in the kitchen preparing soups, stocks, sauces, sandwiches, cookies and quick breads. Watch [this video](#) to learn more.
- Learn from highly-experienced, qualified instructors in NIC's modern, fully-equipped training facilities.
- You may qualify for funded training through the Canada-British Columbia Job Fund Agreement. See the admission tab for eligibility details.

Career possibilities: Qualify for employment as a prep cook, porter or food service worker in a commercial kitchen, restaurant or resort.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Excellent facilities, recognized credentials. Classes are held in modern, fully-equipped training facilities and include practical food production using provincial standardized curriculum.
- Gain valuable, hands-on experience. Learn basic food preparation techniques, food safety regulations and workplace health and safety standards while preparing soups and stocks, vegetable dishes, sandwiches, cookies, quick breads and more.
- Go further. Consider NIC's [Professional Cook \(Culinary Arts\)](#) program to earn apprenticeship technical training credit toward your Interprovincial (Red Seal) certification.

PROGRAM HIGHLIGHTS

Be well-prepared for employment. NIC's Prep Cook program is designed to introduce you to the basic skills, safety knowledge and job readiness to launch a career in the food services industry.

The program consists of four months of hands-on training, including industry certifications in Occupational First Aid, FoodSafe and WHMIS. You will learn how to safely operate, clean and maintain common kitchen equipment and become familiar with standard culinary measurements and calculations.

Learn how to prepare basic soups, stocks, sauces, vegetable dishes, salads, sandwiches, cookies and quick breads, applying food safety standards and safe work practices.

The Prep Cook Certificate Program was created in response to demand for entry-level cooks and kitchen workers across the North Island College region and this need is felt in the tourism/hospitality industry across the nation. The tourism industry is a strong component of the regional and national economy and as it grows so does the demand for cooks, kitchen helpers and other food service workers.

The program includes 358 hours of instruction and 20 hours of industry certifications to ensure you are well-prepared to work in the culinary industry and provides a solid foundation if you choose to further your studies in NIC's [Professional Cook \(Culinary Arts\)](#) program.

ADMISSION

Admission Requirements

- Prep Cook Assessment with a score of 50 per cent or greater. For more information check the [Prep Cook Study Guide](#).
- All Canada-BC Job Fund eligible participants must also meet the following requirements:
 - legally entitled to work in Canada
 - living in BC
 - not a full-time post-secondary student
 - not a high school student
 - not participating in another Canada-British Columbia Job Fund Agreement-funded program

CURRICULUM

Program Requirements

PCK 100 Cooking Fundamentals

*OFA 010 Occupational First Aid Level 1

*TFS 010 Foodsafe Level 1

*WSF 019 Orientation to WHMIS Online

Note: Students not having current, valid First Aid, Foodsafe, and WHMIS are required to take these courses to meet program requirements. Separate fees will be charged.

Completion Requirements

Students will be required to achieve 70% in PCK 100 in addition to receiving a grade of 'pass' in all industry certificates, to achieve program completion requirements.

Apprenticeship Training

Professional Cook (Culinary Arts)

Program at a Glance

Levels 1, 2 and 3 Industry Training Authority (ITA) approved apprenticeship training

Tuition: [From \\$2,135 to \\$610 approx, depending on level + fees/equipment](#)

Where: Campbell River, Port Alberni

Starts: See schedule below

- Become a skilled, qualified culinary professional at NIC.
- Earn apprenticeship technical training credit toward your Interprovincial (Red Seal) certification.
- Practice your skills in the [Third Course Bistro](#) in Campbell River or [Roger Street Bistro](#) in Port Alberni, where you will have opportunities to create menus in a fine dining environment.
- Learn from highly-experienced, qualified instructors in modern, fully-equipped training facilities.

Career possibilities: As a graduate, you will be qualified for positions with bistros, hotels, spa and destination resorts, extended care facilities and more. Many graduates have gone on to start their own catering and home businesses.

Questions?

Contact

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Growing opportunities. The demand for skilled, creative and qualified individuals in the hospitality industry is expanding with areas of growth in culinary tourism and agri-tourism. With the skills you'll learn in the Professional Cook (Culinary Arts) program, you'll be ready for a career in a booming industry.
- Excellent facilities, recognized credentials. Classes are held in modern, fully-equipped training facilities and include practical food production using provincial standardized curriculum.
- Considering a career in the Canadian Forces? NIC's Professional Cook (Culinary Arts) program has been accredited by the Canadian Forces and graduates can gain advanced standing as a cook (apprentice).

PROGRAM HIGHLIGHTS

The culinary program is offered at both NIC's Campbell River and Port Alberni campuses in fully-equipped training facilities. To help ensure future advancement in your career, you will be registered as an apprentice upon entering the program and will gain apprenticeship credit as you proceed through each Certificate of Qualification.

Professional Cook (Culinary Arts) consists of three levels of qualification: Professional Cook 1, Professional Cook 2 and Professional Cook 3, which provide recognized provincial certification on completion of each level. The Interprovincial (Red Seal) for Cook will be affixed to the Professional Cook 3 certificate. Each qualification level consists of an in-school training program, practical and theoretical examinations and a workplace time requirement.

Professional Cook 1 (PC1):
28 weeks (840 hours approx.)

Learn the essentials of cooking in just 28 weeks. From core culinary skills, to preparing and cooking stocks, soups, sauces, vegetables, meat, fish, poultry, sandwiches and desserts, you are well on your way to mastering your new craft. At NIC, hands-on classes ensure you will also be introduced to menu planning, nutrition and human resource management.

Upon successful completion of the program, the PC1 provincial final exams and, an additional 400 hours of documented industry experience, you will receive provincial certification as a Professional

Student Services
1-800-715-0914
questions@nic.bc.ca

In the News

[Recipe for Success](#)

[NIC Welcomes Internationally Trained French Chef](#)

Cook 1. You are then eligible to continue your career development as you work toward attaining Professional Cook 2.

Professional Cook 2 (PC2)
14 weeks (420 hours approx.)

Enter a more advanced 14-week training program where you continue your culinary skills development by gaining experience with menu creation, à la carte production and presentation, as well as dining room food and beverage service at [The Third Course](#) bistro in Campbell River.

Upon successful completion of Professional Cook 2 program, the PC2 final provincial exams and a further 760 hours of documented industry experience, you are then able to proceed to Professional Cook 3.

Professional Cook 3 (PC3):
Six weeks (180 hours approx.)

Advance further with a six-week intensive theory-based program that meets all the requirements of the national Red Seal standard for cooks. You will be competent with all major techniques and principles used in cooking and other aspects of food preparation, preparing you to take a leadership role in the kitchen.

Please note: Professional Cook Levels 1 - 3 can be taken in consecutive order for a total of 1,440 hours over 48 weeks.

Upon successful completion of the Professional Cook 3 program, the PC3 final provincial exams and a further 3,000 hours of documented industry work experience, you will qualify for your Certificate of Qualification with Interprovincial Red Seal endorsement and Professional Cook 3 Certificate of Apprenticeship.

NIC's Professional Cook program has been accredited by the Canadian Forces and graduates can gain advanced standing as a cook (apprentice). For more information, visit [Paid Education](#).

Career Opportunities

Career opportunities such as pastry cooks and bakers, sous chefs and executive chefs are based on an individual's goals, experience and abilities. Positions in bistros/restaurants, cruise ships, fishing/eco-tourism resorts, catering companies, hospitals, hotels, logging and mining camps, spa and destination resorts, specialty food services, extended care facilities and culinary tourism are examples of the many opportunities available to graduates. Graduates have also gone on to open their own catering and home businesses.

Related Programs

After five years at the Journeyperson level, you may enter the Chef de Cuisine certification program available through the Canadian Culinary Federation.

Supply List

Mandatory

- four 2" three-ring binders
- paper, pens, pencils, highlighter
- metric conversion calculator, Sharp EL-520WBBK recommend
- texts for the program (available at the NIC Bookstore)

Note: The following supplies are also mandatory but do not purchase until after the first day of class upon consultation with the instructor:

- french knife - 10"
- boning knife - 6"
- paring knife - 3" or 4"
- bread knife
- carving knife
- steel - 14"
- vegetable peeler (floater type)
- parisienne scoop
- instant read thermometer
- citrus zester
- carrying case
- digital timer.
- digital scale
- pastry scraper

- WCB-approved footwear - non-slip soles, closed toe shoes
- uniform: chef jacket, black and white check pants, four-way or bib apron (minimum three sets of each)
- black pill box hat
- bar wipes (12)

ADMISSION

Before Classes Begin

Professional Cook 1 (PC1): Once you have been accepted to the program but before classes begin, you are required to complete the following questionnaire. You must bring the completed questionnaire with you to the first day of class. Download the PDF or pick up at a copy at Student Services. (Exception: High school students applying through the Dual Credit application process do NOT need to submit the questionnaire.)

- [Culinary Arts Industry Questionnaire](#)

Admission Requirements

Professional Cook 1

1. Successful North Island College Culinary Arts program assessment. For more information, check the [Culinary Arts Assessment Study Information](#).
2. Successful completion of [FoodSafe Level 1](#)

Note: High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

Professional Cook 2

1. Professional Cook 1 Certification, which includes successful completion of Professional Cook 1 Technical Training, Certificate of Qualification Examination, Practical Assessment and an additional 400 documented workplace hours for a total of 1,000 hours.

Professional Cook 3

1. Professional Cook 2 Certification, which includes successful completion of Professional Cook 2 Technical Training, Certificate of Qualification Examination, Practical Assessment and an additional 760 documented workplace hours for a total of 2,000 hours.

International Language Requirements

For international language requirements click [here](#).

SCHEDULE

Professional Cook Apprenticeship Training Classes

Dates and classes may change or be cancelled depending on demand.

PCA 100 Professional Cook Apprenticeship Level 1

- January 28 - August 23, 2019 (Campbell River or Port Alberni)

PCA 200 Professional Cook Apprenticeship Level 2

- March 29, 2018 - July 4, 2018 (Campbell River)

Completion Requirements

To pass each training program you must attain a minimum of 70% throughout the program.

Tourism & Hospitality Management Certificate

Program at a Glance

Comox Valley: Eight-month certificate. Part-time study option available

Mount Waddington: Two-year part-time certificate

Tuition: [\\$2,830 approx + fees/equipment](#)

Where: Comox Valley, Port Hardy
Starts: September, February

- Learn industry specific skills required to supervise and manage tourism and hospitality-related businesses and to compete effectively in the marketplace.
- Be in demand: [The BC 2025 Labour Economic Outlook](#) predicts tourism and hospitality will be among the most in demand occupational groups requiring post-secondary training in BC, with more than 10,500 job openings available to 2024.
- Experience the West Coast tourism industry through class field trips and applied management opportunities.
- Earn credit toward NIC's Tourism & Hospitality diploma, Business Administration degree or degree programs throughout BC.

Career possibilities: Launch or advance your career in restaurants, hotels, resorts, event planning, conferences and fine dining. As a graduate, you will qualify for supervisory positions at hotels and resorts, catering to contract services, banquet and event management and more.

Questions?

Contact

Student Services
1-800-715-0914 
questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Expanding opportunities. The demand for skilled, creative and qualified individuals in BC's tourism and hospitality industry is increasing. The skills you'll learn in the Tourism and Hospitality Management certificate program will prepare you for a career in a growing industry.
- Instructional and industry support. NIC's instructors are recognized for their strong hospitality and tourism experience. This program encourages active connections with local tourism and hospitality industries. You'll work closely with NIC alumni and industry professionals, participate in field trips to the top local and regional hotels and resorts, and learn from guest speakers, all of which create valuable links between you and future employers.
- Want to do more? Further your education and receive credit toward the Tourism & Hospitality Management diploma as well as NIC's Business Administration degree.

PROGRAM HIGHLIGHTS

This program focuses on the specific skills needed for supervisors and managers. Over the span of eight months, you'll develop the business skills necessary to compete effectively in the marketplace. Your learning will include exposure to various tourism sectors, including accommodation, food and beverage, adventure tourism, events and conferences, transportation, attractions, tourism services and travel trade.

NIC's instructors are well-respected for their strong hospitality and tourism work experience, recognized industry connections and strong academic credentials. Each course includes practical applications wherever possible, ensuring you receive many opportunities to practice and perfect your new skills. You will participate in field trips to the top local and regional hotels and resorts and attend lectures from guest speakers. Certificate program instructors work closely with industry professionals to provide connections between you and your future employers in the industry.

You will receive credit toward the Tourism and Hospitality Management diploma program and Business Administration diploma or degree, allowing you the option to further your education.

Career Opportunities

With a Tourism and Hospitality Management certificate, you'll be prepared to launch a career in restaurants, hotels, resorts, event planning, conferences, fine dining, and casual establishments. If you are currently working in the industry and looking to advance, the skills provided in this program will help you expand your career options. Career possibilities include, but would not be limited to supervisory positions such as restaurant manager, banquet manager, front desk manager and hotel or resort manager.

ADMISSION

Admission Requirements

1. C in one of Provincial English 12, English 12 First Peoples, NIC ENG-060, ENG-096, ENG-098 or ESL-090; or assessment; and
2. C in one of Applications of Math 11 or Foundations of Math 11 or MAT 033; or B in Apprenticeship and Workplace Math 11; or completion of Principles of Math 11 or Pre-calculus 11, or assessment

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you

can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- You will be required to use a variety of Microsoft Office software immediately upon entering the program. Refreshing or developing your computer skills before entering the program is encouraged.
- Serving it Right (TFB-011) and FoodSafe Level 1 (TFS-010) may be completed before classes begin, allowing you to get a head start on your program requirements. Separate fees are required for registration in these courses.
- The program uses both an applied and theoretical approach and all courses have an emphasis on hospitality and tourism-related businesses. The more service industry experience you bring to the program, the more relevant the learning will be. You are encouraged to gain as much tourism industry experience as possible before the program starts, either through work experience or volunteering.
- It is strongly recommended you take ENG-160 in their first semester of studies. This course focuses on the theories and principles of effective business communication and provides you with foundational skills for the tourism and hospitality program.

CURRICULUM

Program Requirements

- BUS 100 Financial Accounting Fundamentals
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications in Business
- ENG 160 Effective Organizational Writing
- THM 100 The Tourism Industry
- THM 107 Accommodating Your Guest
- THM 108 Human Resources Management
- THM 112 Leadership & Management
- THM 119 Tourism & Hospitality - Year 1 Field Trip
- THM 170 Food & Beverage Service
- Open Elective – 3 credits chosen from courses numbered 100 or higher that transfer to a BC degree-granting institution

Completion Requirements

To successfully complete the program, students must pass all courses and attain an overall average of at least 60%.

Tourism & Hospitality Management Diploma

Program at a Glance

Two-year diploma; part-time study options available

Tuition: [From \\$2,925 to \\$9,160 approx per year, depending on level + fees/equipment](#)

Where: Comox Valley

Starts: September, January

- Choose between four diploma specialties including hospitality, sustainable tourism, hospitality & sustainable tourism and adventure guiding.

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Increase your employment opportunities. As one of the world's fastest growing industries, tourism employs over 200,000 people in BC. Demand for qualified graduates is greater than is currently being met, creating a fantastic opportunity for your career advancement.
- Business with a tourism edge. Blend a solid business education with tourism industry knowledge and connections. Study accounting, law, international hotel management and tourism entrepreneurship while participating in field trips each year to top regional and international destinations.
- Work at what you love. Co-operative Education work terms are an integral component of the program and integrate paid, program-related employment with academic study. Whether it is with Fairmont Hotels in Banff or Whistler or closer to home, you'll gain confidence, contacts, and practical experience in your chosen career.

- Be in demand. The [BC 2025 Labour Economic Outlook](#) predicts tourism and hospitality will be among the most in demand occupational groups requiring post-secondary training in BC, with more than 10,500 job openings to 2024.'
- Develop industry-relevant skills and broadened career opportunities through participation in local and international co-op work placements.
- Access study abroad opportunities with NIC's [Disney International program](#) and exchanges in Hawaii, Utah or Mexico.
- Earn credit toward NIC's Business Administration degree or many other tourism, hospitality or business degrees across Canada.

Career Possibilities: As a graduate, you will be qualified for employment in all areas of the tourism and hospitality industry, including hotels, ski and golf resorts, restaurants, the travel trade, as well as government and transportation services.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

- Specialize your skills. Whether you choose the hospitality or sustainable option, you will have an opportunity to spend your first year getting to know the industry and acquiring business skills. In year two you can specialize, choosing either to explore international hotel management in the hospitality option or study environmental issues with the sustainable tourism option. If you choose to specialize in adventure guiding, you will spend your first year exploring the outdoors while honing your leadership, interpretative and guiding skills. In year two you will focus on the business skills necessary to manage or own a tourism business while broadening your understanding of the larger tourism industry.

PROGRAM HIGHLIGHTS

Unique in BC, NIC's Tourism and Hospitality Management diploma is designed to be fun and flexible, while maximizing your options and opportunities. You'll get a solid business education as well as the practical experience and knowledge necessary to launch a management career in one of the world's fastest growing industries.

The program offers domestic and international field trips, a solid and far-reaching co-op program and international exchange opportunities that are fun and effective ways to earn academic credit while connecting with the industry and honing your skills while you study.

Tourism is one of the world's fastest growing industries offering a wide variety of career possibilities. It employs over 200,000 people in BC and, according to Statistics Canada, 354,000 job openings are predicted nationwide in the next 10 years. Over 65,000 of those openings are anticipated to be for supervisors and managers. So, whether you are just starting out, looking to advance your current situation, transferring yours skills from another industry or run your own businesses, NIC can put you on a path to a successful career.

We recognize that people are central to the success of every tourism business, and your interpersonal development while at NIC will be critical to your professional future. That's why, throughout the program, employability skills such as communication, teamwork, leadership and public speaking are strongly emphasized, giving you a marketable advantage in the workplace.

As a graduate of this two-year diploma, you will have the confidence and knowledge you need to launch your career in this global industry or continue into a degree program, here at NIC or at one of many hospitality, tourism, or business degree programs across Canada.

You'll gain a strong foundation in key management functions such as accounting, marketing, human resource management, leadership and computer skills, have an opportunity to visit one of Canada's top tourism destinations and receive a practical introduction to restaurant and hotel operations. You will be introduced to the major tourism sectors, including accommodation, food and beverage, adventure tourism and recreation, events and conferences, transportation, attractions, tourism services and travel trade.

You will have an opportunity to specialize in hospitality, sustainable tourism, a combination of both or adventure guiding. If you choose hospitality or sustainable tourism options you can use your electives to take more sustainable tourism and hospitality courses, to study a foreign language or prepare for transfer directly into the third year of a number of tourism, hospitality, or business degree programs across Canada.

Hospitality Option

In Hospitality, you will study international hotel management and develop the skills needed to understand the complexities of managing international hotel operations, identify global ownership and management models. You will learn how different values, attitudes and beliefs affect employees, clients and cultures. Courses in food and beverage management, entrepreneurship and special events management will enhance your skills and understanding of this dynamic sector. An international field trip to a top tourism destination gives you a behind-the-scenes understanding of hospitality management.

Sustainable Tourism Option

In the Sustainable Tourism option, you will gain an understanding of the challenges facing tourism managers and operators in today's environmentally sensitive market and an understanding of cultural sustainability within the field. You will explore the relationship between

tourism, recreation and resort management in conjunction with the natural resources they use while hearing directly from industry, stakeholder, and government speakers. Courses in entrepreneurship, special events management and law provide a broader perspective of the industry, and an international field trip gives you a chance to see it all in action.

Hospitality & Sustainable Tourism Option

The Hospitality and Sustainable Tourism option is a great choice if you want to keep your options open. It provides the broadest understanding of the industry and has the advantage of education pathways into both hospitality and tourism degree programs province-wide.

Adventure Guiding Pathway Option

The adventure guiding option is designed for students who wish to have it all – to gain the skills necessary to be an adventure guide working in the outdoors but who also want to gain the business skills necessary to operate or own an adventure business. In your first year, you will receive a balance of hands-on learning and theoretical classroom learning. You will develop essential knowledge for working across cultures, with consideration toward environmental sustainability and risk management. In your second year, you will develop a broader understanding of the tourism sector while further refining your field guiding skills.

Career Opportunities

As a graduate you will be qualified for employment in all areas of the tourism and hospitality industry, including luxury hotels, ski and golf resorts, restaurants, tourism services and the travel trade. Some graduates have chosen to operate their own tourism business, while many others choose to work in small or large tourism organizations on Vancouver Island, Whistler, Vancouver and elsewhere in Canada. The possibilities are endless.

Field Trips

In each year of the program you will participate in a required field trip as part of your studies. You will receive academic credit for these dynamic courses.

As a first year student, you will travel to major Canadian tourist destinations, such as Vancouver and Whistler, stay in a four or five-star property and experience its daily operation, guest accommodations and services. Lab fees cover the cost of travel.

During year two, you will travel to an international tourist destination where you will experience tourism and/or hospitality operations first hand. Lab fees cover the cost of travelling to destinations such as Vegas, but in previous years students have chosen to participate in fundraising activities to increase field trip options, travelling to popular destinations such as New Orleans, Hawaii, Mexico and Cuba.

Co-operative Education

A mandatory component of the program, [co-operative education](#) alternates paid, program-related work experiences with academic study. The practical experience gained on your supervised and structured work terms is an integral part of your education. The result is increased confidence, new employment contacts and practical work experience.

Co-op staff and program instructors work closely with you to determine how your work term can best fit your individual interests and career goals. You may find work locally, on Vancouver Island, provincially or internationally.

You must complete Co-operative Education Pre-Employment-Seminar (EMP-100) as a prerequisite to Co-operative Education Internship Work Term (THM-197).

Bridge into NIC's Business Degree

Tourism & Hospitality Management diploma graduates are eligible to bridge directly into NIC's Bachelor of Business Administration degree, [Marketing major](#) and [General Management major](#). If you are

considering these options, speak with an educational advisor as early as possible about course requirements and admissions details.

Degree Opportunities

The Tourism & Hospitality Management diploma provides two full years of transfer credit toward a variety of four-year degree programs, including:

- Bachelor of Business Administration, North Island College (NIC)
- Bachelor of Commerce, University of Victoria (UVic)
- Bachelor of Tourism and Hospitality Management, Mount St. Vincent University (MSVU)
- Bachelor of Applied Management in Hospitality and Tourism, University of New Brunswick (UNB)
- Bachelor of Commerce in Entrepreneurial Management, Royal Roads University (RRU)
- Bachelor of Arts in International Hotel Management, Royal Roads University (RRU)
- Bachelor of Hospitality Management, Vancouver Community College (VCC)
- Bachelor of Tourism Management, Capilano University
- Bachelor of Hospitality Management, Vancouver Island University (VIU)
- Bachelor of Outdoor Recreation and Tourism Management, University of Northern British Columbia (UNBC)

Important: Each university has its own unique deadlines and transfer requirements, such as course prerequisites (particularly for math courses) and grade point averages which must be met. Transfer and degree requirements may also change frequently and without notice. If you are interested in pursuing a degree, you should meet with an educational advisor to develop a study plan as early as possible.

ADMISSION

Admission Requirements

1. C in one of Provincial English 12, English 12 First Peoples, NIC ENG-060, ENG-096, ENG-098 or ESL-090; or assessment; and
2. C in one of Applications of Math 11 or Foundations of Math 11 or Mat 033; or B in Apprenticeship and Workplace Math 11; or completion of Principles of Math 11 or Pre-calculus 11, or assessment
3. Adventure Guiding option applicants must also complete the [medical forms](#) and physician's assessment as required for admission to the Adventure Guiding Certificate.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- You are encouraged to gain as much tourism industry experience as possible before the program starts, either through work experience or volunteering. The more service industry experience you bring to the program, the more relevant your learning will be.
- Serving it Right (TFB-011) and FoodSafe Level 1 (TFS-010) should be completed before classes begin (with the exception of those in the Adventure Guiding Option, which includes FoodSafe Level 1 (TFS-010) in year 1 of the program). Separate fees are required for registration in these courses.
- For the Adventure Guiding Option we recommend consulting with an Adventure Program Coordinator before selecting your field specialty courses.
- You will be required to use a variety of Microsoft Office software immediately upon entering the program. Refreshing or developing your computer skills before entering the program is encouraged.

- It is strongly recommended you take ENG-160 in your first semester of studies. This course focuses on the theories and principles of effective business communication and provides foundational skills for the tourism and hospitality program.
- If you wish to apply your diploma toward a university degree, you should book a planning meeting with an [educational advisor](#) as early as possible.

CURRICULUM

Program Requirements

Year 1 - Hospitality Option - Sustainable Tourism Option

- BUS 100 Financial Accounting Fundamentals
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- ENG 160 Effective Organizational Writing
- THM 100 The Tourism Industry
- THM 107 Accommodating Your Guest
- THM 108 Human Resource Management
- THM 112 Leadership & Management
- THM 119 Tourism & Hospitality - Year 1 Field Trip
- THM 170 Food & Beverage Service
- Open Elective – 3 credits chosen from courses at the 100 level or higher that transfer to a BC degree-granting institution

Year 1 – Hospitality & Sustainable Tourism Option

- BUS 100 Financial Accounting Fundamentals
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- ENG 160 Effective Organizational Writing
- THM 100 The Tourism Industry
- THM 107 Accommodating Your Guest
- THM 108 Human Resource Management
- THM 112 Leadership & Management
- THM 119 Tourism & Hospitality - Year 1 Field Trip
- THM 170 Food & Beverage Service
- THM 211 Sustainable Tourism

Students may exit after Year 1 with a Tourism & Hospitality Management Certificate.

Co-op – mandatory for all students

Students must complete EMP 100 in the Fall term as a prerequisite to Co-operative Education Internship Work Term (THM 197) in the Spring. Co-op work terms must be completed between first and second term for full-time students and prior to the last course term for part-time students.

- EMP 100 Co-operative Education Pre-Employment Seminar
- THM 197 Co-operative Education Internship Work Term

Year 1 – Adventure Guiding Option

The Adventure Guiding option is offered on a cost recovery basis and tuition for the field focused skills reflects the cost of delivery and industry certification for each of the field focused courses.

NOTE: This year of the program is contingent on sufficient student demand.

Field Focused

Core Competencies

- TGA 100 Guiding Skills 1
- TGA 101 Interpretation
- TGA 103 Sea Kayaking 1
- TGA 106 Sea Kayaking 2
- TGA 110 Guiding Skills 2
- TGA 111 Wilderness First Aid
- NAU 016 Restricted Operator Certificate - Maritime
- TCS 010 WorldHost Fundamentals
- TFS 010 FoodSafe Level 1

Field Skill Options

Plus choose a minimum of two from the following 2 credit field courses (4 credits total):

- TGA 102 Wildlife Viewing
- TGA 104 River Rafting 1
- TGA 105 Canoeing
- TGA 107 Sailing
- TGA 108 Mountain Skills 1
- TGA 109 Winter Mountain Travel 1
- TGA 112 Rock Skills 1
- TGA 114 River Rafting 2
- TGA 131 Field Specialty Option 1 (Please discuss with coordinator)
- TGA 132 Field Specialty Option 2 (Please discuss with coordinator)

Note: field skill course availability and delivery model based on enrolment

Applied Theory

- THM 211 Sustainable Tourism
- THM 212 Tourism & Hospitality Law and Ethics OR THM-100 The Tourism Industry
- THM 225 Cross Cultural Tourism
- ENG 160 Effective Organizational Writing

*Students wishing to exit at this point must take TGA 700 Work Placement (1 credit) in order to receive the Adventure Guiding Certificate.

Co-op – mandatory for all students

Students must complete EMP 100 in the Fall term as a prerequisite to Co-operative Education Internship Work Term (THM 197) in the Spring. Co-op work terms must be completed between first and second term for full-time students and prior to the last course term for part-time students.

- EMP 100 Co-operative Education Pre-Employment Seminar
- THM 197 Co-operative Education Internship Work Term

Year 2 – Hospitality Option

- ENG 115 Essay Writing & Critical Analysis
- THM 201 Internal Controls
- THM 203 Conventions & Special Events Management
- THM 212 Tourism & Hospitality Law & Ethics
- THM 215 Tourism & Hospitality Managerial Accounting OR BUS 217 Management Accounting
- THM 219 Tourism & Hospitality - Year 2 Field Trip
- THM 222 Entrepreneurship in Tourism
- THM 250 International Hotel Management
- THM 270 Beverage Theory and Management
- THM 275 Food Fundamentals & Service
- Plus 1 Elective totaling 3 credits chosen from courses numbered 100 or higher that transfer to a B.C. degree granting institution.

Year 2 – Sustainable Tourism Option

- ENG 115 Essay Writing & Critical Analysis
- THM 201 Internal Controls
- THM 203 Conventions & Special Events Management
- THM 211 Sustainable Tourism
- THM 212 Tourism & Hospitality Law & Ethics
- THM 215 Tourism & Hospitality Managerial Accounting OR BUS 217 Management Accounting
- THM 219 Tourism & Hospitality - Year 2 Field Trip
- THM 222 Entrepreneurship in Tourism
- THM 225 Cross Cultural Tourism
- Plus 2 Electives totaling 6 credits chosen from courses numbered 100 or higher that transfer to a BC degree-granting institution.

Year 2 – Hospitality & Sustainable Tourism Option

- ENG 115 Essay Writing & Critical Analysis
- THM 201 Internal Controls
- THM 203 Conventions & Special Events Management
- THM 212 Tourism & Hospitality Law & Ethics

- THM 215 Tourism & Hospitality Managerial Accounting OR BUS 217 Management Accounting
- THM 219 Tourism & Hospitality - Year 2 Field Trip
- THM 222 Entrepreneurship in Tourism
- THM 225 Cross Cultural Tourism
- THM 250 International Hotel Management
- THM 270 Beverage Management
- THM 275 Food Fundamentals & Service

Year 2 – Adventure Guiding Option

- BUS 100 Financial Accounting Fundamentals
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications in Business
- THM 100 The Tourism Industry OR THM 212 Tourism & Hospitality Law and Ethics
- THM 108 Human Resources Management
- THM 112 Leadership & Management
- THM 215 Tourism & Hospitality Managerial Accounting OR BUS 217 Management Accounting
- THM 222 Entrepreneurship in Tourism

Plus choose one course (3 credits) from the following:

- THM 107 Accommodating Your Guest
- THM 170 Food & Beverage Service
- THM 219 Tourism & Hospitality - Year 2 Field Trip

In addition, choose a minimum of three from the following 2 credit field courses (min. of 6 credits total):

- TGA 102 Wildlife Viewing
- TGA 104 River Rafting 1
- TGA 105 Canoeing
- TGA 107 Sailing
- TGA 108 Mountain Skills 1
- TGA 109 Winter Mountain Travel 1
- TGA 112 Rock Skills 1
- TGA 114 River Rafting 2
- TGA 131 Field Specialty Option 1 (Please discuss with coordinator)
- TGA 132 Field Specialty Option 2 (Please discuss with coordinator)

Note: field skill course availability and delivery model based on enrolment

Completion Requirements

This is a 2 year program requiring completion within 5 years of admission.

Aircraft Sheet Metal Manufacturing Technician

Program at a Glance

five-month certificate

Tuition: [\\$1,525 approx + fees/equipment](#)

Where: Campbell River

Starts: September

- Learn precision sheet metal skills to build structural components, frames and skins for the repair and manufacturing of general aviation aircraft.
- Develop a strong foundation of employable skills for work in the exciting field of aircraft manufacturing.

HIGHLIGHTS

CHOOSE NORTH ISLAND COLLEGE

- Practical experience . You will attend classes in a shop that is organized and run to industry standards. The emphasis is on the development of practical skills, and you will be well-prepared for entry into the workplace.
- Great instructors . Experienced, licensed instructors work closely with the aerospace industry to ensure that NIC's curriculum is relevant, current and comprehensive.

PROGRAM HIGHLIGHTS

The five month Aircraft Sheet Metal Manufacturing Technician program will prepare you for entry-level careers in the aircraft manufacturing industry. No previous experience is necessary. You will become familiar with a wide range of topics, from aircraft systems and sheet metal fabrication to Transport Canada regulatory requirements and safe workplace practice. Shop and classroom instruction are used in combination throughout the program. Coursework includes WHIMIS and First Aid training.

- Qualify for new employment in under five months

Career possibilities: Upon graduation, you will be immediately employable as an entry-level aircraft assembler or sheet metal technician. NIC graduates work locally, throughout BC and Canada and as far away as Australia. Where do your dreams take you.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

Upon graduation, you will be highly employable as a sheet metal technician, or they can choose to keep learning and enter NIC's Aircraft Structures Technician (AME-S) program for time credit and Transport Canada certification.

Career Opportunities

The Aircraft Sheet Metal Manufacturing Technician Program is a solid option for anyone wanting a quick entry into the aerospace industry and a rewarding career building and repairing aircraft. This five month program prepares you to manufacture the structural components, frames and skins of general aviation aircraft. You will be expected to work to exact tolerances, bending, forming, riveting, fitting and installing metal aircraft components.

Supply List

NIC is pleased to make tools available to you in exchange for a \$100 refundable tool deposit. The deposit is not included in your tuition and will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

You are also responsible for obtaining the following basic supplies:

- coveralls
- CSA approved safety footwear
- WCB approved safety glasses
- WCB approved Hearing protection
- painting respirator
- three- 2", three-ring binders
- pencils, pens, eraser
- fine line felt markers
- non-scientific calculator
- measuring tape – imperial

ADMISSION

Admission Requirements

1. C+ in one of English 11, Communications 12, NIC ENG-052 or equivalent; or in ESL-052, ESL-055 and ESL-058, or certified CLB 8; or successful NIC English assessment; and
2. C+ in one of Principles of Math 10, Applications of Math 11, Apprenticeship and Workplace Math 11, Foundations of Math 11, NIC MAT-034, or equivalent; or successful NIC Math assessment.
3. High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program, and discuss various career fields and choices.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition, secondary school equivalent courses in science, physics and drafting are considered an asset.
- The most important key to success is the desire to become a quality tradesperson. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are

essential to succeed in the program.

- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning, along with good math and communication skills.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions.
- You will be required to stay focused for prolonged periods.

CURRICULUM

Program Requirements

- ASM 100 Program Orientation & Workshop Safety
- ASM 101 Regulation, Documentation & Technical Information
- ASM 102 Structural Materials & Heat Treatment
- ASM 104 Sheet Metal Fabrication
- ASM 106 Sheet Metal Repairs & Damage Assessment
- ASM 107 Surface Preparation & Corrosion Control
- ASM 115 Human Factors
- ASM 123 Tools & Equipment
- ASM 125 Standard & Special Fastener Identification & Installation
- ASM 129 Aircraft Systems, Structures & Designs

Aircraft Structures Technician (AME-S)

Program at a Glance

10-month certificate

Tuition: [\\$2,740 approx + fees/equipment](#)

Where: Campbell River

Starts: September

- Develop technical skills to work in the field of aircraft structures.
- In 10 months, receive recognition from Transport Canada for 11 months of credit toward the 36 months of training required for your AME-S licence.
- Receive recognition from Transport Canada for formal training and two technical tests required for the AME-S licence.

Be in demand. According to [BC Outcomes](#), 100% of NIC Aircraft Structures Technician graduates surveyed from 2014-2016 were employed after graduation. Local employers, such as [Sealand Aviation](#) and [Sealand Aerospace](#) say that 70 per cent of their workforce are NIC grads and they are always looking for new, enthusiastic people. Click [here](#) to watch a news story on this booming industry.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Practical experience. You will attend classes in a shop that is organized and run to industry standards. The emphasis is on the development of practical skills and you will be well-prepared for entry into the workplace.
- Exposure to industry. You will have the opportunity to interact with employers and industry to learn the requirements to work in the sector.
- Great instructors. Experienced, licensed instructors work closely with the aerospace industry to ensure that NIC's curriculum is relevant, current and comprehensive.
- Want to go further? As a graduate, you'll receive recognition by Transport Canada for formal training and the technical tests required for the Aircraft Maintenance Engineer-Structure (AME-S) licence, plus 11 months of credit toward the 36 months of training required to complete your AME-S certification.

PROGRAM HIGHLIGHTS

The Aircraft Structures Technician (AME-S) program consists of approximately 1,150 hours of shop and classroom instruction. You will learn about the basic theory of flight, aircraft systems, construction, and Transport Canada regulatory requirements while learning to build and repair aircraft structures. You will work with sheet metal, tubular, composite, wood and fabric structures to develop a strong skills and knowledge in all aspects of aircraft sheet metal work.

Upon successful completion of the program to required standards you will receive recognition by Transport Canada for training and technical tests required for the Aircraft Maintenance Engineer-Structures (AME-S) licence. You will also receive an 11-month time credit toward the three-year requirement to complete your AME-S certification.

NIC instructors and staff stay current with industry regulations and demands. As a corporate member of PAMEA, the [Pacific Aircraft Maintenance Engineers Association](#), the program works with aircraft structures engineers and professionals to represent the industry at a national level.

Career Opportunities

Qualify for high-demand jobs locally and around the world. Employment opportunities may include aircraft repair and servicing,

In the News

[Trades careers open a world of opportunities](#)

[Mid-Island air repair company busier than ever](#)

aircraft manufacturing, composite component repair, aircraft parts manufacturing and aircraft parts technician, or gain advanced standing as an aircraft structures technician with the Canadian Forces.

An Aircraft Structures Technician (AME-S) develops an understanding of, and is knowledgeable in, the fabrication and repair of metal skins and structures along with the repair and installation of components made from wood, plastics and composite construction.

The program is Transport Canada approved and meets the criteria for training and examinations to become an Aircraft Maintenance Engineer – Category ‘S’ (Structures). Graduates who complete the Aircraft Maintenance Engineer license are then eligible to assess, plan and undertake structural repairs of aircraft.

NIC graduates are in high demand. They are working locally, throughout BC and Canada, and as far away as Australia. Where do your dreams take you?

Work Experience

You may have an opportunity to complete an optional one-month work experience session (non-credit) in the field of aircraft structural repairs.

Supply List

NIC is pleased to make tools available to you in exchange for a \$100 refundable tool deposit. This deposit is not included in the cost of tuition and will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

You are also responsible for obtaining the following basic supplies:

- coveralls
- CSA approved safety footwear
- WCB approved safety glasses
- WCB approved Hearing protection
- painting respirator
- three- 2", three-ring binders
- pencils, pens, eraser
- fine line felt markers
- non-scientific calculator
- measuring tape – imperial

ADMISSION

Admission Requirements

1. C+ in one of English 11, Communications 12, NIC ENG-052 or equivalent; or in ESL-052, ESL-055 and ESL-058, or certified CLB 8; or successful NIC English assessment; and
2. C+ in one of Principles of Math 10, Applications of Math 11, Apprenticeship and Workplace Math 11, Foundations of Math 11, NIC MAT-034, or equivalent; or successful NIC Math assessment.
3. High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss

upgrading or Grade 12 completion options offered at NIC. In addition, secondary school equivalent courses in science, physics and drafting are considered an asset.

- The most important key to success is the desire to become a quality tradesperson. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning, along with good math and communication skills.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions.
- You will be required to stay focused for prolonged periods.

CURRICULUM

Program Requirements

- ASM 100 Program Orientation & Workshop Safety
- ASM 101 Regulation, Documentation & Technical Information
- ASM 102 Structural Materials & Heat Treatment
- ASM 103 Tools & Equipment
- ASM 104 Sheet Metal Fabrication
- ASM 105 Standard & Special Fastener Identification & Installation
- ASM 106 Sheet Metal Repairs & Damage Assessment
- ASM 107 Surface Preparation & Corrosion Control
- ASM 108 Fluid Lines & Conduits
- ASM 109 Aircraft Systems, Structures & Designs
- ASM 110 Composite Repairs & Fabrication
- ASM 111 Tubular Repairs (Welding Excluded)
- ASM 112 Wood Structure & Repair
- ASM 113 Fabric Repairs
- ASM 114 Thermoplastics
- ASM 115 Human Factors

Completion Requirements

As it is the intention that graduates of this program will work in the aerospace industry, this program will incorporate expectations governing evaluation and attendance as developed by this industry.

1. All theoretical and practical post examination reviews will be conducted and corrected to 100% with the intent of demonstrated competency in each subject area.
2. Post examinations will be applied to that portion of a topic where a student has achieved less than 70%. Regular and consistent attendance is mandatory.

Aquaculture

Program at a Glance

Launch your aquaculture career at NIC. Gain in-demand skills and experience that employers are looking for.

Where: Campbell River
Starts: 2018

- Industry responsive training in aquatic food production for marine, freshwater and land-based systems
- Relevant hands-on skills combined with theory and practical work in the field
- Be in demand with applied skills in the growing aquaculture industry, which produces a variety of fish,

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Industry-informed Training: NIC works with industry advisors to ensure the Aquaculture Technician curriculum stays aligned with current and projected industry advancements.
- Hands-on Learning: Combine theoretical knowledge with practical training in the field.
- Expert Instruction: Program instructor, Dr. Jesse Ronquillo, has worked in aquaculture around the world, including working as an aquaculture trainer under the United Nations. His expertise includes hatchery production and aquatic husbandry of finfish, shellfish, and algae.
- Work Environment: BC aquaculture sites are located in some of the most beautiful places in the world.

PROGRAM HIGHLIGHTS

NIC's aquaculture training program is under development, being informed by industry to ensure our grads have the skills and knowledge employers are looking for to support aquatic food production in marine, freshwater and land-based systems.

shellfish and marine plants and is forecast to grow and diversify in BC and around the globe.

[Add your name to our Interest List to stay up to date on the latest news.](#)

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

In the News

[2017 Aquaculture Feature in Campbell River Mirror](#)

[Island aquaculture training gets provincial funding boost](#)

[BC Kelp Farming is Untapped Resource](#)

You will learn production techniques for a broad range of aquaculture species including finfish, shellfish (bivalves and crustacean), aquatic plants (seaweeds and kelps) as well as newer aquaculture species like sea cucumbers, urchins and crayfish.

Training includes technical aspects of production with a focus on juvenile rearing, transferring to growing systems, harvesting and processing.

You will also learn key technical skills for working at aquaculture sites including data collection, sampling and grading, risk assessment, and equipment operation and maintenance.

In order to complete the program, you will need to hold or complete valid industry certifications in Occupational First Aid Level 1, WHMIS, Small Vessel Operator Proficiency Training, Small Non-Pleasure Craft Marine Emergency Duties and Restricted Operator's Certificate - Maritime. During your studies, you will apply these certificate skills to the aquaculture farm setting so you can gain hands-on knowledge of standard operating protocols, emergency response procedures and routine record-keeping.

The program provides you with a combination of theoretical instruction and hands-on training along with additional hours in the field.

Career Opportunities

As an aquaculture graduate, your skills are applicable to aquaculture operations in coastal BC, nationally and internationally.

After completing the program you will qualify for many positions including farm technician, hatchery technician, maintenance, harvest, and net cleaning crew positions, or a deck hand position on harvest vessels, wellboats, feeding and site maintenance vessels.

Note

Program currently in development. Details may change subject to final approval by Education Council.

Funding provided through the Canada-British Columbia Labour Market Development Agreement.




Funding provided through the Canada-British Columbia Labour Market Development Agreement.

ADMISSION

Admission Requirements

High School Graduation OR

19 years of age or older and:

1. C in English 10, or NIC ENG-035, or equivalent; or C+ in ESL-051, ESL-054 and ESL-057, or certified CLB7; or successful NIC assessment testing in English; and
2. C in one of Foundations of Math 11, Apprenticeship & Workplace Math 11, Principles of Math 10, Applications of Math 11, NIC MAT-033, or successful NIC assessment testing in math.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you

can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

CURRICULUM

Program Requirements

AQT 100 Introduction to Aquaculture
 AQT 105 Invertebrate & Seaweed Husbandry
 AQT 110 Finfish Husbandry
 AQT 115 Aquaculture Health and Safety
 AQT 120 Strategies for Success
 AQT 125 Field School Finfish I
 AQT 130 Field School I - Practicum
 *MED 003 Small Non-Pleasure Craft Marine Emergency Duties (MED A3)
 *NAU 005 Small Vessel Operator Proficiency Training
 *NAU 016 Restricted Operator's Certificate – Maritime
 *OFA 001 WHMIS
 *OFA 010 Occupational First Aid Level 1

*Note: Students not having current, valid First Aid, WHMIS, Small Vessel Operator Proficiency Training, Small Non-Pleasure Craft Marine Emergency Duties (MED A3) and Restricted Operator's Certificate - Maritime are required to take these courses to meet program requirements. Separate fees will be charged for these courses.

Completion Requirements

You will be required to achieve 70% in each of AQT-100, AQT-105, AQT-110, AQT-115 and AQT-120 and a pass in AQT-125 and AQT-130 and a pass in all industry certificates to achieve program completion.

Aquaculture Technician I

Program at a Glance

14-week certificate

Where: Campbell River
 Starts: TBA

- Be prepared to enter Level 2, 3 and 4 Aquaculture Technician training at NIC. New offerings are currently under development to expand learning opportunities, including an Aquaculture Technician diploma by 2019. [Learn more.](#)
- Cutting edge training qualifies you to support aquatic food production for marine, freshwater and land-based systems.
- Be in demand. Aquaculture already accounts for approximately 50 per cent of the global seafood supply and is forecast to increase and diversify locally, nationally and internationally.
- Earn industry certifications such as First Aid, WHMIS, Small Vessel Operator Proficiency Training, Small Non-Pleasure Craft Marine Emergency Duties (A3) and Restricted Operator's Certificate - Maritime.

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Industry-approved: NIC works with industry advisors to ensure Aquaculture Technician I curriculum stays aligned with existing and projected industry changes and certifications.
- Comprehensive qualifications: Cutting-edge training encompasses all sectors of the aquaculture industry including marine, freshwater and land-based systems as well as practical skills to culture a variety of new and upcoming species.
- Pristine work environment: BC aquaculture sites are located in the some of the most beautiful places in the world.

PROGRAM HIGHLIGHTS

The aquaculture industry provides over 50 percent of worldwide seafood production through an increasing number of food species. Within BC, the industry produced 90,600 tonnes of fish and shellfish (generating \$533.8 million in farmgate value) in 2010, and the industry continues to expand within a climate of growth.

NIC's Aquaculture Technician I certificate provides you with in demand skills to support aquatic food production for marine, freshwater and land-based systems. This includes the production of fish, shellfish (bivalves and crustacea), aquatic plants (seaweeds, kelps), as well as upcoming species such as sea cucumbers, urchins and crayfish. You will learn production techniques to produce a broad range of aquaculture foods including fish, shellfish, seaweeds and more. Curriculum includes technical aspects of production, with a primary focus on juvenile rearing, transferring to on-growing systems, harvesting and processing.

In order to complete the program, you will need to hold or complete valid industry certifications in Occupational First Aid Level 1, WHMIS, Small Vessel Operator Proficiency Training, Small Non-Pleasure Craft Marine Emergency Duties and Restricted Operator's Certificate - Maritime. During your studies, you will apply these certificate skills to the aquaculture farm setting so you can gain hands-

Career Opportunities: As a graduate, you will be prepared to work as a farm or hatchery technician at aquaculture operations in coastal BC, nationally and internationally. Gain skills to work toward maintenance, harvest and net cleaning crew positions, or as a deckhand on harvest vessels, wellboats, feeding and site maintenance vessels.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

In the News

[Island aquaculture training gets provincial funding boost](#)

[BC Kelp Farming is Untapped Resource](#)

on knowledge of standard operating protocols, emergency response procedures and routine record-keeping.

The program provides you with 345 hours of instruction and hands on training, with an additional 53 hours of industry certifications delivered over four months.

Career Opportunities

As an Aquaculture Technician I graduate, your skills are applicable to aquaculture operations in coastal BC, nationally and internationally.

After completing the program you will qualify for many entry-level positions at aquaculture facilities. You can expect to be employed as a farm technician, hatchery technician, and with more hands on experience, maintenance, harvest, and net cleaning crew positions, or a deck hand position on harvest vessels, wellboats, feeding and site maintenance vessels.

Supply List

You are required to obtain the following basic supplies:

- 3" binder
- note paper
- flash drive
- pens, pencils, highlighters and eraser
- hard hat
- high-visibility vest
- eye protection
- ear protection
- rain jacket
- rain pants
- reflective coveralls
- steel-toed rubber boots

ADMISSION

Admission Requirements

High School Graduation OR

19 years of age or older and:

1. C in English 10, or NIC ENG-035, or equivalent; or C+ in ESL-051, ESL-054 and ESL-057, or certified CLB7; or successful NIC assessment testing in English; and
2. C in one of Foundations of Math 11, Apprenticeship & Workplace Math 11, Principles of Math 10, Applications of Math 11, NIC MAT-033, or successful NIC assessment testing in math.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

CURRICULUM

Program Requirements

AQT 100 Introduction to Aquaculture
 AQT 105 Invertebrate & Seaweed Husbandry
 AQT 110 Finfish Husbandry
 AQT 115 Aquaculture Health and Safety
 AQT 120 Strategies for Success
 AQT 125 Field School Finfish I
 AQT 130 Field School I - Practicum
 *MED 003 Small Non-Pleasure Craft Marine Emergency Duties (MED A3)
 *NAU 005 Small Vessel Operator Proficiency Training
 *NAU 016 Restricted Operator's Certificate – Maritime
 *OFA 001 WHMIS
 *OFA 010 Occupational First Aid Level 1

*Note: Students not having current, valid First Aid, WHMIS, Small Vessel Operator Proficiency Training, Small Non-Pleasure Craft Marine Emergency Duties (MED A3) and Restricted Operator's Certificate - Maritime are required to take these courses to meet program requirements. Separate fees will be charged for these courses.

Completion Requirements

You will be required to achieve 70% in each of AQT-100, AQT-105, AQT-110, AQT-115 and AQT-120 and a pass in AQT-125 and AQT-130 and a pass in all industry certificates to achieve program completion.

Automotive Service Technician Foundation Harmonized Certificate

Program at a Glance

30-week certificate

Where: Campbell River, Port Alberni

Starts: September

- Industry Training Authority (ITA) approved.
- Master essential skills identified by employers, from brake system servicing and steering to suspension service, wheel alignment, electronic systems and more.
- Earn apprenticeship technical training credit toward Interprovincial (Red Seal) certification.

Career possibilities: Graduates can pursue a wide range of employment opportunities within the mechanics trade, from automotive service technician and parts technician to service writer or service manager.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

CHOOSE NORTH ISLAND COLLEGE

- Great facilities. During the Automotive Service Technician Foundation program, you'll develop practical, valuable skills desired by employers. You'll learn in a well-equipped shop that will prepare you to move directly into the industry, and you can even learn on your own vehicle!
- A network of support. NIC works with industry advisors to ensure the program remains current and relevant for new employees.
- Industry recognized training. NIC is an Industry Training Authority (ITA) approved training provider for this entry-level program in the Interprovincial (Red Seal) trade of automotive service technician.

PROGRAM HIGHLIGHTS

North Island College follows the provincial Automotive Service Technician (AST) training program. Curriculum concentrates on areas that have been identified by the BC automotive industry and the national Red Seal standard as being most important for new employees entering the trade.

You will train in a shop similar to that found in a normal work environment in order to develop the necessary skills to succeed. Special emphasis is placed on brake system servicing; steering, suspension service and wheel alignment; scheduled vehicle service; vehicle electrical and electronic systems; safety; and troubleshooting techniques.

On successful completion of this program, you will be eligible to write the Certificate of Qualification exams for Automotive Service Technician I. Upon entering into an apprenticeship you will also receive a 450-hour time credit from the ITA toward the time required to complete your apprenticeship.

Launch your career

Upon completion of the Automotive Service Technician Foundation program, you will discover a wide range of employment opportunities within this trade or in related areas. Career positions may include, but are not limited to, automotive service technician apprentice, lube technician, tire repair technician, service writer and parts person.

Supply List

NIC is pleased to make tools available to you in exchange for a \$100 refundable tool deposit, which is not included in your tuition. It will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

You are also responsible for obtaining the following basic supplies:

- coveralls (two pairs recommended)
- CSA-approved safety boots
- WCB-approved safety glasses
- combination lock (to store gear in locker)

- three-ring binder with loose leaf paper
- pen, pencil, hi-liter, ruler
- calculator (optional. Sharp EL-520WBBK is recommended)

ADMISSION

Admission Requirements

1. C in English 10, or NIC ENG-035, or equivalent; or C+ in ESL-051, 054 and 057, or CLB 7; or successful NIC assessment testing in English; and
2. C in one of Principles of Math 10, Apprenticeship & Workplace Math 10, Foundations of Math & Pre-Calculus 10, Applications of Math 11, NIC MAT-029, or equivalent; or successful NIC assessment testing in math.
3. High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites secondary school equivalent courses in science, physics, and drafting are considered an asset.
- The most important key to success is the desire to become a quality trades person. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math and communication skills.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions.
- You will be required to stay focused for prolonged periods.

CURRICULUM

Program Requirements

- AMH 100 Workplace Safety
- AMH 101 Employability Skills
- AMH 102 Tools and Equipment
- AMH 103 General Automotive Maintenance
- AMH 104 General Automotive Practices
- AMH 105 Brake Systems
- AMH 106 Steering Systems
- AMH 107 Suspension Systems
- AMH 108 Basic Electrical Systems
- AMH 109 Work Habits

Completion Requirements

Students will be required to achieve 70% in each course to achieve program completion.

Carpentry Foundation Harmonized Certificate

Program at a Glance

24-week certificate

Where: Comox Valley, Port Alberni
Starts: September, January

HIGHLIGHTS

CHOOSE NORTH ISLAND COLLEGE

- Industry recognized training. NIC is an Industry Training Authority (ITA) approved training provider for this entry-level program in the Interprovincial (Red Seal) trade of carpentry.
- Great instructors. NIC Carpentry instructors are qualified and experienced trades people. Employers will recognize your skills

- Develop essential skills in residential framing, footing and wall forming, site layout, work site safety and more to become an apprentice carpenter in BC's booming construction industry.
- Be in demand: The [BC 2025 Labour Economic Outlook](#) predicts carpenters will be the sixth-most in-demand occupational group requiring post-secondary training in BC, with more than 10,300 job openings available to 2025.
- Earn apprenticeship technical training credit toward Interprovincial (Red Seal) certification.
- Interested in woodwork or furniture design? See [Joinery/Cabinetmaking](#).

Career possibilities: Graduates will find employment as apprentice carpenters in residential, commercial or industrial construction. Work may include, but would not be limited to, framer, finisher, carpenters' assistant and home renovation.

Questions?

Contact
Student Services
1-800-715-0914 
questions@nic.bc.ca

In the News

[North Island College carpentry program comes to Port Alberni](#)

[NIC student featured in Chatelaine](#)

[NIC students helping Habitat in Campbell River](#)

and accreditations as a mark of quality.

- A great head start. This program will develop hand tool, power tool and machine tool skills and overall carpentry knowledge, including stair and rafter theory and fabrication.
- World class facilities. You will practice in one of the best-equipped trades training facilities in the province, and enjoy competitively low tuition rates, while getting a top quality education. Classes in the Comox Valley are held in the LEED® Gold certified trades training facility.

PROGRAM HIGHLIGHTS

NIC's 24-week Carpentry Foundation Harmonized Certificate is the standard provincial program for entry into the carpentry trade and is well-recognized by the residential and commercial building industries. During the program, you will develop the carpentry skills and knowledge needed for employment in the construction industry.

The program follows the BC Provincial Apprenticeship Level 1 program competencies, while also providing significant time for practical hands-on skill development.

Upon successful graduation, you will receive an NIC Carpentry Foundation Harmonized Certificate and, upon entering into an apprenticeship, you will be eligible to receive credit for Level 1 technical training and 450 hours of work based credit toward your apprenticeship hours requirement.

Launch your career

Graduates of this program find employment as apprentice carpenters, in residential, commercial or industrial construction. Work may include concrete forming, framing, exterior finishing, interior finishing or home renovations.

Supply List

You are responsible for obtaining the following basic supplies and tools:

- weather appropriate clothing and steel-toed rubber boots
- 8" steel toe safety boots/shoes
- safety glasses
- hard hat
- ear protection
- Sharp electronic calculator (# EL-520WBBK or EL-520X)
- HB pencils
- hi-lite marker
- two 2" binders and note paper
- drafting equipment: available at the NIC bookstore:
 - Set square – 30/60/90 degree, Staedtler 964 16-60
 - Set square – 45/45/90 degree, Staedtler 964 14-45
 - Scale ruler, Imperial, Architects, Staedtler 987 18-31
 - Scale ruler, Metric, Staedtler 987 18-SI
 - Drawing compass, 559-02
 - Good quality white eraser
 - Non-mechanical pencils in: .3mm lead in 6H lead; .5mm in 2H & 4H lead; .9mm in 2H lead

Personal tools - do not purchase until after first day of class as instructor will advise best buys.

- carpenter apron
- tape measure 25 foot Imperial and eight metre metric
- chalk line and reel
- 2' level
- nail puller (cat's paw)
- rafter square (steel or aluminum)
- cross cut handsaw (10 point)
- utility knife and blades
- speed square
- framing hammer

ADMISSION

Admission Requirements

1. C in English 10, or NIC ENG-035, or equivalent; or C+ in ESL-051, ESL-054 and ESL-057, or CLB 7; or successful NIC

assessment testing in English; and
 2. C in one of Principles of Math 10, Applications of Math 11, Apprenticeship and Workplace Math 11, Foundations of Math 11 or NIC MAT-034, or equivalent; or successful NIC Math assessment.

To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- The most important key to success is the desire to become a quality tradesperson. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math and communication skills.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites secondary school equivalent courses in science, physics and drafting are considered an asset.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions.
- You will be required to stay focused for prolonged periods.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. Should you find you need further support please contact our Student Services department about upgrading classes.

CURRICULUM

Program Requirements

CFH 100 Introduction to the Carpentry Trade & Apprenticeship Training
 CFH 101 Introduction to Essential Workplace Skills for Trades
 CFH 102 Introduction to Worksite Safety
 CFH 103 Documentation, Codes and Drawings
 CFH 104 Carpentry Tools & Equipment
 CFH 105 Site Layout and Survey Instruments
 CFH 106 Footing and Wall Forming
 CFH 107 Residential Framing
 CFH 109 Building Science
 *OFA 001 WHMIS General
 *OFA 010 Occupational First Aid - Level 1

*Note: Students not having current, valid First Aid and WHMIS certification are required to take these courses to meet program requirements. Separate fees will be charged for First Aid and WHMIS.

* Note: Based on availability of placements with industry, Trades Foundation students may have an opportunity to participate in an optional Work Experience: WXT 100 Work Experience – Trades Foundation.

Completion Requirements

A minimum average across the program of 70% is required to pass the program.

Coastal Forest Resource

Program at a Glance

Four-month certificate

Where: Campbell River

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Industry-approved. NIC works with industry advisors to ensure Coastal Forest Resource curriculum stays aligned with existing and projected industry changes and certifications.

Starts: TBD

- Gain hands-on skills for a range of entry-level careers in the growing forestry industry
- Learn resource management, health and safety, field skills, introductory ecology, timber cruising, harvesting systems and more.
- Be in demand. Truck Loggers Association and Canada-BC Labour Market Development projects 4,650 job openings in coastal forestry and logging operations over the 10 year horizon. During this time, the industry also expects to replace 10 per cent of its work force

Career Opportunities: As a graduate, you will qualify for in demand positions in the forest sector, including compasser, assistant timber cruiser, forest field assistant, junior layout engineer, silviculture assistant, tree planter, plantation brusher-spacer, wildfire suppression crew member and wildfire fighter.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

- Comprehensive qualifications. Cutting-edge training encompasses all sectors of the forest industry including firefighting, timber cruising, clearing, map reading and orienteering, and GPS navigation.
- Work Outdoors. Perform physically invigorating work under a canopy of Douglas Fir, surrounded by pristine streams and rivers, in an office that goes beyond a four-walled cubicle.

PROGRAM HIGHLIGHTS

NIC's four-month Coastal Forest Resource certificate will introduce you to a wide range of forestry topics, such as resource management, health and safety, field skills, introductory ecology, silviculture, navigation, timber cruising, harvesting systems and more.

The Coastal Forest Resource program is designed to introduce you to the basic skills, safety knowledge and job readiness to launch a career in forestry. Enhance your existing qualifications with training in firefighting, resource management, clearing, map reading, orienteering and GPS navigation.

Industry-relevant training takes place in the field and in class over four months and includes a practicum to connect you with local employers. The program is comprised of 366 hours of instruction in addition to 24 hours of industry certifications.

Career Opportunities

Upon completion, you will be prepared to work in a range of entry-level positions in the forest sector including: compasser, timber cruiser, field assistant, wildfire fighter and junior field engineer.

Supply list

You are responsible for obtaining the following supplies and field tools:

- caulk boots
- rain gear
- high visibility vest
- hard hat
- safety glasses
- ear protection
- clinometer
- compass
- pocket scale
- field book (waterproof)
- 3" binder
- note paper
- flash drive
- pens, pencils, highlighters and eraser

ADMISSION

Admission Requirements

High School Graduation OR

19 years of age or older and:

1. C in English 10, or NIC ENG-035, or equivalent; or C+ in ESL-051, ESL-054 and ESL-057, or certified CLB 7; or successful NIC assessment testing in English; and
2. C in one of Foundations of Math 11, Apprenticeship and Workplace Math 11, Principles of Math 10, Applications of Math 11, NIC MAT-033, or successful NIC assessment testing in math.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

CURRICULUM

Program Requirements

FOR 100 Introduction to Forest Resource Management
 FOR 105 Forest Resource Health and Safety
 FOR 110 Essential Field Skills
 FOR 115 Introduction to Forest Ecology
 FOR 120 Coastal Harvesting Systems
 FOR 125 Introduction to Timber Cruising, Grading and Scaling
 FOR 130 Worksite Readiness Skills
 FOR 135 Applied Worksite Skills – Practicum
 *MVO 070 Transportation of Dangerous Goods (TDG)
 *OFA 010 Occupational First Aid Level 1
 *OFA 015 Occupational First Aid Transportation Endorsement
 *WSF 019 Orientation to WHMIS Online

*Note: If you do not have current, valid First Aid, Transportation Endorsement, WHMIS and Transportation Of Dangerous Goods certification you are required to take these courses to meet program requirements. Separate fees will be charged.

Completion Requirements

You will be required to achieve 70% in each course and have successfully passed the practicum (FOR-135) and all industry certificates courses to achieve program completion requirements.

Electrical Foundation

Program at a Glance

24-week certificate

Tuition: [\\$1,830 approx + fees/equipment](#)

Where: Campbell River
 Starts: September, January, February

- Industry Training Authority (ITA) approved training.
- Be in demand: The [BC 2025 Labour Economic Outlook](#) predicts electricians will be the ninth most in-demand occupational group requiring post-secondary training in BC, with more than 4,600 job openings available to 2025.
- Learn Level 1 electrical theory while also developing a solid mastery of applied skills, from workplace safety to blueprint reading and wiring methods for residential and light commercial instruction.
- Earn apprenticeship technical training credit and work hours toward Interprovincial (Red Seal) certification

Career possibilities:

Skilled electricians are needed in a growing number of areas, including residential, commercial and industrial electrical construction, electrical maintenance and service, marine electrical work, alternate energy and utilities.

Questions?

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- State of the art facilities. NIC labs use new computers with state of the art simulation software, AC-DC power supplies, oscilloscopes, meters and a two-storey framed mock-up building at our Campbell River campus for hands-on electrical construction installations practice.
- Be recognized for what you know. On securing an apprenticeship, you will receive credit for the first year of your apprenticeship technical training. In addition, a 350-hour time credit is granted toward completion of your apprenticeship.
- A future of possibilities. Completion of an Electrical apprenticeship and obtaining an Interprovincial (Red Seal) certification opens many doors and is the first step to a rewarding career. Obtaining additional certification in electronics will provide even more career opportunities. See NIC's [Electronics Technician Core](#) and [Industrial Automation Technician](#) programs.
- Be in demand. Most employers prefer to hire individuals with foundation training, which also sets you on the path toward your apprenticeship.
- Industry-recognized training. NIC is an Industry Training Authority (ITA approved) training provider for this entry-level program in the Interprovincial Red Seal trade of construction or industrial electrician.

PROGRAM HIGHLIGHTS

The Electrical Foundation program, consists of two blocks of training, each spread throughout the 24 weeks of the program. The object being to provide you with some of the general skills and knowledge required for any apprentice working in the construction trades and the specific, fundamental skills required of a Year 1 electrical apprentice.

During the 24-week program, you will participate in enhanced Level 1 theoretical training, including lab work which enhances your learning of introductory electrical theory through the application of this new knowledge. You will learn how to correctly and safely use measuring instruments (meters), power supplies and other electrical equipment.

While learning about electrical theory, you will learn how to safely and correctly use common hand and power tools, supplies, electrical components and devices, equipment and specialty tools in a manner that a Year 1 apprentice is expected to know when working in residential and light commercial construction.

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

You will learn the interpretation of the latest edition of the Canadian Electrical Code and how these modern wiring techniques are being used in the residential and light commercial construction industries.

Upon successful completion of this program, your acquired knowledge and skill will make you eligible to receive technical training credit for Level 1 of the Electrical apprenticeship and 350 hours of work-based credit toward your total apprenticeship hours requirement.

Career Opportunities

Employment opportunities for Construction and Electrician Red Seal tradespersons exist in residential; commercial and industrial electrical construction; electrical maintenance and service; industrial electrical and electronic process controls; HVAC systems maintenance and installation; marine electrical work; gas and electric utilities and others.

Construction electricians install equipment and wiring in new housing, shopping centres, condominiums, townhouses, office buildings, schools, hospitals, factories, processing plants, mills, mines, manufacturing plants, sub stations, etc.

Industrial electricians perform maintenance, upgrades and process control modifications in all types of heavy and light industrial settings.

Top paying jobs also require knowledge of computer applications and software, PLC systems and electronics (see [Electronics Technician Core](#) and [Industrial Automation Technician](#) programs).

Supply List

NIC is pleased to make tools available to you in exchange for a \$200 refundable tool deposit, which is not included in your tuition. The deposit will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

You are required to obtain the following supplies:

Required

- calculator (see instructor)
- HB pencils
- hi-lite marker
- one set, coloured pens or pencils
- plastic rule – 12"
- protractor
- binders
- note paper
- steel-toed above the ankle construction boots (see instructor)
- non-contact voltage tester (see instructor)
- hard hat (see instructor)
- safety glasses
- text books and learning guides – details provided at NIC Bookstore

Optional

- coveralls
- digital multi-meter CAT III minimum (see instructor)
- 1/4" engineers graph paper (one pad)

ADMISSION**Admission Requirements**

1. C+ in one of English 11, Communications 12, NIC ENG-052, or equivalent; or C+ in ESL-052, ESL-055 and ESL-058, or certified CLB 8; or successful NIC English assessment testing; and
2. C+ in one of Principles of Math 11, Foundations of Math 11, Pre-Calculus 11, NIC MAT-053, or equivalent; or NIC Electrical Foundation Accuplacer assessment for math; and
3. High School graduation is preferred.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- The most important key to success is the desire to become a quality trades person. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math, analytical and communication skills.
- There is also an expectation of physical activities such as working on ladders, scaffolding, automated man lifts, or in confined spaces and under various weather conditions including lifting.
- You will be required to stay focused for prolonged periods.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact a Student Advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites, secondary school equivalent courses in science and drafting are considered an asset.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. If you find you need further support, please contact our student services department about upgrading and how to sign up for classes

CURRICULUM

Program Requirements

- CPA 032 Introduction to Computers for Electrical Trades
- ELE 004 Workplace Safety & Basic Trade Tools
- ELE 005 Introduction to Blueprint Reading
- ELE 101 Electrical Trade Mathematics
- ELE 102 Electrical Trade Science
- ELE 104 Wiring Methods
- ELE 100 Year 1 – Technical Training
- *OFA 001 WHMIS General
- *OFA 010 Occupational First Aid Level 1

*Note: Students not having current, valid First Aid and WHMIS certification are required to take these courses to meet program requirements. Separate fees will be charged for First Aid and WHMIS.

Completion Requirements

To pass the program you are required to attain a minimum average of 70% based on a weighted average of all courses.

Electrician Foundation Harmonized

Program at a Glance

24-week certificate

Tuition: [\\$1,830 approx + fees/equipment](#)

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- State of the art facilities. NIC labs use new computers with state of the art simulation software, AC-DC power supplies, oscilloscopes, meters and a two-storey framed mock-up building at our Campbell River campus for hands-on electrical

Where: Campbell River
Starts: effective April 1, 2018

- Industry Training Authority (ITA) approved training.
- Be in demand: The [BC 2025 Labour Economic Outlook](#) predicts electricians will be the ninth most in-demand occupational group requiring post-secondary training in BC, with more than 4,600 job openings available to 2025.
- Learn Level 1 electrical theory while also developing a solid mastery of applied skills, from workplace safety to blueprint reading and wiring methods for residential and light commercial instruction.
- Earn apprenticeship technical training credit and work hours toward Interprovincial (Red Seal) certification

Career possibilities:

Skilled electricians are needed in a growing number of areas, including residential, commercial and industrial electrical construction, electrical maintenance and service, marine electrical work, alternate energy and utilities.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

construction installations practice.

- Be recognized for what you know . On securing an apprenticeship, you will receive credit for the first year of your apprenticeship technical training. In addition, a 350-hour time credit is granted toward completion of your apprenticeship.
- A future of possibilities. Completion of an Electrical apprenticeship and obtaining an Interprovincial (Red Seal) certification opens many doors and is the first step to a rewarding career. Obtaining additional certification in electronics will provide even more career opportunities. See NIC's [Electronics Technician Core](#) and [Industrial Automation Technician](#) programs.
- Be in demand. Most employers prefer to hire individuals with foundation training, which also sets you on the path toward your apprenticeship.
- Industry-recognized training. NIC is an Industry Training Authority (ITA approved) training provider for this entry-level program in the Interprovincial Red Seal trade of construction or industrial electrician.

PROGRAM HIGHLIGHTS

The Electrician Foundation Harmonized program is delivered full-time over 24 weeks.

During the 24-week program, you will participate in enhanced Level 1 theoretical training, including lab work which enhances your learning of introductory electrical theory through the application of this new knowledge. You will learn how to correctly and safely use measuring instruments (meters), power supplies and other electrical equipment.

While learning about electrical theory, you will learn how to safely and correctly use common hand and power tools, supplies, electrical components and devices, equipment and specialty tools in a manner that a Year 1 apprentice is expected to know when working in residential and light commercial construction.

You will learn the interpretation of the latest edition of the Canadian Electrical Code and how these modern wiring techniques are being used in the residential and light commercial construction industries.

Upon successful completion of this program, your acquired knowledge and skill will make you eligible to receive technical training credit for Level 1 of the Electrical apprenticeship and 350 hours of work-based credit toward your total apprenticeship hours requirement.

Career Opportunities

Employment opportunities for Construction and Electrician Red Seal tradespersons exist in residential; commercial and industrial electrical construction; electrical maintenance and service; industrial electrical and electronic process controls; HVAC systems maintenance and installation; marine electrical work; gas and electric utilities and others.

Construction electricians install equipment and wiring in new housing, shopping centres, condominiums, townhouses, office buildings, schools, hospitals, factories, processing plants, mills, mines, manufacturing plants, sub stations, etc.

Industrial electricians perform maintenance, upgrades and process control modifications in all types of heavy and light industrial settings.

Top paying jobs also require knowledge of computer applications and software, PLC systems and electronics (see [Electronics Technician Core](#) and [Industrial Automation Technician](#) programs).

Supply List

NIC is pleased to make tools available to you in exchange for a \$200 refundable tool deposit, which is not included in your tuition. The deposit will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

You are required to obtain the following supplies:

Required

- calculator (see instructor)
- HB pencils
- hi-lite marker
- one set, coloured pens or pencils

- plastic rule – 12"
- protractor
- binders
- note paper
- steel-toed above the ankle construction boots (see instructor)
- non-contact voltage tester (see instructor)
- hard hat (see instructor)
- safety glasses
- text books and learning guides – details provided at NIC Bookstore

Optional

- coveralls
- digital multi-meter CAT III minimum (see instructor)
- 1/4" engineers graph paper (one pad)

ADMISSION

Admission Requirements

1. C+ in one of English 11, Communications 12, NIC ENG-052, or equivalent; or C+ in ESL-052, ESL-055 and ESL-058, or certified CLB 8; or successful NIC English assessment testing; and
2. C+ in one of Principles of Math 11, Foundations of Math 11, Pre-Calculus 11, NIC MAT-053, or equivalent; or NIC Electrical Foundation Accuplacer assessment for math; and
3. High School graduation is preferred.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- The most important key to success is the desire to become a quality trades person. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math, analytical and communication skills.
- There is also an expectation of physical activities such as working on ladders, scaffolding, automated man lifts, or in confined spaces and under various weather conditions including lifting.
- You will be required to stay focused for prolonged periods.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact a Student Advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites, secondary school equivalent courses in science and drafting are considered an asset.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. If you find you need further support, please contact our student services department about upgrading and how to sign up for classes

CURRICULUM

Program Requirements

- EFH 100 Electrician Common Core - Level 1

- EFH 101 Safety, Basic Trade Tools, Fasteners and Fittings
- EFH 102 Electrical Codes, Plans and Specifications
- EFH 103 Applied Mathematics and Sciences for the Electrical Trade
- EFH 104 Applied Wiring Methods
- EFH 105 Workplace and Employment Skill
- *OFA 001 WHMIS General
- *OFA 010 Occupational First Aid Level 1

*Note: Students not having current, valid First Aid and WHMIS certification are required to take these courses to meet program requirements. Separate fees will be charged for First Aid and WHMIS.

Note: Based on availability of placements with industry, Trades Foundation students may have an opportunity to participate in an optional Work Experience: WXT 100 Work Experience - Trades Foundation.

Completion Requirements

A minimum average across the program of 70% is required to pass the program.

Electronics Technician Core Certificate

Program at a Glance

nine-month certificate

Tuition: [\\$2,740 approx + fees/equipment](#)

Where: Campbell River

Starts: September

- Learn to troubleshoot, maintain and build electronic circuits including microprocessors and robotic equipment.
- Be in demand. The [BC 2025 Labour Market Outlook](#) predicts electrical and electronics engineering technologists/technicians will be one of the most in-demand occupational groups requiring post-secondary training in BC, with more than 1,800 job openings expected to open by 2025.
- Qualify for entry into a wide range of second year specialty options offered throughout BC, Canada and the US including NIC's Industrial Automation Technician diploma.

Transfer possibilities: Upon graduation, you will qualify to take further training in a specialty option to achieve certification as a technician or technologist. You will be prepared to enter the second year of NIC's Industrial Automation program or another second-year

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Be prepared. With approximately 700 hours of practical training, you'll have the confidence and experience you need to move smoothly into a wide range of second-year specialty options, including the Industrial Automation Technician diploma at NIC. This time may also be counted toward work experience in some apprenticeships.
- Proven success. The high tech facilities and quality instruction offered at NIC lead to proven success for graduates. NIC electronics students have consistently ranked among the best at the Skills Canada national competition.
- A great place to learn. Small class size, state-of-the-art equipment, low cost of living and a great climate combine to give you the best possible learning environment.

PROGRAM HIGHLIGHTS

You will learn the required skills to repair, maintain and install electronic circuits and equipment. Hands-on experiments teach you the correct use of tools, test equipment, troubleshooting procedures and soldering techniques. You will accumulate approximately 700 hours of hands-on lab time.

As a student in this program you will be eligible for student membership with the Applied Science Technologists and Technicians of British Columbia (ASTTBC). After two years of practical work experience, you will also be eligible to become a CTech or CET member of the provincial professional association. Benefits of membership in a provincial association include employer recognition and access to the Canadian Technical Employment Network (CTEN) for job hunting.

NIC is a charter member of the International Electronic Technicians Articulation committee. Upon completion of the certificate program, most graduates enter into NIC's Industrial Automation Technician diploma program or transfer to other BC, Canadian or US institutions.

Career Opportunities

As a graduate of the Electronics Technician Core certificate, you will be qualified to enter the second year of the Industrial Automation Technician diploma at NIC, or to transfer to other Canadian and US institutions.

Second-year specialties lead to a wide range of high-demand career opportunities in industries such as forest products, pulp and paper, chemical processing, oil/gas/petroleum, mining and metal processing, steam generation and utilities, water and waste water treatment, food

specialty at other BC, Canadian or US institutions.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

and beverage, pharmaceuticals, textiles, materials handling and electronics/semi-conductors manufacturing.

Supply List

You will be required to obtain the following basic supplies and tools:

- scientific calculator (SHARP EL546W recommended)
- pens, pencils, paper, eraser, binder, paper

ADMISSION

Admission Requirements

1. C+ in one of English 11, Communications 12, NIC ENG-052, or equivalent; or in ESL-052, ESL-055 and ESL-058, or certified CLB 8; or NIC English assessment; and
2. C+ in one of Principles of Math 11, Applications of Math 12, Foundations of Math 11, Pre-Calculus 11, NIC MAT-053, or equivalent; or NIC math assessment.
3. High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- A Minimum C+ in Physics 11 or NIC PHY-050, and Mathematics 12 or NIC upgrading MAT-060 is strongly recommended.
- You should discuss your plans first with the instructor and/or department chair. If your math prerequisite is older than five years, you should consider an assessment and/or a refresher course before enrolling. If you have successfully completed Mathematics 12, you may challenge the ELC-090 Mathematics for Electronics course.
- If you are a high school student interested in bridging into NIC's Electronics Technician Core certificate program, you should speak to your high school counsellor.

CURRICULUM

Program Requirements

- ELC 090 Mathematics for Electronics
- ELC 105 DC Circuit Analysis for Technicians
- ELC 106 AC Circuit Analysis for Technicians
- ELC 108 Soldering & Workshop Practices for Technicians
- ELC 109 Introduction to Microcomputers for Electronics Technicians
- ELC 110 Digital Electronics Techniques for Technicians
- ELC 120 Transistors for Technicians
- ELC 130 Linear Circuits for Technicians
- ELC 140 Basic Microcontrollers for Technicians
- ENG 159 Professional Writing
- OFA 001* WHMIS General

*Note: Students not having current, valid WHMIS certification are required to take this course to meet program requirements. A separate fee will be charged for WHMIS.

Completion Requirements

To pass the program you are required to attain a minimum of 70% in each course.

Heavy Mechanical Foundation

Program at a Glance

36-week certificate

Tuition: [\\$3,450 approx + fees/equipment](#)

Where: Campbell River

Starts: September, January

- Industry Training Authority (ITA) approved.
- Be in demand. The [BC 2025 Labour Economic Outlook](#) predicts heavy duty mechanics will be among the most in-demand occupational groups requiring post-secondary education in BC, with 2,800 job openings through to 2025.
- Develop specialized skills in four heavy mechanical trades, including truck and transport mechanic, heavy duty equipment technician (Red Seal) and diesel engine mechanic (Certificate of Qualification).

Career possibilities: Work as a heavy equipment operator at logging, mining and road building companies or in commercial truck, bus and equipment repair shops.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Career choices. This program gives you the skills to pursue a career as a Heavy Duty Equipment Technician, Truck and Transport Mechanic, Transport Trailer Technician (Red Seal) or Diesel Engine Mechanic (Certificate of Qualification), to increase your employability.
- NIC also offers all four year of apprenticeship technical training for Heavy Duty Equipment Technician.
- Great instructors. Because of NIC's well-respected instructional reputation, employers will recognize your skills and accreditations as a mark of quality.
- Use what you know. NIC will consider transfer credit for modules completed in secondary school career preparation and trade programs and for modules taken at other colleges.
- Go further: Complete all four levels of your apprenticeship training for [Heavy Duty Equipment Technician](#) at NIC.
- Industry-recognized training. NIC is an Industry Training Authority (ITA) approved training provider for this entry-level Heavy Mechanical Foundation program in the Interprovincial (Red Seal) trade of heavy duty equipment technician, truck and transport mechanic and transport trailer technician, and for a Certificate of Qualification as a diesel engine mechanic.

PROGRAM HIGHLIGHTS

The entry-level curriculum is a base of knowledge that is common in the four heavy mechanical trades listed thus allowing you to pursue a career in either of the four trades. To ensure curriculum remains current and relevant for new employees, NIC is advised by an active, local industry advisory committee.

You will gain skills to inspect and determine the extent of service required to repair heavy trucks, commercial trucks, buses, diesel engines, transport trailers, cranes, graders, drills, bulldozers and other heavy equipment for proper performance. You will learn essential skills in shop safety, work habits and caring for tools and equipment. Modules cover rigging, loading blocking and moving loads; using hoses, fasteners and fittings; welding; winches and working attachments; brakes; hydraulics; fuel systems; electrical systems; and internal combustion theory, to name a few. You will also become familiar with record keeping, writing service reports and using trade-specific software.

On successful completion of this program and upon entering into an apprenticeship, you will be eligible to receive technical training credit for Level 1 and 450 hours of work-based credit toward your apprenticeship hours requirement.

Career Opportunities

After completing the Heavy Mechanical Foundation program, you will be prepared to seek a career and apprenticeship in the heavy mechanical trades.

Prospective employers include heavy duty equipment dealers; truck and bus dealerships; private truck, bus or equipment repair shops; logging; mining; oil and gas; and construction companies.

Supply List

NIC is pleased to make tools available to you in exchange for a \$200 refundable tool deposit, which is not included in your tuition. It will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

Students are required to acquire the following supplies:

- safety glasses (CSA-approved)
- coveralls
- steel-toed safety boots (WCB-approved)
- welding helmet, goggles, gloves and striker
- padlock or combination lock
- three-ring binder

- loose-leaf paper and graph paper
- pen/pencil/hi-liter
- calculator, recommend Sharp EL-520WBBK
- text books and learning guides

*Texts and supplies are available for purchase at the NIC Bookstore

ADMISSION

Admission Requirements

1. C in English 11 or NIC ENG-052 or C+ in Communications 12 or equivalent; or C+ in ESL-052, ESL-055 and ESL-058 or certified CLG 8; or successful NIC English assessment; and
2. C+ in one of Principles of Math 10, Applications of Math 11, Apprenticeship and Workplace Math 11, Foundations of Math 11, NIC MAT-033, or equivalent; or successful NIC math assessment.
3. High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites secondary school equivalent courses in science, physics, and drafting are considered an asset.
- The most important key to success is the desire to become a quality trades person. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math and communication skills.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions.
- You will be required to stay focused for prolonged periods.

CURRICULUM

Program Requirements

- HMC 100 Safe Work Practices
- HMC 101 Trade Overview
- HMC 102 Process Technical Information
- HMC 103 Tools & Equipment
- HMC 104 Rigging, Lifting & Moving Loads
- HMC 105 Hoses, Fasteners & Fittings
- HMC 106 Welding
- HMC 107 Operate Equipment
- HMC 108 Wire Ropes
- HMC 109 Air & Hydraulic Brake Systems
- HMC 110 Hydraulics
- HMC 111 Diesel Engine Removal & Installation
- HMC 112 Fluids & Lubricants
- HMC 113 Engines & Support Systems
- HMC 114 Gasoline Fuel Systems

- HMC 115 Diesel Fuel Systems
- HMC 116 Electrical Systems
- HMC 117 Drivelines & Final Drives
- HMC 118 Standard Transmissions & Clutches
- HMC 119 Powershift Transmissions & Torque Converters
- HMC 120 Bearings & Seals
- HMC 121 Protective Structures and Undercarriages
- HMC 122 Steering, Suspension & Trailer Gear
- HMC 123 Heating & Refrigeration Systems
- *OFA 001 WHMIS General
- *OFA 010 Occupational First Aid Level 1
- *FLO 010 Forklift Operator

*Note: Students not having current, valid First Aid, WHMIS and Forklift certification are required to take these courses to meet program requirements. Separate fees will be charged for First Aid, WHMIS and Forklift courses.

* Note: Based on availability of placements with industry, Trades Foundation students may have an opportunity to participate in an optional Work Experience: WXT 100 Work Experience – Trades Foundation.

Completion Requirements

To pass the program you are required to attain a minimum 70% in each course.

Note: Curriculum and certifications may be subject to change as mandated by the ITA. Refer to current bulletins on the ITA website www.itabc.ca

Industrial Automation Technician Diploma

Program at a Glance

nine-month diploma (post Electronics Technician Core certificate)

Tuition: [\\$2,740 approx + fees/equipment](#)

Where: Campbell River
Starts: September

- Learn to work on all types of electronic systems, including motor controls and programmable logic controllers, data acquisition, computer control systems and robotics.
- Working with state-of-the-art equipment and technology, you'll graduate with a combined total of 1,400 hours of practical training, including interactive field trips.

Career possibilities: Graduates qualify to work within industries such as renewable energy, oil and gas, mining, manufacturing, pharmaceuticals, forest products, food and beverage and more.

Questions?

Contact

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- National accreditation. NIC's Industrial Automation Technician program works with the Applied Science Technologists and Technicians of British Columbia (ASTTBC) to receive accreditation through the Canadian Technology Accreditation Board (CTAB) and/ or Technology Accreditations Canada (TAC), which verifies that the program has a proper balance of academic and theoretical portions, suitably reinforced by laboratory and practical experience amounting to approximately one half of the total program.
- Exclusive networks. You'll be eligible to become a student member of Applied Science Technologists & Technicians of British Columbia (ASTTBC), with access to the Canadian Technical Employment Network (CTEN) for job hunting.
- A great place to be. Small class size, state-of-the-art equipment, low cost of living, and a great climate all combine to give you the best possible learning environment.

PROGRAM HIGHLIGHTS

As an industrial automation technician you will design, install, and maintain electronics equipment used in modern industrial processes. You will work on a wide range of systems, from the simplest fuses and motors to sophisticated electronic computer interface boards, motor drives, programmable logic controllers, solid-state devices and robotics.

You will take three courses in instrumentation and process control, two courses in programmable logic controllers, two courses in electrical power and power electronics and one course in each of AutoCAD, industrial control of chemical processes, fluid power and data acquisition. Each course uses state-of-the-art technology and equipment, including industrial robots. An intensive hands-on lab program is supplemented with industry-relevant field trips.

Student Services
1-800-715-0914
questions@nic.bc.ca

You will be introduced to the types of specialty equipment typically used in the industrial automation industry. These include instrumentation and process control systems, programmable logic controllers (PLCs) of all types, variable frequency drives or inverter drives, human machine interfaces (HMIs), fluid systems including hydraulic and pneumatic positioners and drives, robotics and controls and microprocessor-operated equipment of many different types. Computers are used to interface with all of these systems and equipment.

You will accumulate 700 hours of hands-on lab time in the first year core program and 700 hours during the second year of the program, for a total of 1,400 hours of practical training upon completion. In some provinces, this time credit can be applied toward your apprenticeship.

If you hold a Red Seal in an electrical trade, you may be eligible to enter this program through an alternative route. This involves an assessment of your prior learning from your apprenticeship and recommendations for any studies needed. Contact the instructor for further information.

NIC's Industrial Automation Technician program has been accredited by the Canadian Forces and graduates can gain advanced standing as a naval electronics technician. For more information, visit [Paid Education](#).

Career Opportunities

As an Industrial Automation Technician graduate, you will discover career opportunities in high demand fields such as engineering design, maintenance, industrial control, supervisory control and data acquisition, industrial networking and technical sales. Or, transition into an instrumentation or electrical apprenticeship with advanced standing.

Graduates typically obtain well-paying careers in industries including renewable energy, transportation, forest products, pulp and paper, chemical processing, oil/gas/petroleum, mining and metal processing, steam generation and utilities, water and waste water treatment, food and beverage manufacturing, pharmaceuticals, textiles, materials handling and electronics/semiconductors manufacturing. Due to the increasing use of electronics in all of these fields, opportunities will continue to grow.

Supply List

You are required to obtain the following basic supplies and tools:

- three-ring binder
- pen, pencil, highlighter
- lined paper and graph paper
- ruler
- scientific calculator

The following is recommended:

- A tablet or laptop capable of displaying PDF files

ADMISSION

Admission Requirements

1. Successful completion of the Electronics Core Technician program or the "core" electronics course requirements at any college or institute that is a member of the International Electronics Technician Articulation Committee.
OR
2. Submit the following:
 - a) post-Secondary educational transcripts or related training documentation and, if applicable
 - b) documentation of workplace hours in related discipline, and
 - c) interview with instructor, after review of above documents.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- Teamwork, an aptitude for mathematics and good communication and analytic skills are basic to success.
- Enthusiasm, coupled with adaptability, flexibility and good computer skills are also a necessity.

CURRICULUM

Program Requirements

- ELC 201 Process Measurement
- ELC 205 Process Control Devices
- ELC 206 Process Control Systems
- ELC 215 Programmable Logic Controllers I
- ELC 216 Programmable Logic Controllers II
- ELC 220 AutoCAD for Technicians
- ELC 230 Industrial Power Electronics
- ELC 235 Electrical Power Circuits and Machines
- ELC 240 Industrial Control of Chemical Processes
- ELC 250 Fluid Power Controls
- ELC 260 Data Acquisition and Control Systems
- ELC 270 Control System Project

Completion Requirements

To pass the program you are required to attain a minimum of 70% in each course.

Joinery/Cabinetmaking Foundation

Program at a Glance

Nine-month certificate

Tuition: [\\$2,740 approx + fees/equipment](#)

Where: Port Alberni

Starts: September

- Learn the art and trade of designing, constructing, finishing and repairing a wide range of high-quality wood products.
- Earn apprenticeship technical training credit toward Interprovincial (Red Seal) certification.
- Interested in woodwork and building? See [Carpentry Foundation](#).

Career possibilities: Graduates pursue careers in furniture restoration or manufacturing, millwork and cabinets, marine joinery, residential finishing carpentry, sales and as self-employed artisans.

Questions?

Contact

Questions?

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Great facilities and small class size. The Joinery/Cabinetmaking Foundation program is well-equipped with a wide range of quality woodworking equipment. This includes solid beach joinery benches, high quality hand tools, spray finishing equipment and industrial-quality machinery.
- Economical education. The program is located in Port Alberni, on the West Coast of Vancouver Island, where the cost of living is less than in larger centres. Program costs are low and, because the curriculum is accepted by many funding agencies, retraining subsidies may be available through those agencies.
- Award-winning students. As a student, you may be eligible to have work entered in the BC Skills competition. Our student competitors regularly place in the top ranks of the competition, have won gold medals four times in the BC Skills Competition and advanced to the Skills Canada National Competition. In 2009, an NIC student won the gold medal in cabinetmaking in the Skills Canada competition.

PROGRAM HIGHLIGHTS

The Joinery/Cabinetmaking Foundation program is a great choice, whether you are starting your first career, changing your career or simply want to pursue your interest and build your skills in an outstanding woodworking program. Some woodworking experience is an asset but there is no previous experience required to take this program. You can expect the following throughout the program:

Design. You will learn the principles and elements of design, and apply this knowledge by designing your own shop projects.

Shop drawing. A project design requires a shop drawing. You will begin with free-hand sketching, move to drawing by hand, and advance to computer drawing programs.

Contact:

Student Services
1-800-715-0914
questions@nic.bc.ca

In the News

[Back to his roots: Furniture maker sources local for inspiration](#) (pdf)

[Reader's Showcase: Woodturner and furniture-maker Ron Gellatly shows us around his garage-cum-workshop in Canada](#) (pdf)

Technical woodworking skills. You will develop skills with hand tools, power tools and larger woodworking machines. You will be well-prepared to work in small shops with limited tools or high-end industrial facilities with machinery, such as:

- one each of: scroll saw, wide belt sander, edge sander, dovetailer, CNC router, flap wheel sander, disk sander, vacuum press, pneumatic cutoff saw and edge bander
- two each of: panel saws, horizontal slot mortisers and router tables
- three each of: jointers, bandsaws and chisel mortisers
- four each of: planers and lathes

Best in world safety . NIC's program covers Canadian standard safety practices and provides the opportunity to study higher safety practices in place around the world.

Sustainable approach. This program is committed to the use of sustainable building materials and practices. Preference is given to local or Vancouver Island wood products and woods that are indigenous to North America. Sheet goods are selected for low emissions while finishing techniques emphasize natural oils and water-born technologies.

Four-day school week. This is a full-time program starting in September and ending in early June. Classes are Monday to Thursday and allow you to seek part-time work if you so choose. You will spend one-third of your time in lectures and demonstrations, and two-thirds of your time in the joinery shop. Field trips to a variety of woodworking businesses and visits from guest speakers are also scheduled.

Upon completion, you will have the training requirements for the first year of the four-year Joiner apprenticeship to the Interprovincial (Red Seal) standard. Upon entering an apprenticeship, you will be eligible to receive technical training credit for Level 1 and 475 hours of work-based credit toward your apprenticeship hours requirement.

As a graduate, you will earn a certificate in both furniture design/construction and joinery/cabinetmaking.

Career Opportunities

As a graduate of the Joinery/Cabinetmaking Foundation program, you will be eligible for employment in millwork, furniture, cabinets and marine joinery. The placement rate for program graduates in the joinery industry is high. Job titles can range from residential finishing carpenter to salesperson or woodworking business owner.

Supply List

Materials: You are responsible for the material costs of your projects. These costs will vary from \$500 to \$1000 based on the design of the project and materials selected.

Texts: Visit the NIC bookstore for a current list

Stationery: Available at the NIC bookstore

- Sharp T1-30Xa (recommended)
- graduated metric 900 mm T-Square

Drafting Equipment: Available at the NIC bookstore:

- set square – 30/60/90 degree, Staedtler 964 16-60
- set square – 45/45/90 degree, Staedtler 964 14-45
- scale ruler, Metric, Staedtler 987 18-SI
- good quality white eraser

Optional

- eraser shield, Staedtler 529-50
- drawing compass, 559-02
- mechanical pencils in: .3mm in 6H lead; .5mm in 2H or 4H lead; .9mm in 2H lead

Safety Equipment:

- WCB-approved safety glasses
- WCB-approved hearing protection
- closed-toe leather boots or shoes

Tools: all tools are supplied except a tape measure

- flexible tape measure, metric, five metre, good quality

ADMISSION

Admission Requirements

1. C in English 10 or NIC ENG 035; or C+ in Communications 11 or equivalent; C+ in ESL-051, ESL-054 and ESL-057, or certified CLB 7; or successful NIC English assessment; and
2. C in one of Principles of Math 10, Applications of Math 11, Apprenticeship and Workplace Math 11, Foundations of Math 11, NIC MAT-033, or equivalent; or successful NIC math assessment.
3. High school graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites, secondary school equivalent courses in science, physics and drafting are considered an asset.
- The most important key to success is the desire to become a quality tradesperson. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math and communication skills.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces, and under various weather conditions.
- You will be required to stay focused for prolonged periods.

CURRICULUM

Program Requirements

1. Joinery/Cabinetmaking Foundation (26 weeks)

- JNY 100 Introduction to the Joinery Trade and Safety
- JNY 105 Identify Materials
- JNY 110 Identify Woodworking Joints
- JNY 115 Apply Layout Techniques
- JNY 120 Use Hand Tools
- JNY 125 Use Portable Power Tools
- JNY 130 Use Woodworking Machines
- JNY 135 Use Assembly Techniques
- JNY 140 Apply a Finish
- JNY 145 Install Millwork

2. Furniture Design & Construction Certificate (13 weeks)

- WJC 100 Drafting for Joinery/Cabinetmaking
- WJC 120 Wood Products Design for Joinery/Cabinetmaking
- WJC 130 Wood Finishing for Joinery/Cabinetmaking
- WJC 150 Marine Joinery
- OFA 001* WHMIS General
- OFA 010* Occupational First Aid Level 1

*Note: Students not having current, valid First Aid and WHMIS certification are required to take these courses to meet program requirements. Separate fees will be charged for First Aid and WHMIS.

Completion Requirements

A minimum average of 70% for each course is required to pass the program. Successful completion of all courses in the program is necessary to receive the Furniture Design/Construction and the Joinery/Cabinetmaking certificates.

Landscape Horticulture Fundamentals Certificate

Program at a Glance

NIC is currently not accepting applications for the Landscape Horticulture Fundamentals Certificate. If you are interested in this program, you should apply to [Landscape Horticulture Apprenticeship - Level 1 Enriched](#).

Tuition: [\\$1,305 approx + fees/equipment](#)

- Whether you're a recreational gardener wanting to expand your knowledge or someone looking for a career change, you will gain a solid foundation in horticulture and landscape maintenance.
- Advance your knowledge of plant health and landscape maintenance as a recreational gardener or to pursue a new career.
- Learn basic landscape maintenance skills in preparation for specialized or advanced horticulture programs.

Career possibilities: Most applicants take this program for personal interest or to work on their own properties. Whether studying for personal interest or employment, you will be well-prepared for entry-level positions within the ornamental landscape industry, including private landscape companies, municipal parks, golf courses, garden centres, vegetable farms, orchards and more.

Questions?

Contact

Student Services
1-800-715-0914 
questions@nic.bc.ca

In the News

[NIC Horticulture program gives students a foot in the door](#)

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Learn from the best. You'll learn from qualified instructors with years of professional knowledge and experience to share.
- Hands-on experience matters. Applied learning and practice is a key part of the program. It gives you the knowledge and experience you are looking for to work confidently in public or private landscape or garden spaces.

PROGRAM HIGHLIGHTS

Landscape horticulture is the art of selecting, handling and utilizing ornamental trees, shrubs and turf grass for the design, development and maintenance of public and private landscape spaces. The Landscape Horticulture Fundamentals certificate program is an intensive evening/weekend program that is a good starting point for anyone planning to continue their studies in more specialized horticultural disciplines or pursue entry-level work in horticulture. The program is also suitable for the recreational gardener who wants to increase their horticultural knowledge.

The program provides a solid foundation in horticulture while focusing on landscape maintenance skills and introducing landscape design considerations. Courses cover a wide range of topics, including horticulture practices, equipment, and organizational skills; plant identification, health and science; soil; landscape maintenance skills and design fundamentals. You will complete WHMIS certification and spend a good part of the program practicing your new skills on campus.

Already working in the landscaping industry or wanting to start a new career in the field? Work toward your Interprovincial (Red Seal) designation with [Level 1 Landscape Horticulture apprenticeship](#) training at NIC.

Career Opportunities

As a graduate, you will be well-prepared for entry level positions within the ornamental landscape industry, including private landscape companies, municipal parks, golf courses, garden centres, vegetable farms, orchards and more.

Supply List

- CSA-approved, steel-toed footwear
- calculator
- secateurs
- work gloves
- rainwear
- notebook, paper, pen and ruler
- binder for course materials
- beginner's drafting kit - Staedtler 10 piece or similar

ADMISSION

Admission Requirements

1. C in English 10, NIC ENG-035 or equivalent; or successful NIC English assessment testing.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

CURRICULUM

Program Requirements

- LHC 101 Horticulture Practices
- LHC 102 Horticulture Equipment
- LHC 103 Horticulture Organizational Skills
- LHC 120 Plant Identification
- LHC 121 Plant Science for Horticulture
- LHC 122 Plant Health
- LHC 130 Understanding Soil
- LHC 140 Landscape Maintenance Skills
- LHC 141 Landscape Design Fundamentals
- OFA 001 WHMIS General

Completion Requirements

You must have successfully passed all courses with a minimum of 70% to receive your Landscape Horticulture Fundamentals certificate.

Marine Training

Program at a Glance

Transport Canada Marine Safety approved education and training

Tuition: [Varies by course \(call 1-800-715-0914 for details\)](#)

Where: Campbell River

Starts: Varies

- Develop essential skills for the workforce or expand your personal marine knowledge.
- Learn boat safety, hazards, emergency response, survival and rescue and much more.
- Prepare to write the Transport Canada, Industry Canada and Canadian Power Squadron exams for certification in: Fishing Master IV, Master, Limited (60 GT), Small Vessel Operator Proficiency (SVOP), MED A's, ROC-M, and ROC-MC.

Questions?

Contact

Agnes Sharkie
250-923-9750 
agnes.sharkie@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Education you can trust. As the region's leading provider of marine education for more than 20 years, NIC works closely with Transport Canada and local employers to ensure your training meets all current industry and safety standards.
- Workforce training solutions. NIC works with employers and groups to deliver marine training courses upon request. The location and combination of courses can be tailored to suit your needs, preparing your crew with the latest Transport Canada Marine Safety requirements.

FULL LIST OF MARINE COURSES OFFERED AT NIC

See Courses tab or click course name for details

- [Chartwork and Pilotage Level 2](#)
- [Marine Basic First Aid & CPR C](#)
- [Marine Advanced First Aid & CPR C](#)
- [Marine Emergency Duties Small Passenger Vessel Safety \(MED A2\)](#)
- [Master, Limited/Fishing Master IV](#)
- [Restricted Operator Certificate - Maritime \(ROC-M\)](#)
- [Restricted Operator Certificate - Maritime Commercial \(ROC-MC\)](#)
- [Ship Construction & Stability Level 3 \(SCS 3\)](#)
- [Small Non-Pleasure Craft Marine Emergency Duties \(MED A3\)](#)
- [Small Vessel Operator Proficiency Training Course \(SVOP\)](#)

Browse Schedules & Costs

Marine training courses are offered year-round in Campbell River or for groups at any location upon request. To browse upcoming courses and schedules, visit [the Continuing Education Course Search](#), and select any month in the left navigation pane to view.

ADMISSION

Admission Requirements

While we do not require specific academic prerequisites, it is advisable that your skills in Mathematics are to a level of at least Grade 10 (MAT-033). North Island College provides assessment and upgrading services to meet this requirement.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

COURSES

Marine Emergency Duties (MED) - Domestic

Marine Emergency Duty training is required for working on all ships and the course required depends on the size, type and voyage of vessel. The NIC MED courses provide seafarers on small, domestic vessels with an understanding of the hazards associated with the marine environment and with their vessel and provide them with the skills to cope with these hazards to an extent appropriate to their functions on board.

- MED 032 Marine Emergency Duties Small Passenger Vessel Safety (MED A2)
- MED 003 Small Non-Pleasure Craft Marine Emergency Duties (MED A3)

Marine First Aid

If you are looking for employment on commercial ships, fishing vessels, the Canadian Coast Guard, or BC Ferries or perhaps are a pleasure boater who wants to be more prepared, First Aid Certification is key.

- FAC 082 Marine Basic First Aid & CPR C
- FAC 084 Marine Advanced First Aid & CPR C

Marine Basic First Aid is required by:

1. Any person who wants to obtain a rating certificate or endorsement or who wants to obtain a Master or Chief Mate Limited certificate;
2. The person designated to provide first aid on board a vessel engaged on a near coastal voyage, class 2 or sheltered waters voyage

Marine Advanced First Aid is required by

1. Any person who wants to obtain a Master's or Officer's certificate of competency or endorsement;
2. The person designated to provide first aid on board a vessel engaged on a near coastal voyage, class 1 or unlimited voyage.

This information is summarized from the Transport Canada website. Find more information here <http://www.tc.gc.ca/eng/marinesafety/bulletins-2009-03-eng.htm> or contact Transport Canada directly.

Professional Radio Operator Certificates

Radio operator certifications ensure proficiency in marine communication. The Restricted Operator Certificate – Maritime (ROC-M) is mainly intended for pleasure boaters and certificates are issued

by the Canadian Power and Sail Squadrons. The Restricted Operator Certificate – maritime Commercial (ROC-MC) is intended for mariners serving on compulsorily fitted commercial ships (Global Maritime Distress and Safety Systems or GMDSS) within the North American A1 Sea Area, as defined in [Radio Aids to Marine Navigation](#). ROC-MC is an Industry Canada-issued certificate. Both certificates are good for life.

- NAU 016 Restricted Operator Certificate – Maritime (ROC-M)
- NAU 051 Restricted Operator Certificate – Maritime Commercial (ROC-MC)

Crew Certification – What training do I need?

Certification that shows that a crew has at least the minimum level of training required is mandatory for all non-pleasure vessel crews in three areas:

First aid – At least one crew member must hold a valid certificate in marine first aid.

Operator competency – The operator of the vessel must be certified at the appropriate level, or higher, for the size and type of vessel and the voyage that is being undertaken.

Basic safety training – each crew member must also obtain a certificate in basic safety training, as known as MED or Marine Emergency Duties.

Table- *Operator Competency/+Marine Emergency Duties (MED) Training Requirements

Vessel			Near Coastal, Class 2		
		Near Coastal, Class 1	More than 2 Sheltered Waters nautical miles from shore	2 nautical miles or less from shore	Sheltered Waters
Passenger-Carrying Vessels	More than 5 GT		*Limited Master < 60 GT +MED A2 or A3		
	Less than or equal 5 GT and either: <ul style="list-style-type: none"> • more than 8 m; or • more than 6 passengers 	*Master 150 GT (Domestic) *(if endorsed for limited, contiguous waters)	*SVOP	*SVOP	*SVOP +MED A2 or A3
	No more than 6 passengers and no more than 8 m	+MED BST	+MED A2 or A3	+MED A2 or A3	*Pleasure Craft Operator Card
Workboats	More than 5 GT		*Limited Master < 60 GT +MED A2 or A3		
	Less than or equal 5 GT and more than 8 m (except tugs)	*Master 150 GT (Domestic) *(if endorsed for limited, contiguous waters)	*SVOP	*SVOP	*SVOP
	No more than 8 m (except tugs)	+MED BST	+MED A2 or A3	+MED A2 or A3	+MED A2 or A3
	Tugs			*PCOC	
			*Limited Master < 60 GT +MED A2 or A3		

This table is for easy reference only. If different from the Marine Personnel Regulations, the Regulations shall prevail.

This information is summarized from the Transport Canada website. Please contact Transport Canada directly to ensure you have the most accurate and up-to-date information on what training you require.

Certificates of Competency

Every vessel operator must be certified at the appropriate level, or higher, for the size and type of vessel and the voyage that is being undertaken. Certificates of Competency (CoC's), or Operator Competency Certificates, are issued by Transport Canada and applicants are only eligible for these certificates once all requirements are met. Requirements usually include several courses, time in sea service, a seafarer's medical exam, and an oral exam with a Transport Canada examiner. Following are some of the CoC's that are available and that NIC offers some coursework for. Note that the marine training offered at NIC may also meet some of the requirements for other CoC's. Be sure to confirm the requirements you need with Transport Canada.

Small Commercial Vessels - Operator Competency Certificates

Small Vessel Operator Proficiency (SVOP)

This course will assist you in safely operating a small, non-pleasure, and power vessel. It was designed by Transport Canada for operators of commercial vessels, other than tugs and fishing vessels, up to 5 gross tonnage engaged on a near coastal, class 2 or a sheltered waters voyage, and for fishing vessels up to 15 gross tonnage or 12 meters overall length engaged on a near coastal, class 2 or a sheltered waters voyage. Topics include basic nautical terminology, vessel hull types and configurations, basic seamanship, collision regulations, stability, safety on the job, marine weather, navigation, distress signaling and rescue. This course is often taken together with MED A3 and ROC-M.

- NAU 005 Small Vessel Operator Proficiency Training Course (SVOP)

Master, Limited

This certification is for mariners operating commercial vessels less than 60 gross tonnage. For full certification requirements see the Transport Canada website. NIC offers the following coursework towards this certification:

- NAU 014 Master, Limited/Fishing Master IV (includes Navigation Safety Level 1 and Chartwork & Pilotage Level 1)
- NAU 016 Restricted Operator Certificate – Maritime (ROC-M)
- MED 032 Marine Emergency Duties Small Passenger Vessel Safety (MED A2)
- FAC 082 Marine Basic First Aid & CPR C

Master 150 Gross Tonnage (Domestic)

This certification is for Masters on board a vessel of not more than 150 gross tonnage engaged on a near coastal voyage, Class 2, and as Master on board a vessel of not more than 500 gross tonnage engaged on a sheltered waters voyage. NIC offers the following coursework towards this certification:

- NAU 014 Master, Limited/Fishing Master IV (includes Navigation Safety Level 1 and Chartwork & Pilotage Level 1)
- NAU 023 Ship Construction & Stability Level 3 (SCS 3)
- NAU 032 Chartwork and Pilotage Level 2
- MED 032 Marine Emergency Duties Small Passenger Vessel Safety (MED A2)
- FAC 084 Marine Advanced First Aid & CPR C

Fishing Vessels – Operator Competency Certificates

Fishing Master, Fourth Class

This certification is for Masters on board a fishing vessel of not more than 100 gross tonnage engaged on a near coastal or sheltered waters voyage and as Officer in charge of the watch of a fishing vessel of any tonnage engaged on near coastal and sheltered waters voyage. NIC offers the following coursework towards this certification:

- NAU 014 Master, Limited/Fishing Master IV (includes Navigation Safety Level 1 and Chartwork & Pilotage Level 1)
- NAU 051 Restricted Operator Certificate – Maritime Commercial (ROC-MC)
- MED 032 Marine Emergency Duties Small Passenger Vessel Safety (MED A2)
- FAC 084 Marine Advanced First Aid & CPR C

Fishing Master, Third Class

This certification is for Masters on board a fishing vessel of any tonnage engaged on a near coastal or sheltered waters voyage and Officers in charge of the watch of a fishing vessel of any tonnage engaged on an unlimited voyage. NIC offers the following coursework towards this certification:

- NAU 032 Chartwork and Pilotage Level 2
- NAU 051 Restricted Operator Certificate – Maritime Commercial (ROC-MC)
- MED 032 Marine Emergency Duties Small Passenger Vessel Safety (MED A2)
- FAC 084 Marine Advanced First Aid & CPR C

Certificate of Service as Master of a Fishing Vessel of not more than 60 Gross Tonnage

This certificate is for Masters on board a fishing vessel of not more than 60 gross tonnage engaged on an unlimited, a near coastal, class 1 or 2 or a sheltered waters voyage (the certificate will specify which type of voyage, in accordance with experience). The coursework requirements may vary according to experience. NIC offers the following coursework towards this certification:

- NAU 005 Small Vessel Operator Proficiency Training Course (SVOP)
- NAU 051 Restricted Operator Certificate – Maritime Commercial (ROC-MC)
- MED 032 Marine Emergency Duties Small Passenger Vessel Safety (MED A2)
- FAC 082 Marine Basic First Aid & CPR C

Need to know more about Certificates of Competency?

Visit these Transport Canada pages for further information.

Marine Personnel Regulations: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2007-115/page-1.html>

The Examination and Certification of Seafarers:
<http://www.tc.gc.ca/publications/EN/TP2293/PDF/HR/TP2293E.PDF>

List of Certificates of Competency, Training Certificates and other Equivalencies accepted as Proof of Competency:
<https://www.tc.gc.ca/eng/marinesafety/debs-obs-courses-pcoc-list-marine-safety-certif-1323.htm>

Program at a Glance

This program follows an accelerated format. Please consult Student Services for exact start and end dates.

Tuition: [\\$1,525 approx + fees/equipment](#)

Where: Campbell River
Starts: TBD

- Learn to build, assemble and repair products made of steel and aluminum.
- Develop advanced skills that will qualify you for a wide range of job opportunities in the metal work field.
- Earn apprenticeship technical training credit toward Interprovincial (Red Seal) certification.

Career possibilities: As a graduate, you will find a wide variety of opportunities in metal fabrication shops, construction, mining and boat building.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- More opportunities. A certificate in metal fabrication allows you to increase your skills and your employability.
- Great facilities, great people. NIC's welding programs have one of the most modern, well-equipped shops in BC. Instructors are qualified professionals with years of industry experience. Graduates have a very high success rate and are working as welders across Canada.
- Industry Recognized Training. NIC is an Industry Training Authority (ITA) approved training provider for this entry-level program in the Interprovincial (Red Seal) trade of metal fabricator.
- Go Further. Complete the Welder Foundation certificate and Metal Fabrication Foundation certificate consecutively in an accelerated 43-week period.

PROGRAM HIGHLIGHTS

The Metal Fabrication Foundation program offers pre-apprenticeship training in metal fabrication but is also for welders who wish to broaden their skills for employment in this Red Seal trade. Previous welding experience can be assessed by an instructor before admission to this program.

Metal fabricators build, assemble and repair products made of steel and/or other metals for use in a wide variety of manufacturing and construction industries and must be familiar with the properties of metals and know how to operate specialized metalworking machines.

You will learn the principles, knowledge and skills involved in metal fabrication. During the 23-week program, you will develop advanced skills and acquire the basic knowledge necessary for employment as an entry-level metal fabricator.

Students at the Campbell River campus have the option to complete both the Welder Foundation and Metal Fabrication Foundation certificate consecutively in a 43-week period. Please speak with an educational advisor or instructor if you are exploring this option.

On successful completion of this program and upon entering into an apprenticeship, you will be eligible to receive technical training credit for Level 1 and 450 hours of work-based credit toward your apprenticeship hours requirement.

Career Opportunities

Upon successful completion of the program, graduates are prepared for a career as a metal fabricator apprentice in industries such as metal fabrication shops, mining, oil and gas, construction, sawmills, boat building and more.

Supply List

NIC is pleased to make tools available to students in exchange for a \$200 refundable tool deposit. The deposit is not included in your tuition and will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration Office.

You are also responsible for having the following basic supplies:

- full face shield with tinted flip up visor
- clear safety glasses (regular style frame)
- hearing protection (form fitted or disposable earplugs)
- tip cleaners (long sets)
- striker (3 flint style)
- cotton work clothes
- steel-toed boots
- leather jacket and apron (see instructor before purchasing)
- welding gloves (finger style)
- welding Hat
- welding helmet (see instructor before purchasing)
- adjustable wrench (crescent 10")
- vice grips (regular style, 10"),
- C-clamp 10"
- slip joint pliers (10")
- diagonal cutters (9")

- wire feed pliers (optional – replaces slip joint pliers and diagonal cutters)
- wire brush
- chipping hammer
- tape measure 16' x 1" (imperial/metric graduations or separate imperial and metric tapes)

ADMISSION

Admission Requirements

1. C in English 10 or NIC ENG-035, or equivalent; or C+ in ESL-051, ESL-054 and ESL-057, or certified CLB 7; or successful completion of NIC assessment testing in English; and
2. Successful completion of the NIC Metal Trades Assessment with a minimum of 70% in each of the four sections tested.
Note: For general information about the Metal Trades Assessment see the [Metal Fabrication Assessment Study Information](#) or speak with an NIC Advisor. To prepare for the Metal Trades Assessment use the [Math Study Guide](#).
3. Registered in Welder Foundation preceding the start of Metal Fabrication Foundation or completion of Welder Foundation, level B, level A, or Apprenticeship Welding training; or
4. Applicants with significant previous welding experience may be considered with instructor approval.
5. High school graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites, secondary school equivalent courses in math, science, physics and drafting are considered an asset.
- The most important key to success is the desire to become a quality trades person. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Prospective students should be aware that trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math and communication skills.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions.
- You will be required to stay focused for prolonged periods.

CURRICULUM

Program Requirements

- FBR 100 Program Orientation and Introduction
- FBR 101 Trade Math Problems
- FBR 102 Trade Tools and Equipment
- FBR 103 Oxy-Fuel Cutting
- FBR 104 Welding
- FBR 105 Basic Drafting
- FBR 106 Blueprint Reading
- FBR 107 Material Handling Equipment
- FBR 108 Structural Layout and Development Techniques

- FBR 109 Plate and Sheet Development
- FBR 110 Surface Preparation
- FBR 111 Projects

Completion Requirements

- To pass the program, a minimum average of 70% for all courses is required.

Plumbing & Piping Foundation

Program at a Glance

25 to 26-week certificate

Tuition: [\\$2,135 approx + fees/equipment](#)

Where: Comox Valley

Starts: September, January

- Industry Training Authority (ITA) approved.
- Gain skills in one of the most specialized and well-paying of the building trades.
- Develop expertise, not only in plumbing, but also steamfitting, sprinkler fitting and gasfitting, enabling you to enter any of these trades upon completion.
- Earn apprenticeship technical training credit toward Interprovincial (Red Seal) certification.

Career possibilities: As a graduate, you will qualify for employment as an apprentice plumber, steamfitter/pipefitter, sprinkler system installer or domestic/commercial gasfitter. Opportunities also exist in a number of related fields, from refrigeration and sheet metal to oil burner service.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Get noticed. The high percentage of practical training in NIC's program prepares you well for the workplace and, because of our respected instructional reputation, potential employers will recognize the strength of your credentials.
- Training leaders. As the region's leading provider of certified trades and apprenticeship training, NIC works closely with local employers to ensure that you will be ready for the workplace.
- Great facilities, competitive price. At NIC, you will practice in one of the best-equipped trades training facilities (and LEED® Gold certified building) in the province and enjoy competitively low tuition fees, while getting a top quality education.
- Industry recognized training. NIC is an Industry Training Authority (ITA) approved training provider for this entry-level program in the Interprovincial (Red Seal) trades of plumber/steamfitter-pipefitter/ sprinkler system installer.

PROGRAM HIGHLIGHTS

During the Plumbing and Piping Foundation program, you will complete many theoretical and practical exercises, from work site safety through advanced trade-related skills. Classroom theory, with a combination of practical exercises, will enable you to reach the skill level needed to work in one of the trade areas mentioned.

Upon graduation, you will be well-prepared for employment in the plumber, steamfitter/pipefitter, sprinkler system installer or domestic/commercial gas fitter trades. On successful completion of this program and upon entering into an apprenticeship, you will be eligible to receive technical training credit for Level 1 and 375 work-based hours credit toward your apprenticeship in any of these trades.

Career Opportunities

In recent years, graduates have found employment in several different related trades areas, including refrigeration, plumbing, sheet metal, oil burner service, gas fitting, and fire sprinklers. Recent enhancements to the program reflect current requirements of level one piping trades and will provide you with the initial experience required by the majority of employers.

Supply List

You are required to acquire the following basic supplies and tools:

- steel-toed boots or shoes
- safety glasses, CSA-approved
- gloves
- coveralls
- hard hat
- tape measure (25 foot imperial and eight metre metric)
- metric conversion calculator recommend: EL520-WBBK or EL-520X
- pencils, hi-liter, binder and notepaper
- drafting equipment: available at the NIC bookstore:
 - set square – 30/60/90 degree, Staedtler 964 16-60
 - set square – 45/45/90 degree, Staedtler 964 14-45
 - scale ruler, imperial, architects, Staedtler 987 18-31
 - scale ruler, metric, Staedtler 987 18-SI
 - drawing compass, 559-02
 - good quality white eraser

- mechanical pencils: .3mm in 6H lead; .5mm in 2H and 4H lead; .9mm in 2H lead
- text books and learning guides for the level – details provided at NIC bookstore

ADMISSION

Admission Requirements

1. Successful completion of the North Island College Piping Trades Assessment with a minimum of 70%. For more information, check the [Plumbing Assessment Study Information](#).
2. High school graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more](#)

International Language Requirements

For international language requirements click [here](#).

To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites secondary school equivalent courses in math, science, physics and drafting are considered an asset.
- The most important key to success is the desire to become a quality trades person. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math and communication skills.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions.
- You will be required to stay focused for prolonged periods.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. Should you find you need further support please contact our student services department about upgrading classes.

CURRICULUM

Program Requirements

- PPF 101 Use Safe Work Practices
- PPF 102 Use of Tools and Equipment
- PPF 103 Organize Work
- PPF 104 Prepare and Assemble Plumbing Components

* Note: Based on availability of placements with industry, Trades Foundation students may have an opportunity to participate in an optional Work Experience: WXT 100 Work Experience – Trades Foundation.

Completion Requirements

To pass the program you are required to attain a minimum of 70% in each course.

Prep Cook Certificate

Program at a Glance

four-month certificate

Where: Campbell River
Starts: December 2017

- Be in demand. The BC 2024 Labour Economic Outlook predicts tourism and hospitality will be among the most in demand occupational groups requiring post-secondary training in BC, with more than 10,500 job openings available to 2024. The majority of these jobs will be in the food and service industry.
- Gain hands on experience in the kitchen preparing soups, stocks, sauces, sandwiches, cookies and quick breads. Watch [this video](#) to learn more.
- Learn from highly-experienced, qualified instructors in NIC's modern, fully-equipped training facilities.
- You may qualify for funded training through the Canada-British Columbia Job Fund Agreement. See the admission tab for eligibility details.

Career possibilities: Qualify for employment as a prep cook, porter or food service worker in a commercial kitchen, restaurant or resort.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Excellent facilities, recognized credentials. Classes are held in modern, fully-equipped training facilities and include practical food production using provincial standardized curriculum.
- Gain valuable, hands-on experience. Learn basic food preparation techniques, food safety regulations and workplace health and safety standards while preparing soups and stocks, vegetable dishes, sandwiches, cookies, quick breads and more.
- Go further . Consider NIC's [Professional Cook \(Culinary Arts\)](#) program to earn apprenticeship technical training credit toward your Interprovincial (Red Seal) certification.

PROGRAM HIGHLIGHTS

Be well-prepared for employment. NIC's Prep Cook program is designed to introduce you to the basic skills, safety knowledge and job readiness to launch a career in the food services industry.

The program consists of four months of hands-on training, including industry certifications in Occupational First Aid, FoodSafe and WHMIS. You will learn how to safely operate, clean and maintain common kitchen equipment and become familiar with standard culinary measurements and calculations.

Learn how to prepare basic soups, stocks, sauces, vegetable dishes, salads, sandwiches, cookies and quick breads, applying food safety standards and safe work practices.

The Prep Cook Certificate Program was created in response to demand for entry-level cooks and kitchen workers across the North Island College region and this need is felt in the tourism/hospitality industry across the nation. The tourism industry is a strong component of the regional and national economy and as it grows so does the demand for cooks, kitchen helpers and other food service workers.

The program includes 358 hours of instruction and 20 hours of industry certifications to ensure you are well-prepared to work in the culinary industry and provides a solid foundation if you choose to further your studies in NIC's [Professional Cook \(Culinary Arts\)](#) program.

ADMISSION

Admission Requirements

- Prep Cook Assessment with a score of 50 per cent or greater. For more information check the [Prep Cook Study Guide](#).
- All Canada-BC Job Fund eligible participants must also meet the following requirements:
 - legally entitled to work in Canada
 - living in BC
 - not a full-time post-secondary student
 - not a high school student
 - not participating in another Canada-British Columbia Job Fund Agreement-funded program

CURRICULUM

Program Requirements

PCK 100 Cooking Fundamentals

*OFA 010 Occupational First Aid Level 1

*TFS 010 Foodsafe Level 1

*WSF 019 Orientation to WHMIS Online

Note: Students not having current, valid First Aid, Foodsafe, and WHMIS are required to take these courses to meet program requirements. Separate fees will be charged.

Completion Requirements

Students will be required to achieve 70% in PCK 100 in addition to receiving a grade of 'pass' in all industry certificates, to achieve program completion requirements.

Underground Mining Essentials Certificate

Program at a Glance

14-week full-time certificate

Tuition: [\\$8,675 approx + fees/equipment](#)

Where: Campbell River

Starts: TBD

- Gain the fundamental skills for employment in the mining sector and earn an estimated \$65,000 to \$90,000 per year.
- Earn industry certifications in Occupational First Aid Level 1, WHMIS, H2S Alive and more.
- Be prepared for employment in the rapidly growing underground mining, open pit mining and sand/gravel quarry mining industry.

Career possibilities: As a graduate, you will qualify for entry-level positions at coal, potash, hardrock, and sand/gravel quarry mining sites.

Questions?

Contact

Student Services
1-800-715-0914 
questions@nic.bc.ca

Please call to have your name added to a waitlist.

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Industry Approved: NIC's Underground Mining Essentials program meets or exceeds the standards laid out by the Mining Industry Human Resources Council for entry level underground mining personnel plus it meets the industry's demand for new and skilled workers.
- Be prepared: Underground Mining Essentials is the only program of its kind in BC. You will gain the skills and knowledge you need for entry into the mining industry. You will learn from instructors with real-world experience and graduate with hands-on training with tools and equipment.
- Be in demand: Canada is one of the leading mining countries in the world and ranked among the top five global producers for several major minerals and metals. The demand for qualified graduates is high, with an expectation that the industry will need to recruit 92,000 new workers over the next ten years.
- Workforce training solutions. NIC works with employers and groups to deliver underground mining courses upon request. The location and combination of courses can be tailored to suit your needs, preparing your crew with fundamental underground mining skills.

PROGRAM HIGHLIGHTS

The Underground Mining Essentials certificate is designed as an entry point into the mining industry. Training is designed for individuals with limited experience, who have a desire to work in the field and gain the fundamental skills to pursue entry level positions in the mining sector. Skills gained in the program are directly transferable to entry-level positions in operations specific to underground mining, open pit mining and sand/gravel quarry mining.

The program consists of 340 hours of instruction and hands on training, with an additional 61 hours of industry certifications delivered over 14 weeks. Classes are held during the day. You will attend lectures, participate in class discussions and complete assignments, quizzes and tests. You will also have opportunities to tour local mines as an introduction to the workplace atmosphere above and below ground.

Career Opportunities

As a graduate, you will qualify for entry-level positions in underground mining, open pit mining, and sand/gravel quarry sites. Job titles could include, but would not be limited to, haulage crew worker, ore truck driver, mine labourer, prep plant worker, mill worker, nipper, supply service worker, blaster helper, hardrock miner apprentice, powderman/woman helper, and entry-level scooptram operator.

Supply List

You are expected to have the following safety equipment:

- miner hard hat

- safety glasses
- hearing protection
- coveralls
- hi-visibility vest
- CSA approved safety boots and/or muck boots

ADMISSION

Admission Requirements

1. C in English 10 or NIC ENG-034, ENG 035, or equivalent; or successful NIC English assessment testing.
2. C+ in one of Principles of Math 10, Foundations Math 10, Pre-Calculus Math 10, or NIC MAT-034; or successful NIC math assessment testing.
3. High School graduation is preferred in addition to the stated prerequisites.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

To Be Successful

In addition to admission requirements, the following is highly recommended:

- strong word processing and spreadsheet skills are an asset as computers are used in most workplaces.
- desire to work in a safety-conscious, fast-paced work environment.
- strong study skills and the ability to complete frequent and regular homework

CURRICULUM

Program Requirements

- MIN 100 Introduction to the Mining Industry
- MIN 101 Mining Health and Safety
- MIN 102 Fundamentals of Mining Technologies
- MIN 103 Introduction to Mining Skills
- MIN 104 Emergency Mining Procedures
- MIN 105 Worksite Readiness

Program Co-Requisites

The following industry certifications will be scheduled within the program cluster and you are required to complete the below co-requisites to achieve the program credential.

- OFA 010 Occupational First Aid Level One (OFA)
- OFA-001 Workplace Hazardous Materials Information System (WHMIS)
- MVO 069 Transportation of Dangerous Goods (TDG)
- CTQ 010 Construction Safety Training Systems – 09 (CSTS)
- FAC 021 Red Cross Standard First Aid with CPR Level C
- GAS 010 H2S Alive
- TRD 016 Aerial Lift Safety

The certificate program is comprised of a total of 340 hours of instruction in addition to 61 hours of industry certification to meet the program requirements.

Completion Requirements

You must have successfully passed all core mining components with a minimum of 70% and have successfully passed all certification courses to receive the Underground Mining Essentials Certificate.

Welder Foundation Harmonized Certificate

Program at a Glance

28-week certificate

Where: Campbell River, Port Alberni

Starts: Continuous entry

- Earn technical training credit toward Year 1 and 2 of welder apprenticeship training and prepare for employment in industrial manufacturing, welding and fabrication shops.
- Learn a variety of welding techniques, layout and fabrication, basic metallurgy, drawing for welding, occupational skills and more.
- Gain in-demand skills and credentials employers are looking for with NIC's Industry Training Authority (ITA) approved training.

Career possibilities: Qualify for welding positions within the forestry, fishing, aquaculture, agriculture, oil and gas, manufacturing, construction and maintenance industries across Canada.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

Choose North Island College

- Great facilities, great people. NIC's welding programs have some of the most modern, well-equipped shops in BC and very experienced, highly qualified instructors. Graduates have a very high success rate and are working as welders, across Canada and around the world.
- Advance your career. If you want to learn more, NIC's Metal Fabrication Foundation program is an excellent complement to the skills gained in welding and will increase your skills and your employability.

Program Highlights

NIC follows the new provincial welding training program introduced by the ITA as of January 2014.

The 28-week Welder Foundation Harmonized Certificate covers Level 1 and Level 2 apprenticeship technical training. On completion, you will write the ITA standardized level exam for a certificate of completion. Successful students will also receive an NIC Welder Foundation Harmonized certificate.

The Welder Foundation Harmonized Certificate prepares you for entry-level employment in industrial manufacturing, welding and fabrication shops. You will be introduced to a variety of welding techniques, layout and fabrication, basic metallurgy, drawing for welding and occupational skills.

Following successful completion of this program and upon entering an apprenticeship, you will be eligible to receive technical training credit for Levels 1 and Level 2, plus 300 work-based hours toward your welding apprenticeship requirements.

Career Opportunities

The welding trade is found in a wide variety of industries, which results in many potential career paths and opportunities. Welding is essential to the forest, fishing, aquaculture, agriculture, oil and gas, manufacturing, construction and maintenance industries in every part of the country. There is tremendous potential for career advancement for bright, motivated and talented trades persons.

ASME Welder Performance Qualification Testing

NIC's welding centres are authorized testing stations for the Boiler Branch. Qualified welders may challenge Welder Performance Qualification tests in accordance with the Power Engineers and Boiler and Pressure Vessels Safety Act regulations and directives, subject to available space. Welding Performance tests are incorporated in the following courses: WPW-007 and WPW-010.

Challenge Testing

See the [Industry Training Authority](http://www.ita.ca) website for the challenge testing process.

Supply List

NIC is pleased to make tools available to students in exchange for a \$100 refundable tool deposit. The deposit is not included in your tuition, and will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office. Students are also responsible for providing basic personal protective equipment and tools. Contact the instructors at 250-923-9735 or 250-724-8727 for a complete list.

ADMISSION

Admission Requirements

1. C in one of Provincial English 10, NIC ENG-035, or equivalent; or C+ in ESL-051, ESL-054 and ESL-057, or certified CLB 7; or successful completion of NIC assessment testing in English; and
2. C in one of Principles of Math 10, Applications of Math 11, Apprenticeship and Workplace Math 11, Foundation of Math 11, NIC MAT-033, or equivalent; or successful NIC math assessment.
3. High school graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites secondary school equivalent courses in math, science, physics and drafting are considered an asset.
- The most important key to success is the desire to become a quality trades person. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math and communication skills.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions.
- You will be required to stay focused for prolonged periods.

Other Welding Training

NIC offers Welding Skills Development courses to qualified welders. Contact Welding Admissions at the Campbell River or Port Alberni campuses for scheduling and fees.

- WSR 010 Welding Skills Development - 1 Day
- WSR 050 Welding Skills Development - 3 Days
- WSR 060 Welding Skills Development - 1 Week
- WSR 065 Welding Skills Development - Stainless Steel and/or Aluminum - 1 Week
- WSR 070 Welding Skills Development - 4 Weeks
- WSR 080 Welding Skills Development - Theory - 4 Weeks

CURRICULUM

Program Requirements

The Welder Foundation Harmonized program at North Island College is open entry/open exit. Completion time for a person attending full-time is maximum 28 weeks.

After successful completion of Welder Foundation Harmonized, and once employed as a registered Welder Apprentice, the candidate will receive credit for Level 1 and Level 2 technical training and 300 work based training hours. It is important that all apprentices have a minimum of 3000 work-based training hours prior to entering Level 3 technical training.

The following is a list of the courses for Welder Foundation Harmonized:

- WFH 100 Occupational Skills
- WFH 101 Oxy-Fuel Cutting and Gouging Processes
- WFH 102 Fusion and Braze Welding (TB) using the Oxy-Fuel (OFW) Process
- WFH 103 Shielded Metal Arc Welding (SMAW)
- WFH 105 Semi-Automatic and Automatic Welding
- WFH 106 Basic Metallurgy
- WFH 107 Welding Drawings Layout and Fabrication
- WFH 110 Gas Tungsten Arc Welding (GTAW)

Completion Requirements

Students must attain competency in each module.

Note: Curriculum, certification and completion requirements may be subject to change as mandated by the ITA. Refer to current bulletins on the [ITA website](#).

Welding Levels B & A

Program at a Glance

Level B: 16-weeks

Level A: eight-weeks

Tuition: [From \\$2,135 to \\$610 approx + fees/equipment](#)

Where: Campbell River, Port Alberni

Starts: Continuous entry

- Industry Training Authority (ITA) approved.
- Be in demand: The [BC 2025 Labour Economic Outlook](#) predicts welders and related machine operators will be among the most in-demand occupational groups requiring post-secondary training in BC, with 3,000 job openings available to 2025.
- Learn from highly experienced, qualified instructors in some of the most modern, well-equipped shops in BC.
- Earn technical training credit toward Year 1 and 2 of welder apprenticeship training.

Career possibilities: Welding is essential to the forest, fishing, aquaculture, agriculture, oil and gas, manufacturing, construction and maintenance industries in every part of the country, leading to many potential career paths and opportunities.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Great facilities, great people. NIC's welding programs have some of the most modern, well-equipped shops in BC and very experienced, highly qualified instructors. Graduates have a very high success rate and are working as welders across Canada and around the world.
- Advance your career. If you want to learn more, NIC's Metal Fabrication Foundation program is an excellent complement to the skills gained in welding and will increase your skills and your employability.
- Go further. Complete your Metal Fabrication Foundation Certificate and Welder Foundation training in an accelerated 10 month period.

PROGRAM HIGHLIGHTS

NIC follows the new provincial Welding training program introduced in January of 2014. This is a progressive credentialing model, whereby individuals can exit with a Certificate of Qualification upon completion of Levels 1 to 3, and the Welders Endorsement. The Interprovincial (Red Seal) examination is attached to the completion of the Welders Endorsement.

The Welding Foundation program prepares you for entry-level employment in industrial manufacturing, welding and fabrication shops. You will be introduced to a variety of welding techniques, layout and fabrication, basic metallurgy, drawing for welding and occupational skills.

Following successful completion of this program and upon entering an apprenticeship, you will be eligible to receive technical training credit for Levels 1 and 2, plus 300 work-based hours toward your welding apprenticeship requirements.

Career Opportunities

The welding trade is relevant in a wide variety of industries, opening doors for many potential career paths and opportunities. Welding is essential to the forest, fishing, aquaculture, agriculture, oil and gas, manufacturing, construction and maintenance industries in every part of the country. There is tremendous potential for career advancement for bright, motivated and talented trades persons.

ASME Welder Performance Qualification Testing

NIC's welding centres are authorized testing stations for the Boiler Branch. Qualified welders may challenge Welder Performance Qualification tests in accordance with the Power Engineers and Boiler and Pressure Vessels Safety Act regulations and directives, subject to available space.

Welding Performance tests are incorporated in the following courses: WP-007 and WPW-010.

Supply List

NIC is pleased to make tools available to you in exchange for a \$100 refundable tool deposit. The deposit is not included in your tuition, and will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

You are also responsible for providing basic personal protective equipment and tools. Contact the instructors at 250-923-9735 or 250-724-8727 for a complete list.

ADMISSION

Admission Requirements

Level B

1. Must have successfully completed Welding Level C or Foundation, plus minimum work-based hours as prescribed by the ITA (OPSN 2015 029 – hours are recommended at 1,000).

Level A

1. Must have successfully completed Welding Level B, plus minimum work-based hours as prescribed by the ITA (OPSN 2015 029 – hours are a minimum of 1,950).

Note: High school graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

Note: Curriculum, certification and completion requirements may be subject to change as mandated by the ITA and minimum work-based hours are updated periodically.

To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites secondary school equivalent courses in math, science, physics, and drafting are considered an asset.
- The most important key to success is the desire to become a quality trades person. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math and communication skills.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions.
- You will be required to stay focused for prolonged periods.

Other Welding Training

NIC offers Welding Skills Development courses to qualified welders. Contact Welding Admissions at the Campbell River or Port Alberni campuses for scheduling and fees.

- WSR 010 Welding Skills Development - 1 Day
- WSR 050 Welding Skills Development - 3 Days
- WSR 060 Welding Skills Development - 1 Week
- WSR 065 Welding Skills Development - Stainless Steel and/or Aluminum - 1 Week
- WSR 070 Welding Skills Development - 4 Weeks
- WSR 080 Welding Skills Development - Theory - 4 Weeks

CURRICULUM

Program Requirements

Level B

The Level B program will involve approximately 16 weeks of full-time training at the College, followed by eight months of work experience in the industry. The four practical and four welding-related courses in Level B are listed below.

- WPR 107 Shielded Metal Arc Welding II (P7)
- WPR 108 Gas-Metal Arc Welding II (P8)
- WPR 109 Flux-Cored Arc Welding II (P9)
- WPR 110 Gas-Tungsten Arc Welding I (P10)
- WRK 104 Welding Quality & Control (RK4)
- WRK 105 Welding Codes, Standards & Specifications (RK5)
- WRK 106 Blueprint Reading II (RK6)
- WRK 107 Metallurgy II (RK7)

Level A

The Level A program will involve approximately 8 weeks of training and 10 months of work experience.

- WPR 111 Shielded Metal Arc Welding III (P11)
- WPR 112 Gas-Tungsten Arc Welding II (P12)
- WRK 108 Metallurgy III (RK8)
- WRK 109 Blueprint Reading III (RK9)

Completion Requirements

You must attain competency in each module.

Note: Curriculum, certification and completion requirements may be subject to change as mandated by the ITA and minimum work-based hours are updated periodically.

Apprenticeship Training

Carpentry Apprenticeship Harmonized

Program at a Glance

Levels 1, 2, 3 and 4 Industry Training Authority (ITA) approved apprenticeship training

Where: Comox Valley
Starts: See schedule below

- Build your carpentry career in BC's booming construction industry.
- Develop essential skills to advance your qualifications in the carpentry trade.
- Work toward your Interprovincial (Red Seal) designation

Be in demand: The [BC 2025 Labour Economic Outlook](#) predicts carpenters will be the sixth most in-demand occupational group to usually require a diploma, certificate or apprenticeship, with 10,300 job openings available to 2025.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

Why Choose Carpentry at North Island College

- Quality education. NIC instructors are highly qualified and experience tradespeople. Our student success rate confirms the quality of instruction as our graduates have some of the highest completion rates in the province.
- Excellent facilities. Exceptional value. We have up-to-date shops and equipment and highly experienced instructors. Our tuitions are some of the lowest in the province and accommodations in this beautiful part of Vancouver Island are very reasonable.
- Industry-approved training. NIC works closely with a program advisory committee, comprised of industry professionals and local employers, to ensure you receive the best, most current training possible

Carpentry Apprenticeship Harmonized

All NIC training programs follow the criteria set by the Industry Training Authority (ITA) to ensure your trade qualifications meet current industry standards.

CRH-100, Level 1, 7 weeks - Comox Valley
CRH-200, Level 2, 7 weeks - Comox Valley
CRH-300, Level 3, 7 weeks - Comox Valley
CRH-400, Level 4, 7 weeks - Comox Valley

NIC works closely with industry to ensure your apprenticeship training is of the highest quality. For upcoming apprenticeship training schedules view the Schedules tab. For more information on apprenticeships visit the [ITA website](#).

Supply List

You are required to provide the following basic supplies and tools:

- weather appropriate clothing and CSA-approved steel-toed boots
- safety glasses
- hard hat
- ear protection
- Sharp electronic calculator #EL-520WBBK or EL-520X
- HB pencils

- Hi-lite marker
- Two, 2" binders and note paper or three, 100-page coil notebooks
- drafting equipment: available at the NIC bookstore:
 - set square – 30/60/90 degree, Staedtler 964 16-60
 - set square – 45/45/90 degree, Staedtler 964 14-45
 - scale ruler, imperial, architects, Staedtler 987 18-31
 - scale ruler, metric, Staedtler 987 18-SI
 - drawing compass, 559-02
 - good quality white eraser
 - drafting pencils: 6H, 4H and 2H

Personal Tools - Do not purchase until after first day of class:

- carpenter apron
- tape measure: 25 foot imperial and eight metre metric
- chalk line and reel
- nail puller (cat's paw)
- rafter square - steel or aluminum (optional)
- cross cut handsaw - 10 point (optional)
- utility knife and blades
- speed square
- framing hammer

ADMISSION

Admission Requirements

1. Applicants must be ITA-registered apprentices. Please see the [ITA website](#) for details.
2. Complete and submit the NIC Application for Admission form, writing "Carpenter" and the level of training requested as the program name.
3. Complete and submit the [NIC Apprentice Training Registration](#) form.

To Be Successful

- You will find greater ease and success in your training if your abilities in mathematics, reading and writing are at a sufficient level. NIC Assessment Services are available to provide math and English assessments year-round. If you need to refresh your skills or upgrade, those classes are available at NIC.
- School training periods can be very demanding and include a large quantity of reading. You are encouraged to complete readings in advance.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. Should you find you need further support please contact Student Services about upgrading classes.

SCHEDULE

Carpentry Apprenticeship Harmonized

Scheduled classes may be subject to change, depending on demand.

Note: Apprentices enrolling in technical training must take their training in sequential order, beginning with level 1, then 2, then 3, then level 4. Students must complete all levels of technical training in order to be eligible to write the Interprovincial (Red Seal) examination.

CRH-100 – Carpentry Apprenticeship Harmonized Level 1

- 2018 Fall: September 4 - October 19
- 2019 Winter: March 4 - April 19
- 2019 Fall: October 28 - December 13
- 2020 Fall: September 7 - October 23

CRA-200 – Carpentry Apprenticeship Level 2

- 2017 Fall: September 5 - October 20
- 2018 Winter: January 15 - March 2

CRH-200 – Carpentry Apprenticeship Harmonized Level 2

- 2018 Spring: April 30 - June 15
- 2018 Fall: October 29 - December 14
- 2019 Winter: April 29 - June 14

- 2020 Winter: March 2 - April 17
- 2020 Fall: November 2 - December 18

CRH-201 – Carpentry Apprenticeship Harmonized Gap A

*Note: Required prior to Carpentry Level 2 Harmonized

*No Fee

- 2018 Spring: April 23 - 27, 2018
- 2018 Fall: October 22 – October 26, 2018
- 2019 Winter: April 22 - 26, 2019

CRA-300 – Carpentry Apprenticeship Level 3

- 2017 Fall: October 30 - December 15
- 2018 Winter: March 26 - May 11
- 2018 Fall: September 4 - October 19

CRH-300 – Carpentry Apprenticeship Harmonized Level 3

Date to be Announced for Spring 2019

CRA-400 – Carpentry Apprenticeship Level 4

- 2018 Winter: March 5 - April 20
- 2018 Fall: October 29 - December 14
- 2019 Fall: September 3 - October 18

CRH-400 – Carpentry Apprenticeship Harmonized Level 4

Date to be Announced for Spring 2020

Apprenticeship Training

Electrician Apprenticeship Training

Program at a Glance

Level 1, 2, 3 and 4 Industry Training Authority (ITA) approved apprenticeship training

Tuition: [\\$870 approx per level + fees/equipment](#)

Where: Campbell River

Starts: See schedule below

- Advance your skills and qualifications in the electrician trade
- Be in demand: The [BC 2025 Labour Market Outlook](#) predicts electricians will be the ninth-most in-demand occupational group requiring post-secondary training in BC, with more than 4,600 job openings available to 2025.
- Work toward your Interprovincial (Red Seal) designation

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Quality education. Our student success rate confirms the quality of instruction at NIC as our graduates have some of the highest completion rates in the province.
- Excellent facilities. Exceptional value. We have up to date labs and equipment and highly experienced instructors. Our tuitions are some of the lowest in the province and accommodations in this beautiful part of Vancouver Island are very reasonable.
- Industry-approved training. NIC works closely with a program advisory committee, comprised of industry professionals and local employers, to ensure you receive the best, most current training possible.

Electrician Technical Training

All NIC training programs follow the criteria set by the Industry Training Authority (ITA) to ensure your trade qualifications meet current industry standards.

ELA-100, Level 1, 10 weeks - Campbell River
ELA-200, Level 2, 10 weeks - Campbell River
ELA-300, Level 3, 10 weeks - Campbell River
ELA-400, Level 4, 10 weeks - Campbell River

NIC works closely with industry to ensure your apprenticeship training is of the highest quality. For upcoming apprenticeship training schedules view the Schedules tab. For more information on apprenticeships visit the [ITA website](#).

Supply List

Required

- calculator – Sharp EL-520WBBK or equivalent

- HB pencils
- hi-liter marker
- one set, coloured pens or pencils
- plastic rule, 12"
- protractor
- binders
- note paper
- safety glasses
- text books and learning guides – details provided at NIC Bookstore

Optional

- coveralls
- digital multimeter CAT III minimum (see instructor)
- 1/4" engineers graph paper (one pad)

ADMISSION

Admission Requirements

1. Applicants must be ITA-registered apprentices.
2. Complete and submit the [NIC Application for Admission](#) form, writing "Electrical" and the level of training as the program name.
3. Complete and submit the [NIC Apprentice Training Registration](#) form.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more](#)

To Be Successful

- You will find greater ease and success in your training if your abilities in mathematics, reading and writing are at a sufficient level. NIC Assessment Services is available to provide math and English assessments year-round. If you need to refresh your skills or upgrade in a few areas, those classes are available at NIC.
- We encourage you to develop a workplace plan with your employer to make sure you are practicing all related trade skills listed in the handbook program outline.
- School training periods can be very intense, especially because of the quantity of reading you will be required to do. Whenever possible, you are encouraged to complete readings in advance.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. Should you find you need further support please contact our student services department about upgrading classes.

SCHEDULE

Electrician Apprenticeship Training Classes

Dates and classes may change or be cancelled depending on demand.

Note: Apprentices enrolling in technical training must take their training in sequential order, levels 1, then 2, then 3 then 4. You must complete all levels of technical training to be eligible to write the Interprovincial (Red Seal) examination.

ELA-100 – Electrical Apprenticeship Level 1

- 2017 Fall: October 10 - December 15
- 2018 Fall: October 9 - December 14
- 2019 Winter: March 18 - May 24
- 2019 Spring: May 21 - July 26
- 2020 Winter: January 6 - March 13

ELA-200 – Electrical Apprenticeship Level 2

- 2018 Winter: January 8 - March 16
- 2018 Winter: March 12 - May 18

- 2018 Winter: March 26 - June 1
- 2018 Fall: October 9 - December 14
- 2019 Winter: January 7 - March 15
- 2019 Fall: October 7 - December 13
- 2020 Winter: March 16 - May 22
- 2020 Spring: May 18 - July 24

ELA-300 – Electrical Apprenticeship Level 3

- 2018 Winter: January 8 - March 16
- 2018 Winter: March 19 - May 25
- 2018 Fall: October 9 - December 14
- 2019 Winter: March 4 - May 10
- 2019 Fall: October 7 - December 13
- 2020 Fall: October 13 - December 18

ELA-400 – Electrical Apprenticeship Level 4

- 2017 Fall: October 10 - December 15
- 2018 Winter: March 19 - May 25
- 2018 Spring: May 28 - August 3
- 2019 Winter: January 7 - March 15
- 2020 Winter: March 2 - May 8
- 2020 Fall: October 13 - December 18

Apprenticeship Training

Heavy Duty Apprenticeship Training

Program at a Glance

Level 1, 2, 3 and 4 Industry Training Authority (ITA) approved apprenticeship training

Tuition: [Level 1 = \\$870 approx + fees/equipment](#), [Level 2 to 4 = \\$525 approx + fees/equipment](#)

Where: Campbell River

Starts: See schedule and note below

- Advance your skills and qualifications in the heavy duty mechanics trade
- Be in demand. The [BC 2025 Labour Market Outlook](#) predicts heavy duty mechanics will be among the most in-demand occupational groups requiring post-secondary education in BC, with 2,800 job openings by 2025.
- Work toward your Interprovincial (Red Seal) designation

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Quality education. Our student success rate confirms the quality of instruction at NIC as our graduates have some of the highest completion rates in the province.
- Excellent facilities. Exceptional value. We have up-to-date shops and equipment and highly experienced instructors. Our tuitions are some of the lowest in the province and accommodations in this beautiful part of Vancouver Island are very reasonable.
- Industry-approved training. NIC works closely with a program advisory committee, comprised of industry professionals and local employers, to ensure you receive the best, most current training possible.

Heavy Duty Technical Training

All NIC, training programs follow the criteria set by the Industry Training Authority of BC (ITA) to ensure your trade qualifications meet current industry standards. NIC works closely with industry to ensure your apprenticeship training is of the highest quality.

Note: The ITA has implemented changes to the heavy duty mechanic trade. For the next few years, NIC will be offering both a new stream and an old stream of technical training levels. To ensure you are enrolling in the appropriate stream, see the schedule tab. Please visit the [ITA website](#) for more detailed trade information:

Old Stream

HVA-200 Level 2: six weeks
HVA-300 Level 3: six weeks
HVA-400 Level 4: six weeks

New Stream

HVA-100 Level 1: 10 weeks
HVA-200 Level 2: eight weeks
HVA-300 Level 3: six weeks
HVA-400 Level 4: four weeks

For more information on apprenticeships visit the [ITA website](#).

Supply List

NIC is pleased to make tools available to students in exchange for a \$200 refundable tool deposit, which is not included in your tuition. It will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration Office.

You are required to obtain the following basic supplies and tools:

- coveralls
- steel-toed safety boots or shoes (WCB-approved)
- safety glasses (CSA-approved)
- pens, pencils, eraser, paper
- calculator, Sharp EL-520WBBK recommended
- text books and learning guides for your level

All supplies are available for purchase at the NIC Bookstore.

ADMISSION

Admission Requirements

1. Applicants must be ITA registered apprentices.
2. Complete and submit the [NIC Application for Admission](#) form, writing "Heavy Duty" and the level of training as the program name.
3. Complete and submit the [NIC Apprentice Training Registration](#) form.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

To Be Successful

- You will find greater ease and success in your training if your abilities in mathematics, reading and writing are at a sufficient level. NIC Assessment Services is available to provide math and English assessments year-round. If you need to refresh your skills or upgrade in a few areas, those classes are available at NIC.
- You are encouraged to develop a workplace plan with your employer to make sure you are practicing all related trade skills.
- School training periods can be very intense, especially because of the quantity of reading you will be required to do. Whenever possible, you are encouraged to complete readings in advance.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. Should you find you need further support please contact our student services department about upgrading classes.

SCHEDULE

Heavy Duty Apprenticeship Training Classes

Dates and classes may change or be cancelled depending on demand.

Apprentices enrolling in technical training must take their training in sequential order, Level 1, then 2, then 3, then 4. You must complete all levels of technical training to be eligible to write the Interprovincial (Red Seal) examination.

HVA 100 – Heavy Duty Apprenticeship Level 1

- 2017 Fall: October 10 - December 15 *new stream
- 2019 Winter: February 18 - April 26 *new stream
- 2019 Fall: October 15 - December 20 *new stream

HVA 200 - Heavy Duty Apprenticeship Level 2

- 2018 Winter: February 13 - April 6 *new stream
- 2018 Fall: September 10 - November 2 *new stream

- 2020 Winter: February 3 - March 27 *new stream

HVA 300 - Heavy Duty Apprenticeship Level 3

- 2018 Winter: January 2 - February 9 *new stream
- 2018 Winter: April 16 - May 25 *new stream
- 2019 Winter: January 7 - February 15 *new stream
- 2019 Fall: September 3 - October 11 *new stream

HVA 400 - Heavy Duty Apprenticeship Level 4

- 2017 Fall: November 20 - December 15 *new stream
- 2018 Fall: November 13 - December 7 *new stream
- 2020 Winter: January 6 - January 31 *new stream

Apprenticeship Training

Landscape Horticulture Apprenticeship Training

Program at a Glance

Industry Training Authority (ITA) approved

Tuition: [Level 1 = \\$1,045 approx + fees/equipment](#), [Level 2 = \\$2,650 approx + fees/equipment](#)

Where: Comox Valley

Starts: Level 1: January 2018, Level 2: See schedule below

- Get the skills you need to start a new career in horticulture.
- Advance your skills and qualifications through industry-recognized training.
- Work toward your Interprovincial (Red Seal) certification.

Questions?

Contact

Student Services

1-800-715-0914 

questions@nic.bc.ca

In the News

[NIC Horticulture program gives students a foot in the door](#)

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Industry-approved training. NIC works closely with industry professionals and local employers to ensure you receive the best, most current training possible.
- Enriched curriculum. Gain highly sought after landscape maintenance and design skills in addition to ITA curriculum.
- Funding opportunities. You may be eligible for federal grants and provincial tax credits of \$1,000 or more after completing each level of technical training and work-based hours.

What is Landscape Horticulture?

Landscape horticulture is the art of selecting, handling and utilizing ornamental trees, shrubs, and turf grass for the design, development and maintenance of public and private landscape spaces. A landscape horticulturist prepares soil and cultivates, prunes, and irrigates plants to maintain plant health. They also control plant pests using integrated pest management techniques.

Landscape Horticulture Technical Training

All NIC training programs follow the criteria set by the Industry Training Authority (ITA) to ensure your trade qualification meet industry standards.

LHA 100, Level 1, 12 weeks – Comox Valley

LHA 200, Level 2, 12 weeks – Comox Valley

This apprenticeship program is designed for those currently working and those planning to work in landscaping. Potential employers include landscape companies, municipal parks, golf courses, garden centres, nurseries and horticulture-related businesses. Study part time during the evening and weekends, allowing you to further your education while maintaining employment. Please note that no work experience in landscaping is required to apply to this program.

An apprenticeship is a combination of on-the-job training and classroom learning that leads to a trade credential – or “ticket”. An apprenticeship is established when an employer agrees to sponsor an employee, and both employer and employee register with the Industry Training Authority (ITA). If you are already working in the field, you and your employer can register with the ITA to get your ID# and start tracking your work hours. Those who do not already have an employer or experience in the industry may use HortEducation BC as their sponsor for this first level of training.

NIC works closely with industry to ensure your apprenticeship training is of the highest quality, including an enriched curriculum with additional topics on landscape maintenance and design, giving you value-added skills attractive to employers.

For upcoming training schedules view the Schedules tab.

For more information on apprenticeships visit the [ITA website](#), or [HortEducationBC](#).

Upon completion, you will be prepared to write your Industry Training Authority Level 1 and Level 2 exam toward your Interprovincial Red Seal.

Grants and Tax Credits

You may be eligible for federal grants and provincial tax credits of \$1,000 or more after completing each level of technical training and the accompanying work-based hours. A completion grant is also available on certification. Visit the [ITA website](#) for additional information.

Supply List

- CSA-approved, steel-toed footwear
- Calculator
- Secateurs
- Work gloves
- Rainwear
- Notebook, paper, pen and ruler
- Binder for course materials
- Beginner drafting kit - Staedtler 10-piece set or similar

ADMISSION

Admission Requirements

1. Applicants must be ITA registered apprentices. An Industry Training Authority individual ID number (ITA-ID) is required. If you do not have an ITA-ID, you will need to register with the ITA prior to admission at www.itabc.ca.
2. Complete and submit the [NIC Application for Admission](#) form, writing "Landscape Horticulture Apprenticeship Training - Level 1 or Level 2" as the program name.
3. Complete and submit the [NIC Apprentice Training Registration](#) form.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

SCHEDULE

Apprentices enrolling in technical training must take their training in sequential order, levels 1, then 2, then 3 then 4. You must complete all levels of technical training to be eligible to write the Interprovincial (Red Seal) examination. NIC is currently only offering Level 1 and Level 2 Landscape Horticulture training.

LHA 100 - Landscape Horticulture Apprenticeship - Level 1
Enriched

- 2018 Winter: January 29 - Apr 20, 2018, Comox Valley

LHA 200 - Landscape Horticulture Apprenticeship - Level 2
Enriched

- TBA

Dates and classes may change or be cancelled depending on demand.

Program at a Glance

Level 1, 2, 3 and 4 Industry Training Authority (ITA) approved apprenticeship training

Tuition: [Levels 1 to 3 = \\$525 approx per level](#), [Level 4 = \\$695 approx](#)

Where: Comox Valley

Starts: See schedules below

- Advance your skills and qualifications in one of the most specialized and well-paying of the building trades
- Be in demand: The [BC 2025 Labour Market Outlook](#) predicts plumbers will be among the most in-demand occupational groups requiring post-secondary training in BC, with more than 2,500 job openings expected to open by 2025.
- Work toward your Interprovincial (Red Seal) designation

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Quality education. Our student success rate confirms the quality of instruction at NIC as our graduates have some of the highest completion rates in the province.
- Excellent facilities. Exceptional value. We have up-to-date shops and equipment in a LEED® Gold certified facility and highly experienced instructors. Our tuitions are some of the lowest in the province and accommodations in this beautiful part of Vancouver Island are very reasonable.
- Industry-approved training. NIC works closely with a program advisory committee, comprised of industry professionals and local employers, to ensure you receive the best, most current training possible.

Plumbing Technical Training

All NIC training programs follow the criteria set by the Industry Training Authority (ITA) to ensure your trade qualifications meet current industry standards.

PBA-100, Level 1, six weeks
PBA-200, Level 2, six weeks
PBA-300, Level 3, six weeks
PBA-400, Level 4, eight weeks

NIC works closely with industry to ensure your apprenticeship training is of the highest quality. For upcoming apprenticeship training schedules view the Schedules tab. For more information on apprenticeships visit the [ITA website](#).

Supply List

You are required to obtain the following basic supplies and tools:

- steel-toed boots or shoes
- safety glasses – CSA-approved
- gloves
- coveralls
- hard hat
- tape measure (25-foot imperial and eight-metre metric)
- metric conversion calculator, EL520-WBBK or EL-520X recommended
- pencils, hi-liter, binder and notepaper
- drafting equipment: available at the NIC bookstore:
 - set square – 30/60/90 degree, Staedtler 964 16-60
 - set square – 45/45/90 degree, Staedtler 964 14-45
 - scale ruler, Imperial, Architects, Staedtler 987 18-31
 - scale ruler, Metric, Staedtler 987 18-SI
 - drawing compass, 559-02
 - good quality white eraser
 - mechanical pencils: .3mm in 6H lead; .5mm in 2H and 4H lead; .9mm in 2H lead
- text books and learning guides for your level – details provided at NIC bookstore

ADMISSION

Admission Requirements

1. Applicants must be ITA registered apprentices.
2. Complete and submit the [NIC Application for Admission](#) form, writing "Plumbing and Piping" and level of training as the program name.
3. Complete and submit the [NIC Apprenticeship Training Registration](#) form.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more](#)

To Be Successful

- You will find greater ease and success in your training if your abilities in mathematics, reading and writing are at a sufficient level. NIC Assessment Services is available to provide math and English assessments year round. For students who do need to refresh their skills or upgrade in a few areas, those classes are available at NIC.
- Students are encouraged to develop a workplace plan with their employer to make sure they are practicing all related trade skills listed in the handbook program outline.
- school training periods can be very intense, especially because of the quantity of reading you will be required to do. Whenever possible, you are encouraged to complete reading in advance.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. Should you find you need further support please contact our student services department about upgrading classes.

SCHEDULE

Plumbing Apprenticeship Training Classes

Dates and classes may change or be cancelled depending on demand.

Note: Apprentices enrolling in technical training must take their training in sequential order, levels 1, then 2, then 3 then 4. You must complete all levels of technical training to be eligible to write the Interprovincial (Red Seal) examination.

PBA-100 - Plumbing Apprenticeship Level 1

- 2017 Winter: March 13 - April 21
- 2018 Fall: November 13 - December 21
- 2019 Fall: September 23 - November 1
- 2020 Spring: May 11 - June 19

PBA-200 – Plumbing Apprenticeship Level 2

- 2017 Spring: May 1 - June 9
- 2018 Winter: March 12 - April 20
- 2019 Fall: November 12 - December 20
- 2020 Fall: September 21 - October 30

PBA-300 – Plumbing Apprenticeship Level 3

- 2017 Fall: September 11 - October 20
- 2018 Winter: April 30 - June 8
- 2019 Winter: March 11 - April 19
- 2020 Fall: November 9 - December 18

PBA-400 – Plumbing Apprenticeship Level 4

- 2017 Fall: October 30 - December 22
- 2018 Fall: September 10 - November 2
- 2019 Winter: April 29 - June 21
- 2020 Winter: March 9 - May 1

Apprenticeship Training

Professional Cook (Culinary Arts)

Program at a Glance

Levels 1, 2 and 3 Industry Training Authority (ITA) approved apprenticeship training

Tuition: [From \\$2,135 to \\$610 approx, depending on level + fees/equipment](#)

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Growing opportunities. The demand for skilled, creative and qualified individuals in the hospitality industry is expanding with areas of growth in culinary tourism and agri-tourism. With the skills you'll learn in the Professional Cook (Culinary Arts) program, you'll be ready for a career in a booming industry.
- Excellent facilities, recognized credentials. Classes are held in modern, fully-equipped training facilities and include practical food production using provincial standardized curriculum.

Where: Campbell River, Port Alberni

Starts: See schedule below

- Become a skilled, qualified culinary professional at NIC.
- Earn apprenticeship technical training credit toward your Interprovincial (Red Seal) certification.
- Practice your skills in the [Third Course Bistro](#) in Campbell River or [Roger Street Bistro](#) in Port Alberni, where you will have opportunities to create menus in a fine dining environment.
- Learn from highly-experienced, qualified instructors in modern, fully-equipped training facilities.

Career possibilities: As a graduate, you will be qualified for positions with bistros, hotels, spa and destination resorts, extended care facilities and more. Many graduates have gone on to start their own catering and home businesses.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

In the News

[Recipe for Success](#)

[NIC Welcomes Internationally Trained French Chef](#)

- Considering a career in the Canadian Forces? NIC's Professional Cook (Culinary Arts) program has been accredited by the Canadian Forces and graduates can gain advanced standing as a cook (apprentice).

PROGRAM HIGHLIGHTS

The culinary program is offered at both NIC's Campbell River and Port Alberni campuses in fully-equipped training facilities. To help ensure future advancement in your career, you will be registered as an apprentice upon entering the program and will gain apprenticeship credit as you proceed through each Certificate of Qualification.

Professional Cook (Culinary Arts) consists of three levels of qualification: Professional Cook 1, Professional Cook 2 and Professional Cook 3, which provide recognized provincial certification on completion of each level. The Interprovincial (Red Seal) for Cook will be affixed to the Professional Cook 3 certificate. Each qualification level consists of an in-school training program, practical and theoretical examinations and a workplace time requirement.

Professional Cook 1 (PC1):
28 weeks (840 hours approx.)

Learn the essentials of cooking in just 28 weeks. From core culinary skills, to preparing and cooking stocks, soups, sauces, vegetables, meat, fish, poultry, sandwiches and desserts, you are well on your way to mastering your new craft. At NIC, hands-on classes ensure you will also be introduced to menu planning, nutrition and human resource management.

Upon successful completion of the program, the PC1 provincial final exams and, an additional 400 hours of documented industry experience, you will receive provincial certification as a Professional Cook 1. You are then eligible to continue your career development as you work toward attaining Professional Cook 2.

Professional Cook 2 (PC2)
14 weeks (420 hours approx.)

Enter a more advanced 14-week training program where you continue your culinary skills development by gaining experience with menu creation, à la carte production and presentation, as well as dining room food and beverage service at [The Third Course](#) bistro in Campbell River.

Upon successful completion of Professional Cook 2 program, the PC2 final provincial exams and a further 760 hours of documented industry experience, you are then able to proceed to Professional Cook 3.

Professional Cook 3 (PC3):
Six weeks (180 hours approx.)

Advance further with a six-week intensive theory-based program that meets all the requirements of the national Red Seal standard for cooks. You will be competent with all major techniques and principles used in cooking and other aspects of food preparation, preparing you to take a leadership role in the kitchen.

Please note: Professional Cook Levels 1 - 3 can be taken in consecutive order for a total of 1,440 hours over 48 weeks.

Upon successful completion of the Professional Cook 3 program, the PC3 final provincial exams and a further 3,000 hours of documented industry work experience, you will qualify for your Certificate of Qualification with Interprovincial Red Seal endorsement and Professional Cook 3 Certificate of Apprenticeship.

NIC's Professional Cook program has been accredited by the Canadian Forces and graduates can gain advanced standing as a cook (apprentice). For more information, visit [Paid Education](#).

Career Opportunities

Career opportunities such as pastry cooks and bakers, sous chefs and executive chefs are based on an individual's goals, experience and abilities. Positions in bistros/restaurants, cruise ships, fishing/eco-tourism resorts, catering companies, hospitals, hotels, logging and mining camps, spa and destination resorts, specialty food services, extended care facilities and culinary tourism are examples of the many

opportunities available to graduates. Graduates have also gone on to open their own catering and home businesses.

Related Programs

After five years at the Journey person level, you may enter the Chef de Cuisine certification program available through the Canadian Culinary Federation.

Supply List

Mandatory

- four 2" three-ring binders
- paper, pens, pencils, highlighter
- metric conversion calculator, Sharp EL-520WBBK recommend
- texts for the program (available at the NIC Bookstore)

Note: The following supplies are also mandatory but do not purchase until after the first day of class upon consultation with the instructor:

- french knife - 10"
- boning knife - 6"
- paring knife - 3" or 4"
- bread knife
- carving knife
- steel - 14"
- vegetable peeler (floater type)
- parisienne scoop
- instant read thermometer
- citrus zester
- carrying case
- digital timer.
- digital scale
- pastry scraper
- WCB-approved footwear - non-slip soles, closed toe shoes
- uniform: chef jacket, black and white check pants, four-way or bib apron (minimum three sets of each)
- black pill box hat
- bar wipes (12)

ADMISSION

Before Classes Begin

Professional Cook 1 (PC1): Once you have been accepted to the program but before classes begin, you are required to complete the following questionnaire. You must bring the completed questionnaire with you to the first day of class. Download the PDF or pick up at a copy at Student Services. (Exception: High school students applying through the Dual Credit application process do NOT need to submit the questionnaire.)

- [Culinary Arts Industry Questionnaire](#)

Admission Requirements

Professional Cook 1

1. Successful North Island College Culinary Arts program assessment. For more information, check the [Culinary Arts Assessment Study Information](#).
2. Successful completion of [FoodSafe Level 1](#)

Note: High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

Professional Cook 2

1. Professional Cook 1 Certification, which includes successful completion of Professional Cook 1 Technical Training, Certificate of Qualification Examination, Practical Assessment and an additional 400 documented workplace hours for a total of 1,000 hours.

Professional Cook 3

1. Professional Cook 2 Certification, which includes successful completion of Professional Cook 2 Technical Training, Certificate of Qualification Examination, Practical Assessment and an additional 760 documented workplace hours for a total of 2,000 hours.

International Language Requirements

For international language requirements click [here](#).

SCHEDULE

Professional Cook Apprenticeship Training Classes

Dates and classes may change or be cancelled depending on demand.

PCA 100 Professional Cook Apprenticeship Level 1

- January 28 - August 23, 2019 (Campbell River or Port Alberni)

PCA 200 Professional Cook Apprenticeship Level 2

- March 29, 2018 - July 4, 2018 (Campbell River)

Completion Requirements

To pass each training program you must attain a minimum of 70% throughout the program.

Apprenticeship Training

Welder Apprenticeship Harmonized

Program at a Glance

Levels 1, 2, and 3 Industry Training Authority (ITA) approved apprenticeship training

Where: Campbell River, Port Alberni

Starts: Continuous entry

- Advance your skills and qualifications in the welding trade
- Work toward your Interprovincial (Red Seal) designation
- Just getting started in welding? See [Welder Foundation](#).

Be in demand. The [BC 2025 Labour Economic Outlook](#) predicts welders and related machine operators will be among the most in-demand occupational groups requiring post-secondary training in BC, with 3,000 job openings available by 2025.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

Why Choose Welding at North Island College?

- Quality education. Our student success rate confirms the quality of instruction at NIC as our graduates have some of the highest completion rates in the province.
- Excellent facilities. Exceptional value. We have up to date shops and equipment and highly experienced instructors. Our tuition is among the lowest in the province and accommodation in this beautiful part of Vancouver Island are very reasonable.
- Industry-approved training. NIC works closely with a program advisory committee, comprised of industry professionals and local employers, to ensure you receive the best, most current training possible.

Program Highlights

NIC's welding apprenticeship aligns with the ITA's Harmonized Welder Apprenticeship program, allowing students to move across Canada without having to restart training.

Learn a variety of welding techniques, layout and fabrication, basic metallurgy, drawing for welding, occupational skills and more in NIC's well-equipped trades facilities.

In Level 1 you will learn occupational skills such as how to use and maintain measuring and layout tools, hand tools and power tools as well as how to apply lifting hoisting and rigging procedures. You will gain hands-on experience with oxy-fuel cutting, fusion and braze welding, shielded metal arc welding, semi-automatic and automatic welding processes.

In Level 2 you will advance your occupational skills and knowledge, furthering your ability in shielded metal arc welding, semi-automatic and automatic welding. You will also learn gas tungsten arc welding, basic metallurgy, how read and interpret welding drawings, perform basic drafting, fabricate weldments and estimate costs.

In Level 3 you will further advance your shielded metal arc welding, semi-automatic welding, gas tungsten arc welding, basic metallurgy welding drawings, layout and fabrication knowledge and skills. You will also gain the skills and knowledge in quality control, inspection, standards, codes and specifications to qualify for work as a welder.

Supply List

NIC is pleased to make tools available to you in exchange for a \$100 refundable tool deposit.

The deposit is not included in your tuition and will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

You are responsible for providing basic personal protective equipment and tools. Your instructor will provide a list of requirements.

ADMISSION

Admission Requirements

1. Applicants must be ITA registered apprentices.
2. Complete and submit the [NIC Application for Admission](#) form, writing "Welding" and level of training as the program name.
3. Complete and submit the [NIC Apprenticeship Training Registration](#) form.

To Be Successful

- You will find greater ease and success in your training if your abilities in mathematics, reading and writing are at a sufficient level. NIC Assessment Services is available to provide math and English assessments year-round. If you need to refresh your skills or upgrade in a few areas, those classes are available at NIC.
- You are encouraged to develop a workplace plan with your employer to make sure you are practicing all related trade skills.
- School training periods can be very intense, especially because of the quantity of reading you will be required to do. Whenever possible, you are encouraged to complete readings in advance.

COURSES

North Island College works closely with industry to ensure your apprenticeship training is of the highest quality. Our curriculum follows the Industry Training Authority's new provincial Welding training program, which currently runs in parallel with the modular format, Welder Foundation, B, and A level welding programs. For full information the trades training system and apprenticeships, please visit the [Industry Training Authority](#) website.

North Island College offers the following apprenticeship technical training levels:

- WDH 100 Welder Apprenticeship Harmonized Level 1, 8 weeks – Campbell River, Port Alberni
- WDH 200 Welder Apprenticeship Harmonized Level 2, 8 weeks – Campbell River, Port Alberni
- WDH 300 Welder Apprenticeship Harmonized Level 3, 11 weeks – Campbell River, Port Alberni

Optional: Multi-Process Alloy Welding (MPAW) is the former Specialty Metals Endorsement program. The MPAW Endorsement enables a welder to weld specialized alloys, by any manual welding process, in any position, and such other work as is usually done by a Red Seal Certified Welder.

- WLA 110 Multi-Process Alloy Welding (MPAW) Endorsement, 5 weeks Campbell River, Port Alberni

To register for the WLA 110 course you must hold either a Welder – Certificate of Qualification with Interprovincial Red Seal Endorsement OR a Welder B – Certificate of Qualification with Interprovincial Red Seal Endorsement. This advanced level of training will appear as an endorsement on the original Welder Certificate of Qualification.

Ongoing start dates: Welder apprenticeship training follows an ongoing entry format from September to June. As welders complete their training, qualified applicants are offered the next available start date based on shop space. For upcoming availability, please call 1-800-715-0914  or email questions@nic.bc.ca.

Other Welding Training

North Island College offers Welding Skills Development courses to qualified welders.

- WSR-010 Welding Skills Development - 1 Day
- WSR-050 Welding Skills Development - 3 Days
- WSR-060 Welding Skills Development - 1 Week
- WSR-065 Welding Skills Development - Stainless Steel and/or Aluminum - 1 Week
- WSR-070 Welding Skills Development - 4 Weeks
- WSR-080 Welding Skills Development - Theory - 4 Weeks

Academic English Language Program

Program at a Glance

Accredited English as an additional language courses

Tuition: [\\$0 for those who meet Government of Canada rules \(see Highlights below\)](#)

Where: Comox Valley

Starts: September, October, January, February, May, June

- Build confidence, develop fluency and prepare for academic study in English
- ESL courses are available year-round
- Take a wide range of courses to meet university and college program requirements
- Start your degree or diploma program at NIC while you finish your English language courses, or enter upon completion

Transfer possibilities: Prepare for university and college programs at NIC, throughout BC and across Canada and the US.

Questions?

Contact

North Island College International

Student Services
1-800-715-0914 
questions@nic.bc.ca

International Students
1 250 334 5033 ext. 1
study@nic.bc.ca

HIGHLIGHTS

CHOOSE NORTH ISLAND COLLEGE

- Qualified instructors, small class sizes. At NIC, you'll learn in small classes with qualified instructors who have experience working with students from around the world. Your learning is our first priority.
- Build confidence, develop fluency. English is the primary language of business and social interaction in the Comox Valley. Whether you're in class, volunteering or at work, all of your conversations will be in English.
- Start at the level right for you. The Academic English Language program is for students with different levels of English language skills. Whether you are trying to improve your career options or meet university entrance requirements, there is a class for you.

PROGRAM HIGHLIGHTS

Prepare for academic study in English with NIC's Academic English Language Program. This accredited English as an additional language program will provide you with the necessary skills to complete college and university degrees or diplomas. Courses include reading/writing, speaking/listening and grammar, with optional electives in pronunciation, IELTS preparation and a seminar with individualized instructional support.

You will be able to choose your program intensity, with sessions ranging from 21 hours to 24 hours of study per week. Sessions run for two and four months year round. Based on your demonstrated English proficiency, you will be placed in one of three levels: intermediate, advanced or university/college preparation. Students who place at the University and College Qualifying level are eligible to take up to three academic courses for credit while they study ESL. If you choose to complete the university/college qualifying level, upon meeting all other program requirements you will be able to transfer seamlessly into degree and diploma programs at NIC. Or, you may choose to study at other universities and colleges throughout BC, Canada and the US.

ADMISSION

Admission Requirements

Option 1: Students without an IELTS or TOEFL score will be assessed by an ELP faculty member to determine the most appropriate courses for registration and success. Off campus assessment is also available by filling out the applicant form here. Email www.study@nic.bc.ca for more information.

Option 2:

For entrance into	IELTS score	TOEFL iBT score
ESL 052/055/058 (Advanced II Level)	5.5 overall, no band under 5.0	46-59
ESL 051/054/057 (Advanced I Level)	5.0 overall, no band under 4.5	35-45
ESL 032/035/038 (Intermediate II Level)	4.5 overall, no band under 4.0	32-34
ESL 031/034/037 (Intermediate I Level)	4.0 overall, no band under 3.5	29-31

International Language Requirements

For international language requirements click [here](#).

COURSES

Once you have been placed, your instructor will recommend courses from the following list and which are best suited to your current skill level and personal goals. Students then progress through the program by skill level.

Pre-Intermediate Level

- ESL 011 Pre-Intermediate Reading & Writing
- ESL 014 Pre-Intermediate Listening & Speaking
- ESL 017 Pre-Intermediate Grammar

Intermediate Level

- ESL 031 Intermediate Reading & Writing 1
- ESL 032 Intermediate Reading & Writing 2
- ESL 034 Intermediate Listening & Speaking 1
- ESL 035 Intermediate Listening & Speaking 2
- ESL 037 Intermediate Grammar 1
- ESL 038 Intermediate Grammar 2

Advanced Level

- ESL 051 Advanced Reading & Writing 1
- ESL 052 Advanced Reading & Writing 2
- ESL 054 Advanced Listening & Speaking 1
- ESL 055 Advanced Listening & Speaking 2
- ESL 057 Advanced Grammar 1
- ESL 058 Advanced Grammar 2

University and College Qualifying Levels

- ESL 089 University and College Preparatory Reading
- ESL 090 University and College Preparatory Writing (equivalent to ENG 098 Provincial English)

Electives

- ESL 040 Pronunciation
- ESL 041 Canadian Studies
- ESL 044 IELTS Preparation
- ESL 094 Speaking & Pronunciation for University and College
- ESL 071 Directed English Language Studies 1
- ESL 072 Directed English Language Studies 2
- ESL 073 Directed English Language Studies 3

Adult Basic Education

Program at a Glance

College/university preparation and high school equivalency courses.

Tuition: [\\$0 + fees/equipment](#)

Where: College Wide

Starts: September through June

- Receive individual support every step of the way, from your initial assessment, to your self-paced learning plan, to one-on-one assistance in class.
- Learn what you need to achieve your goals. Depending on your career path, you may need English or math or both.
- At NIC, you are part of an adult learning community with classmates working toward a specific goal, just like you.

Questions?

Contact

Student Services

1-800-715-0914

questions@nic.bc.ca

HIGHLIGHTS

CHOOSE NORTH ISLAND COLLEGE

- College is NOT high school. At NIC, you are part of an adult learning community, with fellow classmates who are working toward a specific goal.
- Your classes are flexible. Upgrading classes offer a variety of daytime and evening classroom sessions that you can work around your personal schedule.
- You'll start at a level that feels right for you. Our skills assessments make choosing courses easy, ensuring that you are placed in the right class level for success.
- We'll help you keep up. At NIC, some of our courses have a set schedule with established deadlines, while others are flexible and you learn at your own pace. Either way, you won't be alone. Our instructors help you keep moving forward, providing extra instruction and encouragement every step of the way.
- Education is for everyone. No one can take it away from you. Our world is rapidly changing and we need to keep up with it for our families and ourselves. Upgrading is one way to do this. Upgrade yourself. Keep current. Challenge yourself.

Did you know ...

Your past grades don't matter. What matters is where you're headed. We'll help you get started at a level that feels right, and you'll move forward at your own pace with the support you need.

Different programs have different requirements. Depending on the program, you may need English or math or both. Speak with an educational advisor for more information.

You can finish your BC Adult Graduation diploma along the way. If you're planning to take a college program, you can also take upgrading courses at the same time and graduate from college with your BC Adult Graduation diploma too. This may qualify you for a wider range of job opportunities. Ask an educational advisor for details.

How Does Upgrading Work?

- NIC's educational advisors will work with you to recommend courses that are right for you. Advising sessions at the college are 30 minutes long. You can request a telephone appointment if that's easier than coming in person. Speak to an advisor to find out if you need to upgrade.
- Apply to the Adult Basic Education program.
- Take an NIC assessment or provide NIC with your high school transcript.
- Work with your advisor to develop your course plan.
- Register and start classes.

Course Timetables / Study Options

You will find a wide variety of upgrading courses available at all NIC locations. There are scheduled courses that meet at the same time every week, or you can choose more flexible options like our continuous entry and online courses. The continuous entry and online courses are generally self-paced, but must be completed within four months of registering. Some courses allow you five months to complete, and they all include instructor support and follow-up.

Educational advisors at your nearest campus can provide you with a timetable of courses suited to your goals and your schedule. It is possible for you to build your timetable around jobs and child care. Contact an educational advisor to make your appointment today.

ADMISSION

Admission Requirements

1. Complete and submit the NIC Application for Admission form, writing Adult Basic Education as the program name.
2. Submit any transcripts you may have.
3. Meet with an educational advisor to discuss your upgrading goals. A skills assessment may be required and will be booked at this time.
4. If you have a documented disability, please contact Access for Students with Disabilities for assistance with your assessment.

International Language Requirements

For international language requirements click [here](#).

COURSES

Once you have submitted transcripts and/or completed an assessment, NIC educational advisors will recommend courses from the following list which are best suited to your current skill level personal goals.

Fundamental level courses provide you with the reading, study skills, writing and math they need to move on to other courses or for personal satisfaction.

Intermediate level courses provide the skills to meet the requirements of some employers and some vocational programs.

Advanced level courses provide the skills to start some vocational or technical training.

Provincial level courses provide the skills for Grade 12 equivalency and the Adult Graduation Diploma.

English

- ENG 013 Fundamental English Level 1
- ENG 014 Fundamental English Level 2
- ENG 015 Fundamental English Level 3
- ENG 025 Fundamental English Level 4
- ENG 026 Fundamental English Level 5
- ENG 027 Fundamental English Level 6
- ENG 035 Intermediate English
- ENG 052 Advanced English
- ENG 096 First Peoples Literature and Composition
- ENG 098 Essay Writing and Critical Reading

Mathematics

- MAT 017 Fundamental Math Level 1
- MAT 018 Fundamental Math Level 2
- MAT 019 Fundamental Math Level 3
- MAT 027 Fundamental Math Level 4
- MAT 028 Fundamental Math Level 5
- MAT 029 Fundamental Math Level 6
- MAT 033 Intermediate Mathematics I
- MAT 034 Intermediate Mathematics II
- MAT 053 Advanced Mathematics
- MAT 060 Provincial ABE Mathematics

Sciences

- BIO 060 Concepts in Biology I (Inhabiting the Human Body)
- CHE 051 College Preparatory Chemistry I
- CHE 060 College Preparatory Chemistry II
- PHY 050 College Preparatory Physics I
- PHY 060 College Preparatory Physics II

Other Subjects

- FNS 060 First Nations Student Skills 1
- FNS 061 First Nations Student Skills 2
- FNS 096 BC First Peoples Studies
- KWA 096 Introduction to Kwak'wala

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- College is NOT high school. At NIC, you are part of an adult learning community, with fellow classmates who are working toward a specific goal.
- Your past high school grades don't matter. What matters is where you're headed. We'll help you get started at a level that feels right and you'll move forward at your own pace with one-on-one instructor support.
- You'll start at a level that feels right for you. Skills assessments make choosing courses easy, ensuring that you are placed in the right class level for success.
- Education is for everyone. No one can take it away from you. Our world is rapidly changing and we need to keep up with it for our families and ourselves. Upgrading is one way to do this. Upgrade yourself. Keep current.

Did you Know ...

You can earn credit toward Grade 12 and college - at the same time.

If you're planning to take any other North Island College program, you can earn credit toward completion of your BC Adult Grad diploma - with the same courses. For example, many trades programs earn you three of five required course credits toward your Grade 12. And completing your Grade 12 may qualify you for a wider range of job opportunities upon graduation. Contact a student advisor for details.

Flexible Course Schedules

You will find a wide variety of upgrading courses available at all NIC locations starting in September, January, and June. Some are offered on a set schedule and meet at the same time every week. Other courses, like our continuous-entry and online courses, often have flexible start dates where you set the pace. Most of the continuous-entry and online courses must be completed within four months of your start date (some allow five months to complete). They all include instructor support and follow-up. Educational advisors at your nearest campus can provide a current timetable of courses suited to your goals, including in-class, distance, and online options that make it possible for you to build your timetable around jobs and child care.

Come Talk to Us

Our [educational advisors](#) are available by appointment (on campus or by phone) to talk to you about all your upgrading options, BC Adult Graduation diploma completion and how we can help set up a study plan that fits your goals.

ADMISSION

Admission Requirements

1. To be eligible for the BC Adult Graduation Diploma, a person must be 18 years or older.
2. Complete and submit the NIC Application for Admission form, writing [BC Adult Graduation Diploma](#) as the program name.
3. Meet with an educational advisor to discuss your goals and course options. A skills assessment may be booked at this time to ensure you are placed at the right level for success.

International Language Requirements

For international language requirements click [here](#).

CURRICULUM

Program Requirements

Five courses selected from the following:

1. ENG-096 or ENG-098 or higher-level English
2. MAT-053 or higher-level mathematics
3. Plus, any three courses from the following Adult Basic Education provincial level or higher-level courses:

Program at a Glance

Grade 12 equivalency diploma

Tuition: [\\$0 + fees/equipment or higher depending on your chosen courses](#).

Where: College Wide, Online
College Wide

Starts: September through June

- Earn your BC Adult Graduation diploma for entry into specific programs or as a way to increase your employment options.
- Study face-to-face or online, during the day or evening, in courses that work around your schedule, learning style and time commitments.
- At NIC we support your needs every step of the way, from your initial assessment, to your self-paced learning plan and one-on-one assistance in class.

Career possibilities: Your BC Adult Graduation diploma will open up a wide variety of career opportunities, including entry-level positions with government agencies and businesses in local industries.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

- BIO-060 Concepts in Biology I (Inhabiting the Human Body)
- CHE-060 College Preparatory Chemistry II
- MAT-060 Provincial ABE Mathematics
- PHY-060 College Preparatory Physics II
- FNS 096 BC First Peoples Studies
- KWA 096 Introduction to Kwak'wala
- Any 3-credit course at a university level, which includes any 100-level course in [University Studies & Transfer](#), [Business](#), [Tourism](#), [Fine Arts](#), [Interactive Media](#), [Community Care](#), and [Health Care](#).
- Any course within a [Trades and Technology program](#) at NIC. Courses must be at least 100 hours in duration or combined to equal at least 100 hours to be counted as a full course.

Completion Requirements

In order to receive a BC Adult Graduation diploma, students must:

1. Be granted credit for at least 3 courses as an adult at NIC, through the secondary school system, or through prior learning assessment (PLA).
2. Have completed at least 1 course through North Island College.
3. Complete all required and elective requirements listed under BC Adult Graduation Diploma program overview.
4. Earn at least 20 credits in the secondary system or complete 5 courses in the post secondary system. Courses and credits can be counted from the secondary school system and/or the post-secondary school system and/or the Adult Basic Education program.

Employment Transition Program

Program at a Glance

eight-month program designed for individuals with cognitive or mental health disabilities.

Tuition: [\\$0 + books/supplies](#)

Where: Campbell River, Comox Valley, Port Alberni

Starts: September

- This supportive program teaches students about the work, life, and social skills needed to prepare for employment.
- Unpaid work experience is a required component of this program.
- Skills training may lead to competitive employment, supported work, volunteer opportunities, or further skills training, depending on the student.

Questions?

Contact

Comox Valley
Neil Holm
250-334-5000 ext. 4103
neil.holm@nic.bc.ca

Campbell River
Kathy O'Donnell
250-923-9774
kathy.o'donnell@nic.bc.ca

HIGHLIGHTS

PROGRAM HIGHLIGHTS

The Employment Transition program is a supportive program that teaches students the work, life, and social skills needed to prepare for employment.

Course offerings for the Employment Transition program change from year to year based on enrolment and community need. The program runs from September to April, with intake and registration in May. Interested students are asked to contact the instructors eight months prior to the start of the program so that the department is aware of your needs and interests.

The program is designed to prepare students for employment, supported work, volunteer positions, or further skills training. Subject to funding availability, students also have the option to participate in unpaid work experience practicums. The type of positions will depend on the students, their areas of interest, their aptitudes, and the types of jobs available in the local community. Total program hours vary.

Career Opportunities

Depending on the skills acquired by the students, they may exit to competitive employment, supported work, volunteer positions or further specific skills training. Types of employment will range according to student ability, interest and local labour market influences.

ADMISSION

Admission Requirements

- Have a genuine desire to work
- Be a minimum of 18 years of age
- Be individuals with documented cognitive or mental health disabilities
- Attend a personal interview with the instructor

Note: North Island College staff are available and happy to support unique student needs as well as assist with course planning and

Port Alberni
 Brad Jones
 250-724-8764
brad.jones@nic.bc.ca

the admission process. Please contact Access for Students with Disabilities for more information.

To Be Successful

Students must complete a successful work experience coordinated by North Island College or with an affiliate authorized by the College.

Students should have an interest and motivation to participate in learning about the world of work. They must be able to work successfully in a group setting or be provided appropriate support by the referring agency. As well, they must be able to arrange transportation to and from classes and other resources that are needed for their ongoing support while at college.

CURRICULUM

Program Requirements

Course offerings for the Employment Transition program change from year to year based on enrolment and community need. Course topics may include, but are not limited to:

- AED 017 Work Experience
- AED 021 Workplace Communications
- AED 022 Goal Planning and Personal Development
- AED 024 Work Search and Interview Skills
- AED 025 Workplace Expectations
- AED 026 Health promotion
- AED 027 Workplace Safety

Animal Care Aide Certificate

Program at a Glance

30-week part-time certificate

Tuition: [\\$2,150 approx + fees/equipment](#)

Where: Comox Valley

Starts: October

- Develop practical skills and knowledge for employment in veterinary hospitals, animal shelters and kennels.
- Apply theory to practice with hands-on sessions in specialized facilities including 20 hours of mandatory work experience.
- Courses, held part-time in the evening, combine theory and classroom instruction.

Career possibilities: As a graduate, you will qualify for entry-level employment opportunities to provide valued support at veterinary hospitals, animal recovery shelters, pet stores, zoos, game farms, kennels, grooming businesses and large animal farms.

Questions?

Contact

Student Services
 1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

CHOOSE NORTH ISLAND COLLEGE

- Less than a year to a new career . In less than a year, you will be on your way to a new career. Courses are typically held in the evening, with some classes held on weekends.
- Make sure it' s right for you . Before beginning the program, you will attend a mandatory information session which will give you the opportunity to meet the instructor and learn more about the program.

PROGRAM HIGHLIGHTS

The Animal Care Aide program prepares you for entry-level employment in animal care facilities, including veterinary clinics, hospitals, animal recovery centres, shelters, kennels and specialty animal businesses. You will learn to provide assistance and support as part of a dedicated team of professionals in the field of animal care and will gain understanding of animal behaviours, nutrition, wellness, handling and basic care procedures to be a valued member of an animal care team.

Six instructor-led courses include hands-on sessions and work experience in veterinary clinics and/or specialized facilities. The program is part-time, allowing you to add to your qualifications while maintaining other commitments. Courses have been developed in close consultation with industry professionals to ensure that, upon graduation, you will have the skills and knowledge to work in the animal care field.

While the program emphasizes small animal care in hospital/clinical settings, the training is valuable and easily transferable to other animal care settings. It is intended for individuals with no previous or formal training, but courses have been designed to help existing staff and volunteers who wish to upgrade their skills.

Graduates receive a certificate of completion from North Island College.

Career Opportunities

As a graduate, you will be well-prepared with relevant, entry-level skills in demand at veterinary hospitals and animal care shelters. You may also find work and/or volunteer opportunities in settings such as animal recovery centres, pet stores, zoos, game farms and similar businesses, grooming businesses, kennels and large animal farms.

ADMISSION

Admission Requirements

1. C in one of Applications or Principles of Math 11, Introduction to Math 11, Apprenticeship and Workplace Math 11, Foundations of Math 11, Trades Math 11, Consumer Math 11, or NIC MAT 053; and
2. C in English 11 or NIC ENG 052; or
3. Placement testing or instructor permission.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

To Be Successful

Skills required to be successful in the program include, but are not limited to, the following:

- comfortable working closely with domestic animals
- strong desire to provide caring and knowledgeable aid to animals
- ability to work independently and as part of a team
- strong work ethic and positive attitude toward class attendance and punctuality

CURRICULUM

Program Requirements

- ANH 100 Domestic Animal Anatomy & Physiology
- ANH 101 Introduction to Radiology
- ANH 102 Basic Laboratory Procedures
- ANH 103 Hospital Care
- ANH 104 Basic Surgical Procedures
- ANH 110 Work Experience for Animal Care Aide
- ANH 112 Veterinary Reception

Completion Requirements

Attendance is required in all courses. Absenteeism may result in failure.

You must maintain 65% or better in each course to continue and to complete the program.

BC Wildfire Crew Member Training

Program at a Glance

13-day training & certification for wildland firefighting in BC

Tuition: **\$2,800**

Where: Campbell River

Starts: March and April 2018

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Great instructors. Experienced, certified instructors work closely with industry to ensure NIC's curriculum is relevant, current and comprehensive.
- Practical experience. Courses are developed to give you the applied experience and confidence you need to be ready for your first day on the job.

- Prepare now for summer employment as a wildland firefighter.
- Develop essential knowledge in wildfire preparedness and operations.
- Includes BC Forest Service certifications in fire suppression and entrapment avoidance.

Career possibilities: As a graduate, you will possess the skills, knowledge, and certification required for entry-level employment as a crew member on a wildland fire crew in BC.

Questions?

Contact

Sandy Rose
250-923-9728 
sandra.rose@nic.bc.ca

In the News

[Port Alberni NIC Students Learn Wildfire Suppression](#)

- Employment opportunity . Our program provides certification for firefighting in BC, qualifying you for a wide range of employment opportunities.

PROGRAM HIGHLIGHTS

The BC Wildfire Crew Member Training program is designed to give you the introductory theory and practical skills needed to become a wildland firefighter.

During this 13-day intensive program, you will complete the following modules:

BC Wildfire Crew Member Training Program

- OFA-010 Occupational First Aid Level 1
- OFA-015 Occupational First Aid Transportation Endorsement
- OFA-001 WHMIS
- MVO-069 Transportation of Dangerous Goods - Comprehensive
- WFO-013 Power Saw Operator
- WFO-019 Introduction to Incident Command System
- FOR-012 Basic S100 Fire Suppression & Safety
- WFO-015 Wildfire Entrapment Avoidance
- WFO-016 Fire Communications
- WFO 027 Portable Pumps and Water Delivery
- ROC-010 Restricted Operator Certificate - Aeronautical (ROC-A)
- WOF-021 Heavy Equipment
- WFO-025 Air Tanker Operations
- WFO-022 Introduction to Fire Behaviour
- WFO-018 Helicopter Orientation and Safety

Industry Certification

Upon successful completion of the program, you will receive the following industry certifications:

- S100 Basic Fire Suppression
- S185 Fire Entrapment Avoidance
- S232 Portable Pumps and Water Use
- S212 Fire Communications
- S170 Helicopter Safety
- S190 Introduction to Fire Behaviour
- S213 Heavy Equipment
- S242 Air Tankers
- Industry Canada Radio Operator certificate (ROC-A)
- Transportation of Dangerous Goods, Ground and Air
- ICS Certification (Incident Command)

Supply List

You are required to come equipped with:

- hard hat
- CSA-approved safety boots or caulk boots
- hearing protection
- eye protection
- gloves
- rain gear, if required

Schedule

The program is delivered over 13 consecutive days and is comprised of instructor-led theory and practical application. Classes run five days a week, 8 am to 5 pm, Monday through Friday.

ADMISSION

Admission Requirements

Like all firefighters, applicants for the program must be physically fit and willing to participate in a structured fitness plan.

How to Apply

Register by mail or in person:

- Complete the [Continuing Education Registration Form](#).

- Call 250-923-9728, [☎](#) if you have any questions,
- Drop off or mail the form to the [Student Services](#) office at your local campus, along with payment for your course fees.

Learn more about our [Registration and Refund](#) policies.

COURSES

BC Wildfire Crew Member Training Program

- OFA 010 Occupational First Aid Level 1
- OFA 015 Occupational First Aid Transportation Endorsement
- OFA 001 WHMIS
- MVO 069 Transportation of Dangerous Goods - Comprehensive
- WFO 013 Power Saw Operator
- WFO 019 Introduction to Incident Command System
- FOR 012 Basic S100 Fire Suppression & Safety
- WFO 015 Wildfire Entrapment Avoidance
- WFO 016 Fire Communications
- WFO 027 Portable Pumps and Water Delivery
- ROC 010 Restricted Operator Certificate - Aeronautical (ROC-A)
- WOF 021 Heavy Equipment
- WFO 025 Air Tanker Operations
- WFO 022 Introduction to Fire Behaviour
- WFO 018 Helicopter Orientation and Safety

Completion Requirements

You must complete all courses in the program with a passing grade.

Building Service Worker

Program at a Glance

4-week Employment Skills Access program

Tuition: [\\$0 for those who meet ESA criteria \(see Admission tab\)](#)

Where: Port Alberni

Starts: January 15

- Learn to provide quality cleaning service for future employment in the building service industry.
- Gain hands-on experience for your resume through a workplace practicum.
- Complete Levels 1, 2 & 3, plus essential industry certifications.

Career possibilities: Graduates will qualify for entry level custodial positions with a wide range of businesses and organizations, from school districts and hospitals to hotels, offices, and industrial settings.

Questions?

Contact

1-800-715-0914 ext. 8705
Leanne.moore@nic.bc.ca

Contact us for specific start dates and locations nearest you.

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Free tuition for eligible students. For participants who meet the eligibility requirements, program tuition and books are provided through the Canada-British Columbia Labour Market Agreement.
- Your community, your college. Employment Skills Access programs are tailored to help maximize future career opportunities and developed to meet the demands of communities across the North Island region.
- Learn from the best. At NIC, you will learn from professionals who understand the current job market and what it takes to succeed.

PROGRAM HIGHLIGHTS

In just four weeks, you can learn to provide quality building custodial services and qualify for entry-level custodial positions in school districts, hospitals, other institutions, hotels, offices, and industrial settings. Training is designed for individuals with limited experience, who have a desire to work in the field and gain the fundamental skills to pursue entry level positions in the industry.

This all-inclusive program includes the following education, training, and certification:

Foundation Skills Training

This course combines classroom instruction, computer lab time, and field trips, and will include lecture, group work and guest speakers. Through class activities and assignments, participants will learn about the building service industry and employer expectations, develop Essential Skills for employment in the industry, and assess their own skills and aptitude for this field.

WHMIS

Participants will become familiar with WHMIS, a hazard communication system that provides information on the safe use of hazardous materials in the workplace. On successful completion, participants will be awarded WHMIS certification.

Occupational First Aid – Level 1

Participants will learn life-saving first aid skills, meeting the requirements for OFA Level 1 certification.

Building Service Worker – Level 1

This is an introduction to the skills required to work in the building service custodial field. Topics include: attitudes, ground rules, WHMIS, blood borne pathogen safety, hanta virus awareness, basic cleaning chemistry, cleaning procedures overview, interior office cleaning, restroom cleaning, daily floor maintenance, and classroom cleaning.

Building Service Worker – Level 2: Hard Floor Care

Students will learn correct care and maintenance procedures for virtually all types of resilient and hard surface flooring, and proper use of equipment.

Building Service Worker – Level 3: Carpet Care

Students will gain an understanding of the objectives of commercial carpet cleaning. Topics include: terminology, safety, common chemicals, products and equipment, and cleaning techniques and procedures.

Building Service Worker – Practicum

This is an instructor-led practicum, providing students with hands-on practical training in the skills and application of theory and principles for the performance of duties as a building service worker.

Transition to Employment Training

Participants will gain skills and tools to make a successful transition to employment - preparing an effective resume for the building service industry and developing job search skills, tools and resources.

FUTURE DATES/LOCATIONS

Add your name to our interest list! And receive notification of upcoming program start dates and locations: Call 1-800-715-0914 ext. 8705 or email Leanne.moore@nic.bc.ca.

Employment Skills Access programs will be accessible throughout the North Island College region, and may be offered in collaboration with community and partners. Please keep in mind that start dates and locations may change to accommodate applicant and community demand.

ADMISSION**Before Classes Begin**

Please call 1-800-715-0914, ext. 8705

Leanne.moore@nic.bc.ca

Admission Requirements

This Employment Skills Access (ESA) program is designed to assist unemployed or low-skilled individuals to gain employment. All tuition and books are included for participants who meet the specific ESA eligibility criteria.

You may be eligible if you are:

- Unemployed **AND** not collecting Employment Insurance (EI) **AND** have not been associated with a regular EI claim the past three years or maternity/parental claim in the past five years.

North Island College staff will work with you to answer your questions, help determine your eligibility, assist with forms, and complete the application process.

Space is limited. Apply now! 1-800-715-0914, ext. 7781 or email

esa@nic.bc.ca.

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options.

[Learn more](#)

CURRICULUM

Program Requirements

- BSW 101 Building Service Work Level 1
- BSW 104 Building Service Worker Level 2 - Resilient Hard Floor Care
- BSW 105 Building Service Worker Level 3 - Commercial Carpet Cleaning
- BSW 107 Building Service Worker Practicum
- BSW 108 Building Service Worker Foundation Skills
- OFA 010 Occupation First Aid Level 1
- CJR 010 Career Planning & Job Readiness

Completion Requirements

Participants must successfully complete 80% of the coursework to receive their NIC Certificate of Completion.

Coastal Log Scaling

Program at a Glance

13-week certificate

Tuition: [\\$7,000 approx + fees/equipment](#)

Where: Campbell River

Starts: TBD

- Prepare to write the Ministry of Forests theoretical and practical Coastal Log Scaling exam, required to work as a licensed log scaler.
- Learn practical skills through class lectures, directed home study and field work.
- Gain hands-on experience on dryland log sorts, learning steps required in weight scaling, how to grade logs, identify log species and more.

Career Opportunities : As a graduate, you will be well-prepared for log scaling positions in all aspects of the forestry industry including government and private forestry companies.

Contact Agnes Sharkie at agnes.sharkie@nic.bc.ca or call 250-923-9750 to be added to the interest list.

Questions?

Contact

Student Services
1-800-715-0914
questions@nic.bc.ca

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- **Advance your career .** The Coastal Log Scaling certificate is an opportunity to gain the technical knowledge, skills and hands-on training needed to increase your opportunities for advancement in the forestry industry.
- **Practical experience.** The Coastal Log Scaling program emphasizes the development of practical skills. You will spend the majority of your class time on dry-land log sorts, ensuring you will be well-prepared for the Ministry of Forests Coastal Log Scaling examination.
- **Be in demand.** Log scaling is important to all aspects of the forestry industry, from collecting data used to set stumpage fees to determining the market-value of wood. Increased logging activity and an aging workforce is creating high demand for skilled workers.

PROGRAM HIGHLIGHTS

The Coastal Log Scaling certificate is a technical and hands-on program that teaches the skills needed for a career in log scaling. You will learn common terms, weight scaling procedures, the log grading process, use of scale sticks and recording scale sheets or slips, equipment maintenance, identification of commercial log species, scaler safety, the practical application of the BC Grading Rules and more.

This is a full-time course consisting of classroom lectures, directed home study and fieldwork. The majority of time will be spent in the field on dry-land log sorts learning and practicing skills. You can expect lessons in the evenings and on the weekends, depending on log sort availability, and must be able to commit to an average of 60 hours of study per week. The course includes a review of necessary math skills and Occupational First Aid Level 1. It is recommended that you have good math skills and previous experience in the forest industry before applying.

After successfully completing the program, you will be prepared to write the Ministry of Forest's Coastal Log Scale exam, and if successful, obtain your licence to scale. Seating is limited, and students will be admitted on a first-applied, first-qualified basis.

Career Opportunities

Log scaling data is used by government and industry to set stumpage fees, administer the annual allowable cut, determine the market value of wood and grant woodlot licences. Scalers can be employed by logging companies, government and other forest-industry groups or organizations.

Supply List

You are responsible for providing:

- caulk boots
- hard hat
- rain gear
- high visibility vest
- note paper

ADMISSION

Before Classes Begin

You should make an appointment with an educational advisor, and follow up with the Coastal Log Scaling math assessment prior to admittance into the program. To reserve a seat for your assessment, call or email:

- Comox Valley Campus: assessmentcvc@nic.bc.ca or 250-334-5014
- Campbell River Campus: assessmentcr@nic.bc.ca or 250-923-9715

Admission Requirements

1. Minimum age to acquire a Scaling license is 16 and you must be a Canadian resident.
2. Complete the customized log scaling assessment. For more information check the [Log Scaling Assessment Study Information](#).

Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more](#)

To Be Successful

In addition to meeting the admission requirements, you must:

- be physically fit and able to work in varied weather conditions.
- be able to commit to an average of 60 hours a week for classroom and home studies.
- have a minimum Grade 10 completion.

Previous experience in the forest industry is an asset.

CURRICULUM

Program Requirements

- LOG 015 Log Scaler Training - Theory
- LOG 016 Coastal Log Scaling - Practical
- OFA 010 Occupational First Aid Level 1

Completion Requirements

You must pass all courses to receive a program completion certificate.

TV and Film Crew Training

Program at a Glance

three to four-week full-time training

Where: Campbell River, Port Alberni

HIGHLIGHTS

CHOOSE NORTH ISLAND COLLEGE

- Industry-approved. NIC works closely with industry professionals, including the Vancouver Island North Film Commission (INfilm), to deliver training that will put you in-demand on film sets. NIC is the only institution to offer trades-focused film training on Vancouver Island.

Starts: October, November, January (See Curriculum tab for details)

- Gain essential skills and industry knowledge as you learn about becoming a behind-the-scenes crew member.
- Study one of four streams of filmmaking: production assistant, lighting technician, set grip and carpentry and set production.
- Put your skills to work in an industry expected to add 15,100 job openings between now and 2025.
- Learn from instructors who work in the industry and forge new connections to get you started in a new career.

Career Possibilities: Students who complete the course will be eligible to work as a production assistant, lighting technician, film or TV grip, or carpentry and set construction crew member

Questions?

Contact

filmtraining@nic.bc.ca

In the News

[CTV Vancouver Island: College trains students for industry jobs](#)

[Campbell River Mirror: NIC's TV and Film Crew training building excitement](#)

[CBC On the Island with NIC Lighting Instructor John Helme](#)

[New Film Studios in Parksville](#)

[Star-struck in Qualicum: film crews transform mid-Island into Qualiwood](#)

- Study where the action is. Learn the ropes of filmmaking on northern Vancouver Island, one of B.C.'s most in-demand locations for filming.
- Join a thriving industry. Vancouver Island and BC's local film industries are roaring. An estimated \$2 billion was spent on film production in 2015 alone, creating 25,000 direct and indirect jobs.

Program Highlights

Choose from one of four immersive courses:

Production Assistant Training

Gain essential skills and industry knowledge to pursue entry-level employment as a production assistant on a film set. You will be able to explore career options while learning the requirements of working in the film industry. Learn fundamental on-set skills, including communication with other crew departments, on-set protocols, radio use, film terminology and more. Preference will be given to applicants with Aboriginal ancestry.

Lighting Film Training

You'll learn fundamental skills to assist in development and execution of lighting schemes on film and TV sets. This course will prepare you to play a pivotal role in the fast-paced world of film production. Learn to assist, develop and execute lighting schemes, all while ensuring electrical considerations are safely addressed on set. Course material will also cover planning and coordination of work orders, the applied use of fixtures, filters, carts, stands and advanced equipment and tool use. You'll thrive in this program if you enjoy problem solving and teamwork, and have a good level of fitness, an eye for detail, creativity and energy and the ability to work long hours. Having an electrical background is an asset but not required.

Grip Film Training

Learn how grips work with a director of photography and camera and lighting departments to set up those professional shots. Understand industry protocols and the important role grips play in each and every set-up. Grips are the technical jacks of all trades on set, so if you enjoy hard work, have a technical aptitude, are a team player and have the desire to work in a creative industry, you will be well-suited for this program.

Carpentry and Set Construction Training

Gain the skills to play an integral role in the design, construction and take-down of sets of all sizes and scopes, from quaint scenes to grand sets involving the reproduction of court buildings, restaurants, spaceships, houses, elaborate staircases, ships, outdoor structures and more. Training includes the essentials of safety, communication and key terminology, interdepartmental relations and protocols, roles and expectations, specialty tool requirements, the unique attributes of set construction materials and more. If you enjoy working as part of a team and combining energy and creativity with the ability to work long hours, this program will give you the skills you need. Experience or interest in carpentry and tools is helpful, but formal training is not required for this program.

ADMISSION

Admission Requirements

1. Request a Program Application package by emailing filmtraining@nic.bc.ca. Make sure you specify which program application package you need.
2. Complete and submit your completed Program Application package to filmtraining@nic.bc.ca. Seats fill quickly, so contact us as soon as possible.
3. Participate in a program intake interview.

CURRICULUM

Program Requirements

Carpentry and Set Construction Training

Campbell River: Nov 14 - Dec 11 | Port Alberni Jan 8 - Feb 2

- FLM 018 Carpentry and Set Construction
- OFA 010 Occupational First Aid Level One
- WSF 019 WHMIS
- TRD 016 Aerial Lift Safety
- FLM 011 Motion Picture Industry Orientation
- WSF 013 Hazard Recognition
- WSF 018 Fall Protection
- FLM 019 Motion Picture Safety Awareness

Grip Film Training

Campbell River: Nov 14-Dec 11 | Port Alberni: Jan 8 - Feb 2

- FLM 017 Grips: Film and Television Industry
- WSF 019 WHMIS
- TRD 016 Aerial Lift Safety
- FLM 011 Motion Picture Industry Orientation
- WSF 013 Hazard Recognition
- WSF 018 Fall Protection
- FLM 019 Motion Picture Safety Awareness

Lighting Film Training

Campbell River: Nov 14-Dec 11 | Port Alberni: Jan 8-Feb 2

- FLM 016 Lighting: Film and Television Industry
- OFA 010 Occupational First Aid Level One
- WSF 019 WHMIS
- TRD 016 Aerial Lift Safety
- FLM 011 Motion Picture Industry Orientation
- WSF 013 Hazard Recognition
- WSF 018 Fall Protection
- FLM 019 Motion Picture Safety Awareness

Production Assistant Training

Campbell River: Oct 10-30 | Port Alberni: Nov 6-27

- FLM 015 Production Assistant Essentials: Film and Television Industry
- OFA 010 Occupational First Aid Level One
- WSF 019 WHMIS
- FLM 011 Motion Picture Industry Orientation
- TFS 010 Foodsafe
- MVF 011 Traffic Control Person
- MPD 015 Propane Safety Awareness
- FLM 019 Motion Picture Safety Awareness

Wildfire Crew Member Training Program

Program at a Glance

four-week training & certification for wildland firefighting in BC and Alberta

Tuition: **\$2,800**

Where: Campbell River, Port Alberni

Starts: February 2018 Port Alberni

- Prepare now for summer employment as a wildland firefighter.
- Develop essential knowledge in wildfire preparedness and operations.
- Includes Alberta Firetack certification and BC Forest Service certifications in fire suppression and

HIGHLIGHTS

WHY CHOOSE NORTH ISLAND COLLEGE?

- Great instructors. Experienced, certified instructors work closely with industry to ensure that NIC's curriculum is relevant, current and comprehensive.
- Practical experience. Courses are developed to give you the applied experience and confidence you need to be ready for your first day on the job.
- Double the opportunity. Our program provides certification for firefighting in both BC and Alberta, qualifying you for a wide range of employment opportunities.

PROGRAM HIGHLIGHTS

The Wildfire Crew Member Training program is designed to give you the introductory theory and practical skills needed to become a wildland firefighter.

During this two-week intensive program, you will complete the following modules:

entrapment avoidance.

Career possibilities: As a graduate, you will possess the skills, knowledge, and certification required for entry level employment as a crew member on a wildland fire crew in BC and Alberta.

Questions?

Contact

Sandy Rose
250-923-9728 
sandra.rose@nic.bc.ca

In the News

[Port Alberni NIC Students Learn Wildfire Suppression](#)

- Wildfire Crew Member (Firetack)
- Radio Operator Certificate (ROC-A)
- Introduction to Incident Command
- WHMIS (online)
- Transportation of Dangerous Goods

Additional sessions of the Enform Power Saw certification and required first aid courses are available on campus for those that need to acquire certification or re-certify to meet employment requirements.

Industry Certification

Upon successful completion of the program, you will receive the following industry certifications:

- British Columbia certificates for:
 - S100 Basic Fire Suppression
 - S185 Fire Entrapment Avoidance
 - S232 Portable Pumps and Water Use
 - S212 Fire Communications
- Industry Canada Radio Operator certificate (ROC-A)
- Transportation of Dangerous Goods, Ground and Air
- ICS Certification (Incident Command)
- Alberta Wildfire Crew Member (Firetack) certificate

Supply List

You are required to come equipped with:

- hard hat
- CSA approved safety boots or caulk boots
- hearing protection
- eye protection
- gloves
- rain gear, if required

Schedule

The program is delivered over two consecutive weeks and is comprised of instructor-led theory and practical application. Classes run five days a week, 8 am to 5 pm, Monday through Friday.

ADMISSION

Admission Requirements

Like all firefighters, applicants for the program must be physically fit and willing to participate in a structured fitness plan.

How to Apply

Register by mail or in person:

- Complete the [Continuing Education Registration Form](#).
- Call 250-923-9728  if you have any questions,
- Drop off or mail the form to the [Student Services](#) office at your local campus, along with payment for your course fees.

Learn more about our [Registration and Refund](#) policies.

COURSES

Wildfire Crew Member Training Program

- WFO 030 Wildfire Crew Member
- FAC 021 Standard First Aid with CPR Level C
- OFA 010 Occupational First Aid
- OFA 015 Transportation Endorsement
- WSF 019 WHMIS Online
- MVO 069 Transportation of Dangerous Goods - Ground and Air
- WFO 023 Power Saw
- WFO 019 Introduction to Incident Command
- GAS 010 H2S Alive
- CTQ 010 Construction Safety Training Systems Online
- FOR 012 Fire Suppression
- WFO 015 Wildfire Entrapment Avoidance
- WFO 016 Fire Communications
- WFO 017 Introduction to Pumps and Water Delivery Systems

- ROC 010 Restricted Operator Certificate - Aeronautical (ROC-A)

Completion Requirements

You must complete all courses in the program with a passing grade.

Academic and Credit

The 2017/2018 Academic timetable will be posted Monday April 3, 2017.

Continuing student registration for 2017/2018 Academic year begins on Monday May 8, 2017.

New student registration begins on Tuesday May 23, 2017.

The college reserves the right to change its course offerings at any time. Note: Not all courses listed are offered every term. Unless otherwise specified, a minimum of letter grade of C is required to meet a prerequisite.

SEARCH RESULTS

ABT-020 ONLINE LEARNER SUCCESS

Online, .5 credit

This course is designed to introduce the learner to the skills necessary to be successful in the online learning environment. Students are encouraged to enroll in this course to find out if online learning is for them. This course is also the prerequisite or co-requisite for all other online Applied Business Technology courses.

Prerequisite(s):

- None
-

ABT-100 INTRODUCTORY KEYBOARDING

Online, 1.5 credits

This introductory course is designed to promote effective keyboarding skills. Students learn to operate alphabetic, numeric and symbol keys by touch. Through skill building activities, students build keyboarding speed and accuracy.

Prerequisite(s):

- ABT 020
-

ABT-101 INTRODUCTION TO COMPUTERS & THE INTERNET

Online, 1.5 credits

This course is designed to give the learner a basic introduction to computers, the Internet, and an operating system. Students will learn essential terms and concepts, file and disk management for Windows, and the Web browser.

Prerequisite(s):

- ABT 020

[View this course's BC transfer credit](#)

ABT-102 KEYBOARDING II

Online, 1 credit

This course is designed to help students improve their keyboarding speed. The software program used for this course analyzes students' keyboarding techniques and prescribes practice that helps them to key faster.

Prerequisite(s):

- ABT 020 and ABT 100

ABT-109 HUMAN RELATIONS FOR CAREER SUCCESS

Online, 1 credit

This course concentrates on personal and professional skills needed by workers in today's workplace. These skills include self-examination and assessment, development of effective communication skills, interpersonal skills, client relations, teamwork, problem solving, and an understanding of business ethics.

Prerequisite(s):

- ABT 020, ABT-116, ABT-148 and English prerequisite for Applied Business Technology Program

ABT-110 RECORDS MANAGEMENT

Online, 1 credit

In today's office, maintaining the integrity of the records system means that all office workers need to be aware of the importance of correct creation, storage, use, retrieval, protection, control, and disposition of records. Technology continues to change the role played by today's office worker. This course will provide the student with the knowledge, skills and abilities to face these challenges and new responsibilities in dealing with both manual and electronic files.

Prerequisite(s):

- ABT 020, ABT 100, ABT 148, and English prerequisite for Applied Business Technology Program

ABT-111 ADMINISTRATIVE PROCEDURES

Online, 1.5 credits

This course enables students to develop essential organizational skills and efficient office practices for today's dynamic offices. Topics include time

management, safety and ergonomics, information resources, mail services, travel arrangements, meeting coordination, office technologies, telephone practices, appointment scheduling, and banking procedures.

Prerequisite(s):

- ABT 020, ABT 100, ABT 116, ABT 148, and English prerequisite for Applied Business Technology Program
-

ABT-116 WORD PROCESSING LEVEL I

Online, 1.5 credits

Word Processing Level I is designed to teach students the basic functions of a word processing program as well as how to properly format business documents such as letters and memoranda.

Prerequisite(s):

- ABT 020, ABT 100, ABT 101, and English prerequisite for Applied Business Technology Program
-

ABT-117 WORD PROCESSING LEVEL II

Online, 1.5 credits

This course is a continuation of ABT 116 and provides additional instruction in letter styles, tables, charts, and reports. It also covers advanced word processing features such as merge, macros, outlines, graphics, and styles.

Prerequisite(s):

- ABT 020, ABT 100, ABT 101, ABT 116, and English prerequisite for Applied Business Technology Program
-

ABT-120 JOB SEARCH

Online, 1 credit

This course is designed to help students develop effective job search skills for today's competitive and changing job market. Topics include self-assessment, employability skills, networking, resumes, cover letters, applications, interviews, portfolios, and using the Internet for job search and career planning.

Prerequisite(s):

- ABT 020, ABT 116 and ABT 148.
-

ABT-126 PRESENTATION SOFTWARE

Online, 1 credit

Using PowerPoint presentation software, students will apply appropriate design concepts to present data and information in a colourful and well-organized format. Students will learn how to use design templates, apply various attributes and include a variety of objects to create, modify, save, and deliver presentations.

Prerequisite(s):

- ABT 020, ABT 101, and English prerequisite for Applied Business Technology Program
-

ABT-135 ELECTRONIC DATABASES

Online, 1.5 credits

This course introduces you to the Microsoft Access data management system. It will focus on planning, designing, and creating a database to meet the information management needs of today's workplace. You will learn terminology, database concepts, and features of relational databases, and will use various commands and features to create tables, queries, forms and reports. You will enter data, work with calculations, extract information, generate, and print reports.

Prerequisite(s):

- ABT 020 and ABT 101 or equivalent.
-

ABT-145 ELECTRONIC SPREADSHEETS

Online, 1.5 credits

This course is designed to introduce students to many of the features available in Microsoft Excel, together with some of the numerous uses to which a spreadsheet can be put in the workplace.

Prerequisite(s):

- ABT 020, ABT 101 and ABT 147.
-

ABT-146 ADVANCED ELECTRONIC SPREADSHEETS

Online, 1.5 credits

This course provides an advanced knowledge of electronic spreadsheets using Microsoft Excel. Students will learn to use spreadsheets for advanced applications in today's workplace. Exercises include using advanced formulas and functions to perform calculations, filter and format data, linking to Excel data for Mail merge, and developing a custom Excel application.

Prerequisite(s):

- ABT 020, ABT 101, ABT 145, and English and Math prerequisites for Applied Business Technology Program

**ABT-147
BUSINESS CALCULATORS & MATHEMATICS**

Online, 1.5 credits

This course teaches computational skills using the electronic calculator. Students will learn the touch method, common features of the calculator, and solve basic business mathematics problems using the most efficient and accurate techniques possible.

Prerequisite(s):

- ABT 020, and English and Math prerequisites for Applied Business Technology Program
-

**ABT-148
BUSINESS ENGLISH**

Online, 3 credits

This course focuses on correct English usage in a business environment and provides a comprehensive review of grammar, punctuation, and style as well as business spelling and vocabulary development.

Prerequisite(s):

- English prerequisite for Applied Business Technology Program, ABT 020. ABT 020, and English prerequisite for Applied Business Technology Program. ABT 100 can be taken as a co-requisite.

[View this course's BC transfer credit](#)**ABT-149
BUSINESS COMMUNICATIONS**

Online, 2 credits

Business Communications teaches you how to plan, organize, and write correct and effective "reader friendly" business documents. You will learn how to write business letters, memos, reports, and electronic messages.

Prerequisite(s):

- ABT 020, ABT 100, ABT 116, & ABT 148, and English prerequisite for Applied Business Technology Program
-

**ABT-150
GROUPWARE USING OUTLOOK**

Online, 1 credit

An introduction to Outlook, including hands-on training in the use of email for online communications, calendar for managing important dates and appointments, and contacts for the creation and maintenance of an address database.

Prerequisite(s):

- ABT 020 and ABT 117.
-

**ABT-151
DESKTOP PUBLISHING**

Online, 1.5 credits

A study of desktop publishing functions; elements of page design and organizational tools; and the planning, design, and production process. Includes applications on computers, and using desktop publishing software. Students will produce publications such as letterheads, flyers, brochures, business forms, and newsletters.

Prerequisite(s):

- ABT 020 and ABT 117.
-

**ABT-152
INTEGRATED PROJECT - ADMINISTRATIVE**

Online, 1.5 credits

The simulation assists learners in extending their word processing, spreadsheet, database, desktop publishing and presentation software knowledge by completing a variety of practical, integrated projects. Learners will also develop decision-making, prioritizing, and other administrative skills.

Prerequisite(s):

- ABT 020, ABT 148, ABT 149, ABT 111, ABT 117, ABT 126, ABT 135, ABT 146 and ABT 151.
-

**ABT-161
ACCOUNTING I**

Online, 2 credits

This course provides an introduction to manual accounting. Emphasis is placed on fundamental accounting principles and their application in day-to-day business situations. This course is based on a service business organized as a sole proprietorship.

Prerequisite(s):

- ABT 020, ABT 147 and English and Math prerequisites for Office Administration Program, or instructor permission.
-

**ABT-162
ACCOUNTING II**

Online, 3 credits

This course is a continuation of Accounting I and is designed to provide additional knowledge in common accounting systems including sales, purchases, taxes, inventory, and payroll. The concepts are presented in the context of a merchandising business.

Prerequisite(s):

- B- in ABT 147 & ABT 161, ABT 020, and Math and English prerequisite for Applied Business Technology Program
-

ABT-165 COMPUTERIZED ACCOUNTING

Online, 2.5 credits

This course complements the manual accounting course. Using Simply Accounting software for Windows, Computerized Accounting provides the student with hands-on practice at converting a manual accounting system to a computerized one. The course covers recording transactions in the General Ledger, Accounts Payable, Accounts Receivable, financial statements, payroll, project costing, inventory, reporting and graphing, and account reconciliation.

Prerequisite(s):

- ABT 020, ABT 101 and ABT 162.
-

ABT-170 INTRODUCTION TO THE CANADIAN LEGAL SYSTEM

Online, 1 credit

This course provides the student with a general understanding and a working knowledge of the Canadian legal system. Course topics include an introduction to the Constitution and The Charter of Rights and Freedoms, federal and provincial jurisdiction, an overview of the Canadian court structure, an introduction to tort law, contract law, and legal ethics.

Prerequisite(s):

- English prerequisites for Applied Business Technology Program, ABT 020, ABT 101, ABT 117, ABT 148, or equivalents.
-

ABT-171 LEGAL OFFICE PROCEDURES

Online, 1.5 credits

This course introduces the student to the legal profession, including the functions and duties of the legal administrative assistant in British Columbia. Course topics include legal terminology, legal office procedures, precedents, preparation of correspondence and basic legal documents, legal record keeping and billing, and citations and references to Acts.

Prerequisite(s):

- English prerequisites for Applied Business Technology Program, ABT 020, ABT 101, ABT 117, ABT 147, ABT 148, or equivalents

ABT-172 LITIGATION PROCEDURES I

Online, 2 credits

This course introduces the student to the functions and duties of a legal administrative assistant working in civil litigation in BC. Topics include terminology and rules relating to preparing and handling legal correspondence and documents in civil litigation actions and matters in the Supreme Court of BC. The course also introduces students to the legal concepts necessary for a basic understanding of the functioning of the courts and the professional environment that graduates will be entering. This is primarily a hands-on course in which students integrate keyboard, computer, transcription and document formatting skills with a knowledge of civil law.

Prerequisite(s):

- English prerequisites for Applied Business Technology Program, ABT 020, ABT 101, ABT 117, ABT 148 or equivalents, and Co-requisite(s): ABT 170 & ABT 171 (may be taken as prerequisites)
-

ABT-173 LITIGATION PROCEDURES II

Online, 2 credits

Litigation Procedures II builds on skills and knowledge from Litigation Procedures I. The course deals with documents and procedures from the discovery process to preparation and attendance at trial and post trial procedures, including bills of costs and enforcement procedures. This is primarily a hands-on course in which students integrate keyboard, computer, transcription and document formatting skills with a knowledge of civil law.

Prerequisite(s):

- English prerequisites for Applied Business Technology Program, ABT 020, ABT 101, ABT 117, ABT 147, ABT 148, or equivalents. ABT 170, ABT 171 and ABT 172
-

ABT-174 FAMILY LITIGATION PROCEDURES

Online, 2 credits

This course introduces the student to the functions and duties of a legal administrative office assistant working in a family law practice in BC. Topics include legal terminology, the applicable provincial and federal statutes, the court system, and the theory and practical application of preparation of legal correspondence, undefended and defended divorces, and separation and marriage agreements.

Prerequisite(s):

- English prerequisite for Applied Business Technology Program, ABT 020, ABT 101, ABT 117, ABT 147, ABT 148, or equivalents. ABT 170, ABT 171, and ABT 172. Co-requisite(s): ABT 173.

**ABT-175
CONVEYANCING PROCEDURES I**

Online, 2 credits

This course introduces the student to the roles and responsibilities of a legal administrative assistant employed in the field of conveyancing in British Columbia. Topics include systems of land registration, land title searches, contracts of purchase and sale, statements of adjustments, and the execution and registration of electronic documents filed in Land Title Offices. The course focuses on the purchaser's procedures for a simple conveyance not involving financing.

Prerequisite(s):

- English prerequisite for ABT Program, ABT 020, ABT 101, ABT 117, ABT 148, ABT 170, ABT 171, or equivalents.
-

**ABT-176
CONVEYANCING PROCEDURES II**

Online, 2 credits

This course is a continuation of ABT 175. It introduces the student to additional roles and responsibilities of a legal administrative assistant employed in the field of conveyancing in British Columbia. Topics include methods of conveying interests in land involving purchaser financing, strata property considerations, builder's liens, acting for the vendor, acting for mortgage lenders, additional adjustments for statements of adjustments, authorities to pay, the execution and registration of electronic documents filed in Land Title Offices, acting for both the purchaser and mortgagee, and documents for the transfer of manufactured homes.

Prerequisite(s):

- English prerequisite for ABT Program, ABT 020, ABT 101, ABT 117, ABT 148, ABT 170, ABT 171, ABT 175, or equivalents.
-

**ABT-177
CORPORATE PROCEDURES I**

Online, 2 credits

This course introduces the student to the roles and responsibilities of a legal administrative assistant employed in the field of corporate law. The course will cover corporate structure including Sole Proprietorship, Partnership (General and Limited), and Corporations (Private: Non-Reporting, and Public: Reporting) Corporate Registry, incorporation procedures, post corporate procedures and annual maintenance. Students will acquire a basic knowledge of the Business Corporations Act, learn specialized terminology, and gain practical experience in document preparation necessary for maintaining records of a British Columbia Corporation.

Prerequisite(s):

- English prerequisite for ABT Program, ABT 020, ABT 101, ABT 117, ABT 148, ABT 170, ABT 171, or equivalents.
-

ABT-178 CORPORATE PROCEDURES II

Online, 1 credit

This course is a continuation of ABT 177. It covers corporate structure and completion of filing forms as it relates to Sole Proprietorship, Partnership, Limited Partnerships, Societies, Cooperatives, Non-Reporting companies and Extra-Provincial Non-Reporting companies. The course also introduces the student to Securities and to BC Online (an Internet access to government services and information about BC companies).

Prerequisite(s):

- English prerequisite for ABT Program, ABT 020, ABT 101, ABT 102, ABT 148, ABT 117, ABT 170, ABT 171, ABT 177, or equivalents.
-

ABT-179 WILLS AND ESTATES

Online, 2 credits

This course introduces the student to the roles and responsibilities of a legal administrative assistant employed in the field of wills and estates in British Columbia. Students will gain knowledge and experience in preparation of wills and codicils and the documents necessary to apply grants of Letters Probate and Letters of Administration (with and without a Will), Administration Bonds, to transfer assets of the deceased, and wind up estates.

Prerequisite(s):

- English prerequisite for Applied Business Technology Program, ABT 020, ABT 101, ABT 117, ABT 148, ABT 170, ABT 171, or equivalents.
-

ABT-182 MEDICAL TERMINOLOGY I

Online, 1 credit

CD-Video instruction and a programmed text are used in this course to introduce students to medical terminology. The course enables the student to develop skills in the correct use, spelling and pronunciation of medical terms and abbreviations. It focuses on the construction of medical terms from their Greek and Latin prefixes, suffixes, word roots, and combining forms.

Prerequisite(s):

- English prerequisite for Office Assistant 1 Certificate or instructor permission. And Pre-Requisite of ABT 020

**ABT-183
MEDICAL TERMINOLOGY II**

Online, 3 credits

This course takes a systems approach to understanding and using medical terminology. CD-Video instruction and supporting printed materials provide the student with the opportunity to develop skills in the correct spelling and use of medical terms applicable to administrative and office environments.

Prerequisite(s):

- ABT 182 and English prerequisite for Applied Business Technology Program
-

**ABT-184
MEDICAL TRANSCRIPTION**

Online, 2 credits

Medical Transcription is an introductory course which will familiarize students with transcribing from oral dictation, medical documents with accurate content applying correct formats, grammar and punctuation. The main objective is to provide the students with knowledge of the content and formats of medical reports typically dictated in clinics and hospitals.

Prerequisite(s):

- English prerequisite for Applied Business Technology Program Successful completion of Office Assistant 1 Certificate ABT 182 ABT 183
-

**ABT-185
MEDICAL ADMINISTRATIVE PROCEDURES**

Online, 2 credits

This 12-week course is designed to introduce the student to the administrative duties and procedures required in a medical office/hospital setting. Topics covered include reception skills, appointment scheduling, telephone techniques, interpersonal skills, stress management, inventory control, mail processing, records management procedures, financial records, privacy and confidentiality issues, and medical ethics.

Prerequisite(s):

- English prerequisite for Applied Business Technology Program
-

**ABT-186
MEDICAL TERMINOLOGY III - PHARMACOLOGY AND SPECIAL TIES**

Online, 1 credit

Medical Terminology III is a complete study of the construction of medical terms including root words, suffixes and prefixes relating to pharmacology and the specialties of oncology, radiology and nuclear medicine and psychiatry.

Prerequisite(s):

- Successful completion of Office Assistant I Certificate, ABT 182, ABT 183
-

ABT-187 MEDICAL BILLING PROCEDURES - MANUAL

Online, 1 credit

Medical Billing Procedures - Manual course will provide students with the theory for billing of medical services to MSP, ICBC, WCB, and other private insurers.

Prerequisite(s):

- Successful completion of Office Assistant I Certificate
-

ABT-188 MEDICAL BILLING PROCEDURES - COMPUTERIZED

Online, 1 credit

Medical Billing - Computerized course will provide students with the use of specialized computer software for the billing of medical services to MSP, ICBC, WCB as well as other private insurers.

Prerequisite(s):

- Successful completion of Office Assistant I Certificate, ABT 187
-

ABT-189 CLINICAL PROCEDURES AND PRACTICE

Online, 2 credits

Clinical Procedures and Practice is designed to enable the Medical Office Assistant to perform basic clinical procedures including the use and management of medical equipment. The student will learn to perform basic laboratory tests and assist the physician with specific examinations and procedures. Emphasis is placed on the role of the medical assistant as a link between the doctor and external medical testing and treatment facilities. Students will be required to attend a skills assessment session at North Island College or attend a 2 day skills assessment in Vancouver, BC (all costs paid by student).

Prerequisite(s):

- English pre-requisite for the Applied Business Technology program, and ABT 020
-

ABT-200 ORGANIZATIONAL MANAGEMENT

Online; 3 credits

This course is an introduction to organizational management. Topics covered include administrative office management, principles and functions of

management, planning and decision making, organizational behaviour, and health and safety in the workplace.

Prerequisite(s):

- Admission to the Office Management Program
-

ABT-210 WRITTEN BUSINESS COMMUNICATIONS AND PRESENTATIONS

Online; 3 credits

This online course is designed to introduce students to the theory and practical skills of writing effective and concise business letters, memoranda, and reports in today's workplace. Students also learn how to prepare and deliver a variety of creative and powerful presentations.

Prerequisite(s):

- Admission to the Office Management Program
-

ABT-220 LEADERSHIP & SUPERVISION

Online; 3 credits

This course is designed to assist students to develop leadership and supervisory skills. Topics include the transition from employee to supervisor, supervisory competencies, managing and leading work teams, planning and leading meetings, leadership styles and skills, motivating employees, and leading change.

Prerequisite(s):

- Admission to the Office Management Program
-

ABT-230 HUMAN RESOURCE MANAGEMENT

Online; 3 credits

This online course covers the role of supervisors and human resource managers in staffing, time management, and stress management. Students are introduced to human resource management and a variety of related topics: human rights legislation, equal employment opportunity, planning, recruitment, selection, training and performance appraisals. Students also learn how to improve time and stress management skills when working in business and personal situations.

Prerequisite(s):

- Admission to the Office Management Program
-

ABT-240 INTERPERSONAL RELATIONS

Online; 3 credits

This online course is designed to introduce students to the importance of interpersonal communication in managing working relationships. Basic concepts are introduced to enhance the understanding of becoming more effective communicators and leaders. Students also learn how to discover constructive solutions to differences of opinion and disputes with others.

Prerequisite(s):

- Admission to the Office Management Program
-

ABT-250 OFFICE SYSTEMS AND COMPUTER ESSENTIALS

Online, 3 credits

This online course is an introduction to Office Systems and Computer Essentials. Topics include designing office systems, using the Internet as a business tool, social and ethical issues involving computers, computer privacy and security, managing file storage and secondary storage, evaluating computer systems for your office, maintaining effective records management and effective reprographics service.

Prerequisite(s):

- Admission to the Office Management Program
-

ACL-010 WORKPLACE SAFETY & HEALTH PROMOTION

Students will learn and practice workplace and personal safety, learn skills necessary for healthy living.

Prerequisite(s):

- Admission to Employment Transition/Culinary Assist. Program
-

ACL-012 WARE WASHING & SERVICE

This course will focus on proper procedures for ware washing and sanitizing of all kitchen equipment, bussing and serving techniques. Instruction will include mechanical and 3-sink ware washing, correct methods of sanitizing for each, cleaning and sanitizing "in-place" equipment and correct storage of sanitized dishes, cutlery & equipment. You will also learn proper customer interaction and dealing with minor complaints.

Prerequisite(s):

- Admission to Employment Transition/Culinary Assist. Program

ACL-014 KITCHEN BASICS

This course provides instruction in procedures for receiving and storing food, knife skills and cutting techniques, portioning and measuring, safe handling and operation of industrial and small kitchen equipment, kitchen organization and roles and responsibilities.

Prerequisite(s):

- Admission to Employment Transition/Culinary Assist. Program
-

ACL-016 BASIC FOOD PREPARATION

Learners will develop a set of basic cooking skills for the professional kitchen. Skills include cooking methods, stocks, thickening agents, soups, basic sauces, sandwiches, salads and dressings, breakfast cookery, vegetable and starch cooking, quick breads, cookies, pies and pastries. Students will practice herb gardening for kitchen use and will be able to identify and recognize quality traits of common herbs and spices and correctly use them in cooking.

Prerequisite(s):

- Admission to Employment Transition/Culinary Assist. Program
-

ACL-020 WORKPLACE LITERACY FOR FOOD SERVICE WORKERS

Provides students with the opportunity to develop literacy and thinking skills specific to employment in the food services field. Students will receive instruction in preparation for certifications including FoodSafe; Serving it Right; First Aid; WHMIS; Worker Safety; Class 5 Learners Licence.

Prerequisite(s):

- Admission to Employment Transition/Culinary Assist. Program
-

ACL-030 MATH MEASUREMENT & MONEY SKILLS FOR WORK

This course is designed to introduce learners to math, measurement, and portioning skills used in the kitchen. Budgeting, money management, and purchasing food items are also covered.

Prerequisite(s):

- Admission to Employment Transition/Culinary Assist. Program

ACL-040 WORK SEARCH & INTERVIEW SKILLS

In this course, learners will practice work search techniques, resume development, and interviewing skills.

Prerequisite(s):

- Admission to Employment Transition/Culinary Assist. Program
-

ACL-042 CAREER EXPLORATIONS/JOB SHADOW WORK

This course will give students the opportunity to participate in career exploration through industry tours, informational interviews, and a job shadow work experience placement. Students will identify possible job shadow work experience locations, participate in self-evaluation, work-site evaluation, specific safety assessment, and demonstrate specific skills at one or more work sites.

Prerequisite(s):

- Admission to Employment Transition/Culinary Assist. Program
-

ACL-044 ADVANCED WORK EXPERIENCE

This course gives students the opportunity to participate in full-time, hands-on, learning opportunity in the food service industry. In consultation with program staff, the student will identify possible work experience settings, participate in self-evaluation, work-site evaluation, site specific safety assessment, and specific skill training.

Prerequisite(s):

- Admission to Employment Transition/Culinary Assist. Program
-

ACN-010 CONCRETE PLACEMENT

40 hrs, 1 credit

Designed to teach the proper placement, consolidation, vibration and curing of various types of concrete. The class will cover proper compaction equipment for different types of soil and simple form work.

Prerequisite(s):

- Admission to the Employment Transition/Construction Access Program

**ACN-030
INTRODUCTION TO CONSTRUCTION 1**

120 hrs, 3 credits

Students will learn procedures for handling equipment and tools safely and for handling and distributing construction materials on-site. These practical skills will be applied to various shop projects.

Prerequisite(s):

- Admission to the Employment Transition/Construction Access Program
-

**ACN-031
INTRODUCTION TO CONSTRUCTION 2**

120 hrs, 3 credits

This course teaches some of the basic skills that every construction laborer should have. It covers new constructions and demolition. The class is mostly hands-on learning with an emphasis on safety.

Prerequisite(s):

- Admission to Employment Transition/Construction Access Program
-

**ACN-032
CONSTRUCTION WORKPLACE SAFETY**

120 hrs, 3 credits

This course is designed to inform new construction workers in and around construction sites of the potential hazards and safe work practices associated with the construction industry. The content in this course is designed to comply with the intent of the applicable WorkSafe BC regulatory requirements - recognize hazards commonly found at construction sites and recall safe construction work practices.

Prerequisite(s):

- Admission to Employment Transition/Construction Access Program
-

**ACN-FT
EMPLOYMENT TRANSITION/ CONSTRUCTION ACCESS PROGRAM**RSVD for Employment Transition/ Construction Access Program

**AED-010
INTRO TO CAREER EXPLORATION & ASSESSMENT**

2 hours lecture/ one-on-one liaison with student and support staff, 72 hours.

Students will be introduced to various career options and will learn about their interests and barriers to employment. They will also learn about current labour market trends and the potential for employment in their local community.

Prerequisite(s):

- Admission interview with ASD instructor.
-

AED-011 INTRO TO WRKPLACE COMMUNICATIONS

2 hours lecture/ one-on-one liason with students and support staff, 72 hours.

Students practice skills necessary to communicate effectively with employers and fellow employees.

Prerequisite(s):

- Admission interview with ASD instructor.
-

AED-012 INTRO TO GOAL PLANNING & PERSONAL DEVELOPMENT

2 hours lecture/ one-on-one liaison with students and support staff, 72 hours

Students will be introduced to the skills necessary to set personal goals and will be assisted to plan steps to achieve their goals.

Prerequisite(s):

- Admission interview with ASD instructor.
-

AED-013 UNDERSTANDING EMPLOYMENT FUNDAMENTALS

2 hours lecture. 72 hours.

Students will learn about reasons for working as well as identifying personal reasons for working, as well as becoming familiar with work terminology and forms.

AED-014 INTRO TO JOB SEARCH, INTERVIEWING & WORKPLACE EXPECTATIONS

2 hours lecture, 72 hours

Students will visit potential employers, conduct interviews and practice skills necessary to interview for a job. Students will learn about work place rights and responsibilities, as well as appropriate work interactions and roles.

Prerequisite(s):

- Admission interview with ASD instructor.
-

AED-015 INTRODUCTION TO SIGN LANGUAGE

60 hrs, 2 credits

Students in the Introduction to Sign Language course will learn and practice basic signs for greetings, feelings, asking questions and communicating wants and needs. The skills they learn facilitates communications access in the workplace, at home and in the community. Students will be provided an introduction to Deaf culture, and the history of sign language.

Prerequisite(s):

- Meeting with Instructor
-

AED-016 INTRO TO WORKPLACE SAFETY AND HEALTH

2 hours lecture/ one-on-one liaison with student and support staff; 72 hours

Students will be introduced to skills necessary for healthy living and safe involvement in the workplace.

Prerequisite(s):

- Admission interview with ASD instructor.
-

AED-017 WORK EXPERIENCE

40 hours (maximum), Practicum

This course provides students with the opportunity for specific skill development, career exploration/decision making and the opportunity to generalize class content to the workplace.

Prerequisite(s):

- Admission interview with ASD instructor.
-

AED-018 ADVANCED WORK EXPERIENCE I

60 hrs, 2 credits

Advanced Work Experience I or II is required for successful completion of the Construction Labourer program. The courses provide an opportunity for the student to enhance the skills learned in classes and to demonstrate them to the workplace.

Prerequisite(s):

- Successful completion of the Construction Labourer Program courses. (TRD 120, TRD 122, TRD 124, TRD 126, OFA 001, AED 017 and AED 051)

**AED-019
ADVANCED WORK EXPERIENCE II**

82.5 hrs, 4 credits

This course provides an opportunity for proficient students, designated by the program instructors, to practice the skills learned in their classes and to demonstrate them in a full-time work experience placement.

Prerequisite(s):

- In order to take this course the student must successfully complete all courses in the Employment Transition/Construction Access Program.
-

**AED-020
CAREER EXPLORATION AND ASSESSMENT**

4 hours lecture/ one-on-one liaison with student and support staff. 64 hours.

Students will learn about various career options and identify their skills, strengths and work interests, as well as any limitation or barriers to employment. Students will also learn about current labour market trends and potential for employment in their local community.

Prerequisite(s):

- Admission interview with ASD instructor
-

**AED-021
WORKPLACE COMMUNICATIONS**

4 hours lecture/ one-on-one with student and support staff up to a maximum of 108 hours

Students learn the skills necessary to communicate effectively with employers and fellow employees.

Prerequisite(s):

- Admission interview with ASD instructor
-

**AED-022
GOAL PLANNING AND PERSONAL DEVELOPMENT**

4 hours lecture/ one-on-one liason with students and support staff up to a maximum of 144 hours.

Students learn the skills necessary to set personal goals.

Prerequisite(s):

- Admission interview with the ASD Instructor

**AED-023
UNDERSTANDING EMPLOYMENT**

4 hours lecture; up to a maximum of 108 hours

Students will learn about reasons for working as well as identifying personal reasons for working, as well as becoming familiar with work terminology and forms.

Prerequisite(s):

- Admission interview with ASD instructor
-

**AED-024
WORK SEARCH AND INTERVIEW SKILLS**

108 hours lecture, continuous entry/ exit

In this course students will participate in self and formal assessment to determine appropriate areas of employment interest as well as learn and practice work search techniques, resume development and interviewing skills. Students should be prepared to take part in discussions and role plays as well as group and individual assignments.

Prerequisite(s):

- Admission interview with ASD instructor
-

**AED-025
WORKPLACE EXPECTATIONS**

2 hours lecture; up to a maximum of 144 hours

Students will learn about the meaning of work, identify reasons for work and learn and practice work place rights and responsibilities, as well as interactions and roles.

Prerequisite(s):

- Admission interview with ASD Instructor.
-

**AED-026
HEALTH PROMOTION**

108 hours lecture/ one-on-one liaison with student and support staff.

Students will learn and practice skills necessary for healthy living. They will establish goals for themselves and work on a health promotion plan.

Prerequisite(s):

- Admission interview with ASD instructor

**AED-027
WORKPLACE SAFETY**

108 hours seminar, continuous entry/ exit

Students will learn and practice skills necessary for safe involvement in the workplace.

Prerequisite(s):

- Admission Interview with an ASD instructor.
-

**AED-028
RELAX AND STRESS MANAGEMENT**

108 hours lecture, continuous entry/ exit

Students will learn to identify causes and reactions to stress as well as to practice stress management techniques to reduce the effects of stress.

Prerequisite(s):

- Admission interview with ASD Instructor.
-

**AED-029
WORKING RELATIONSHIPS**

108 hours lecture, continuous entry/ exit

Students will learn and practice skills necessary to build healthy, safe relationships in work, social and community environments.

Prerequisite(s):

- Admission interview with ASD interview.
-

**AED-030
BASIC COMPUTER SKILLS**

2 hours lecture/ one-on-one liaison with student and support staff; 72 hours

This course is designed to address both computer skills and writing skills. It will provide the student with some basic familiarity with the components of a computer system and how to use it. The course will also teach basic word processing and facilitate improved writing skills.

Prerequisite(s):

- Admission interview with ASD instructor
-

**AED-031
WORKING WITH THE ENVIRONMENT**

2 hours lecture/ one-on-one liaison with students and support staff; 72 hours

Students will be introduced to information regarding our environment and how to protect and sustain it. They will also learn about potential volunteer and employment opportunities in their local community.

Prerequisite(s):

- Admission interview with ASD instructor
-

AED-032

MATH, MONEY & MANAGING IT ALL

Lecture/ one-on-one liaison with student and support staff, up to 144 hours

This course is designed to introduce students to money management strategies and skills. This will assist students in becoming more independent in their personal lives as well as provide them with skills that they can utilize in employment situations.

Prerequisite(s):

- Admission Interview with ASD Interview
-

AED-033

EMERGENCY PREPARATION

2.5 hours lecture

Learn about basic first aid and how to prepare for unexpected situations such as an earthquake, extreme weather and violence in the workplace.

Prerequisite(s):

- Admission interview with ASD Instructor
-

AED-034

INTERPERSONAL SKILLS

3 hours lecture

Students will be introduced to interpersonal skills necessary to function effectively on the job, in the community and in their personal life. students will explore communication skills such as active listening, expressing feelings, giving and receiving feedback non-defensively, conflict management and assertiveness.

Prerequisite(s):

- Admission interview with an ASD Instructor.
-

AED-035

SELF EMPLOYMENT SKILLS

108 hours

Students will plan and participate in small profit generating activities.

Prerequisite(s):

- Admission interview with an ASD Instructor.
-

**AED-036
INTERMEDIATE COMPUTER SKILLS**

3 hours lecture

The Intermediate Computer Skills course will provide students with existing basic computer skills the opportunity to continue computer skill development in advanced computer use e.g. utilizing the internet, communicating with e-mail, etc. Students enrolled in this course should be prepared to work independently and cooperatively on team projects.

Prerequisite(s):

- Admission interview with an ASD instructor
-

**AED-037
EXPLORING THE WORLD WITH COMPUTERS**

108 hours lecture/ one-on-liasion with student and support staff.

The Exploring the World with Computers course will provide students who have existing basic computer skills the opportunity to practice and continue computer and literacy skill development while using the internet to research countries, cultures and geography of the world. Students should be prepared to work independently and cooperatively on projects and to make presentations to the class.

Prerequisite(s):

- Admission interview with instructor
-

**AED-038
LITERACY FOR LIFE**

Seminar, max of 192 hours

This course is designed to increase literacy skills, and to aid in useful and relevant integration of new or previously acquired skills into work and everyday life. The course is learner centered. Students are involved in determining the content, and their individual goals, and they assist in the evaluation proves through ongoing self assessment. The course instructor integrates the individual learning goals /information with informal and formal assessments.

Prerequisite(s):

- Admission interview with ASD instructor
-

**AED-041
COMPUTER FOUNDATIONS**

30 hrs, 1 credit

Students enrolled in this course will be introduced to topics that will enhance their capacity to utilize computers at work, at home and in the community.

Prerequisite(s):

- Documented mental health disability or cognitive disability, and intake interview.
-

AED-042

BUDGETING AND MANAGING YOUR MONEY

30 hrs, 1 credit

Students enrolled in this course will be offered the opportunity to enhance their budgeting and money management skills with emphasis on frugal living and money saving.

Prerequisite(s):

- Documented cognitive or mental health disability and intake interview.
-

AED-043

CUSTOMER SERVICE

30 hrs, 1 credit

This course enhances students' knowledge of customer service skills. Students who take this course will be better prepared to work in the customer service industry.

Prerequisite(s):

- Documented cognitive or mental health disability and intake interview.
-

AED-044

WORKPLACE ORGANIZATIONAL SKILLS

30 hrs, 1 credit

This course will provide students with the opportunity to learn how to organize work and personal success. Skills taught may include prioritizing, recognizing procrastination, identifying task steps, sorting/ categorizing items for home and work place, and exercising time management.

Prerequisite(s):

- Documented cognitive/ mental health disability and intake interview.
-

AED-045

BASICS OF EMERGENCY FIRST AID

30 hrs, 1 credit

This course is designed to introduce students to basic first aid practices for emergency situations. It can prepare students who wish to take a certificate course in Emergency First Aid.

Prerequisite(s):

- Documented cognitive or mental health disability and intake interview.
-

AED-046 INTRODUCTION TO INSPIRATION COMPUTERS

60 hrs, 2 credits

This course will enable students to learn to use the Inspiration Computer Program tools such as graphic organization and outlines, and to apply their use in research, goal planning, literacy, and other practical purposes.

Prerequisite(s):

- Documented cognitive or mental health disability and intake interview.
-

AED-047 EMERGENT LITERACY

30 hrs, 1 credit

This course is designed to increase literacy skills for emergent learners. It will teach useful and relevant language that is used in work and everyday life. The course is learner centered. The course involves learning the Dolch sight words and integrating those words with work based vocabulary. Learners will be exposed to reading, writing, listening, speaking and critical thinking.

Prerequisite(s):

- Documented cognitive/ mental health disability; intake interview.
-

AED-048 LITERACY: BOOK CLUB

90 hours lecture, 2 credits

Students will participate in reading, listening, discussing and writing about a variety of literature which may include fiction and non-fiction novels and short stories, poetry, and plays.

Prerequisite(s):

- Admission interview with ASD instructor
-

AED-050 PREPARATION FOR FOODSAFE

2 hours lecture/ one-on-one liaison with student and support staff; 32 hours

Students who take this course will be introduced to Foodsafe Certificate course information. They will participate in a variety of pre-test and practice exercises that will help to prepare them for certification. Students who wish to complete the Foodsafe certificate must take the actual test upon completion of this preparatory course. There will be an additional charge for the actual Foodsafe course testing.

Prerequisite(s):

- Admission Interview with an ASD Instructor
-

AED-051 WORK EXPERIENCE EXTENSION

60 hrs, 2 credits

The student will identify possible work experience settings, participate in self-evaluation, work site evaluation, site specific safety assessment, and demonstrate specific skills at one or more work sites.

Prerequisite(s):

- Interview with Instructor.
-

AED-052 ANGER MANAGEMENT

2 hours lecture

This course will enable students to learn about anger and what anger looks like, sounds like and feels like in themselves and others. Students will be exposed to and practice anger management strategies.

Prerequisite(s):

- Admission interview with ASD instructor
-

AED-053 SCHEDULE, CLOCK AND CALENDAR SKILLS

This course will provide students with the opportunity to enhance understanding and use of time & clocks, calendars, and various schedules.

AED-054 LITERACY FOR LIFE 2

60 hrs, 2 credits

This course is designed to build literacy skills already developed in Literacy For Life (AED 038), and to aid in useful and relevant integration of new or previously acquired skills into work and everyday life. The course is learner centered.

Students are involved in determining the content, and their individual goals, and they assist in the evaluation process through ongoing self-assessment. The

course instructor integrates the individual learning goals with informal and formal assessments.

Prerequisite(s):

- AED 038 and meeting with Instructor
-

AED-055 LITERACY FOR LIFE 3

60 hrs, 2 credits

This course is designed to build literacy skills already developed in Literacy for Life (AED 038) and Literacy for Life 2 (AED 054), and to aid in useful and relevant integration of new or previously acquired skills into work and everyday life. The course is learner centered. Students are involved in determining the content, and their individual goals, and they assist in the evaluation process through ongoing self-assessment. The course instructor integrates the individual learning goals with informal and formal assessments.

Prerequisite(s):

- AED 054 (Literacy for Life 2) and meeting with Instructor
-

AED-056 WORKPLACE SAFETY LITERACY

60 hrs, 2 credits

This course will enhance workplace safety. Connecting information from Employment Transition courses, personal knowledge and workplace experiences will be the basis to building workplace safety literacy skills. This course will aid in useful and relevant integration of literacy skills into work.

Prerequisite(s):

- Meeting with Instructor
-

AED-057 ADVANCED LITERACY

75 hours, 2 credits

This course is designed to provide an opportunity for students with higher levels of literacy in the ASD program to study English at a level that will encourage a development of more literacy skills. Students will be exposed to reading and writing at their literacy level. Students will practice writing grammatically correct sentences and paragraphs. Students will read passages and demonstrate comprehension of what they read. Students are involved in determining the content of the course, based on their individual goals. Students assist in the evaluation process through ongoing self-assessment. The course instructor integrates the individual learning goals with the informal and formal assessments.

Prerequisite(s):

- Documented Cognitive/ Mental health disability; intake interview

**AED-058
WORKPLACE LITERACY**

108 hours lecture, 2 credits

The Workplace Literacy course is offered alongside Employment Transition Courses: Workplace Expectations, Workplace Safety, Workplace Communication, Goal Planning and Personal Development, and Work Search and Interview Skills in order to provide students with the opportunity to develop literacy skills specific to the course content of the ET program courses.

Prerequisite(s):

- Admission interview with ASD instructor.
-

**AED-059
MATH AND MONEY BASICS**

30 hrs, 1 credit

This course will teach the basics of numeracy skills (addition, subtraction, multiplication, and division). Students will develop skills of working with money such as taking a payment and making change.

Prerequisite(s):

- Meeting with Instructor
-

**AED-060
CONTEMPORARY ISSUES**

3 hours lecture; 108 hours

General topics and workshops are presented on employment skills, personal development, daily living, and community access. Specific topics are determined in consultation with students and support agency personnel and may include assertiveness skills, anger management, information sessions with support agencies, goal setting, budgeting/money management, employer contact skills, public speaking, drug and alcohol awareness, medical and augmentative medical issues, etc.

Prerequisite(s):

- Admission interview with an ASD instructor
-

**AED-062
INTRODUCTION TO PEER SUPPORT**

2 hours lecture/ one-on-one liaison with students and support staff; 32 hours

Students who take this course will be introduced to peer support concepts and practice them within the context of the class. Depending on funding within their community they may have an opportunity to practice the skills in a community peer support program.

Prerequisite(s):

- Admission Interview with ASD Instructor
-

AED-063 ADVANCED LITERACY 2

60 hrs, 2 credits

This course is designed to build on literacy skills already developed in Advanced Literacy (AED 057), and to aid in useful and relevant integration of new or previously acquired skills into work and everyday life. The course is learner centered. Students will practice writing, reading and responding to employment based and interest based materials. Students will write sentences of increasing complexity and meaning as well as read passages and demonstrate comprehension of what they have read through discussion and written responses.

Prerequisite(s):

- AED 057 (Advanced Literacy) and meeting with Instructor
-

AED-064 ADVANCED LITERACY 3

60 hrs. 2 credits

This course is designed to build on literacy skills already developed in Advanced Literacy 2 (AED 063), and to aid in useful and relevant integration of new or previously acquired skills into work and everyday life. The course is learner centered. Students will practice writing, reading and responding to employment based and interest based materials. Students will write sentences of increasing complexity and meaning as well as read passages and demonstrate comprehension of what they have read through discussion and written responses.

Prerequisite(s):

- AED 063 (Advanced Literacy 2) and meeting with Instructor
-

AED-065 LITERACY BOOK CLUB 2

60 hrs, 2 credits

Students will participate in reading, listening, discussing and writing about a variety of literature which may include fiction and non-fiction novels and short stories, poetry and plays.

Prerequisite(s):

- AED 048 Literacy Book Club and meeting with Instructor
-

AED-066 LITERACY BOOK CLUB 3

60 hrs, 2 credits

Students will participate in reading, listening, discussing and writing about a variety of literature which may include fiction and non-fiction novels and short stories, poetry and plays.

Prerequisite(s):

- AED 065 (Literacy Book Club 2) and meeting with Instructor
-

AED-067

ADAPTIVE TECHNOLOGY FOR COMMUNICATION

30 hrs, 1 credit

This course will teach students how to use new and existing technology to enhance communication and literacy skills.

Prerequisite(s):

- Meeting with Instructor
-

AED-068

BASIC COMPUTER SKILLS 2

1 credit

This course is designed to address both computer and literacy skills. It will provide students with basic knowledge of components of a computer system and how to use it. The course will teach word processing, an improvement in typing fluency, use of the internet with support, formatting of small slide show and poster projects and literacy skills.

Prerequisite(s):

- AED 030, documented cognitive/mental health disability, and intake interview
-

AED-069

COMPUTER FOUNDATIONS 2

1 credit

This course is designed to address computer skill development for beginning computer users. It will provide students with practice using the components of a computer system. The course will teach word processing, an improvement in typing fluency, use of the internet with support, and formatting of small slide show and poster projects.

Prerequisite(s):

- AED 041, documented cognitive/mental health disability, and intake interview

AED-070
INTERMEDIATE COMPUTER SKILLS 2

2 credits

This second Intermediate Computer Skills course will provide students who have taken the first Intermediate Computer Skills course to continue developing their skills. Students will use the internet to do research, gather information and images to create projects on a variety of topics. Students will communicate with email, messenger, share documents, work concurrently on web-based projects and create projects independently. Students should be prepared to work independently and cooperatively.

Prerequisite(s):

- AED 036, documented cognitive/mental health disability, and intake interview
-

AET-020
RED CROSS EMERGENCY MEDICAL RESPONDER - EMR

80 hours

Gain the knowledge and skills necessary in an emergency to help sustain life, reduce pain and minimize the consequences of injury or sudden illness in a pre-hospital setting. Course is for those providing emergency response or pursuing a career in the field; these may include firefighters, law enforcement officers, workplace responders and emergency medical services (EMS) personnel. The certification is valid for three years and includes CPR level HCP and AED.

Prerequisite(s):

- Participant must be certified in Standard First Aid with CPR level C or higher. Pre-reading and homework required, contact First Aid Dept at 250-334-5092 to arrange to get course materials. Minimum of 16 years of age. Students under 19 require a parent/ guardian signed waiver.
-

AMH-100
WORKPLACE SAFETY

33 hours

This course encompasses instruction on personal safety, shop and equipment operations and safe worksite practices within the automotive worksite environment. Instruction also encompasses Worksafe BC and WHMIS regulations.

Prerequisite(s):

- Admission to the Automotive Service Technician Harmonized Program
-

AMH-101
EMPLOYABILITY SKILLS

27 hours

This course introduces essential workplace skills including: using electronic service information, communication skills, computer applications and employment readiness skills.

Prerequisite(s):

- Admission to the Automotive Service Technician Harmonized Program
-

AMH-102 TOOLS AND EQUIPMENT

90 hours

This course encompasses tool usage and safety in the automotive service trade. Instruction includes hand, power, measuring tools, electronic service and automotive shop equipment. Safe use and maintenance of tools is emphasized.

Prerequisite(s):

- Admission to the Automotive Service Technician Harmonized Program
-

AMH-103 GENERAL AUTOMOTIVE MAINTENANCE

150 hours

This course introduces the processes of general automotive maintenance including: inspecting tires and wheels, servicing filters, belts and hoses, selecting lubricants and fluids, servicing cooling systems, exhaust systems, transmissions, and drive line repair.

Prerequisite(s):

- Admission to the Automotive Service Technician Harmonized Program
-

AMH-104 GENERAL AUTOMOTIVE PRACTICES

90 hours

The course introduces principles of engine operation, fuel systems, emission controls, and hybrid and electric vehicle theory and safety protocols; assessing leaks and servicing gaskets and seals; and learning basic welding techniques.

Prerequisite(s):

- Admission to the Automotive Service Technician Harmonized Program
-

AMH-105 BRAKE SYSTEMS

135 hours

This course encompasses theoretical and practical instruction on brake systems to include: hydraulic, drum and disc brakes, power assist systems and anti-lock

brake systems.

Prerequisite(s):

- Admission to the Automotive Service Technician Harmonized Program
-

AMH-106 STEERING SYSTEMS

144 hours

This course encompasses servicing steering gears, steering columns (including air bags), linkage and power steering systems. Wheel alignment and four wheel steering systems will also be covered.

Prerequisite(s):

- Admission to the Automotive Service Technician Harmonized Program
-

AMH-107 SUSPENSION SYSTEMS

90 hours

This course introduces suspension systems, frame types, suspension geometry, components, shocks, and servicing requirements and standards.

Prerequisite(s):

- Admission to the Automotive Service Technician Harmonized Program
-

AMH-108 BASIC ELECTRICAL SYSTEMS

126 hours

This course places emphasis on automotive electrical systems. Instruction includes basic principles of electricity, batteries, electronics, engine management, ignition systems, vehicle restraint systems and wiring harnesses; their uses and services requirements.

Prerequisite(s):

- Admission to the Automotive Service Technician Harmonized Program
-

AMH-109 WORK HABITS

15 hours

This course encompasses essential workplace habits as required by the Automotive Service Industry. Instruction encompasses safety, teamwork and leadership at the worksite, workplace etiquette and attitude, document use, awareness of procedures and awareness of workplace requirements.

Prerequisite(s):

- Admission to the Automotive Service Technician Harmonized Program
-

ANH-100 DOMESTIC ANIMAL ANATOMY AND PHYSIOLOGY

33 hours

This course will provide information on the structure and function of the major parts of dogs and cats. Topics include basic terminology, identification of animal body systems, and understanding structure and functions related to each body system.

Prerequisite(s):

- Admission to the Animal Care Aid Program
-

ANH-101 INTRODUCTION TO RADIOLOGY

9 hours

This course introduces students to the basic principles of radiology. Topics include components and function of the x-ray machine, the formation of x-ray beams, and radiation safety. Students learn to assist the Animal Health Technician or Veterinarian in producing a radiograph and image through digital, automatic processor, or dip tank technology.

Prerequisite(s):

- Admission to the Animal Care Aid Program
-

ANH-102 BASIC LABORATORY PROCEDURES

18 hours

This course covers the use and care of basic equipment such as microscopes, centrifuges, and in-house serum analysers. You will learn how to prepare simple lab tests and learn about parasitology.

Prerequisite(s):

- Admission to the Animal Care Aid Program
-

ANH-103 HOSPITAL CARE

48 hours

This course covers a wide range of issues and topics including: vaccines, immunology, bandaging, nutrition, common diseases, dental care, sanitation, grieving, euthanasia, restraint and handling, administration of medications, breeds and behavior. Participants examine current animal welfare issues from a veterinary perspective.

Prerequisite(s):

- Admission to the Animal Care Aid Program
-

**ANH-104
BASIC SURGICAL PROCEDURES**

18 hours

Students will learn basic surgical care involving animals including anesthesia, common surgeries, sterile techniques, and postoperative care. Identification and care of surgical instruments will be introduced within a lab component.

Prerequisite(s):

- Admission to the Animal Care Aid Program
-

**ANH-110
WORK EXPERIENCE FOR ANIMAL CARE AIDE**

20 hours (Practicum)

The twenty hours of mandatory work experience provides an opportunity for students to integrate and apply skills and knowledge obtained through coursework and to practice these skills in a workplace setting. A minimum of 15 hours must take place in a veterinary facility, with a maximum of 5 hours in an animal care facility, i.e. animal shelter or rehabilitation/recovery facility to be approved by the instructor. Previous documented work experience may be considered in lieu of this placement.

Prerequisite(s):

- Admission to the Animal Care Aid Program
-

**ANH-112
VETERINARY RECEPTION**

9 hours

This course is designed to help students learn how to effectively work in the reception area by keeping proper records and logs, admitting/discharging, booking appointments, and managing hospital inventory. Personal and professional skills include the development of effective communication, interpersonal relations, client relations, teamwork and problem solving.

Prerequisite(s):

- Admission to the Animal Care Aid Program
-

**ANT-150
CULTURAL ANTHROPOLOGY**

3 hours lecture/tutorial, or distance (D), 3 credits

This audio-visual course focuses on the cross-cultural study of human diversity. Topics include patterns of subsistence, linguistics, social, political and economic organization, religion, aesthetics, and the future of humanity.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090; or assessment.

[View this course's BC transfer credit](#)



ANT-151 PHYSICAL ANTHROPOLOGY & ARCHAEOLOGY

3 hours lecture/tutorial, or distance (D), 3 credits

This course is an introduction to the sub-fields of anthropology: physical anthropology and archaeology. Through readings and audio-visual material, the origins and development of humans and their cultures are explored, including the development of the civilizations of the Old and New World.

Prerequisite(s):

- C in one of ENG 060, ENG 096, ENG 098 or ESL 090, or Provincial English 12, or placement testing.

[View this course's BC transfer credit](#)



ANT-250 ETHNOLOGY OF NORTH AMERICA

3 hours lecture/tutorial, 3 credits

An examination of traditional and post-contact aboriginal societies using a culture area approach. This background will lead to consideration of the status of Aboriginal People in contemporary Canadian Society.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or assessment.

[View this course's BC transfer credit](#)



ANT-251 PRINCIPLES OF ARCHAEOLOGY

3 hours lecture/tutorial, 3 credits

This course surveys the methods and theoretical conceptions which archaeologists use to interpret world prehistory using selected sites from throughout the world. Weather permitting, location and excavation of a contemporary site may be attempted.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or assessment.

[View this course's BC transfer credit](#)



ANT-260 FORENSIC ANTHROPOLOGY

1.5 hours lecture, 1.5 hours lab, 3 credits

This is an introductory course of forensic anthropology, a branch of physical anthropology. Forensic anthropology involves human osteology, and is directed towards identifying human remains for legal purposes. Students will learn to assess through physical remains the sex, stature, and 'age at death' of human specimens, as well as the validity of determining 'genetic heritage'. Students will learn to understand how teeth and bones can give evidence of behavioural patterns, trauma and disease, and how to assess cause and manner of death, and the effect of a postmortem interval on determining the above.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or assessment.

[View this course's BC transfer credit](#)



ANT-293 THIRD ROCK ARCHAEOLOGY

18 hours lecture, 12-21 days travel, 3 credits

This archaeology course combines academic study with first person experience of archaeological sites as part of a tour group. This course is only offered in the Spring or Summer semester, and will feature a series of preparatory and follow-up lectures and seminars.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090; and signed liability waiver.

[View this course's BC transfer credit](#)



AQT-100 INTRODUCTION TO AQUACULTURE

This course will put regional aquaculture into a global context. The importance of aquaculture in addressing growing seafood security issues will be outlined and the production approaches and future trends for this industry sector discussed. As an overview course we will examine various aquaculture production approaches with a focus on those of other regions - tropical, marine, freshwater, etc. A regular component of this course will be a review and discussion of current events, developments and innovations as they relate to aquaculture.

Prerequisite(s):

- Admission to the Aquaculture Technician 1 program.
-

**AQT-105
INVERTEBRATE & SEAWEED HUSBANDRY**

This course provides an overview of the production approaches used in the shellfish aquaculture sector. Topics include seed transport, juvenile rearing systems (e.g., FLUPSY design and function), production systems (raft, longlines, beach), containment structures (nets, trays), farm siting, production planning, growing water and product quality monitoring and husbandry protocols such as grading, tumbling, beach hardening, predator protection, and gear fouling management. System maintenance, including anchoring, materials use/life cycle, and other Standard Operating Protocols (SOP's) will be reviewed. New innovations under development in the sector will also be discussed.

Prerequisite(s):

- Admission to the Aquaculture Technician 1 program.
-

**AQT-110
FINFISH HUSBANDRY**

This course provides an overview of the production approaches used in the finfish aquaculture sector. Following a review of the various production systems used for fish production and the environmental conditions appropriate for farm siting, topics associated with farm operations will include anchoring requirements, net management (deployment, maintenance), feeding systems and protocols, production planning, mort retrieval and diagnostics, disease treatments, stocking density, grading, weight samples, harvest procedures, fish transport, and fish processing.

Prerequisite(s):

- Admission to the Aquaculture Technician 1 Program.
-

**AQT-115
AQUACULTURE HEALTH & SAFETY**

Students will be introduced to the specifics of aquaculture safe workplace practices and systems. The purpose and correct methodology behind hazard recognition and emergency preparedness will be explored as well as information relating to personal protective equipment requirements and specifications.

Prerequisite(s):

- Admission into the Aquaculture Technician 1 program.
-

AQT-120

STRATEGIES FOR SUCCESS

Students will participate in applied skills training to prepare to secure work in the aquaculture industry. The principles of leadership, dealing with conflict, workplace respect principles, and working cooperatively in a culturally diverse industry will be introduced. Common computer software will be introduced and practiced with hands-on skills training.

Prerequisite(s):

- Admission into the Aquaculture Technician 1 program.
-

AQT-125 FIELD SCHOOL 1

60 hours

This course will provide each student with the opportunity to apply their learning at a working farm site. Students will engage in daily farm activities at industry finfish sites, acquiring practical knowledge of farm operations, applying the skill sets developed in class to date, and realizing employer expectations.

Prerequisite(s):

- Admission to the Aquaculture Technician 1 program.
-

ARTS-5121 PRINTMAKING - OPEN STUDIO

Open Studio in Printmaking will be held for six weeks. This is non-instructional course for current and former students to have access to the Printmaking studio and equipment. Printmaking: Open studio is for the continuation of exploratory work and testing for the purpose of learning as initiated in School of Fine Art and Design printmaking courses. A limited amount of materials are included. Students will be required to provide all of their own paper. Screens, registration pins, etching and woodblock tools can be rented through Fine Arts Department. Please request an information sheet from the Fine Art Studio technician for a full description of materials and studio access information. Students must have successfully completed FIN 115 in order to register for the open studio.

Prerequisite(s):

- Successful Completion of FIN 115.
-

ARTS-5122 CERAMICS - OPEN STUDIO

Open Studio in ceramics will be held for six weeks. This is a non-instructional course for current and former students to have access to the ceramics studio and equipment. Ceramics: Open studio is for the continuation of exploratory work and testing for the purpose of learning as initiated in School of Fine Art and Design Ceramic courses. A limited amount of materials are included. Please request an information sheet from the Fine Art Studio technician for a full description of materials and studio access information. Student must have successfully completed FIN 135 in order to register for the open studio.

Prerequisite(s):

- Successful completion of FIN 135.
-

**ARTS-5123
DARKROOM - OPEN STUDIO**

Open Studio in Darkroom is a six week non-instructional program for current and former students to have access to darkroom equipment. Darkroom: Open Studio is for the continuation of exploratory work and testing for the purpose of learning as initiated in School of Fine Art & Design photography courses. Students are required to provide all of their own paper, film and negative sleeves. Please request an information sheet from the Fine Art Studio technician for a full description of materials and studio access information. Students must have successfully completed FIN 145 in order to register for the open studio.

Prerequisite(s):

- Successful completion of FIN 145.
-

**ASM-100
PROGRAM ORIENTATION & WORKSHOP SAFETY**

26 hours

This course provides an introduction to the Aircraft Structures Program, to Transport Canada expectations of performance, and to acceptable and safe workplace practices. Topics include acceptable shop practices, WHMIS training, and First Aid training.

Prerequisite(s):

- Admission to the Aircraft Structures Technician Program
-

**ASM-101
REGULATION, DOCUMENTATION & TECHNICAL INFORMATION**

22 hours

This provides an introduction to the terminology used in Aircraft Structures Repair (sheet metal) and to the Regulations, Documentation and Technical information used in the control of structural repair of aircraft.

Prerequisite(s):

- Admission to the Aircraft Structures Technician Program
-

**ASM-102
STRUCTURAL MATERIALS & HEAT TREATMENT**

32 hours

This course provides an introduction to the technology of materials. Content includes the chemical and physical nature of matter, the types of materials used

in aircraft structures and their identification, and how to evaluate their condition. Also included is an introduction to treatments of metals including heat treatment, annealing and hardening.

Prerequisite(s):

- Admission to the Aircraft Structures Technician Program
-

ASM-103 TOOLS & EQUIPMENT

291hours

This course provides an introduction to the selection, safe and correct use, and maintenance of hand tools, power tools, and shop equipment used to repair aircraft structures. In addition to this introduction specific operating and safety procedures will be learned as students select and use individual tools and equipment throughout the AST Program.

Prerequisite(s):

- Admission to the Aircraft Structures Technician Program
-

ASM-104 SHEET METAL FABRICATION

68 hours

During this course students will manufacture aircraft components in sheet metal to specifications, while following industry standard procedures and processes.

Prerequisite(s):

- Admission to the Aircraft Structures Technician Program
-

ASM-105 STANDARD & SPECIAL FASTENER IDENTIFICATION & INSTALLATION

66.5 hours

The correct use of fasteners is fundamental to the work of aircraft structural repair. During this course students will learn about the types of fasteners used in aircraft construction, to prepare materials for the installation of a range of fasteners, and to correctly install fasteners.

Prerequisite(s):

- Admission to the Aircraft Structures Technician Program
-

ASM-106 SHEET METAL REPAIRS & DAMAGE ASSESSMENT

107 hours

Much of the work of an Aircraft Structures Technician involves assessing damage to structures and undertaking correct repairs. During this course students will learn a variety of techniques and procedures used to assess damage and then to undertake repairs to acceptable standards as guided by industry accepted techniques and procedures.

Prerequisite(s):

- Admission to the Aircraft Structures Technician Program
-

ASM-107 SURFACE PREPARATION & CORROSION CONTROL

12 hours

During this course students will learn about the types of corrosion on metals, how to assess corrosion, methods for its removal, and how to prevent the corrosion of aircraft structures.

Prerequisite(s):

- Admission to the Aircraft Structures Technician Program
-

ASM-108 FLUID LINES & CONDUITS

14 hours

During this course students will learn the basic principles of hydraulic systems, how to form tubing, how to install tubing and components, how to flush fluid systems and how to pressure test systems.

Prerequisite(s):

- Admission to the Aircraft Structures Technician Program
-

ASM-109 AIRCRAFT SYSTEMS, STRUCTURES & DESIGNS

223.5 hours

In order to conduct repairs the technician should be familiar with aircraft structures, designs and on-board systems. This course provides a comprehensive overview of aircraft from the theory of flight, through the forces acting on aircraft and consequently fundamental design considerations and types of aircraft construction, to aircraft propulsion and operating systems.

Prerequisite(s):

- Admission to the Aircraft Structures Technician Program
-

ASM-110 COMPOSITE REPAIRS & FABRICATION

78 hours

Composite materials are used extensively in modern aircraft. During this course you will learn to safely manufacture and repair composite structures and components. Activities include the construction of moulds and completing repairs using a variety of composite materials.

Prerequisite(s):

- Admission to the Aircraft Structures Technician Program
-

ASM-111 TUBULAR REPAIRS (WELDING EXCLUDED)

51 hours

During this course you will learn to undertake repairs in tubular structures. Operations include the assessment, removal and repair or replacement of damaged tubing. Operations include the forming, fitting, splicing and alignment of tubing, and preparing tubular structures for welding.

Prerequisite(s):

- Admission to the Aircraft Structures Technician Program
-

ASM-112 WOOD STRUCTURE & REPAIR

55 hours

Wood remains an integral part of many aircraft. During this course you will learn to inspect and repair wooden structures. Content includes the properties and strength characteristics of wood, assessment of defects and their influence on strength, decay, joining wood, and the manufacturing of wooden structures.

Prerequisite(s):

- Admission to the Aircraft Structures Technician Program
-

ASM-113 FABRIC REPAIRS

60 hours

During this course you will learn to use fabric coverings and to conduct repairs in the same. Topics include the testing of fabric coverings, installation of fabrics, patch and panel repairs, shrinking, reinforcing, and the installation of grommets and inspection rings.

Prerequisite(s):

- Admission to the Aircraft Structures Technician Program
-

ASM-114 THERMOPLASTICS

30 hours

During this course you will learn about the thermoplastic materials used in aircraft, and how to identify, select, store, handle, form and repair these materials.

Prerequisite(s):

- Admission to the Aircraft Structures Technician Program
-

ASM-115 HUMAN FACTORS

4 hours lecture, 12 hours shop

ASM 115 will provide students with training on the topic of Human factors in aviation maintenance as required by Transport Canada.

Prerequisite(s):

- Admission to the Aircraft Structures Technician Program
-

ASM-123 TOOLS AND EQUIPMENT

120 hours

This course provides an introduction to the selection, safe and correct use, and maintenance of hand tools, power tools, and shop equipment used to repair aircraft structures. In addition to this introduction specific operating and safety procedures will be learned as students select and use individual tools and equipment throughout the Aircraft Sheet Metal Program.

Prerequisite(s):

- Admission to the Aircraft Sheet Metal Technician Program
-

ASM-125 STRD & SPCL FASTNRS- ID & INSTALLATIONS

27 hours

The correct use of fasteners is fundamental to the work of aircraft structural repair. During this course students will learn about the types of fasteners used in aircraft construction, to prepare materials for the installation of a range of fasteners, and to correctly install fasteners.

Prerequisite(s):

- Admission to the Aircraft Sheet Metal Technician Program
-

ASM-129 ARCRAFT SYST, STRCTRS & DESIGN

140 hours

In order to conduct repairs the technician should be familiar with aircraft structures, designs and on-board systems. This course provides a

comprehensive overview of aircraft from the theory of flight, through the forces acting on aircraft and consequently fundamental design considerations and types of aircraft construction, to aircraft propulsion and operating systems.

Prerequisite(s):

- Admission to the Aircraft Sheet Metal Technician Program
-

BIO-060

CONCEPTS IN BIOLOGY I (INHABITING THE HUMAN BODY)

3 hours lecture and 3 hours lab, online, or distance (D) with attendance at a Campus Lab is required.

An introduction to biological science containing similar material to that of BC Biology 12. This course covers scientific methods and principles, cell biology, genetics, and human anatomy and physiology.

Prerequisite(s):

- C+ in English 11, ENG 052. English 12 is highly recommended. It is also recommended students have CHE 051 or Chemistry 11, although this is not required.
 - Take BIO-060L
-

BIO-060L

CONCEPTS OF BIOLOGY 1 (INHABITING THE HUMAN BODY)

Prerequisite(s):

- Take BIO 060
-

BIO-102

PRINCIPLES OF MODERN BIOLOGY II

3 hours lecture and 3 hours lab, 3 credits

This is one of a pair of biology courses for science majors that introduce students to the biological concepts necessary to continue into second-year biology. This course is designed to provide students with a general survey of major areas of biology. Topics include ecology, evolution, cell division, genetics, DNA and genes, classification and diversity. The course includes extensive laboratory components.

Prerequisite(s):

- C in one of Biology 11, Biology 12, BIO 051, BIO 060 or BIO 110.
- C in one of Chemistry 11 or CHE 051
- Take BIO 102L

[View this course's BC transfer credit](#)



BIO-103 PRINCIPLES OF MODERN BIOLOGY 1

3 hours lecture + 3 hour lab, 3 credits

This is one of a pair of biology course for science majors that introduce students to the biological concepts necessary to continue into second-year biology. This is designed to provide students with a general survey of major areas of biology. Topics include biological chemistry, cellular organization and respiration, photosynthesis, and plant and animal structure and function. The course includes an extensive laboratory component.

Prerequisite(s):

- C in one of Biology 11, Biology 12, BIO 060 or BIO 110.
- C in one of Chemistry 11 or CHE 051.
- Take BIO 103L

[View this course's BC transfer credit](#)



BIO-110 CONCEPTS OF BIOLOGY I (INHABITING THE HUMAN BODY)

3 hours lecture + 3 hours lab, 3 credits

This course, containing similar material to that of BC Biology 12 and meeting the same requirements of BIO 060, is designed for non-science majors who require a science elective, or science students without the necessary prerequisites for BIO 102/BIO 103 and/ or BIO 160/161. Topics include an introduction to concepts in cell biology beginning with basic concepts in chemistry, cell structure, cell energetics, cell division and genetics. The last part of the course will focus on human anatomy and physiology. Throughout the course the connection between topics covered and human health will be emphasized.

Prerequisite(s):

- C+ in English 11, ENG 052 or placement testing. English 12 highly recommended. It is also recommended students have CHE 051 or Chemistry 11, although this is not required.
- Take BIO 110L

[View this course's BC transfer credit](#)



BIO-110L CONCEPTS IN BIOLOGY I

Prerequisite(s):

- Take BIO 110

BIO-111 CONCEPTS IN BIOLOGY II (INHABITING THE EARTH)

3 hours lecture + 3 hours lab, 3 credits

This course is designed for non-science students who require a science elective, or science students without the necessary prerequisites for Biology 102 and 103. Topics include a brief review of cell division and genetics to provide a grounding for the discussion of evolution. The course will also provide an introduction to the diversity of life with investigations into the evolution of plant and animal structure and function. Finally, basic concepts in ecology will be introduced to provide a grounding for the discussion of current environmental issues.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.
- Take BIO-111L

[View this course's BC transfer credit](#)



BIO-159 HUMAN ANATOMY & PHYSIOLOGY FR PRAC NURS

lecture, 5 credits

This course gives an overview of the structure and function of 10 body systems. It also discusses various health promotion strategies that work toward optimal function of these systems.

Prerequisite(s):

- C in Biology 12 or BIO 060 or equivalent completed within 10 years.

[View this course's BC transfer credit](#)



BIO-160 HUMAN ANATOMY & PHYSIOLOGY I

3 hours lecture + 3 hours lab, 3 credits

This course is the first half of a comprehensive survey of human structure and functions. Topics include: biochemistry, cell biology, genetics, and the anatomy and physiology of the integumentary musculoskeletal, nervous and endocrine systems. An extensive laboratory component is included.

Prerequisite(s):

- C+ in Biology 12, BIO 060 or BIO-110.
- C+ in Chemistry 11 or CHE 051. Biology and Chemistry prerequisites must have been completed within the last 10 years.
- Take BIO-160L

[View this course's BC transfer credit](#)



BIO-161 HUMAN ANATOMY & PHYSIOLOGY II

3 hours lecture + 3 hours lab, 3 credits

This course is the continuation and completion of the comprehensive survey of human structures and functions started in Human Anatomy and Physiology I. It includes an extensive laboratory component.

Prerequisite(s):

- C in BIO 160
- Take BIO-161L

[View this course's BC transfer credit](#)



BIO-200 CELL BIOLOGY

3 hours lecture + 3 hours lab, 3 credits

A study of the ultrastructure and function of cell organelles and membranes, DNA and chromosomes, cellular movements and cellular reproduction.

Prerequisite(s):

- BIO 102, BIO 103, CHE 110 and CHE 111 Minimum Grade C
- Take BIO-200L

[View this course's BC transfer credit](#)



BIO-201 INTRODUCTION TO BIOCHEMISTRY

3 hours lecture + 1.5 hours tutorial, 3 credits (may be offered in alternate years)

This course provides an introduction to structural and functional aspects of cell chemistry. Topics include biological molecules and their relationships, protein structure, enzyme action, energy transfer, metabolic processes and control mechanisms.

Prerequisite(s):

- BIO 102/BIO 103 and CHE 200/201 (which may be taken concurrently)
Minimum Grade C
- Take CHE-201

[View this course's BC transfer credit](#)



BIO-202 PRINCIPLES OF GENETICS

3 hours lecture + 1.5 hours tutorial, 3 credits(may be offered in alternate years)

A study of the principles and mechanisms of inheritance, including an analysis of transmission genetics, the nature and function of the genetic material, molecular genetics and population genetics.

Prerequisite(s):

- C in BIO 102 and BIO 103.
- C in CHE 110 and CHE 111.

[View this course's BC transfer credit](#)



BIO-211 INVERTEBRATE BIOLOGY

Scheduled lecture and Lab (3 hours/week) or distance (1.5 hours tutorial via MITV) with lab sessions arranged with instructor, 3 credits(may be offered in alternate years)

An introduction to the major invertebrate taxa from sponges to chordates with emphasis on functional anatomy, life-cycles, evolution, diversity and ecology. A compulsory 3-day field trip to the West Coast of Vancouver Island is an integral part of this course. Lab work involves first hand and microscopic observations of living animals with some dissections. Field work involves observations of intertidal and subtidal invertebrate individuals and their community ecology.

Prerequisite(s):

- BIO 102 and 103 or BIO 110 and 111 Minimum Grade C
- Take BIO-211L

[View this course's BC transfer credit](#)



BIO-215 INTRODUCTORY MICROBIOLOGY

3 hours lecture, 3 hours lab, 3 credits

This is an introduction to the field of microbiology. Topics covered include: prokaryotic cell structure and function; microbial growth, factors affecting growth, and control of growth; microbial metabolism; prokaryotic genetics and gene regulation; microbial classification and diversity; and, viruses. Specific skills learned in the laboratory include: sterile technique, bacterial culture, microscopy and staining, serial dilution, bacterial metabolism, fecal coliform testing, and antimicrobial agents in the control of microbial growth.

Prerequisite(s):

- Bio 102/103 or Bio 160/161 or Bio 110/111 Minimum Grade C
- Take BIO-215L

[View this course's BC transfer credit](#)



BIO-230 PRINCIPLES OF ECOLOGY

3 hours lecture , 3 hours lab, 3 credits

An introduction to the basic principles of ecology. The lecture series explores the physical components of the environment, adaptations of organisms to the physical environment, energy balance in ecosystems, and the levels of organization in ecology: population, community and biome. The lab series explores several sampling techniques used in the study of ecology. Two or three field trips are a compulsory component of this course. A 2-day volunteer placement with a local environmental organization is also a required component of this course.

Prerequisite(s):

- BIO 102 and BIO 103 or BIO 110 and BIO 111. Minimum Grade C MAT 115 is strongly recommended
- Take BIO-230L

[View this course's BC transfer credit](#)



BIO-241 TRADITIONAL ECOLOGICAL KNOWLEDGE (TEK)

3 hours lecture, 3 credits

This course will explore Traditional Ecological Knowledge (TEK) as it relates to contemporary health and environmental issues with particular emphasis on topics relevant to First Nations people of Vancouver Island and the adjacent mainland. Students who do not meet course prerequisites but have life or work experience that would qualify them to enrol in this course are encouraged to contact the instructor.

Prerequisite(s):

- BIO 102 and BIO 103 or BIO 110 and BIO 111 or BIO 170 and BIO 171
Minimum Grade C

[View this course's BC transfer credit](#)



BIO-250 DIRECTED INDEPENDENT STUDIES IN BIOLOGY PLA

3 credits

This course provides the student with an opportunity to carry out independent research under supervision of a Departmental faculty member. The course is designed for students who have completed 1st year Biology. The main content of the study will be the practical aspects of carrying out independent research and may include three or more of the following activities, mutually agreed upon by both student and faculty supervisor: formulate a research question; collect relevant background literature; write a literature review; prepare a grant question; carry out research independently; collate and interpret results; formulate logical and reasonable conclusions regarding the experiment. The student may choose

to work on a project or research topic that relates to research currently ongoing at the College.

Prerequisite(s):

- BIO 102 and BIO 103 or BIO 110 and 111; CHE 110 and 111; MAT 115
Minimum Grade C

[View this course's BC transfer credit](#)



BIO-260 PATHOBIOLOGY I

3 hours lecture, 3 credits

This course is the first half of an overview of basic health science. It provides an introduction to the principles of pathophysiology, microbiology, immunology, pharmacology, and nutrition relevant to nursing. The focus is on concepts and mechanisms, with prototype diseases and prototype drugs given as examples. A series of assignments provides opportunities to investigate other diseases that may be encountered in the clinical area.

Prerequisite(s):

- BIO 161 and enrolment in the 2nd year Nursing Program Minimum Grade C

[View this course's BC transfer credit](#)



BIO-261 PATHOBIOLOGY II

3 hours lecture, 3 credits

This course is the continuation and completion of the introduction to the principles of pathophysiology, microbiology, immunology, pharmacology, and nutrition started in Pathobiology I. Again, the focus is on concepts and mechanisms, with prototype diseases and prototype drugs given as examples.

Prerequisite(s):

- BIO 260 and enrolment in the 2nd year Nursing Program Minimum Grade C

[View this course's BC transfer credit](#)



BUS-100 FINANCIAL ACCOUNTING FUNDAMENTALS

3 Hours lecture, 3 credits

This course presents a balanced and integrated introductory view of financial accounting. Students will be introduced to financial statement preparation procedures and techniques as well as to the fundamental analysis of financial statements for decision makers. The concepts and principles (Generally Accepted Accounting Principles) that link preparation and use are given explicit attention. Credit will only be granted for either BUS 100 or BUS 112.

Prerequisite(s):

- C in one of Principles of Math 11, Pre Calculus 11 or MAT 053; or C+ in Foundations of Math 11; or by assessment; or by admission to either the Tourism and Hospitality Management Certificate or Tourism and Hospitality Management Diploma programs.

[View this course's BC transfer credit](#)**BUS-132
MATHEMATICS OF FINANCE**

3 hours lecture, or distance (D), 3 credits

This course will provide the student with the skills necessary to solve common, practical business problems that employ the mathematics of finance. Topics covered include linear applications for business, simple interest and discount, compound interest, amortization, general annuities, bonds, and capital decision models. Emphasis is on practical problem solving in business.

Prerequisite(s):

- C in one of Principles of Math 11, Pre Calculus 11, MAT 053, Applications of Math 12; or C+ in Foundations of Math 11; or assessment.

[View this course's BC transfer credit](#)**BUS-150
ADMINISTRATIVE PRINCIPLES**

3 hours lecture, or distance (D), 3 credits

This course introduces students to the basic management functions of planning and decision-making, organizing resources, leading and motivating groups and individuals, and controlling worker output to maximize effectiveness and efficiency. Students learn about the importance of management to the success of all organizations.

Prerequisite(s):

- C+ in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)**BUS-152
ENTREPRENEURSHIP & SMALL BUSINESS MANAGEMENT**

3 hours lecture, or Distance (D), 3 credits

This course provides students with a broad range of basic business skills. Topics include business plan development, legal issues of business start-up and management, financing, marketing, and basic record keeping for a small business venture.

Prerequisite(s):

- C+ in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or assessment.
- C in one of Principles of Math 11, Pre Calculus 11, MAT-053, Applications of Math 12; or C+ in Foundations of Math 11; or assessment.

[View this course's BC transfer credit](#)



BUS-162 BASIC MARKETING PRINCIPLES & PRACTICES

3 hours lecture, or distance (D), 3 credits

This course introduces students to the basic concepts and principles of marketing as it relates to the public, private, and not-for-profit sectors. Particular emphasis will be given to the topics of assessing dynamic marketing environments and developing a marketing strategy and marketing mix.

Prerequisite(s):

- C+ one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098 or ESL-090; or by assessment; or by admission to either of the Tourism and Hospitality Management Certificate or Tourism and Hospitality Management Diploma programs.

[View this course's BC transfer credit](#)



BUS-170 COMPUTER APPLICATIONS FOR BUSINESS

3 hours lecture/lab, 3 credits

This course introduces students to computing concepts and skills using industry standard business application software in a hands-on Windows environment. Students will learn to use word processing, spreadsheet, database and presentation software applications and be able to apply them to various organizational functions. This course provides a practical base for developing sound analytical computing skills necessary in today's business world.

Prerequisite(s):

- C in one of Principles of Math 11, Pre Calculus 11 or MAT 053; or C+ in Foundations of Math 11; or by assessment; or by admission to either of the Tourism and Hospitality Management Certificate or Tourism and Hospitality Management Diploma programs.

[View this course's BC transfer credit](#)



BUS-197 BUSINESS ADMINISTRATION CO-OPERATIVE EDUCATION WORK TERM 1

Full-time work term, 3 credits

This course consists of full-time paid employment in positions related to the student's program of study. Students learn to transfer their learning from the classroom and previous life/work experience to the Co-operative Education (Co-op) Work Term setting. They also learn new skills to enhance their future academic study and post-graduation employment success. Students set learning goals with their employers and then assess and report their progress through assignments, the onsite visit and the Work Term report. The course provides an opportunity for students to 'test-drive' their new skills, evaluate their employment goals and gain valuable employer contacts and references. Students must complete Co-Operative Education Pre-Employment-Seminar (EMP 100) in the Fall term as a prerequisite to this course in the spring.

Prerequisite(s):

- Enrollment in EMP 100.

BUS-200 FINANCIAL ACCOUNTING FUNDAMENTALS II

3 hours lecture, 3 credits

This course is intended for students who plan to pursue further accounting courses. It provides additional depth to the concepts introduced in BUS 100 with a focus on financial statement concepts, preparation and adjusting entries.

Prerequisite(s):

- C in one of BUS-100 or BUS-112.

[View this course's BC transfer credit](#)



BUS-211 INTERMEDIATE FINANCIAL ACCOUNTING I

3 hours lecture, 3 credits

This course studies accounting from the viewpoint of the manager as a decision-maker. The emphasis is on analysis of accounting theory and the means available to the manager to use accounting information for planning and control of business activities. Balance sheet accounts are explored in further detail and disclosure requirements are dealt with.

Prerequisite(s):

- C in BUS 200 or BUS 113.

[View this course's BC transfer credit](#)



BUS-217 MANAGEMENT ACCOUNTING

3 hours lecture, 3 credits

Studies the role of the management accountant, cost concepts and terminology, cost flows, cost allocation, job and process costing, service departments,

standard costs and variances, joint products, relevant costs and pricing.

Prerequisite(s):

- C in BUS 100 or BUS 113

[View this course's BC transfer credit](#)



BUS-221 COMMERCIAL LAW

3 hours lecture, 3 credits

This course introduces students to relevant legal issues in business environments. Course topics include an introduction to torts, contracts and appropriate legislation regarding specialized forms of contractual relationships.

Prerequisite(s):

- C+ in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



BUS-223 TAXATION I

3 hours lecture, 3 credits*

This course is the first course in a two-part series that provides an introduction to the Canadian Income Tax system. It will introduce the basic principles and practices of individual taxation. Topics include residency, employment, business and property income, capital gains and losses, calculation of personal taxes payable and administration of the tax system.

Prerequisite(s):

- C in BUS 100 or BUS 113

[View this course's BC transfer credit](#)



BUS-244 FINANCE

3 hours lecture, 3 credits

This course provides students with a general framework for financial decision-making. Topics include financial markets, valuation, portfolio theory, the risk-return tradeoff, the firm's required rate of return, capital budgeting, capital structure, and working capital management. Note: The ability to work with spreadsheets is an advantage, but is not required.

Prerequisite(s):

- C in BUS 113 or BUS 100; and BUS 132 and MAT 115.

[View this course's BC transfer credit](#)

BUS-248 INTRODUCTION TO NON-PROFIT MANAGEMENT

3 hours lecture, 3 credits

The Introduction to Non-Profit Management is a comprehensive course designed for existing volunteers and executives working within the non-profit sector. The course is intended to provide a broad overview of relevant skills that can be applied immediately in the workplace. Topics include board governance, strategic management, financial management, fundraising, marketing, public relations, program evaluation, leadership and management in the non-profit environment and best practices for volunteer management.

Prerequisite(s):

- None

[View this course's BC transfer credit](#)

BUS-255 HUMAN RESOURCES MANAGEMENT

3 hours lecture, 3 credits

This course provides an introduction to the functions of Human Resource Management and takes the perspective that Human Resource Management plays an important role in the ability of organizations to achieve productivity and effectiveness while attaining individual and societal objectives. Topics include planning, recruitment and selection, job analysis and job evaluation, compensation management, performance appraisals, motivation, and employee/employer relationships.

Prerequisite(s):

- BUS 150 Minimum Grade C

[View this course's BC transfer credit](#)

BUS-260 CONSUMER BEHAVIOUR

3 hours lecture, 3 credits

This course introduces students to the study of concepts that contribute to an understanding of, and the ability to predict, consumer behaviour. Students will consider both from a theoretical and practical point of view, the influence of social, cultural, and psychological factors on the consumer decision-making process. Other topics will include market segmentation and consumer research.

Prerequisite(s):

- BUS 162 Minimum Grade C

[View this course's BC transfer credit](#)

BUS-264 PROFESSIONAL SELLING

3 hours lecture, 3 credits

Professional selling skills are central to the success of any marketing professional. This course provides learners with an understanding of modern concepts in professional selling, and basic selling techniques relevant to today's Canadian and Global business environments.

Prerequisite(s):

- BUS 162 Minimum Grade C

[View this course's BC transfer credit](#)

BUS-265 RETAIL MANAGEMENT

3 hours lecture, 3 credits

This topic is approached from a strategic perspective and examines several types of retail institutions and strategy options. Other topics include trading area analysis and management functions related to human resources, operations management, merchandising, retail image, and financial and pricing management.

Prerequisite(s):

- BUS 162 Minimum Grade C

[View this course's BC transfer credit](#)

BUS-267 SERVICES MARKETING

3 hours lecture, 3 credits

This course examines the differences between product and services marketing and the marketing strategies employed in the service sector. Topics will include the development of a services business model in the context of a competitive market, management of the customer interface, and implementation of profitable service strategies.

Prerequisite(s):

- BUS 162 Minimum Grade C

[View this course's BC transfer credit](#)

BUS-270 SOFTWARE FOR ACCOUNTING PROFESSIONALS

3 hours lecture, 3 credits

This course is intended to introduce accounting students to bookkeeping, audit and taxation software. It is intended for diploma and degree students with advanced knowledge of accounting.

Prerequisite(s):

- C in one of BUS 200 or BUS 113. BUS 200 may be taken as a co-requisite.
- Take BUS-200

[View this course's BC transfer credit](#)



BUS-290 MANAGEMENT INFORMATION SYSTEMS

3 hours lecture, 3 credits

This course examines the use of information and the role of information technology within organizations. Topics include: evaluation of organizations and the use of information technology; computer communications and basic conversational capacity with computer systems; designing information systems; problem analysis; office and professional work system administration; ethical and organizational issues.

Prerequisite(s):

- BUS 150 & BUS 170 Minimum Grade C

[View this course's BC transfer credit](#)



BUS-293 BUSINESS SIMULATION

3 hours lecture, 3 credits

This course will give students the opportunity to apply knowledge gained from several business disciplines to manage a company in an industry environment. Using an online business simulation, students will be part of management teams who make strategic business decisions in an effort to achieve a competitive advantage in their industry.

Prerequisite(s):

- Completion of the 1st year of the Business Administration Program

[View this course's BC transfer credit](#)



BUS-297 BUSINESS ADMINISTRATION CO-OPERATIVE EDUCATION WORK TERM 2

Full-time work term, 3 credits

This provides students with a second opportunity for full-time paid employment in positions related to the student's program of study. Students learn to transfer their learning from the classroom and previous life/work experience to the Co-operative Education (Co-op) Work Term setting. They also learn new skills to enhance their future academic study and post-graduation employment success. Students set learning goals with their employers and then assess and report their progress through assignments, the onsite visit and the Work Term report. The course provides an opportunity for students to 'test-drive' their new skills, evaluate their employment goals and gain valuable employer contacts and references.

Prerequisite(s):

- BUS 197 Minimum Grade P

BUS-310 RECRUITMENT AND SELECTION

3 hours lecture, 3 credits

This course is a study of the recruitment, selection, and placement of talented employees in organizations, many of which operate in a competitive environment. A strategic perspective is employed in the analysis of each stage of the staffing process from the development and execution of Human Resource plans to an audit of the process.

Prerequisite(s):

- BUS 255 Minimum Grade C

[View this course's BC transfer credit](#)



BUS-312 INTERMEDIATE FINANCIAL ACCOUNTING II

3 hours lecture, 3 credits

BUS 312 is an extension of BUS 211 and examines the liability and capital aspects of accounting for businesses. Topics include stocks, bonds, retained earnings, dividends, future income taxes and pensions. Credit will only be granted for BUS 212 or BUS 312.

Prerequisite(s):

- C in BUS 211

[View this course's BC transfer credit](#)



BUS-318 ADVANCED COST ACCOUNTING

3 hours lecture, 3 credits

This course is a continuation of BUS 217. It provides an advanced discussion of topics such as cost behaviour, relevance and the decision process, pricing decisions, management control systems, cost allocation including joint products/by-products, profit planning in uncertainty and the use of decision models, regression and variance analysis. This is a cost recovery course; special tuition fees apply.

Prerequisite(s):

- BUS 217 Minimum Grade C

[View this course's BC transfer credit](#)



BUS-320 COMPENSATION AND BENEFITS

3 hours lecture, 3 credits

This course will provide knowledge about the art and science of compensation management in a competitive environment. Through the use of a project, students will have the opportunity to acquire knowledge and skills of compensation plan development.

Prerequisite(s):

- BUS 255 Minimum Grade C

[View this course's BC transfer credit](#)



BUS-323 TAXATION II

3 hours lecture, 3 credits

This course is the second course in a two part series that provides an introduction to the Canadian Income Tax system. It will introduce the basic principles and practices of corporate taxation. Additional topics include partnerships, trusts, international taxation and administration of the tax system.

Prerequisite(s):

- BUS 223 or BUS 222 Minimum Grade C

[View this course's BC transfer credit](#)



BUS-335 QUANTITATIVE METHODS

3 hours lecture, 3 credits

This is a course in the application of selected statistical techniques to business problem solving. Topics include simple and multiple regression, time series analysis, index numbers, Bayesian decision analysis, and an introduction to linear programming. Credit will only be granted for either BUS 232 or BUS 335.

Prerequisite(s):

- C in MAT 115

[View this course's BC transfer credit](#)**BUS-340
LEADERSHIP**

3 Hours lecture, 3 credits

This course will consider the importance of high quality leadership and review evolving theory, practice and skill development in connection with this important topic. Topics will include leadership traits, behaviours and the situational aspects of leadership as well as self-leadership, team leadership, transformational leadership, charismatic leadership, crisis leadership, inter-cultural leadership, servant and authentic leadership and leadership abuse and ethics, among others. Students will be provided opportunities to reflect on their leadership philosophy and plans and related skill development in areas such as communication and emotional intelligence, as well as the opportunity to explore leadership from an experiential perspective.

Prerequisite(s):

- Completion of 30 academic credits

[View this course's BC transfer credit](#)**BUS-350
ORGANIZATIONAL BEHAVIOUR**

3 hours lecture, 3 credits

This course examines behavioural concepts and tools developed to aid the manager in understanding the behaviour in organizations and improving organizational effectiveness. Topics include individual motivation, perception and communication, management roles, decision-making, group dynamics and teamwork, leadership, conflict resolution, and organizational structure, process, and culture.

Prerequisite(s):

- BUS 150 Minimum Grade C

[View this course's BC transfer credit](#)**BUS-355
MANAGING PUBLIC SECTOR ORGANIZATIONS**

3 hours lecture, 3 credits

This course provides administrative skills required for effective management of public sector, government sponsored, and not-for-profit agencies. Topics include discussion of public policy, public services, organizational theory and the

machinery of government. Students will gain skills in strategic planning and implementation within the organizational and communicative contexts prevalent in current legislative and government structures in B.C.

Prerequisite(s):

- Completion of 30 credits of University Transfer or Business courses, including 3 credits of 1st year English.

[View this course's BC transfer credit](#)



BUS-360 **INTERCULTURAL DIMENSIONS OF INTERNATIONAL BUSINESS**

3 hours lecture, 3 credits

This course will provide students with the knowledge and skills that will enable them to better understand the impact of culture in the workplace. They will learn how business communications are impacted by various cultural dimensions, laws and corporate structure. They will also learn about strategies to effectively manage business communications in intercultural settings, whether in Canada or other countries.

Prerequisite(s):

- 30 credits of course work at the 100 level or higher, or acceptance to the PDD Program, or instructor permission.

[View this course's BC transfer credit](#)



BUS-362 **MARKET RESEARCH**

3 hour lecture, 1 hour lab, 3 credits

This course is about providing quality information upon which managers can act. Market research is the set of tools that have been developed to allow managers to collect and analyze information, primarily information about customers. This course is designed for people who will be using rather than for those who will be specializing in market research. However, for someone to be an intelligent user of market research, he or she needs a solid general understanding of market research techniques.

Prerequisite(s):

- C in MAT 115 and BUS 162.

[View this course's BC transfer credit](#)



BUS-368 **ADVERTISING AND MARKETING COMMUNICATIONS**

3 hours lecture, 3 credits

This course adopts an integrated marketing perspective that requires students to consider the myriad of media choices available and to select those that will most effectively communicate with consumers. Topics include developing a strategic integrated marketing plan, articulating and delivering the message, and implementing, controlling and monitoring the Integrated Marketing Communications plan.

Prerequisite(s):

- BUS 162 Minimum Grade C

[View this course's BC transfer credit](#)



BUS-370 INTERNATIONAL MARKETING

3 hours lecture, 3 credits

This course introduces students to international marketing concepts. They will learn to assess the dynamic environment of international markets and identify opportunities in various international market segments, including those of emerging markets. They will also learn about international marketing strategies and ways to create a marketing mix that supports business strategy. Finally, they will learn about negotiation and management strategies in the international context.

Prerequisite(s):

- 30 credits of course work at the 100 level or higher, or acceptance to the PDD Program, or instructor permission.

[View this course's BC transfer credit](#)



BUS-375 INTERNATIONAL FINANCIAL MANAGEMENT BUSINESS

3 hours lecture, 3 credits

This course deals with international finance from a Canadian perspective. Students will learn about international financial markets and institutions as well as issues related to foreign exchange markets, exchange rate risk, and sovereign risk. They will also gain an understanding of different corporate governance practices in different parts of the world.

Prerequisite(s):

- 30 credits of course work at the 100 level or higher, or acceptance to the PDD Program, or instructor permission.

[View this course's BC transfer credit](#)



BUS-380 GLOBALIZATION AND INTERNATIONAL BUSINESS

3 hours lecture, 3 credits

This course begins by examining the environment in which international business operates, including the causes and consequences of globalization. It then looks at how international business is actually conducted, with emphasis on international marketing by small and medium sized Canadian businesses. Topics include finding and servicing prospects in other countries, international payment options, exchange rate risk, and intellectual property issues.

Prerequisite(s):

- 30 credits of course work at the 100 level or higher, or instructor permission.

[View this course's BC transfer credit](#)



BUS-390 DIRECTED FIELD STUDIES I

15 hours seminar + directed work term, 3 credits

As the first of two field study courses in the Bachelor of Business Administration Program, the primary goal of this course is to give students an opportunity to apply theories and methods learned in the classroom to the analysis of actual business problems encountered within the context of a supervised related work placement. While employed, students will complete assigned readings, applied research assignments, and a work-related field study project carried out under the supervision of an academic advisor.

Prerequisite(s):

- Successful completion of 30 credits of business or university transfer courses, including 3 credits of first year English.
- Must have a position - paid or non-paid - with a faculty-approved employer prior to the start date.

BUS-397 BUSINESS ADMINISTRATION CO-OPERATIVE EDUCATION WORK TERM 3

Full-time work term, 3 credits

This course provides students with a third opportunity for full-time paid employment in positions related to the student's program of study and is required for the student to receive a Co-operative Education Designation on their Degree. Students learn to transfer their learning from the classroom and previous life/work experience to the Co-operative Education (Co-op) Work Term setting. They also learn new skills to enhance their future academic study and post-graduation success. Students set learning goals with their employers and then assess and report their progress through assignments, the onsite visit, the Work Term report and Power Point Presentation. The course provides an opportunity for students to test-drive their new skills, evaluate their employment goals and gain valuable employer contacts and references. Students may choose to have work terms with three different employers or environments, maximizing their experiences for future employment.

Prerequisite(s):

- BUS 197 BUS 297 Minimum Grade P

**BUS-410
LABOUR RELATIONS**

3 hours lecture, 3 credits

This course serves as an introduction to the field of labour relations in both the private and public sectors. Aspects of the union-management relationship such as the establishment of union bargaining rights, the negotiation process, and the administration of a collective agreement will be examined.

Prerequisite(s):

- BUS 255 Minimum Grade C

[View this course's BC transfer credit](#)**BUS-418
ADVANCED MANAGERIAL ACCOUNTING**

3 hrs lecture, 1 hr lab, 3 credits

This course is designed to help students understand the conceptual, ethical and analytical issues in management accounting. Students, working in teams on real life case studies, learn how to perform analysis to support managerial decisions, design and implement management control systems, and to develop an awareness of the moral responsibilities of management accountants.

Prerequisite(s):

- BUS 318 Minimum Grade C

[View this course's BC transfer credit](#)**BUS-419
ADVANCED FINANCIAL ACCOUNTING**

3 hours lecture, 3 credits

This course examines the accounting for long-term investments, business combinations, partnerships, not-for-profit organizations and foreign currency transactions and translations. Accounting methods will be analyzed using both Generally Accepted Accounting Principles (Canadian GAAP) and International Financial Reporting Standards (IFRS).

Prerequisite(s):

- C in BUS 211 and BUS 312

[View this course's BC transfer credit](#)**BUS-420
INTRODUCTION TO AUDITING**

3 hours lecture, 3 credits

Provides an introduction to the practice of auditing in a business environment. It will include coverage of the theory of auditing, transaction processing, internal controls, substantive procedures and audit reports. Introduction to Auditing provides the student with a life like audit simulation using Caseware.

Prerequisite(s):

- C in BUS 312 and BUS 217
-

BUS-430 BUSINESS-TO-BUSINESS MARKETING

3 hour lecture, 3 credits

This course introduces students to the unique nature of marketing management in the business-to-business environment. Students will learn how to apply strategic marketing concepts to this environment, with a specific focus on customer relationship and knowledge management.

Prerequisite(s):

- BUS 162 Minimum Grade C

[View this course's BC transfer credit](#)



BUS-450 PROJECT MANAGEMENT

3/wk lecture, 9hr/term, 3 credits

This course will prepare students to develop and manage project plans that will be delivered on time and within the specified budget. Students will learn to use various planning and budgeting tools as well as organizational mechanisms throughout the project life cycle that will contribute to the success of project management.

Prerequisite(s):

- 30 credits of BBA program course work at the 100 level or higher.

[View this course's BC transfer credit](#)



BUS-452 ADVANCED TOPICS IN ENTREPRENEURSHIP

3 hours lecture, 3 credits

This course aims to develop advanced problem solving skills that are required for the management of small and medium enterprises (SME's). A topical approach offers an analytical framework for the study of the entrepreneurial process, creativity and competitive strategy, troubleshooting, problem solving, and growth strategy. This course provides an opportunity to help students integrate their knowledge of disparate topics, to think strategically, and to act in a consultative capacity for a new and growing enterprise.

Prerequisite(s):

- Completion of Business Administration Certificate coursework and completion of 9 credits of Business Administration Diploma coursework

[View this course's BC transfer credit](#)



BUS-490 DIRECTED FIELD STUDIES II

15 hours seminar + directed work term, 3 credits

This, the second of two directed field study courses, gives students an opportunity to further develop their professional skills in the workplace. After obtaining a suitable work placement, students will perform independent research and prepare a comprehensive report on one or more issues in their work environment. This report will be presented to both the academic advisor and employer. In addition, the student will be expected to attend seminars and to maintain a journal about the work experience.

Prerequisite(s):

- BUS 350, BUS 390 and BUS 452; Minimum Grade C Must be employed by an approved employer prior to start date

BUS-492 STRATEGIC MANAGEMENT

3 hour lecture, 3 credits

This capstone course provides students with the tools to analyze organizational operations and develop strategic plans to deal with various contingencies. Using comprehensive case studies, students will gain experience in strategic analysis and problem solving relating to strategy planning and implementation issues.

Prerequisite(s):

- Successful completion of the first two years of the BBA program

[View this course's BC transfer credit](#)



BUS-500 INTERNSHIP - APPLIED BUSINESS

3 hours lecture, 3 credits

This course consists of one semester full or part-time, paid or unpaid employment in a position related to business management studies. Students will have the opportunity to apply theories and methods learned in the classroom to the analysis of actual business problems encountered in the workplace. They will also learn new skills to enhance their future employment success and/or to prepare them for further academic study.

Prerequisite(s):

- 24 Credits of PDD - Global Business Management courses, minimum GPA 2.33; student must be registered in this program ENG 160 and EMP 010.

Student must secure placement with an employer.

CED-051 CAREER AND EDUCATIONAL PLANNING

One to one liaison, seminar, workshop; 10 hours per student

CED 051 provides confidential educational planning to students who have disabilities. Services may include assistance with the application process, guidance in accessing appropriate disability documentation, support with admission testing, individualized educational planning for courses/program. Registering in this course will allow for appropriate referrals to other disability support services both within the college and the community.

Prerequisite(s):

- Must be a student with a documented disability
-

CED-061 CAREER AND EDUCATIONAL PLANNING SUPPORT

48 hours per year

This course provides support to students with disabilities in order to facilitate success in their chosen field of study. Students may have access to technical aids, financial support, transition services, agency liaison, tutorial and attendant care, taped materials, exam invigilation, and other specialized accommodations as required and when available funding allows.

Prerequisite(s):

- Must be a student with a documented disability
-

CFH-100 INTRODUCTION TO CARPENTRY TRADE & APP

16 hours

During this course, students will learn about the apprenticeship system and requirements pertaining to certification in the trade of Carpenter. Students will be introduced to the apprenticeship process, apprenticeship requirements, career paths and options for apprentices and carpenters. Industry and employer expectations will also be discussed while preparing students for transition into employment.

Prerequisite(s):

- Admission to the Carpentry Foundation Harmonized Program
-

CFH-101 INTRO TO ESSENTIAL WRKPLC SKILLS FOR TR

18 hours

The course provides theoretical and practical essential workplace skills to support students as they successfully transition into the workforce. Course instruction includes interpersonal, teamwork, critical thinking, listening, problem solving, communication and decision making skills.

Prerequisite(s):

- Admission to the Carpentry Foundation Harmonized Program
-

CFH-102 INTRODUCTION TO WORKSITE SAFETY

20 hours

This course provides theoretical and applied instruction specific to safety and workplace requirements for individuals pursuing a career in the trade. The course encompasses work procedures, processes and habits required when working independently and with teams. Workplace safety is of paramount consideration when working with equipment and tools in the shop environments and at any given construction site. Instruction includes OHS and WorkSafeBC regulations; use of personal protective equipment and safety gear; safe equipment and tool usage; and techniques to prevent worksite injuries.

Prerequisite(s):

- Admission to the Carpentry Foundation Harmonized Program
-

CFH-103 DOCUMENTATION, CODES & DRAWINGS

105 hours

This course provides an introduction to regulatory requirements and standards specific to the construction of wood-frame housing in Canada. To perform the work of a carpenter trades professionals are required to read and understand construction drawings. During this course students will learn to interpret construction drawings, sketch, extract information from drawings, work with building codes, and government bylaws, and will be introduced to the purpose and expectations concerning all inspections required during the construction of a house.

Prerequisite(s):

- Admission to the Carpentry Foundation Harmonized Program
-

CFH-104 CARPENTRY TOOLS AND EQUIPMENT

60 hours

An effective carpenter must know how to correctly and safely select, use and maintain the tools used in the trade. During this course students will learn essential techniques for the use of hand, portable power, and stationary power tools as prescribed within Year 1 of the Carpentry Apprenticeship Program.

Prerequisite(s):

- Admission to the Carpentry Foundation Harmonized Program

**CFH-105
SITE LAYOUT AND SURVEY INSTRUMENTS**

60 hours

This course provides instruction on the use of optical levels and how to determine and record elevations in residential construction. Students will apply theory and techniques as they lay out a building site while meeting regulatory and safety requirements.

Prerequisite(s):

- Admission to the Carpentry Foundation Harmonized Program
-

**CFH-106
FOOTING & WALL FORMING**

90 hours

The course encompasses identifying and selecting concrete types, materials, additives and treatments; selecting concrete forming systems; building footings and vertical framework. Students will build slab-on grade forms and suspended slab forms, install reinforcement and embedded items and place and finish concrete.

Prerequisite(s):

- Admission to the Carpentry Foundation Harmonized Program
-

**CFH-107
RESIDENTIAL FRAMING**

309 hours

During this course students learn theory and applied techniques of wood framing systems and industry recommended materials used in residential construction. Instruction encompasses the application of building floors and their supporting systems, walls and partitions, ceiling joists, gable and hip roofs, and stairs, while meeting the standards of the BC Building Code.

Prerequisite(s):

- Admission to the Carpentry Foundation Harmonized Program
-

**CFH-109
BUILDING SCIENCE**

30 hours

This course encompasses the theory specific to building sciences, sound, heat, air and moisture transfer and movement. Instruction also includes methods of controlling forces acting on a building and heat, air, moisture and sound flow and transmission.

Prerequisite(s):

- Admission to the Carpentry Foundation Harmonized Program
-

CHE-051**COLLEGE PREPARATORY CHEMISTRY I**

3 hours lecture + 3 hours lab, online, or distance (D) with website support, 3 credits

This course is designed for students requiring an introductory chemistry course as a prerequisite for further chemistry studies or for entry into various technical or career programs. The material covered is similar to B.C. Chemistry 11 and the two courses can be regarded as equivalent for most purposes. Note: The distance course requires three 1-day lab sessions (all compulsory). Lab sessions for distance students will be held at selected locations. Students considering the distance option should check dates and locations for lab sessions.

Prerequisite(s):

- C+ in one of Math 10, Foundations of Math 10 or MAT 034.
 - Take CHE-051L
-

CHE-060**COLLEGE PREPARATORY CHEMISTRY II**

3 hours lecture + 3 hours lab, 3 credits

This course is designed for students requiring a second high school level chemistry course and will transfer as equivalent to B.C. Chemistry 12. Students need a working knowledge of Chemistry 11 before they attempt CHE 060. In CHE 060 students learn gas laws, solutions, reaction rates, chemical equilibrium, acids and bases, redox reactions and electrochemistry.

Prerequisite(s):

- C+ in one of Principles of Math 11, Pre Calculus 11, Applications of Math 12 or MAT 053.
 - C+ in one of Chemistry 11 or CHE 051.
 - Take CHE-060L
-

CHE-110**CHEMICAL PRINCIPLES I**

3 hours lecture + 3 hours lab, 3 credits

CHE 110 and 111, Chemical Principles I and II, are 1st-year university-level foundation courses in chemistry designed as essential prerequisites to further courses in chemistry. CHE 110 includes an introduction to chemical reactions and equations, energy in chemical systems, and the structures and properties of atoms, molecules, gases, liquids, solids, and solutions.

Prerequisite(s):

- C+ in Chemistry 12 or CHE 060. Physics 11 and PHY 050 is strongly recommended.

- C in one of Principles of Math 12, Pre Calculus 12, MAT 067 or MAT 060.
- Take CHE-110L

[View this course's BC transfer credit](#)



CHE-111 CHEMICAL PRINCIPLES II

3 hours lecture + 3 hours lab, 3 credits

CHE 111 deals with chemical kinetics, gaseous and aqueous equilibria, chemical thermodynamics, electrochemistry and organic chemistry (structure, nomenclature, functional groups, stereochemistry, substitution reactions). Laboratory work illustrates theoretical concepts and develops laboratory skills and techniques.

Prerequisite(s):

- CHE 110 Minimum Grade C
- Take CHE-111L

[View this course's BC transfer credit](#)



CHE-152 ENGINEERING CHEMISTRY

3 hours lecture + 3 hours lab, 3 credits

1st year University level foundation course in Chemistry designed as an essential prerequisite required by UT engineering departments. CHE 152 includes thermochemistry; atomic and molecular structure; chemical bonding; gases, liquids, and solids; equilibrium; acids-bases; chemical thermodynamics; electrochemistry. Laboratory work illustrates theoretical concepts and develops laboratory skills and techniques.

Prerequisite(s):

- C in one of Principles of Math 12, Pre Calculus 12, MAT 067 or MAT 060.
- C+ in Chemistry 12 or CHE 060. Physics 11 or PHY 050 is strongly recommended.
- Take CHE-152L

[View this course's BC transfer credit](#)



CHE-200 ORGANIC CHEMISTRY I

3 hours lecture + 4 hours lab, 3 credits

A second-year course covering the chemistry of carbon compounds. The course begins the systematic study of the structure, nomenclature, properties and reactions of aliphatic hydrocarbons and their derivatives. Spectroscopy of MNR and IR will also be studied. The laboratory sessions include techniques in the

purification, synthesis and identification of organic compounds. The course fulfills program requirements for the Associate of Science Diploma and also for students majoring in Chemistry, Biochemistry, Biology and Health Sciences.

Prerequisite(s):

- C+ in CHE 110 & CHE 111
- Take CHE-200L

[View this course's BC transfer credit](#)



CHE-201 ORGANIC CHEMISTRY II

3 hours lecture + 4 hours lab, 3 credits

A second-year course covering the chemistry of carbon compounds. The course continues the systematic study begun in CHE 200, of the structure, nomenclature, properties and reactions of aliphatic and aromatic hydrocarbons and their derivatives. The laboratory sessions include techniques in the purification, synthesis and identification of organic compounds. The course fulfills program requirements for the Associate of Science Degree and also for students majoring in Chemistry, Biochemistry, Biology and Health Sciences.

Prerequisite(s):

- C+ in CHE 200
- Take CHE-201L

[View this course's BC transfer credit](#)



CHN-101 INTRODUCTION TO CHINESE 1

3 Hours lecture, 1 Hour Lab, 3 credits

This is a Chinese language course designed for beginners. Chinese pronunciation and phonetic system, as well as approximately 200 Chinese characters in Simplified form will be introduced in this course. Students will engage in basic daily conversations such as self-introduction and making phone calls, and be able to write short notes in Chinese at the end of the semester. Students will also explore contemporary culture through "Culture Notes" in each lesson.

[View this course's BC transfer credit](#)



CHN-102 INTRODUCTION TO CHINESE 2

3 Hours lecture, 1Hour lab, 3 credits

This is the second course of introductory Chinese designed for beginning learners. More Chinese expressions and grammar, as well as approximately 200

Chinese characters in simplified form will be introduced in this course. Students will be able to engage in conversations on various topics and write longer paragraphs in Chinese by the end of the semester. Students will also explore traditional and contemporary culture through "Culture Notes" in each lesson.

Prerequisite(s):

- CHN 101 or equivalent

[View this course's BC transfer credit](#)



CMH-150 CONCEPTS FOR MENTAL HEALTH PRACTICE 1

3 hours lecture, 1 hour lab

This course will prepare students for admission into the Community Mental Health Worker Certificate. Students who have not completed a recognized Health Care Assistant or Human Services Certificate will need to complete this course for admission into the CMHW Certificate. It will provide students with the basic theoretical concepts related to changes in mental functioning, an introduction to physiological disorders seen in the mental health population, basic communication skills, and basic job search skills. It will also include a lab practice component that will provide opportunities to acquire and apply personal care-giving skills in an organized and safe manner.

Prerequisite(s):

- C+ in English 11 or ENG 052, or assessment

CMH-160 CULTURAL DIMENSIONS OF COMMUNITY WELLNESS

3 credits

This specialized course is grounded in the history and culture of the local community. This course is designed to support the health and recovery of persons experiencing mental health challenges within that community.

Prerequisite(s):

- Admission into the Community Mental Health Worker Program

CMH-165 CONCEPTS FOR MENTAL HEALTH PRACTICE II

4 credits

This course will introduce the learner to the role of the Community Mental Health Worker in the delivery of mental health service. The Mental Health Act, ethical issues, and the history of mental illness will be discussed. The course focuses on the various concepts related to common mental health issues, including neurobiology, the DSM-5, various mental disorders, treatment modalities, and addictions. Assessment tools will also be discussed as well as intervention techniques.

Prerequisite(s):

- Admission into the Community Mental Health Worker Program
-

CMH-170 RECOVERY IN MENTAL HEALTH

4 credits

This course will focus on the concepts and principles of Recovery and Psychosocial Rehabilitation (PSR). The mission statements, philosophies, values and beliefs of various agencies will be discussed. Maslow's hierarchy of needs will be discussed in relation to the prioritization of needs. Principles of advocacy and the role of the CMHW will be addressed. The role of the CMHW in relation to goal planning and implementation are included.

Prerequisite(s):

- Admission into the Community Mental Health Worker Program
-

CMH-175 THERAPEUTIC RELATIONSHIPS IN MENTAL HEALTH

4 credits

This course will help prepare the student to develop advanced therapeutic relationships in the mental health field through the use of communication skills. It will focus on developing and expressing empathy, warmth, and respect. Communication simulation through role play will be used to develop these skills. Students will practice a range of communication skills to interact with clients experiencing mental health issues.

Prerequisite(s):

- Admission into the Community Mental Health Worker Program
-

CMH-180 CLINICAL PRACTICE I FOR CMHW'S

1 credit

This course introduces the students to the mental health clinical practice setting. Learning opportunities will encourage students to use the CMHW concepts and therapeutic communication skills learned thus far in the program to assist individuals with mental health issues to maximize their independence. Students will identify the resources available in the community and methods for accessing these. Emphasis will be on the role of the CMHW as a member of the community health team. The principles of Recovery using Psychosocial Rehabilitation will be the focus of this workplace practice.

Prerequisite(s):

- 1. C+ in CMH 165, CMH 170, and CMH 175, and a Pass in CHM 160 2. Standard First Aid and CPR Level C-certificate 3. Non-Violence Crisis Intervention (NVC) Certificate 4. Criminal Record Check form, which will be sent to you by Admissions once you are offered a seat in the program. 5. Completed immunization form. This form should be validated by the public health nurse at your local health unit and must be presented to the Health Care Assistant program faculty on the first day of practicum. Note: If the

public health nurse recommends a rubella serologic test, a photocopy of the results of this test will also have to be submitted.

CMH-185 CLINICAL PRACTICE II FOR CMHW'S 4 credits

This course provides students with further experience in the mental health clinical practice setting. Learning opportunities will encourage students to use the CMHW concepts and therapeutic communication skills learned throughout the program to assist individuals with mental health issues to maximize their independence. Students will identify the resources available in the community and methods for accessing these. Emphasis will be on the role of the CMHW a member of the community health team. The principles of Recovery using Psychosocial Rehabilitation will be the focus of this workplace practice.

COM-051 EFFECTIVE COMMUNICATION 7 hours

In today's competitive business world and difficult economy, effective communication is more essential than ever before. Successful communication has the potential to engage others, strengthen relationships, achieve results, save time and reduce confusion and frustration. Developing an engaging and responsive communication style will lead to positive results for you, your team and your business. This unique, innovative workshop is designed to take your communication skills to the next level.

CPA-032 INTRODUCTION TO COMPUTERS FOR ELECTRICAL TRADES 24 hours RSVD for Electrical Foundation Program Students

This course is intended to provide basic competency in the use of the computer if the student has little or no experience with computers and as a refresher for those who have not recently used the computer. It will introduce the student to the basics of Windows, Word, Excel, Internet Explorer, email, Microsoft Visio and Multisym software that you will use, in general, and throughout the electrical programs.

Prerequisite(s):

- Admission to the Electrical Program
-

CPS-025 FUNDAMENTAL COMPUTER LITERACY 100 hours/ 1 credit

Students in this course will be introduced to the use of the computer as a tool so they can gain enough confidence to function with a computer at a very basic level in limited situations. The course will include an introduction to computers, accessing the Internet, keyboarding, word processing, printing documents and saving documents to disk drives.

Prerequisite(s):

- None

CPS-100 COMPUTER PROGRAMMING I

3 hours lecture + 1 hour lab, 3 credits

This course is an introduction to computer programming. Students will be introduced to problem solving methods and algorithm development using the object-oriented programming paradigm. The students will learn how to apply problem analysis, program design, and program implementation while using the top-down and stepwise refinement design methods. The course also provides an introduction to the object-oriented programming paradigm and recursive functions. This course will provide a sound basis for later courses in computer science. Note: Basic computing skills are assumed.

Prerequisite(s):

- C in one of Principles of Math 11 or MAT 053.
- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or assessment.

[View this course's BC transfer credit](#)



CPS-101 COMPUTER PROGRAMMING II

3 hours lecture + 1 hour lab, 3 credits

This course continues with the techniques and tools introduced in CPS 100 for development and maintenance of software systems and documentation. The main emphasis is on classic structures and basic algorithms in the object-oriented programming paradigm. The introduced object-oriented data structures include strings, vectors, lists, stacks, queues, trees, and hash tables. Several searching and sorting algorithms are introduced in the context of applicable data structures. Topics also include data abstraction, information hiding, encapsulation, layers of abstractions, program design, separate compilations, component re-use, software libraries, and techniques for development of professional quality software components.

Prerequisite(s):

- CPS 100 Minimum Grade C

[View this course's BC transfer credit](#)



CPS-104 INTRODUCTION TO COMPUTER SCIENCE

3 hours lecture + 1 hour lab, 3 credits

This course introduces Computer Science and its applications. Topics include hardware and software design including logic design, basic computer organization and system software; programming paradigms; external storage, sequential file processing and elementary relational databases; networks and electronic information services; artificial intelligence; ethical and societal considerations.

Prerequisite(s):

- C in one of Principles of Math 11, Pre Calculus 11, Applications of Math 12 or MAT 053; or C+ in Foundations of Math 11; or assessment.
- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or assessment.

[View this course's BC transfer credit](#)



CPS-146 DATABASE FUNDAMENTALS

3 hours lecture + 1 hour lab, 3 credits

This course introduces fundamental database concepts and database systems development methods with an emphasis on relational database design and implementation. Topics include DBMS concepts, data modeling, data normalization, database implementation, Structured Query Language, client-server databases, web database applications, and database administration issues. A popular database management system will be used to learn the concepts and to complete the assignments/projects. Note: Basic computer skills are assumed. Students with little computer experience should take CPS 143 or an equivalent course before taking CPS 146.

Prerequisite(s):

- C in one of Provincial English 12; or ENG 098, ENG 096, ENG 060 or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



CPS-268 SYSTEMS & NETWORK SECURITY

3 hours lecture + 1 hour lab, 3 credits

This course introduces main topics of system and network security. The topics will cover general security concepts, data security, social engineering, essential applied cryptography, data communication security, authentication, network security, and introduction to computer forensics. Students will learn important elements of security management practices, security policies, security trends, security models, physical security, web security, wireless security, security laws and ethics. Principles and methodologies used in computer attacks will be

explained. Practical hands-on exercises with Linux servers, Windows servers and workstations, services and daemons, and security tools will be emphasized in the course.

Prerequisite(s):

- CPS 120 and CPS 215 Minimum Grade C

[View this course's BC transfer credit](#)



CRA-300 CARPENTRY APPRENTICESHIP - LEVEL 3

210 hours, including 115 hours lecture and 95 hours shop

This 6 week course is the standard apprenticeship technical training course that meets the Level 3 outcomes as described within the BC Provincial Outline for Carpentry, and as established by the Industry Training Authority.

Prerequisite(s):

- ITA Registered Apprentice

CRA-400 CARPENTRY APPRENTICESHIP - LEVEL 4

210 hours, includes 120 hours lecture and 90 hours shop

This 6 week course is the standard apprenticeship technical training course that meets the Level 4 outcomes as described within the BC Provincial Outline for Carpentry, and as established by the Industry Training Authority.

Prerequisite(s):

- ITA Registered Apprentice

CRH-100 CARPENTRY APPRENTICE HRMNZD - LVL 1

210 hours

This course is the standard apprenticeship technical training course that meets the Level 1 (Harmonized) outcomes as described within the BC Provincial Program Outline for Carpentry, and as developed by the Industry Training Authority.

Prerequisite(s):

- ITA Registered Apprentice

CRH-200 CARPENTRY APPRENTICE HMNZZD - LVL 2

210 hours, including 120 hours lecture and 90 hours shop

This course is the standard apprenticeship technical training course that meets the Level 2 (Harmonized) outcomes as described within the BC Provincial Program Outline for Carpentry, and as developed by the Industry Training Authority.

Prerequisite(s):

- ITA Registered Apprentice
-

CRH-201
CARPENTRY APPRENTICE HRMNZD GAP TRNG A
30 hours

This course is designed for carpentry apprentices who are transitioning into Harmonized Carpentry Level 2 from non-harmonized Level 1 or Carpentry Foundation non-harmonized.

Prerequisite(s):

- Carpentry Foundation or Carpentry Apprentice Level 1
-

CRH-300
CARPENTRY APPRENTICE HMNZD - LVL 3
210 hours, including 115 hours lecture and 95 hours shop

This course is the standard apprenticeship technical training course that meets the Level 3 (Harmonized) outcomes as described within the BC Provincial Program Outline for Carpentry, and as developed by the Industry Training Authority.

Prerequisite(s):

- ITA Registered Apprentice
-

CRH-400
CARPENTRY APPRENTICE HRMNZD - LVL 4
210 hours, including 120 hours lecture and 90 hours shop

This course is the standard apprenticeship technical training course that meets the Level 4 (Harmonized) outcomes as described within the BC Provincial Program Outline for Carpentry, and as developed by the Industry Training Authority.

Prerequisite(s):

- ITA Registered Apprentice
-

CRM-101
INTRODUCTION TO CRIMINOLOGY
3 hours lecture, or distance (D), 3 credits

An introduction to the core concepts, basic data sources, and general research findings in the field of Criminology. A key focus is on elements of continuity and discontinuity between traditional and contemporary theories of crime, deviance, criminality, and social control. Particular attention is paid to the Canadian context.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



CRM-131 INTRODUCTION TO THE CRIMINAL JUSTICE SYSTEM

3 hours lecture, 3 credits

An introduction to the structure and operation of the Canadian criminal justice system, including the police, courts, and corrections. Analysis of the patterns of crime and victimization, police discretion and decision-making; criminal sentencing; correctional institutions and community-based models; and the youth justice system. Patterns of contact and conflict between various social groups and the criminal justice system are also examined.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



CRM-135 INTRODUCTION TO CANADIAN LAW & LEGAL INSTITUTIONS

3 hours lecture, 3 credits

An introduction to the fundamental principles of jurisprudence and the basic legal institutions of Canada. An examination of the history of Canadian law, the development of the Canadian constitution, the system of Canadian courts, and the roles and responsibilities of members of the legal profession. In addition, an analysis of the nature of legal reasoning, the doctrine of precedent, and the principles of statutory interpretation. Also introduces the fields of contract, torts, administrative law, and family law.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



CRM-220 RESEARCH METHODS IN CRIMINOLOGY

3 Hours lecture, 3 credits

An introduction to criminological research. Topics include the purpose of scientific inquiry, research ethics, measurement of crime, survey research and experimental designs, data gathering, and a brief introduction to data analysis and reporting.

Prerequisite(s):

- CRM 101 Minimum Grade C

[View this course's BC transfer credit](#)



CRM-230 CRIMINAL LAW

3 hours lecture, 3 credits

This course offers an intensive introduction to the nature, purpose, sources and basic principles of Canadian criminal law. It will include analysis of what constitutes a crime, the basis of criminal responsibility, and the common defences used in criminal law. Fundamental legal concepts will be highlighted. The course includes a short community practicum designed to help students to apply their developing understanding of criminal law to that which occurs in local area courts.

Prerequisite(s):

- CRM 135 Minimum Grade C

[View this course's BC transfer credit](#)



CRM-241 INTRODUCTION TO CORRECTIONS

3 Hours lecture, 3 credits

An introduction to the development and operation of correctional systems in Canada. Topics include the history of corrections, contemporary correctional institutions, relationships between inmates and staff, case management and treatment, community-based corrections, and life after prison.

Prerequisite(s):

- C in Provincial English 12, NIC ENG 060, ENG 096, ENG 098, ESL 090 or assessment.

[View this course's BC transfer credit](#)



CRM-251 INTRODUCTION TO POLICING

3 Hours lecture, 3 credits

An introduction to the history, organization, structure, and operation of contemporary law enforcement agencies in Canada. Topics include the

emergence of community policing, crime prevention, the recruitment and training of police officers, and occupational subculture.

Prerequisite(s):

- CRM 131 Minimum Grade C

View this course's BC transfer credit



CTQ-010 CONSTRUCTION SAFETY TRAINING SYSTEMS

8 hours

The Construction Safety Training System (CSTS) is a web-based course developed by the Alberta Construction Safety Association (ACSA). This online training system uses interactive multimedia including full-motion video and sound. CSTS training is a requirement on most job sites in Alberta and British Columbia. Participants will receive instruction on various health and safety topics and will complete testing to ensure 100% mastery. The entire offering is completed online. Certificates will be issued by the BCCSA.

Prerequisite(s):

- None

CTQ-150 CARPENTRY INTER-PROVINCIAL TRADE QUAL.

60 hours lecture/lab

Are you doing all of the work of a Journey-person Carpenter but lack the 'ticket'? Join us for this 60 hour course that will delve into the fundamentals and explain the theoretical concepts and practices of the trade. This course will assist carpenters that meet the ITA's criteria to challenge the Certificate of Qualification examination in the trade of Carpenter. The course covers trade mathematics, tools and safety, blueprint reading, layout, materials, formwork and foundations, framing, roof framing, residential standards and finishing. Candidates to challenge the examination require documentation of at least 9,720 hours working in the trade. Details of the ITA's challenge process and its requirements can be found at <http://www.itabc.ca/AssetFactory.aspx?did=1837>. It is time to put your Red Seal on display!

Prerequisite(s):

-

ECC-104 DEVELOPMENTAL JOURNEY - PART 1

90 hours lecture, 6 credits

This course examines growth and development of children from conception to 12 years of life. Developmental principles and process are examined as well as the major theories in relation to the development of the whole child as well as examining cultural influences and variations in development. As an integral part

of knowing the whole child, students will understand and demonstrate the importance of observing each child's growth, development and experiences.

Prerequisite(s):

- Admission to the Early Childhood Care & Education Program
-

ECC-114 PARTNERSHIPS - PART I - CHILD GUIDANCE

30 hours lecture, 2 credits

This course offers an overview of philosophical and theoretical orientations that have influenced specific approaches to child guidance. Concepts related to these approaches will be discussed and students will be able to apply guidance strategies in their practice experiences. There will be a focus on encouragement and prevention.

Prerequisite(s):

- ECC 104; may be taken as a co-requisite. Minimum Grade C.
-

ECC-116 PARTNERSHIPS II - ADVANCED GUIDING AND CARING

30 hours lecture, 2 credits

This course will expand on the foundational knowledge, skill and values discussed in ECC 114 Partnerships I - Child Guidance.

Prerequisite(s):

- ECC 114 Minimum grade C
-

ECC-124 THE LEARNING CHILD - PART I - PLAY & CURRICULUM

90 hours hand on experience + lecture, 6 credits

Using the knowledge gained in Developmental Journeys, this course focuses on play-based curriculum. It discusses play in the total context of the literature related to early childhood programs. Using an integrated approach to the creative arts (art, music, and language and literature) and science, students will examine the role of the early childhood educator in providing quality environments, which facilitate the development of the whole child through play.

Prerequisite(s):

- ECC 104; may be taken as a co-requisite. Minimum Grade C.
-

ECC-125 THE LEARNING CHILD - PART II - PLANNING FOR PLAY & THE ENVIRONMENT

90 hours hands-on experience + lecture, 6 credits

Part II of this course will expand on the development of responsive physical environments taking into account all the elements that contribute to a positive learning environment for young children. Students will apply knowledge of cognitive development by designing and implementing curriculum ideas around math, music and movement, and social studies. Students will incorporate all aspects of curriculum planning with the actual designing of play spaces for all children.

Prerequisite(s):

- ECC 124 Minimum Grade C
-

ECC-136 FOUNDATIONS OF PROFESSIONAL PRACTICE

45 hours lecture, 3 credits

This course provides an introduction to the commitment and responsibility involved in being an early childhood educator. Included are the history and philosophy of ECCE and the BC Child Care Regulations. The later part of the course provides opportunities to explore the personal and professional development of the early childhood educator, current trends and professional issues in child care.

Prerequisite(s):

- Admission to the Early Childhood Care & Education Program
-

ECC-140 PRACTICE EXPERIENCE I

90 hours field work + seminars, 2 credits

This first practice experience provides an introduction to the role of the early childhood educator and the early childhood program. There will be a focus on direct observations of the children and the program. Students will be gradually introduced to the program and direct work with the children.

Prerequisite(s):

- ECC 104, ECC 114 and ECC 124; may be taken as co-requisites.
-

ECC-141 PRACTICE EXPERIENCE II

165 hours practice experience, 3 credits

A continuation of Practice Experience I with more practical experience in working directly with young children and a beginning involvement in program planning.

Prerequisite(s):

- ECC-114, ECC 140, ECC 124, & ECC 125. May be taken as corequisites

ECC-142 PRACTICE EXPERIENCE III

210 hours practice experience, 4 credits

In this practice experience students are expected to take a leadership role, becoming involved in all aspects of the child care program and assume the roles and responsibilities of an early childhood educator.

Prerequisite(s):

- ECC 141

[View this course's BC transfer credit](#)



ECC-157 EFFECTIVE INTERPERSONAL COMMUNICATIONS

45 hours lecture, 3 credits

This course provides an introduction to interpersonal communications and group dynamics. An experiential approach is used to develop self awareness, increase communication skills and work well in a team.

Prerequisite(s):

- Admission to the Early Childhood Care & Education Program

ECC-163 CHILD, FAMILY AND COMMUNITY

30 hours lecture, 2 credits

This course will provide an introduction to understanding the changing roles of families in contemporary society. Central to this concept, addressing the knowledge, skills and values necessary to establish partnerships with the family, respect their diversity and help them access community resources.

Prerequisite(s):

- Admission to the Early Childhood Care & Education Program

ECC-168 HEALTH SAFETY AND NUTRITION IN CHILDCARE SETTINGS

30 hours lecture, 2 credits

This course provides opportunities for students to examine overall health, safety and nutritional practice in early childhood settings. Emphasis will be placed on studying policies and practices that promote health, safety and well-being of children. Attention will also be given to educator's reflection on personal wellness, modeling and promoting healthy and safe environment for young children.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.
-

ECC-204 DEVELOPMENTAL JOURNEYS - PART II - ADVANCED

60 hours lecture, 4 credits

This course will build on knowledge from Developmental Journey, Part I, and integrate developmental theory at a more advanced level. It will include a review of the principles and theories of development, as well as provide opportunities to examine themes that recur throughout the life cycle (e.g. attachment, separation, autonomy). Students will be given opportunities to explore critical developmental issues of interest as well as those related specifically to children under three and children with supported child care needs.

Prerequisite(s):

- Early Childhood Care & Education Certificate or equivalent
-

ECC-215 PARTNERSHIPS - ADVANCED

60 hours lecture, 4 credits

This course will expand on the foundational knowledge, skills and values discussed in Part II with more emphasis on application of both guiding and caring and working effectively as part of a team with colleagues, families and community. This will include looking at more challenging behaviours and how to use observation and creative problem solving as part of a team to plan effective intervention. Students will take a closer look at what it means to include families in a meaningful way.

Prerequisite(s):

- Early Childhood Care & Education Certificate or equivalent
-

ECC-224 THE LEARNING CHILD - INFANTS & TODDLERS -PART III

60 hours lecture, 4 credits

This course is designed to build on the knowledge gained from earlier courses. This is a more in-depth look at adapting to the diverse needs of infants and toddlers and their families within a group setting. A study of developmentally appropriate practices and play-based curriculum planning for this age group will be addressed. Specific developmental issues such as attachment and separation and the needs of infants and toddlers with supported child care needs will also be explored.

Prerequisite(s):

- Early Childhood Care & Education Certificate or equivalent

ECC-245
PRACTICE EXPERIENCE - SPECIAL NEEDS

187.5 hours practice experience + 12.5 hours seminar, 4 credits

This practice experience is designed to provide the student with supervised opportunities to apply and consolidate knowledge and skills from core courses in the 2nd year of the Early Childhood Care and Education program and particularly from ECCE Certificate or equivalent.

Prerequisite(s):

- ECCE Certificate or equivalent
-

ECC-246
PRACTICE EXPERIENCE - INFANTS AND TODDLER

187.5 Practice Experience + 12.5 hours seminar, 4 credits

This practice experience is designed to provide the student with opportunities, under supervision, to apply and consolidate knowledge and skills from core courses in the 2nd year of the Early Childhood Care and Education program and particularly from ECCE Certificate or equivalent.

Prerequisite(s):

- ECCE Certificate or equivalent
-

ECC-255
SELF & OTHERS - PART III

45 hours lecture, 3 credits

This course encourages students to explore communication from a professional standpoint, including their role in advocacy, professional associations and groups, and working with community partners.

Prerequisite(s):

- Early Childhood Care & Education Certificate or equivalent
-

ECC-264
SUPPORTED CHILD CARE

60 hours lecture, 4 credits

This course is designed to prepare the student to work as an early childhood educator with children who require extra support. Knowledge of typical and atypical child growth and development will precede examination of the nature of conditions leading to and resulting in various factors that put children at risk. The knowledge, attitudes and skill necessary to assist the child and his/her family will be emphasized, along with the utilization of specialized community resources. An observation practicum is integral to this course.

Prerequisite(s):

- Early Childhood Care Certificate or equivalent
-

ECC-268 SUPERVISING EARLY CHILDHOOD CENTERS

60 hours lecture, 4 credits

This course is designed to prepare students for the administration and supervisory responsibilities in an early childhood care and education facility. In addition to an overview of broad concepts and principles related to administration, specific roles and responsibilities of the administrator will be addressed. Discussion of current trends and issues within the ECCE profession will be included.

Prerequisite(s):

- Early Childhood & Education Program Certificate
-

ECO-110 PRINCIPLES OF MICROECONOMICS

3 hours lecture, or distance (D), 3 credits

This course introduces the principles of microeconomics and demonstrates how these principles apply to current Canadian economic issues. Topics include supply and demand analysis, consumer behaviour, production and cost, market structure, trade, and the economic role of government.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or assessment.
- C in one of Principles of Math 11, Pre Calculus 11, Applications of Math 12 or MAT 053; or C+ in Foundation of Math 11; or assessment.

[View this course's BC transfer credit](#)



ECO-111 PRINCIPLES OF MACROECONOMICS

3 hours lecture, or distance (D), 3 credits

This course analyzes the determination of national income, employment, and the price level. Topics include business cycles, fiscal and monetary policy, and economic growth.

Prerequisite(s):

- ECO 110 Minimum Grade C

[View this course's BC transfer credit](#)



**EFH-100
ELECTRICIAN COMMON CORE - LEVEL 1 HARMONIZED**

300 hours

Students will expand their knowledge of electrical theories, electrical circuits, including DC circuits, electronics and AC generation. Students will also learn the regulatory requirements of electrical installations, alterations and repair work through a more in depth study of the Canadian Electrical Code book. This course provides the equivalency of the 10 week ITA Apprenticeship Level 1 course.

Prerequisite(s):

- Admission to the Electrician Foundation Harmonized Program
-

**EFH-101
SAFETY, BASIC TRADE TOOLS, FASTENERS AND FITTINGS**

32 hours

This course provides an introduction to the general safety requirements for working in any construction trade as outline by WorkSafeBC. Instruction includes identification and appropriate use of common hand and power tools, in the general construction trades. Students will be able to identify and use common fastening devices and within a lab setting, practice safe and effective uses of power tools.

Prerequisite(s):

- Admission to the Electrician Foundation Harmonized Program
-

**EFH-102
ELECTRICAL CODES, PLANS & SPECIFICATIONS**

34 hours

This course provides an introduction to basic processes and applications pertaining to the planning of construction projects through the use of the Canadian Electrical Code (CED), print reading, and development and use of specifications sheets. Students will be introduced to the Canadian Electrical Code (CEC), and its importance within the construction process. Instruction provides an essential introduction to blueprint reading, identification and use of symbols and lines and techniques commonly used in manufacturing and construction drawings. Students will examine typical residential and commercial drawings and blueprints and identify details of the drawings while learning of specifications and alteration considerations.

Prerequisite(s):

- Admission to the Electrician Foundation Harmonized Program
-

**EFH-103
APPLIED MATHEMATICS AND SCIENCES FOR THE ELECTRICAL TRADE**

34 hours lecture, 5 hours shop

This course encompasses a review of algebra and trigonometry, with and without calculators, as it pertains to electrical applications. The curriculum is presented in the context of electrical applications in the field and are required of industry. In addition, instruction encompasses an introduction to the basic properties of thermal energy including heat transfer in solids, liquids and gases with the goal of performing heat loss calculations in residential buildings in order to size electric heating.

Prerequisite(s):

- Admission to the Electrician Foundation Harmonized Program
-

EFH-104 APPLIED WIRING METHODS

28 hours lecture, 214 hours shop

This course encompasses generally accepted methods used in modern residential and commercial construction to include: the proper and safe use of electrical hand and power tools and equipment, types of conductors, grounding and bonding, electrical services, branch circuit and feeder wiring, the installation of data and communication cabling, and the interpretation and application of the Canadian Electrical Code. Students will apply their learning in a wiring lab, as per regulatory specifications.

Prerequisite(s):

- Admission to the Electrician Foundation Harmonized Program
-

EFH-105 WORKPLACE AND EMPLOYMENT SKILLS

28 hours lecture, 40 hours lab

This course provides an introduction to the electrical industry, the apprenticeship system and essential workplace skills. Instruction encompasses computer applications, essentials of employability skills, expectations and responsibilities of employers and employees, interpersonal communication skills and worksite readiness.

Prerequisite(s):

- Admission to the Electrician Foundation Harmonized Program
-

ELA-100 ELECTRICAL APPRENTICESHIP LEVEL I

300 hours

As prescribed by ITA

Prerequisite(s):

- ITA Registered Apprentice

**ELA-200
ELECTRICAL APPRENTICESHIP LEVEL II**

300 hours

As prescribed by ITA

Prerequisite(s):

- ITA Registered Apprentice
-

**ELA-300
ELECTRICAL APPRENTICESHIP LEVEL III**

300 hours

As prescribed by ITA

Prerequisite(s):

- ITA Registered Apprentice
-

**ELA-400
ELECTRICAL APPRENTICESHIP LEVEL IV**

300 hours

As prescribed by ITA

Prerequisite(s):

- ITA Registered Apprentice
-

**ELC-090
MATHEMATICS FOR ELECTRONICS**

45 hours Lecture

Students will review high school math as it applies to the courses in the Electronics Technician Program. Topics include basic arithmetic and algebra, number systems, complex numbers, linear and quadratic equations, determinants, graphing, trigonometry and logarithms. The principle emphasis is on problem solving using an electronic calculator. All example problems used are typical of those encountered in the study of electronics.

Prerequisite(s):

- Admission to the Electronics Technician: Electronics Core Program
-

**ELC-105
DC CIRCUIT ANALYSIS FOR TECHNICIANS**

180 hours Lecture/Lab

This course is designed for students enrolling in the Electronics Technician program with little or no training or experience in electronics. Students will learn the full range of DC theory including atomic structure, current flow, resistance, Ohm's Law, series circuits, parallel circuits, series-parallel circuits, Kirchhoff's Laws, advanced circuit theorems, WYE and delta networks, and DC circuit analysis. Extensive laboratory exercises are used to reinforce and prove theoretical studies, and to provide 'hands-on' experience in the care and use of basic test equipment. The use of "Workbench" simulation software will also allow students to compare and learn the operation of basic circuits.

Prerequisite(s):

- Admission to the Electronics Technician Core Program
-

ELC-106 AC CIRCUIT ANALYSIS FOR TECHNICIANS

180 hours Lecture/lab

This course is a continuation of ELC 105, the study of basic electronics circuits. Students will continue with basic topics including sine waves and phasor algebra, inductive circuits, capacitive circuits, resonance, passive filters, integrators and differentiators, advanced circuit analysis, along with polyphase power generation and distribution. Laboratory experiments, including "Electronics Workbench" simulation software, are extensively used which reinforces theoretical studies and provides a more 'hands-on' experience in the proper use of advanced laboratory equipment, such as the oscilloscope, function generator, and frequency counter.

Prerequisite(s):

- Admission to the Electronics Technician: Electronics Core Program
-

ELC-108 SOLDERING & WORKSHOP PRACTICES FOR TECHNICIANS

60 hours Lecture/lab

Students will gain practical experience in electronic circuit construction methods. They will be instructed in and required to demonstrate the mastery of soldering and wire-wrap techniques, cable preparation, along with the care and use of basic hand tools and electronic test equipment. Students will be required to assemble and test an electronics kit.

Prerequisite(s):

- Admission to the Electronics Technician: Electronics Core Program
-

ELC-109 INTRODUCTION TO MICROCOMPUTERS FOR ELECTRONICS TECHNICIANS

15 hours Lecture

This course introduces students to the basics of microcomputers, operating systems, hardware / software and common software packages including simulation software.

Prerequisite(s):

- Admission to the Electronics Technician: Electronics Core Program
-

ELC-110 DIGITAL ELECTRONICS TECHNIQUES FOR TECHNICIANS

180 hours Lecture/lab

Students will gain a theoretical and practical introduction to digital electronic techniques. Topics include number systems and codes; logic elements; Boolean algebra, De Morgan's theorem and Karnaugh maps; clocks, latches and flip-flops; D/A and A/D conversions; and digital memory techniques. In the lab, students will use "Multisim" to verify the operation of digital circuits, which they will build, thus gaining a better understanding of the theoretical principles introduced. All students are required to demonstrate their mastery of these topics by designing and constructing a digital project.

Prerequisite(s):

- Admission to the Electronics Technician: Electronics Core Program
-

ELC-120 TRANSISTORS FOR TECHNICIANS

180 hours Lecture/lab

Students will be introduced to basic semiconductor theory and active solid state devices. You will learn about PN junctions and diode theory, bipolar junction transistors, JFET's and MOSFET transistor operation and circuit configurations. DC bias methods, along with small signal AC operation for each device, are thoroughly investigated, leading to power amplifiers and multi-stage amplifiers. Students will use the electronics lab facilities to investigate device characteristics, reinforce theoretical instruction, demonstrate applications, and gain 'hands-on' experience working with linear solid state devices.

Prerequisite(s):

- Admission to the Electronics Technician: Electronics Core Program
-

ELC-130 LINEAR CIRCUITS FOR TECHNICIANS

180 hours Lecture/lab

Students will be given an introduction to linear integrated circuits and analog signal processing. More specifically, they will learn about the operational amplifier (op-amp) and how the op-amp can be configured to provide a variety of circuit functions including amplifiers, differentiators and integrators, filters, oscillators, voltage regulators and timers. Students will use "Electronic Workbench" and the electronics lab facilities to investigate op-amp characteristics, reinforce theoretical instruction, demonstrate applications and gain 'hands-on' experience with op-amps.

Prerequisite(s):

- Admission to the Electronics Technician: Electronics Core Program

ELC-140 BASIC MICROCONTROLLERS FOR TECHNICIANS

120 hours Lecture/lab

Students will be introduced to basic microcontroller operation. The course will include lectures on software with exercises and laboratory experiments to reinforce lecture material. There will also be discussions on the general architecture of a microcomputer. The research, design and construction of a student lead project will form a portion of the final mark.

Prerequisite(s):

- Admission to the Electronics Technician: Electronics Core Program
-

ELC-201 PROCESS MEASUREMENT

55 hours lecture, 55 hours lab

Students will be introduced to basic process measurement and instrument calibration. Topics covered include terminology, sources of error, standards, operation and calibration of typical instruments used in the measurement of: pressure, flow, level, temperature, analytic [pH] and electro-mechanical processes. Students will learn the physics of each process variable and the theory behind related measuring devices then apply and calibrate selected instruments to the measurement of those process variables, in the lab.

Prerequisite(s):

- Admission to the Industrial Automation Program, or instructor permission.
-

ELC-205 PROCESS CONTROL DEVICES

55 hours lecture, 55 hours lab

Students will learn about the typical elements found in modern industrial control systems and then apply these elements to open and closed loop control of processes, including: pressure, flow, level, temperature, analytic and electro-mechanical systems. They will also learn the characteristics of typical process variables and trouble-shooting techniques for multiple types of open and closed loop systems.

ELC-206 PROCESS CONTROL SYSTEMSPLA

55 hours lecture 55 hours lab

This course builds upon "Process Control Devices" (ELC 205). Students will learn about basic control systems in pressure, flow, level, temperature, analytic and mechanical processes.. They will also learn about system elements, including: pumps, valves, indicators, switches, recorders, transmitters, signal conditioners, drives and PID control of typical loops utilizing these elements. Regional

industrial processes studied will include: Pulp and Paper, Steam Generation, Water Treatment, Mining, Food Processing and Hydro-electric Power Generation.

ELC-215 PROGRAMMABLE LOGIC CONTROLLERS I

35 hours lecture, 55 hours lab

Students will be introduced to the basic principles of operation and programming of PLCs. You will apply a PLC to: relay replacement, analog and digital interfacing PLC operation will include: CPU, memory, I/O, branch and latching instructions, timers, counters, sequencers, registers and data files. They will use both computer based PLC simulation and real PLCs for programming practice.

Prerequisite(s):

- Admission to the Industrial Automation Program, or instructor permission.
-

ELC-216 PROGRAMMABLE LOGIC CONTROLLERS

Students will apply the programming knowledge gained in PLC I (ELC 215) to typical industrial operations. They will interface process instruments using Allen-Bradley SLC 5/03 PLCs, equipment from multiple manufactures to measure and control both on-off and analog PID systems. PLC control techniques will be applied to: pressure, flow, level, temperature, analytic and electro-mechanical systems. This course is 30 % lecture and 70 % lab. Included is introduction to the concepts involved with project definition, tasks and management of a project.

ELC-220 AUTOCAD FOR TECHNICIANS

Lecture/Computer lab

Students will also learn the basics of AutoCAD and AutoCAD Electrical; the most widely used computer aided drafting program in industry. They will be able to use CAD to prepare schematic layouts, circuit and instrument diagrams, bill of material, and to import/export graphics files. This course is 90% CAD lab, 42 hours of immersion in AutoCAD and 19 hours developing CAD drawings as a component of other courses within the program.

Prerequisite(s):

- None, High School Drafting recommended and familiarity with MS Windows applications and computers is strongly recommended.
-

ELC-230 INDUSTRIAL POWER ELECTRONICS

55 hours lecture, 55 hours lab

Students will gain practical experience in working with power control devices (Thyristor, Mosfets) and control circuits, including: rectifiers, inverters, choppers, CSI, VSI, and PWM drives. Students will "construct" modular AC and DC Motor drives, using power Thyristor and Mosfets, then test, operate and troubleshoot the control circuits. Variable speed motor control will be examined with and without feedback. Concept, analysis, and applications of commercial industrial drives will be introduced.

Prerequisite(s):

- Admission to the Industrial Automation Program, or instructor permission.
-

ELC-235 ELECTRICAL POWER CIRCUITS AND MACHINES

55 hours lecture, 55 hours lab

This course studies single, two, and three phase power systems, circuit elements, AC & DC motors and generators, transformers, and controls. The course includes working with voltages and currents commonly used in Industry and not studied in the common core program. Emphasis is placed on three phase machines and electro-mechanical motor controls. This course is hands-on and includes instruction on personal protective equipment, care and control around live circuits and equipment, and workplace safety. Appropriate use of protective equipment and safety awareness is necessary to continue in the program.

Prerequisite(s):

- This course studies single, two, and three phase power systems, circuit elements, AC & DC motors and generators, transformers, and controls. The course includes working with voltages and currents commonly used in Industry and not studied in the common core program. Emphasis is placed on three phase machines and electro-mechanical motor controls. This course is hands-on and includes instruction on personal protective equipment, care and control around live circuits and equipment, and workplace safety. Appropriate use of protective equipment and safety awareness is necessary to continue in the program.
-

ELC-240 INDUSTRIAL CONTROL OF CHEMICAL PROCESSES

Lecture/lab

The Industrial Electronics Technician must have a good basic understanding of the processes, upon which he or she will be working. It is often necessary to communicate with engineers, operators, and chemists, as well as perform tasks safely. Many industrial processes including Water Treatment, Mining, Pulp and Paper and Combustion Emission systems, involve complex electronic controls and complex chemical reactions such as soda lime water treatment, chlorine, sodium hydroxide, sodium hypochlorite, sodium sulphite, sulphuric and other acids/bases. Students will review basic chemical reactions and learn an overview of chemical processes found in regional industries. This course is 60% lecture and 40% lab.

Prerequisite(s):

- Electronics Technician Core training or equivalent
-

ELC-250 FLUID POWER CONTROLS

15 hours lecture, 45 hours lab

Students will examine typical electronic controls used to position pneumatic and hydraulic cylinders found in many mechanical processes. The basics of cylinder and valve operation will be covered. Topics will include actuators, servo valves, for both pressure and position, and an Electro-pneumatic Automation Station.

ELC-260 DATA ACQUISITION AND CONTROL SYSTEMS

18 hours lecture, 42 hours lab

Students will gain practical experience in working with multiple Human Machine Interface (HMI/MMI) computer software programs used in industry today. Topics of study will include, PC hardware interfacing, PC communications, data acquisition and display, Supervisory Control And Data Acquisition (SCADA), Distributed Control System (DCS) and data highways.

Prerequisite(s):

- ELC 215 and ELC 220
-

ELC-270 CONTROL SYSTEM PROJECT

90 hours lab

This project allows students to apply and consolidate the skills and knowledge previously learned in the Process Control, PLC, Data Acquisition and CAD courses through the design, construction and demonstration of a typical industrial control system. Students will consult with a local industry representative to select and define the scope of the project. They will design and build the system then test and evaluate it based on previously established criteria.

Prerequisite(s):

- Completion of all other courses in the Industrial Automation Program
-

ELE-004 WORK PLACE SAFETY & BASIC TRADE TOOLS

36 hours

Students will be introduced to the general safety requirements for working in any construction trade as outlined by the Worker's Compensation Board of BC. They will be expected to identify and learn the proper use of common hand and power tools used in the general construction trades. Students will complete several lab projects that will allow them to apply and practice with hand tools and common measuring and layout tools.

Prerequisite(s):

- Admission into the Electrical Entry Program

**ELE-005
INTRODUCTION TO BLUEPRINT READING**

20 hours

Students will be introduced to basic blueprint reading that includes the identification and use of symbols, lines and techniques commonly used in manufacturing and construction drawings. They will examine some commercial drawings and blueprints and will identify details of the drawings. Students will complete a drawing project.

Prerequisite(s):

- Admission into the Electrical Entry Program
-

**ELE-010
SOLAR PHOTOVOLTAIC SYSTEMS AND THE CANADIAN ELECTRICAL CODE PLA**

8 hours Lecture

This course is for electricians, technologists and engineers with previous education or experience in solar photovoltaic system design who wish to understand the portions of the most recent edition of the Canadian Electrical Code that apply to both utility-tie and off-grid photovoltaic installations. This class covers Section 50, Section 64 and other applicable sections of the CEC. Topics will be introduced through case studies of photovoltaic system designs.

Prerequisite(s):

-
-

**ELE-100
YEAR 1 - TECHNICAL TRAINING**300 hours

**ELE-101
ELECTRICAL TRADE MATHEMATICS**

60 hours

Students will review the curriculum taught in secondary school from grade 8 levels to algebra and trigonometry with and without calculators. The curriculum is presented in the context of electrical applications. Many of the symbols, formulae and concepts introduced are found in later courses in the electrical program.

Prerequisite(s):

- Admission to the Electrical Entry Program

**ELE-102
ELECTRICAL TRADE SCIENCE**

25 lecture, 5 other hours

Students will be introduced to the basic properties of thermal energy including heat transfer in solids, liquids and gases with the goal of performing heat loss calculations in residential buildings in order to size electric heating.

Prerequisite(s):

- Admission to the Electrical Entry Program
-

**ELE-104
WIRING METHODS**

250 hours

You will learn the generally accepted methods used in modern residential and commercial construction. Topics covered include: the proper and safe use of electrical hand and power tools and equipment, types of conductors, grounding and bonding, electrical services, branch circuit and feeder wiring, the installation and use of electrical conduit and armoured cable, the installation of data and communication cabling and the interpretation and application of the Canadian Electrical Code. You will be issued a complete set of electrical hand tools to practice actual construction techniques in the wood frame wiring lab. You will complete the entire wiring lab set to "Code" specifications. External wiring projects will be completed when available.

Prerequisite(s):

- Admission to the Electrical Entry Program
-

**ELH-100
ELECTRICIAN APPRENTICESHIP COMMON CORE - LEVEL 1 HARMONIZED**

Students will learn electrical theories, and electrical circuits, including DC circuits, electronics and AC generation. Students will also learn the regulatory requirements of electrical installations, alterations and repair work through a more in depth study of the Canadian Electrical Code book. This course follows the requirements of ITA Electrical Apprenticeship training, Level 1.

Prerequisite(s):

- ITA Registered Apprentice
-

**ELH-200
ELECTRICIAN APPRENTICESHIP COMMON CORE - LEVEL 2 HARMONIZED**

Students will learn electrical theories, and electrical circuits, including single-phase AC and electronics. Students will also learn the regulatory requirements of electrical installations, alterations and repair work through a more in depth study of the Canadian Electrical Code book. Motors, motor controllers, HVAC systems,

and renewable energy will be covered in this course. This course follows the requirements of ITA Electrical Apprenticeship training, Level 2.

Prerequisite(s):

- Registered Apprentice with the ITA
-

EMP-010 INTERNSHIP WORKSHOP

15 hours online

This pre-placement online course prepares students for success in identifying, securing and keeping work that is related to their long-term career goals. This is a highly interactive seminar in which students will learn about the principles of transferring skills and knowledge from the academic environment to the practical work environment. Topics include: self-assessment of employability skills, interviews, work search techniques, goal setting, and workplace success skills. In addition to the online assignments and readings, students can meet individually on a regular basis with Co-operative Education faculty and staff to work towards their short and long term employment goals.

Prerequisite(s):

- Must be enrolled in one of the following post degree diploma programs:
Global Tourism and Hospitality Advanced Diploma
Global Business Management
Pre-Professional Accountant
-

EMP-100 CO-OPERATIVE EDUCATION PRE-EMPLOYMENT SEMINAR

30 hours seminar/15 hours Directed Study; 3 credits

This pre-employment course prepares students for success in identifying, securing and keeping work that is related to their long-term career goals. This is a highly interactive seminar in which students will learn about the principles of transferring skills and knowledge from the academic environment to the practical work environment. Topics include: self-assessment of employability skills, values and attitudes, resume writing, interview practice, skill transfer theory, work search techniques, goal setting, and workplace success skills. In addition to the classroom component, students meet individually on a regular basis with Co-operative Education faculty and staff to work towards their short and long term employment goals. Students must complete this course in the Fall term as a prerequisite to Co-operative Education Internship Work Term THM-197 or BUS 197 in the spring.

Prerequisite(s):

- Acceptance into Co-operative Education Program
-

ENG-013 FUNDAMENTAL ENGLISH LEVEL I

4 - 6 hours lecture, 3 credits

This course teaches skills in pre-reading and reading, pre-writing and writing, spelling, listening and speaking. Students will have individualized instruction in a

classroom setting. Students may be matched with a tutor, based on tutor availability and student interest.

Prerequisite(s):

- English placement testing
-

ENG-014 FUNDAMENTAL ENGLISH LEVEL 2

4 - 6 hours lecture, 3 credits

This course teaches skills in reading, writing, spelling, listening and speaking. Students will have individualized instruction in a classroom setting. Students may be matched with a tutor, based on tutor availability and student interest.

Prerequisite(s):

- English placement testing
-

ENG-015 FUNDAMENTAL ENGLISH LEVEL 3

4 - 6 hours lecture, 3 credits

This course teaches skills in reading, writing, spelling, listening and speaking. Students will have individualized instruction in a classroom setting. After completing English 015, students will enroll in Fundamental English 025. Students may be matched with a tutor, based on tutor availability and student interest.

Prerequisite(s):

- English placement testing
-

ENG-025 FUNDAMENTAL ENGLISH LEVEL 4

6 - 7.5 hours lecture, 3 credits

This course teaches skills in reading, vocabulary, spelling, writing, studying, listening, and speaking. Students work within a group setting at the campuses. At the outlying centres, the centre instructor will set up a self-paced program of course work for students on an individual basis. Students can also work with a tutor if needed.

Prerequisite(s):

- English placement testing
-

ENG-026 FUNDAMENTAL ENGLISH LEVEL 5

6 - 7.5 hours lecture, 3 credits

This course teaches skills in reading, vocabulary, spelling, writing, studying, listening, and speaking. Students work within a group setting at the campuses. At the outlying centres, the centre instructor will set up a self-paced program of course work for students on an individual basis. Students can also work with a tutor if needed.

Prerequisite(s):

- English placement testing
-

ENG-027 FUNDAMENTAL ENGLISH LEVEL 6

6 - 7.5 hours lecture, 3 credits

This course teaches skills in reading, vocabulary, spelling, writing, studying, listening, and speaking. Students work within a group setting at the campuses. At the outlying centres, the centre instructor will set up a self-paced program of course work for students on an individual basis. After completing English 027, students will move to the intermediate English level. Students can also work with a tutor if needed.

Prerequisite(s):

- English placement testing
-

ENG-035 INTERMEDIATE ENGLISH

2 credits

This Intermediate English course is designed to help students learn the skills involved in the writing process, applied grammar, and reading comprehension, and apply these skills to everyday English. Students will gain initial competence in writing a variety of sentence types, paragraphs, and a very basic essay, as well as in reading proficiently at an intermediate level in an academic setting. Students will gain confidence, acquire knowledge, think critically, and upgrade their skills in the three content areas to increase their success in future college courses.

Prerequisite(s):

- ENG 027 or assessment
-

ENG-038 DIRECTED ESSENTIAL ENGLISH STUDIES

1 credit

This seminar/workshop course is designed for students who are upgrading their Essential English skills in order to enter various workplaces or college programs. Students will update their skills via individualized, direct instruction, thus obtaining the English skills that are necessary for success.

Prerequisite(s):

- Assessment and instructor Permission.

**ENG-039
SPELLING**

4 hours lecture/tutorial, 2 credits

English 039 may be taken by students at or above the Intermediate ABE English level who wish to review and learn basic spelling rules and patterns. The course focuses on learning morphographic (core word) spelling, rules and patterns, and develops basic strategies for improving spelling.

Prerequisite(s):

- Successful completion of ENG 027 or English placement testing
-

**ENG-052
ADVANCED ENGLISH**

3 hours lecture, or distance (D), 2 credits

Advanced English is designed to provide students with the skills needed for the reading, writing and critical thinking tasks that are required for college programs and employment. Students will develop their communicative abilities via assignments that promote academic and business reading, writing, and research skills. The course satisfies the requirements for English in the ABE Advanced Level Certificate program.

Prerequisite(s):

- C+ minimum in one of Provincial English 10, English 10 First Peoples, NIC ENG 032/033/034, ENG-035, or equivalent articulated BC college course, or placement testing. It is strongly recommended that students consider placement testing if prerequisite courses were completed more than five years ago.
-

**ENG-060
INTRODUCTION TO LITERATURE**

3 hours lecture, or distance (D), 3 credits

Through a systematic study of major literary forms, students will master essential literary techniques, develop skill in critical analysis, improve essay writing skills and prepare a research paper. The course includes a selection of essays, short stories, novels, poems and plays. This is a high school completion course in English literature and satisfies the requirements for English in the ABE Provincial Level Diploma program.

Prerequisite(s):

- C minimum in Provincial English 11 or English First People 11, or ENG 052, or placement testing. It is strongly recommended that students consider placement testing if prerequisite courses were completed more than five years ago.
-

ENG-096

FIRST PEOPLES LITERATURE AND COMPOSITION

3 hours lecture, or distance (D), 2 credits

Through the study of oral and written texts by Indigenous authors, First Peoples Literature and Composition develops critical thinking skills, reading skills, speaking skills, and writing skills to prepare students for the demands of either the workplace, college programs, or university-level courses. Students will write several essays, deliver oral presentations, and complete a research essay or assignment at the conclusion of the course. Students will also explore elements of First People history and culture through the readings and assignments in the course. Credit will only be granted for either ENG 096 or ENG 098.

Prerequisite(s):

- C in one of Provincial English 11, English 11 First Peoples, ENG 052, or equivalent articulated BC college course, or placement testing. It is strongly recommended that students consider placement testing if prerequisite courses were completed more than five years ago.

ENG-098

ESSAY WRITING AND CRITICAL READING

3 hours lecture, or distance (D), 2 credits

English 098 is designed to prepare students for the reading, writing, and critical thinking demands they will encounter in either the workplace, college programs or university-level courses. The course assists students to develop reading, research and reference skills and write effective sentences, paragraphs, and a variety of essays. A research essay or a research assignment will also be produced. They will also apply critical thinking skills to situations ranging from problem solving to media literacy. This course satisfies the requirements for English in the ABE Provincial Level Diploma Program. Credit will only be granted for either ENG 096 or ENG 098.

Prerequisite(s):

- C in one of Provincial English 11, English 11 First Peoples, ENG 052, or equivalent articulated BC college course, or placement testing. It is strongly recommended that students consider placement testing if prerequisite course were completed more than five years ago.

ENG-104

FOUNDATIONS OF ACADEMIC WRITING FICTION & NON-FICTION

3 hours/week, 3 credits

This course prepares students for the writing, reading, studying, and research demands of post-secondary academic courses. The course will provide instruction in the following: English words and their Latin and Greek origins; sentence diagramming and the writing of sentences and paragraphs, how and why to avoid plagiarism; developing clarity and coherence of written ideas using planning and revision; planning, researching, writing, revising and presenting using computer software and online sources (including conventions of email as a communication tool); and understanding and selecting the appropriate documentation style for research projects. Oral presentation is a component of scheduled classes; online presentation skills will be a focus of the online version of the course.

Prerequisite(s):

- C in one of Provincial English 12, NIC ENG-098, ENG-096, ENG-060, ESL-090 or Assessment, or LPI-Level 4 (minimum [SS] 50%, [EU] 50%, [RC] 65% on the sub-scores).

[View this course's BC transfer credit](#)



ENG-107

INTRODUCTION TO CREATIVE WRITING: FICTION & NON-FICTION

3 hours/week, 3 credits

ENG 107 is a first year writing seminar focusing on method and craft in fiction and creative non-fiction. Fiction writing may include short stories or novel writing. Non-fiction may include creative essay writing, documentary, life-writing or biography. Students create a portfolio of work including both fiction and creative non-fiction. This seminar focuses on the practice of writing with an emphasis on learning the craft of writing through discussions, exercises and peer critiquing.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing; or portfolio.

[View this course's BC transfer credit](#)



ENG-108

INTRODUCTION TO CREATIVE WRITING: POETRY & DRAMA

3 hours/week, 3 credits

ENG 108 is a first year writing seminar focusing on method and craft in poetry drama and screenplays. This seminar focuses on the practice of writing with an emphasis on learning the craft of writing through discussions, exercises, and peer critiquing. Students create a portfolio of work including both poetry and a play or screenplay.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing; or portfolio.

[View this course's BC transfer credit](#)



ENG-115

ESSAY WRITING AND CRITICAL ANALYSIS

3 hours lecture, or distance (D), 3 credits

ENG 115 involves the study of university level critical analysis and the production of expository and persuasive writing appropriate to university level discourse across the curriculum. A variety of rhetorical models are studied and practiced. Emphasis is placed on research, documentation and the writing of a research paper. Students may not receive credit for ENG 115 if they have previously completed ENG 116 or ENG 117.

Prerequisite(s):

- C in Provincial English 12 or one of ENG 098, ENG 096 or ESL 090, or ENG 160 or English Assessment, or LPI-Level 4 (minimum [SS] 50%, [EU] 50%, [RC] 65% on the sub-scores). Students with less than a "B" grade in Provincial English 12 are strongly recommended to complete ENG 060 or 098 before attempting ENG 115.

[View this course's BC transfer credit](#)

ENG-116 ESSAY WRITING AND INDIGENOUS PERSPECTIVE

3 hours lecture, or distance (D), 3 credits

ENG 116 introduces university-level research and writing in the humanities and social sciences and/or natural sciences with a specific focus on contemporary Indigenous issues in Canada. Students will critically analyze and study the writing, oral and aural practices of Indigenous scholars and teachers in a variety of disciplines and settings. Emphasis is placed on respecting and interweaving non-Indigenous and Indigenous ways of knowing and research methodologies in writing a post-secondary research paper. Students may not receive credit for ENG 116 if they have previously completed ENG 115, ENG 117 or ENG 125.

Prerequisite(s):

- C in Provincial English 12, First Peoples English 12, ENG 098, ENG 096, ESL 090 or ENG 160; or English Assessment

[View this course's BC transfer credit](#)

ENG-117 ACADEMIC WRITING

3 hours lecture, or distance (D), 3 credits

This course is an introduction to university-level research and writing in the humanities and social sciences and/or natural sciences. It is designed to help students acquire the research skills and understand the writing practices used by scholars in a variety of academic disciplines. As a way of focusing discussion, students will examine different disciplinary approaches to a single research topic. Note: Credit will only be granted for ENG 115 or ENG 117 or ENG 125.

Prerequisite(s):

- B in one of Provincial English 12, NIC ENG 098, ENG 096, ENG 060 or ESL 090, or C or better in any University-transferable English course, or English assessment.

[View this course's BC transfer credit](#)

ENG-120 INTRODUCTION TO LITERATURE: SHORT STORIES AND THE NOVEL

3 hours lecture, or distance (D), 3 credits

ENG 120 introduces the student to the short story and novel genres. The reading list will include a selection of works which are representative of fiction written over the last 100 years. As well, students will be introduced to basic literary theory through critical essays that focus on writers and their craft. Although the course includes a review of essay-writing strategies, it is assumed that students will have the writing and research skills necessary to produce their own critical essays based on the works they have read.

Prerequisite(s):

- C in ENG 115, or C+ in ENG 098, ENG 096, ENG 060, or ESL 090, or B in Provincial English 12, or English Assessment or LPI-Level 5 (minimum [SS] 50%, [EU] 50%, [RC] 65% in the sub-scores). Students taking a literature/composition combination of courses are encouraged to enroll in ENG 115 before ENG 120 or 121.

[View this course's BC transfer credit](#)



ENG-121 INTRODUCTION TO LITERATURE: POETRY AND DRAMA

3 hours lecture, or distance (D), 3 credits

English 121 introduces students to poetry and drama using twentieth century examples. The major features of poetry are examined, leading to a consideration of organization, thematic patterns, and style. Drama is studied in the second half of the course with consideration given to dramatic structure, theme, comedy and tragedy. Students will receive instruction in writing about poetry and drama.

Prerequisite(s):

- C in ENG 115 or ENG 120; or C+ in ENG 098, ENG 096, ENG-060, ESL 090; or B in Provincial English 12; or English Assessment; or LPI-Level 5 (and minimum [SS] 50%, [RC] 65% sub scores). Students taking a literature/composition combination of courses are encouraged to enroll in ENG 115 before 120 or 121.

[View this course's BC transfer credit](#)



ENG-122 READING LITERATURE

3 hours lecture, or distance (D), 3 credits

In this course, you will become familiar with selected writers and their works and themes; develop and understanding of literary terms, techniques, and styles, and analyze fiction, drama, poetry and literary non-fiction using a range of critical approaches. The long-term objective of this course is to gain a greater understanding of yourself and others. You will, as Frederick Nietzsche commands, "Read...your own life and from this understanding the hieroglyphs of universal life!" Students may not receive credit for ENG 122 if they have previously taken ENG 120, ENG 121 or ENG 126.

Prerequisite(s):

- C+ in Provincial English 12, First Peoples English 12, ENG 060, ENG 096, ENG 098, ESL 090; or C in ENG 115, ENG 116, or ENG 117; or English

Assessment.

[View this course's BC transfer credit](#)

ENG-125 COMPOSITION & INDIGENOUS LITERATURE I

Distance (D), 3 credits

ENG 125 provides a review of grammar, instruction in essay writing, and an introduction to literature written by First Nations authors. This course offers an alternative to the traditional first year English course. The materials include stories from the oral tradition, personal narratives, essays, and modern short stories. Like other first year courses, the assignments focus on analyzing material, organizing ideas, and expressing them in clear prose following correct procedures for documenting and presenting research.

Prerequisite(s):

- C in one of Provincial English 12, NIC ENG 098, ENG 096, ENG 060, or ESL 090, or placement testing, or LPI-Level 4 (& minimum [SS] 50%, [EU] 50%, [RC] 65% sub-scores).

[View this course's BC transfer credit](#)

ENG-127 INDIGENOUS LITERATURES IN CANADA

3 hours lecture, or distance (D), 3 credits

English 127 introduces students to Indigenous literatures in Canada with emphasis on their historical, political, and cultural contexts. Students will study works selected from various genres, including story-telling, both oral and written, non-fiction writing, novels, short stories, drama, and poetry, as well as art, film, and digital media. They will learn to write reflective and scholarly analysis by interweaving Indigenous and Western approaches to textual interpretation and literary criticism. Students may not receive credit for ENG 127 if they have previously completed ENG 120, ENG 121 or ENG 126.

Prerequisite(s):

- C+ in Provincial English 12, First Peoples English 12, ENG 060, ENG 096, ENG 098, ESL 090; or C in ENG 115, ENG 116, or ENG 117; or English Assessment.

[View this course's BC transfer credit](#)

ENG-159 PROFESSIONAL WRITING

3 hours lecture, or distance (D), 3 credits

English 159 is an applied writing course which recognizes the importance of effective communication in the modern workplace. This course focuses on the

study and application of the theories and principles of effective technical/professional communication.

Prerequisite(s):

- C in one of Provincial English 12, ENG 098, ENG-096, ENG 060, or ESL-090, or placement testing, or LPI-Level 4 (and minimum (SS) 50%, [EU] 50%, [RC] 65% sub-scores). An exception to these prerequisites is made for NIC Drafting and Electronics students.

[View this course's BC transfer credit](#)



ENG-160 EFFECTIVE ORGANIZATIONAL WRITING

3 hours lecture, or distance (D), 3 credits

English 160 is an applied writing course which recognizes the increasing importance of effective writing, speaking, reading and listening in the workplace. This course focuses on the study and application of the theories and principles of effective business communication.

Prerequisite(s):

- C in Provincial English 12 or one of NIC ENG 098, ENG-096 ENG 060 or ESL 090, or placement testing or LPI-Level 4 (and minimum [SS] 50%, [EU] 50%, [RC] 65% sub-scores).

[View this course's BC transfer credit](#)



ENG-202 SURVEY OF ENGLISH LITERATURE I

3 hours lecture or distance (D), 3 credits

This course surveys the significant works of English literature from the late Medieval and Renaissance periods, focusing on major authors: Chaucer, Spenser, Shakespeare, Jonson, Donne, and Milton. Major works discussed are The Canterbury Tales, Antony and Cleopatra, and Paradise Lost. Elizabethan and Jacobean lyric verse is also examined. The works are studied within the context of the philosophical, social, religious and political thought and conditions of the times.

Prerequisite(s):

- B in English 12, ENG 096, ENG 098, ESL 090, or C in one first-year university transfer English.

[View this course's BC transfer credit](#)



ENG-203 A SURVEY OF ENGLISH LITERATURE II

3 hours lecture or distance (D), 3 credits

The student will survey English Literature of the 18th and 19th centuries, focusing on the works of major authors: Swift, Pope, Blake, Coleridge, Wordsworth, Keats, Emily Bronte, Arnold, Tennyson and Browning. The student will also examine the philosophical, social and religious aspects of life in the Neo-Classical, Romantic and Victorian Periods.

Prerequisite(s):

- B in English 12, ENG 096, ENG 098, ESL 090, or C in one first-year university transfer English.

[View this course's BC transfer credit](#)



ENG-207 CREATIVE NON-FICTION

3 hours seminar, 3 credits

Eng 207 is a second year university studies writing workshop that focuses on the method and craft of creative non-fiction, which will include creative essay writing, documentary, travel writing, life-writing and biography. Students will create a portfolio of work.

Prerequisite(s):

- C+ in one of the following: English 107, 108, 115, 120, 121, 125, 126, or by portfolio with instructor permission

[View this course's BC transfer credit](#)



ENG-208 CREATIVE WRITING: POETRY

3 hours lecture, 3 credits

Eng 208 is a second year poetry writing workshop focusing on peer critiquing. Students will be encouraged to explore a variety of styles and structures in their work and will create a portfolio of polished poetry.

Prerequisite(s):

- C+ in English 108 or by portfolio.

[View this course's BC transfer credit](#)



ENG-209 CREATIVE WRITING: FICTION

3 hours lab, 3 credits

Eng 209 is a second year university studies fiction writing workshop that examines the work of successful fiction authors and nurtures the fiction writing skills of students through the workshop method. Students will create a portfolio of stories.

Prerequisite(s):

- C+ in English 107 or by portfolio with the instructor permission.

[View this course's BC transfer credit](#)



ENG-212 INTRODUCTION TO CANADIAN LITERATURE I

3 hours lecture or distance (D), 3 credits

This course is an introductory survey of Canadian poetry and prose from colonial to modern times. It examines literature's role in the creation of a national discourse on subjects such as identity, history, place, ethnicity, gender and class.

Prerequisite(s):

- B in English 12, ENG 096, ENG 098, ESL 090, or C in one first-year university transfer English.

[View this course's BC transfer credit](#)



ENG-213 AN INTRODUCTION TO CANADIAN LITERATURE

3 hours lecture or distance; 3 credits

This course introduces students to contemporary Canadian literature including poetry, short fiction and the novel. Key topics may include nationality, regional identity, ethnicity, gender, postcolonial theory, and wilderness vs. urban influences.

Prerequisite(s):

- B in English 12, ENG 096, ENG 098, ESL 090, or C in one first-year university transfer English.

[View this course's BC transfer credit](#)



ENG-216 TRAVEL WRITING

18 hours lecture, 12-21 days travel, 3 credits

This course combines intensive study of the contemporary and historical travel writing about one country or civilization with a two-to-three week international tour of that location. Typically Travel Writing will only be offered in the Spring or the Summer semester and will feature a short series of preparatory and follow-up lectures and seminars. The academic demands of Travel Writing are significant, but accentuate and focus the travel experience.

Prerequisite(s):

- B in English 12, ENG 096, ENG 098, ESL 090, or C in one first-year university transfer English.

[View this course's BC transfer credit](#) 

ENG-224 WOMEN'S LITERATURE & THEORY I

3 hours lecture, 3 credits

English 224 is a survey of literature written in English by women from medieval times to the 19th century. The focus is on poetry and feminist literary theory and history.

Prerequisite(s):

- B in English 12, ENG 096, ENG 098, ESL 090, or C in one first-year university transfer English.

[View this course's BC transfer credit](#) 

ENG-225 WOMEN'S LITERATURE & THEORY II

3 hours lecture, 3 credits

English 225 is a survey of literature written in English by women from the 19th century to the present. The focus is on fiction and feminist literary theory and history.

Prerequisite(s):

- B in English 12, ENG 096, ENG 098, ESL 090, or C in one first-year university transfer English.

[View this course's BC transfer credit](#) 

ENG-230 SELECTED TOPICS IN LITERATURE

3 hours lecture, 3 credits

For 2016-17 the topic is narratives of crime and deviance. This course introduces the function of narrative and examines narrative method in a variety of genres such as poetry, fiction, drama, biography, autobiography, essay, film and textbook. The focus of study will vary according to instructor interest, and may include themes such as love and sex, war, crime, death, family, social justice etc. Students will be introduced to narratology and will examine the ways in which narrative structures shape understanding of the self and the world.

Prerequisite(s):

- B in English 12, ENG 096, ENG 098, ESL 090, or C in one first-year university transfer English.

[View this course's BC transfer credit](#) 

ENG-260 ADVANCED COMMUNICATIONS AND PROFESSIONAL WRITING

3 hours lecture, 3 credits

English 260 will give students the opportunity to study the theory and practice of professional writing. Combining readings from the field of professional writing with discipline-specific applications, the course will emphasize the analytical, persuasive, and research skills required to produce effective client-based longer documents, such as analytical reports, persuasive proposals, technical manuals, and case studies. Students will work individually and collaboratively, both in class and on assignments.

Prerequisite(s):

- C+ in any of one of the following: ENG 115, ENG 120, ENG 121, ENG 125, ENG 160 or permission of instructor

[View this course's BC transfer credit](#)



ENR-110 INTRODUCTION TO ENGINEERING DESIGN

2 hours lecture, 4 hours lab, 4 credits

As part of a complete first-year transfer into UVic's Faculty of Engineering, this course will cover introductory principles of engineering design concepts through practical projects to be undertaken by teams of students. The projects and exercises will give students experience with the entire design process, from needs-assessment to final testing and documentation. The final project will involve design, construction and programming of an autonomous robot to perform an assigned task.

Prerequisite(s):

- C in ENG 115.
- C in CPS 100.

[View this course's BC transfer credit](#)



ENR-151 ENGINEERING GRAPHICS WITH CAD

3 hours lecture, 3 hours lab, 3 credits

This course is intended for students in first-year engineering. The course covers the fundamentals of orthographic projection, technical sketching, schematic diagrams, engineering graphic standards and conventions, computer representation of data and problem solving with engineering graphical techniques. Drafting is taught through sketched assignments and assignments performed on computer using CAD software.

Prerequisite(s):

- C in MAT 133 and PHY 120

- Take ENR-151L

View this course's BC transfer credit



ENR-151L ENGINEERING GRAPHICS LAB

3 hours lecture, 3 hours lab, 3 credits

Prerequisite(s):

- C in MAT 133 and PHY 120
- Take ENR-151

ESA-030 ENGLISH LANGUAGE SERVICES FOR ADULTS CLB LIT - 3

The ELSA Program offers beginner-level English instruction for landed immigrants and refugees or those applying to become landed immigrants. This program is designed to give students the English language and life skills necessary for them to function in Canadian society.

Prerequisite(s):

- ESL English skills assessment

ESA-045 ENGLISH LANGUAGE SERVICES FOR ADULTS CLB 4 -5

ELSA offers intermediate level English instruction for landed immigrants and refugees or those applying for landing. This program is designed to give students the English language and life skills necessary for them to function in Canadian society.

Prerequisite(s):

- Completed ESA 030 or CLB placement test.

ESA-067 ENGLISH LANGUAGE SERVICES FOR ADULTS CLB 6-7

ELSA offers intermediate level English instruction for landed immigrants and refugees or those applying for landing. This program is designed to give students the English language and life skills necessary for them to function in Canadian society.

Prerequisite(s):

- Completed ESA 045 or CLB placement test.

ESL-001 ENGLISH LANGUAGE SERVICES FOR ADULTS (ESLA)

This is a three-level beginner ESL course for landed immigrants and refugees. Canadian citizens who are at the beginner level are not usually eligible for this program, but may be so in some instances. After an initial assessment, students may be eligible for 350 to 1,000 hours of beginner level English language instruction. This instruction provides newcomers to Canada with the basic language and life skills necessary to function in Canadian society and participate in their communities. ESLA is offered in Campbell River and Courtenay. Availability is subject to funding. The program is funded by the Ministry of Community, Aboriginal, and Women's Services.

Prerequisite(s):

- ESL English skills assessment
-

ESL-031 INTERMEDIATE READING & WRITING 1

3 credits

ESL 031 is a lower intermediate reading and writing course (Canadian Benchmark 4-5). It continues from ESL 003 or ESA 030. It is intended to complement 034, although it can be taken independently. The focus of the course is to give the student the ability to read and write a variety of materials in informal, predictable settings. This includes reading such as graded readers at the elementary level, pamphlets and brochures, questionnaires, and news articles at the appropriate level. Students will learn to read for pleasure and information, while increasing vocabulary and written skills. Students will also develop skills to write a basic paragraph and personal letters.

Prerequisite(s):

- Certified CLB 4, or ESL 003, or Assessment by ESL Department
-

ESL-032 INTERMEDIATE READING & WRITING 2

3 credits

ESL 032 is an intermediate reading and writing course (Canadian Benchmark 5-6) continuing from ESL 031. It is intended to complement 035, although it can be taken independently. The focus of the course is to give the student the ability to read and write a wide selection of materials in formal and informal situations, inside and outside the class. This may include readings such as graded readers, essays, graphs and charts, and news articles at the appropriate level. Students will learn to read for pleasure and information while increasing vocabulary and reading skills. Students will also develop skills to write a well developed paragraph, take notes and write business letters.

Prerequisite(s):

- Certified CLB 5, or C+ in ESL 031 and ESL 037, or Assessment by ESL Department
-

ESL-034 INTERMEDIATE LISTENING & SPEAKING 1

3 credits

ESL 034 is a lower intermediate listening and speaking course (Canadian Language Benchmarks 4- 5). It is intended to complement ESL 031, the focus of which is reading, writing and grammar. The course is designed for students exiting from ESA 030 or ESL 008. Listening skills progress from understanding the gist to starting to comprehend key words and details in extended exchanges or spoken texts. Speaking skills focus on participating in a variety of complex activities or situations involving multiple purposes and participants (e.g. group work, discussions and debates), and participating outside ESL classes in informal, predictable social contacts. The course concentrates on the process of communication and stresses the importance of communicative strategies and the functional use of English. It provides learners with functional phrases that they can incorporate into their active language as they interact with their classmates in pair or group work, as well as outside the classroom in daily life. Themes are relevant to the learners' personal experience, like family life and adjusting to a new country, as well as to present classroom experience, such as study skills.

Prerequisite(s):

- Certified CLB 4, or ESL 008, or Assessment by ESL Department.
-

ESL-035 INTERMEDIATE LISTENING & SPEAKING 2

3 credits

ESL 035 is an intermediate listening and speaking course (Canadian Language Benchmarks 6), continuing on from ESL 034 and intended to complement ESL 032, although it can be taken independently if reading and writing is not a perceived student need or if the student has time constraints. The focus of the course is the comprehension of key words and details in extended exchanges or spoken texts as well as participation in a variety of complex activities or situations involving multiple purposes and participants (e.g. group work, discussions, debates) in the classroom and in informal, predictable social contacts outside the ESL class. The course concentrates on the process of communication and stresses the importance of communicative strategies and the functional use of English. It provides learners with functional phrases that they can incorporate into their active language as they interact with their classmates in pair or group work, as well as outside the classroom in daily life. Themes are relevant to the learners' personal lives as well as reflective of broader issues, such as communication, health and fitness, media, advertising and the environment.

Prerequisite(s):

- Certified CLB 5, or ESL 034, or Assessment by ESL Department.
-

ESL-037 INTERMEDIATE GRAMMAR 1

3 hrs lecture/seminar, 2 credits

ESL 037 is a lower intermediate grammar course (Canadian Benchmark 4-5). It continues from ESL 003 or ESA 030. It is intended to complement ESL 031 and 034, although it can be taken independently. The focus of the course is to give

the student the ability to identify and apply the rules of grammar to a variety of both spoken and written communications in informal and predictable settings.

Prerequisite(s):

- Certified CLB 4, or ESL 003, or Assessment by ESL Department
-

ESL-038 INTERMEDIATE GRAMMAR 2

3 hrs lecture/seminar, 2 credits

ESL 038 is an intermediate grammar course (Canadian Benchmark 5-6) continuing from ESL 037. It is intended to complement ESL 032 and ESL 035 although it can be taken independently. The focus of the course is to increase the student's knowledge of grammatical rules so that they may be applied to a variety of spoken and written communications in both formal and informal predictable settings.

Prerequisite(s):

- Certified CLB 5, or ESL 037, or Assessment by ESL Department
-

ESL-040 PRONUNCIATION

3 hours lecture, 2 credits

This course will use a number of approaches and techniques to increase students' awareness of the English sound system and their ability to speak English clearly.

Prerequisite(s):

- ESL English skills assessment
-

ESL-051 ADVANCED WRITING & READING 1

9 hrs lecture, group work, & seminar; 3 credits

This highly interactive writing and reading course (Canadian Language Benchmarks 7) is of interest to students who wish to refine their writing and reading skills and/or prepare for further education and training. Students will develop their ability to clearly communicate in a variety of academic and non-academic contexts. To help develop effective written expression, students will study points of sentence structure, grammar, punctuation, style, and usage. Special emphasis being given to areas of particular difficulty for ESL students. Reading, vocabulary, and academic skills will be developed through the study of authentic readings and focussed vocabulary work, while speaking skills will be promoted through discussions and presentations.

Prerequisite(s):

- Certified CLB 6, or C+ in ESL 032 and ESL 038, or Assessment by ESL Department.

ESL-052 ADVANCED WRITING & READING 2

9 hrs lecture, group work, & seminar; 3 credits

This is a continuation of ESL 051. Writing will begin with a review of the paragraph, moving quickly into essays. The focus will be on academic English.

Prerequisite(s):

- Certified CLB 7, or C+ in ESL 051 and ESL 057, or Assessment by ESL Department
-

ESL-054 ADVANCED LISTENING & SPEAKING 1

3 credits

ESL 054 is a lower advanced speaking and listening course (Canadian Language Benchmark 7) and is intended to complement ESL 051. ESL 054 is intended to improve students' overall communication skills. Besides increasing their fluency in English, students will develop higher-level listening and communication strategies as well as critical thinking and note-taking skills. Students will learn to comprehend authentic language from a variety of contexts, including short lectures. They will learn effective use of a variety of language structures and will increase their vocabulary skills and use of idiomatic language. Students will be expected to participate in class discussions and give oral presentations. They will also improve their pronunciation by learning and practicing the sound, rhythm and stress patterns of English. In addition, students will use basic computer and internet skills for informal research and communication.

Prerequisite(s):

- Certified CLB 6, or ESL 035, or Assessment by ESL Department.
-

ESL-055 ADVANCED LISTENING & SPEAKING 2

3 credits

ESL 055 is an advanced speaking and listening course (Canadian Language Benchmark 8) and is intended to complement ESL 052. ESL 055 is intended to further improve students' overall communication skills. Besides increasing their fluency in English, students will develop higher-level listening and communication strategies as well as critical thinking and note-taking skills. Students will learn to comprehend authentic language from a variety of contexts, including short lectures. They will learn effective use of a variety of language structures and will increase their vocabulary skills and use of idiomatic language. Students will be expected to participate in class discussions and give formal oral presentations. They will also improve their pronunciation of the sound, rhythm and stress patterns of English. In addition, students will use basic computer and Internet skills for communication and informal and formal research.

Prerequisite(s):

- Certified CLB 7, or C+ in ESL 054, or Assessment by ESL Department.
-

ESL-057 ADVANCED GRAMMAR 1

3 hours classroom, 2 credits

The primary focus of this course is the development of grammatical accuracy in written and spoken communication. The following will facilitate the development of effective expression: grammar structure, meaning and usage. Special emphasis will be given to areas of difficulty for ESL students. In addition, speaking and listening skills will be furthered through communicative drills, discussions, and presentations.

Prerequisite(s):

- Certified CLB 6, or ESL 038, or Assessment by the ESL Department.
-

ESL-058 ADVANCED GRAMMAR 2

2 credits

The primary focus of this course is the development of grammatical accuracy in written and spoken communication. The following will facilitate the development of effective expression: grammar structure, meaning and usage. Special emphasis will be given to areas of difficulty for ESL students. Students will use particular grammar structures to write paragraphs. In addition, speaking and listening skills will be furthered through communicative drills, discussions, and presentation.

Prerequisite(s):

- Certified CLB 7, C+ in ESL 057, or Assessment by ESL Department
-

ESL-071 DIRECTED ENGLISH LANGUAGE STUDIES 1

3 hours seminar, 2 credits

This course is a seminar/ workshop that develops and deepens students' English language skills through personalized, directed language instruction/ learning. Students work on and develop the language and academic skills that are essential for their success. The course is intended for students who have learned or are learning English as an additional language.

Prerequisite(s):

- Must be registered in ESL 031 or higher.
 - Take ESL-031, ESL-032, ESL-033, ESL-034, ESL-035, ESL-036, ESL-037, ESL-038, ESL-040, ESL-041, ESL-042, ESL-043, ESL-051, ESL-052, ESL-054, ESL-055, ESL-057 and ESL-058
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ESL-072 DIRECTED ENGLISH LANGUAGE STUDIES 2

3 hours seminar, 2 credits

This course is a seminar/ workshop that develops and deepens students' English language skills through personalized, directed language instruction/ learning. Students work on and develop the language and academic skills that are essential for their success. The course is intended for students who have learned or are learning English as an additional language.

Prerequisite(s):

- Must be registered in ESL 031 or higher.
 - Take ESL-031, ESL-032, ESL-034, ESL-035, ESL-037, ESL-038, ESL-040, ESL-041, ESL-042, ESL-043, ESL-051, ESL-052, ESL-053, ESL-054, ESL-055, ESL-057 and ESL-058
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ESL-073 DIRECTED ENGLISH LANGUAGE STUDIES 3

3 hours seminar, 2 credits

This course is a seminar/ workshop that develops and deepens students' English language skills through personalized, directed language instruction/ learning. Students work on and develop the language and academic skills that are essential for their success. The course is intended for students who have learned or are learning English as an additional language.

Prerequisite(s):

- Must be registered in ESL 031 or higher.
 - Take ESL-031, ESL-032, ESL-034, ESL-035, ESL-036, ESL-037, ESL-038, ESL-040, ESL-041, ESL-042, ESL-043, ESL-051, ESL-052, ESL-054, ESL-055, ESL-057 and ESL-058
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ESL-089 UNIVERSITY & COLLEGE PREPARATORY READING

3 credits

ESL 089 is a college preparatory level course designed to give students the reading and vocabulary skills required to function at the college/university level. It is of interest to students who can already communicate comfortably in English and wish to develop their reading skills and vocabulary to the level required for entry into college and university courses. ESL 089 focuses on the development of reading and vocabulary strategies that will enable students to read and understand a wide variety of complex college-level texts written in a number of different forms and styles.

Prerequisite(s):

- Certified CLB 8, or C+ in ESL 052, ESL 054, and ESL 058, or Assessment by ESL Department
-

ESL-090 UNIVERSITY & COLLEGE PREPARATORY WRITING

3 credits

ESL 090 is designed to prepare students for college/university level writing and communication. ESL 090 is equivalent to ENG 098 and meets the English prerequisite requirements of the majority of College and University Transfer programs. ESL 090 is of interest to students who can already communicate comfortably in English but who need to enhance and refine their writing and reading skills in English to the level required for entry into college or university courses. ESL 090 focuses on the development of sentence skills, on paragraph and summary writing, and on methods of essay and report development. In addition, emphasis will be placed on the development of higher level reading and vocabulary skills, while oral/aural skills will be addressed through listening, note taking, discussions, presentations and debates. Points of grammar, syntax, style and usage particular to ESL learners at the college entrance level will be given special attention.

Prerequisite(s):

- Certified CLB 8 or, C+ in ESL 055 and ESL 089, or Assessment by ESL Department, or referral by English Department.
-

ESL-094 SPEAKING & PRONUNCIATION FOR UNIVERSITY

3 hours lecture, 2 credits

ESL 094 is a university and college level speaking and pronunciation course (Canadian Language Benchmarks 8/9). It is meant to complement ESL 089 and ESL 090, but may be taken separately. Students will learn and apply conversational, discussion and presentation strategies that will allow them to effectively participate in academic and work settings. In addition, students will learn and apply pronunciation strategies that will increase the comprehensibility and effectiveness of their speech, as well as their ability to understand higher level discourse.

Prerequisite(s):

- Certified CLB 8, or C in ESL 055, or assessment by ESL department.
-

FAC-010 EMERGENCY CHILD CARE FIRST AID WITH CPR LEVEL B

8 hours

This course is designed for parents and caregivers of children up to eight years of age. Topics include: recognition of home hazards, accident prevention, and safety education. Skills focus on respiratory distress, CPR, AED, bleeding management and common first aid situations. This course is acknowledged by the Ministry of Health and the Provincial Child Care Facilities Licensing Board. Certification period is three years, but yearly recertification in CPR Level B is recommended.

Prerequisite(s):

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-

FAC-011 BLOOD PRESSURE MONITORING

2.5 hours

This course is designed to educate the students with crucial information on translating blood pressure numbers and how to physically use stethoscopes, blood pressure cuffs and machines.

Prerequisite(s):

- 16 years of age before course starts
-

FAC-012 CANADIAN RED CROSS BABYSITTER'S COURSE

8 hours

This course is designed in compliance with the Canadian Red Cross to help children learn child care, injury prevention, and basic first aid skills. They will learn important child care skills; safety tips for children of all ages; how to cope with common problems, like tantrums and crying; what to do if anything makes the babysitter uncomfortable; some great games and other ideas for having fun with the children while babysitting; how to make the children's environment safe and enjoyable and how to handle emergencies and basic first aid. Note: Students will need to bring a baby sized doll or stuffed animal to class for practice. Please bring a bag lunch and snacks.

Prerequisite(s):

- This course is for children 11 years and older. An emergency first aid course would be beneficial, but is not required.
-

FAC-015 RED CROSS FIRST RESPONDER

40 hours

Pre-hospital care and CPR skills for professional first responders or those wanting to become first responders. Course teaches techniques for sustaining life, preventing further injuries, and caring for illnesses and injuries until the next level of medical personnel arrives. Includes CPR level HCP and AED. The certification is valid for three years.

Prerequisite(s):

- Participants must be certified in CPR Level C. Pre-reading and homework required, contact First Aid Dept at 250-334-5092 to arrange to pick-up course materials. Minimum of 16 years of age and students under 19 years of age require a parent/ guardian signed waiver.
-

FAC-020 EMERGENCY FIRST AID WITH CPR LEVEL C

This emergency first aid course covers the basic skills necessary to deal with time priority emergencies. It includes initial assessment, respiratory distress, CPR, AED, bleeding, unconsciousness, shock, poisons, and secondary assessment. Certification is by the Red Cross and is valid for a period of three years, but yearly recertification in CPR Level C is recommended.

Prerequisite(s):

- None
-

FAC-021 RED CROSS STANDARD FIRST AID WITH CPR LEVEL C

14 hours

Gain the comprehensive skills and knowledge necessary to deal with life-threatening situations and to give assistance to people in physical distress. Includes all of the content of the Emergency First Aid course (FAC 020) plus injuries due to heat and cold, medical conditions, bone and joint injuries, head and spinal injuries. Certification is by the Red Cross and is valid for a period of three years, but yearly recertification in CPR Level C is recommended.

Prerequisite(s):

- None
-

FAC-023 RED CROSS INSTRUCTOR FIRST AID & CPR RECERTIFICATION COURSE

7 hours

This course is for current Red Cross Instructor Trainers to recertify in First Aid & CPR program (CPRIT, FAIT). Certification is valid for 3 years. All prerequisites must be met.

Prerequisite(s):

- A current CRC First Aid Program Instructor certification. -Have taught a minimum of three Canadian Red Cross First Aid Program courses during the three-year certification period. -One course must have been taught in each Instructor designation seeking recertification (to the highest level of certification with each program area, recertification courses qualify) Courses which were taught in combination (example: Standard First Aid and CPR C) do not count as separate courses for the purpose of recertification prerequisites.
-

FAC-024 RED CROSS INSTRUCTOR FIRST AID & CPR COURSE

14.5 hours

This course is for individuals wishing to become certified as a Red Cross First Aid & CPR program instructor (CPRIT, FAIT). Certification is valid for 3 years. All prerequisites must be met.

Prerequisite(s):

- Must be 18 years or older. Successfully complete the Fundamentals of Instruction - First Aid Programs online component (approx. 8 hours)

FAC-025 INSTRUCTOR TRANSFER COURSE

30 hours

This course is designed to qualify instructors from other agencies for delivery of CPR and AED, Emergency First Aid (EFA) and Standard First Aid (SFA) courses using standardized Curriculum and Learning Outcomes. Course content follows the First Aid Instructor's Manual and includes the First Aid program philosophy, skill assessment, leadership styles, teacher/learner methodology, evaluation, communication, organizing the first aid course, lesson planning and course outlines, instructional techniques, practice teaching and knowledge assessment. Upon completion Instructors will be qualified to prepare, deliver and evaluate CPR, EFA and SFA students. (First Aid instructor certification with an expiry date of three years from the last day of the month the course was completed.)

Prerequisite(s):

- All Instructor & Instructor Recertification courses must be reviewed by the NIC First Aid Department prior to Registration as follows: 18 years of age or older at the start of the course; current First Aid Instructor with one of the Nationally recognized training agencies (Canadian Ski Patrol, Heart and Stroke Foundation, St. John's Ambulance, AmCross SFAI, LSS Aquatic Emergency Care Instructor, LSS IT with SFA, Red Cross WS IT with SFA). *Current Red Cross CPR Instructor with current SFA. Expired Vital Link Instructor certification (since 1992) with a current SFA. Post Requisite(s): Co-teach a minimum of 16 hours and a maximum of 18 hours in any of the following Red Cross approved courses (SFA, EFA, CPR Level C (Basic Rescuer)). Co-teaching must be done within 6 months of completing the Instructor course, with a current Red Cross FAI who has 2 years or more of teaching experience or IT.
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FAC-026 STANDARD FIRST AID & CPR C RECERTIFICATION

7 hours.

Comprehensive recertification course offering first aid and cardiopulmonary resuscitation (CPR) skills for those who need training for work requirements or who want more knowledge to respond to emergencies at home. Course covers a variety of topics from basic (circulation & breathing emergencies, and prevention of disease transmission) to in-depth (sudden medical emergencies and injuries to the head and/or spine).

Prerequisite(s):

- Take proof of current SFA certification to class.
-

FAC-030 WILDERNESS & REMOTE FIRST AID

36 hours

This course is designed for when 911 is not available, e.g., for hiking, boating, hunting, fishing, and farming. Certification period is 3 years. Students will be required to complete an NIC waiver.

Prerequisite(s):

- Minimum 13 years of age, CPR Level A recommended and pre-read both books
-

**FAC-031
WILDERNESS & REMOTE FIRST AID - CHALLENGE**

24 hours

This course is the same course as FAC 030, but with higher prerequisites for those who already have solid First Aid skills and therefore require less class time. Students will be required to complete an NIC waiver. (Certification period is three years).

Prerequisite(s):

- Minimum 13 years of age; current CPR Level C certification with Red Cross Standard First Aid, or WCB OFA Level 2 or 3, or EMT 77 Hour Advanced WorkPlace Level 3 within 6 months prior to course start date, and pre read both books
-

**FAC-051
MENTAL HEALTH FIRST AID - BASIC**

15 hours

Mental Health First Aid - Basic is intended for adults interacting with adults (18 years and older). This course focuses on the four most common mental health disorders including substance related, mood related, anxiety and trauma related, and psychotic disorders. Participants who take this course are well prepared to interact confidently about mental health with their family, friends, communities, and workplaces.

Prerequisite(s):

- Students 19 years of age
-

**FAC-052
MENTAL HEALTH FIRST AID - ADULTS WHO INTERACT WITH YOUTH**

14 hours

Mental Health First Aid Adults who Interact with Youth is intended for an adult audience whose primary focus is youth (aged 14-25). In addition to the four most common disorders discussed in MHFA BASIC, this course includes instruction about eating disorders and deliberate self-injury. Participants who take this course are well prepared to interact confidently about mental health with the young people in their lives, including at schools, extra-curricular activities, social services, family, friends, and communities.

Prerequisite(s):

- Students 16 years of age
-

FAC-062 RED CROSS STANDARD FIRST AID WITH CPR LEVEL HCP

16 hours

This is a comprehensive first aid course for those who require the skills and knowledge necessary to deal with life-threatening situations and to give assistance to people in physical distress. Includes all of the content of the Emergency First Aid course (FAC 020) plus injuries due to heat and cold, medical conditions, bone and joint injuries, head and spinal injuries, and moving and transportation. Adult, child and infant CPR techniques for health care providers and other professional rescuers. Skills taught and practiced include one and two-rescuer CPR with pulse checks, bag valve mask, respiratory arrest, AED, and management of the obstructed airway in the adult, child and infant. Certification is by the Red Cross and is valid for a period of three years, but yearly recertification in CPR Level HCP is recommended.

FAC-070 SKILLS OF SURVIVAL - LEVEL 1

6 hours

In this course students are introduced to basic survival theory through lecture, discussion, and demonstrations in the skills of wilderness crafts and tools. Topics include the seven enemies of survival, survival philosophy, theory of survival, and preparation of a First Aid kit to suit personal needs. Food and water requirements, as well as the option of fasting, will be covered. Students will appreciate the need for water and understand the dangers of exposure. They will have opportunity to develop skills such as cordage making, flint and steel fire lighting, construction of a buddy burner and making a willow whistle. Upon completion, students should have a comprehensive understanding of Basic Wilderness Survival Skill concepts, and be ready for advancement to Level 2 (FAC 071). An NIC waiver will be required.

Prerequisite(s):

- At least an 8-hour First Aid course is recommended. FAC 030 or equivalent (other Wilderness courses).
-

FAC-071 SKILLS OF SURVIVAL - LEVEL 2

8 hours

This course advances knowledge acquired in Level I by applying skills in a day of hands-on activities. Focus will be on shelter and bough bed construction, fire skills, cooking over open fire with varied suspension systems and knife skills via wilderness crafting. On completion, students will have the practical skills to survive in the wilderness for up to four days, the skills necessary to combat West Coast weather extremes, and competency in fire skills. An NIC waiver will be required.

Prerequisite(s):

- FAC 070 - Skills of Survival Level 1

**FAC-082
MARINE BASIC FIRST AID & CPR C**

The Marine Basic First Aid course meets defined Federal Transport Canada Marine Safety Training Standards for Marine First Aid. This course provides individuals with a basic training level of First Aid and CPR required by the Marine Industry. Certification is by the Canadian Red Cross and Marine Transport Canada with a certification period of five years.

Prerequisite(s):

- Some previous knowledge of First Aid/ CPR is recommended, but not required.
-

**FAC-084
MARINE ADVANCED FIRST AID & CPR C**

40 hours

An overview of Red Cross advanced first aid techniques and scenarios. Topics covered include; first aid kit; body structure and function; toxicological hazards; examination of person or patient (oxygen administration); spinal injuries; burns, scalds and effects of cold and heat; fractures, dislocations and muscular injuries; medical care of rescued persons; radio medical advice; pharmacology; sterilization and cardiac arrest, drowning and asphyxia. Certification is by Canadian Red Cross and the Marine Transport Canada and is valid for five years.

Prerequisite(s):

- Minimum of 16 years of age. Some previous knowledge of First Aid/ CPR is recommended, but not required.
-

**FBR-100
PROGRAM ORIENTATION AND INTRODUCTION**

6 hours

This course provides an overview of the trade, the organization and goals of the program and the expectations and requirements to successfully complete the program of study. In addition, expectations concerning safe work practices in the shop will be introduced.

Prerequisite(s):

- Admission to the Metal Fabrication Program
-

**FBR-101
TRADE MATH PROBLEMS**

40 hours

During this course you will learn to apply math to solve problems as they relate to the metal fabrication trade.

Prerequisite(s):

- Admission to the Metal Fabrication Program
-

FBR-102 TRADE TOOLS AND EQUIPMENT

20 hours

This course is designed to teach the correct and safe use of hand tools, power tools and trade equipment, and the ability to apply knowledge in a confident and competent manner. This course will also teach the student to calculate and apply safe working tonnages when they are required to use a press brake. Press brake testing will be without prior notice and the learner will be expected to apply and demonstrate knowledge in a safe and competent manner.

Prerequisite(s):

- Admission to the Metal Fabrication Program
-

FBR-103 OXY-FUEL CUTTING

45 hours

This course is designed to teach all safety aspects of oxy-fuel equipment cylinders and their use. This course will also teach the student to operate the oxy-fuel equipment and cylinders in a confident, safe and competent manner.

Prerequisite(s):

- Admission to the Metal Fabrication Program
-

FBR-104 WELDING

75 hours

This course is designed to teach welding safety, and welding machine fundamentals such as the different types and their intended use. The student will be taught the different types of electrodes and their application. This course is designed to also allow the student to safely use welding machines and electrodes, and apply distortion control.

Prerequisite(s):

- Admission to the Metal Fabrication Program
-

FBR-105 BASIC DRAFTING

18 hours

This course is designed to teach basic sketching, drafting and the views and lines used, with the intent to allow sketching as an alternative method of

communication. Also to develop an understanding of how drawings are made with the intent to understand blueprint reading.

Prerequisite(s):

- Admission to the Metal Fabrication Program
-

FBR-106 BLUEPRINT READING

30 hours

This course is designed to teach student how to read blueprints of varying types with the intent to fabricate the object or objects that are on the blueprint and to develop a necessary bill of materials and/or cut list and the need for item numbers and their application. The interpretation of standard welding symbols is also a part of this course.

Prerequisite(s):

- Admission to the Metal Fabrication Program
-

FBR-107 MATERIAL HANDLING EQUIPMENT

10 hours

This course is designed to teach the reason for correct material handling procedures and methods, also to operate material handling equipment. Students will learn how to calculate mass for safe lifting; and load carrying capacity of rope, chains, cable and synthetic slings. This course also teaches safe rigging and disconnecting.

Prerequisite(s):

- Admission to the Metal Fabrication Program
-

FBR-108 STRUCTURAL LAYOUT AND DEVELOPMENT TECHNIQUES

20 hours

This course is designed to teach identification of the structural shape used in the structural steel industry, how structural shapes are made at the steel mill and why mill tolerance would need to be taken into consideration. This course also teaches the student the fundamentals of structural template development, and fitting techniques. Also taught are the interpretation of engineer data sheets such as clip placement, hole pitch, hole gauge and edge distance, as well as the interpretation of abbreviations and symbols as used on structural drawings (Blueprints).

Prerequisite(s):

- Admission to the Metal Fabrication Program

**FBR-109
PLATE AND SHEET DEVELOPMENT**

30 hours

This course is designed to teach plate and sheet pattern development, with emphasis placed on layout terms, line development; bend allowance, tolerances and nesting. This course also will allow the student to perform shop layout and processing.

Prerequisite(s):

- Admission to the Metal Fabrication Program
-

**FBR-110
SURFACE PREPARATION**

10 hours

This course is designed to teach the student the common methods of metal preparation such as brushing, grinding, sand blasting, scraping, chemical, etc. Also covered are the methods of finishing after the metal has been prepared, such as: galvanizing, spray painting, anodizing, electroplating, etc. and the safety, and environmental considerations and property damage.

Prerequisite(s):

- Admission to the Metal Fabrication Program
-

**FBR-111
PROJECTS**

386 hours

This course is designed to apply common fitting practices used in the metal fabrication industry. Students will fabricate a project that will allow them to apply knowledge and develop fitting skills, as well as, reinforce material learned in the previous courses.

Prerequisite(s):

- Admission to the Metal Fabrication Program
-

**FIN-100
INTRODUCTION TO ART HISTORY AND VISUAL CULTURE I**

3 hours lecture, 3 credits

This course is an Introduction to the History of Art that serves both as a chronology and as a primer to developing the visual and verbal skills that are essential to communicating effectively about visual culture. In conjunction with Introduction to Art History and Visual Culture II/ FIN 101, it attempts to build an understanding of the various methodologies employed in understanding the social, political and historical context in which art making takes place. Delivery is

by lecture. It covers the time period between the cave paintings of prehistory to the 14th century.

Prerequisite(s):

- C+ in one of Provincial English 12, ENG 098, ENG 060, ENG-096, or ESL 090; or placement testing. Students with less than C+ in Provincial English 12 (or equivalent) may be admitted with the approval of the Instructor/Department Chair.

[View this course's BC transfer credit](#)



FIN-101 INTRODUCTION TO ART HISTORY AND VISUAL CULTURE II

3 hours lecture, 3 credits

This course is a continuation of the Introduction to the History of Art that began with Introduction to Art History and Visual Culture I/ FIN 100. It should serve both as a chronology and as a primer to developing the visual and verbal skills that are essential to communicating effectively about visual culture. It also attempts to build an understanding of the new methodologies employed in understanding the social, political and historical context in which art making takes place. Delivery is by lecture and seminar. It covers the time period from the fourteenth century to the mid-nineteenth century.

Prerequisite(s):

- FIN 100

[View this course's BC transfer credit](#)



FIN-110 DRAWING & 2-DIMENSIONAL LANGUAGE I

4 hours, includes lecture + studio time, 3 credits

This course is an exploration of drawing and mark-making in its broadest sense. It is intended to provide students with a visual vocabulary that will enable them to express themselves more easily. An emphasis will be put on comprehension, analysis, and ability to make artistic decisions.

Prerequisite(s):

- C+ in one of Provincial English 12, NIC ENG 096, ENG 098, or ESL 090; or placement testing. Students with less than C+ in Provincial English 12 (or equivalent) may be admitted with the approval of the Instructor/Department Chair.

[View this course's BC transfer credit](#)



FIN-111 DRAWING & 2-DIMENSIONAL LANGUAGE II

4 hours, includes lecture + studio time, 3 credits

This course is a continuation of FIN 110. It is intended to provide students with an ability to expand on the base they received in FIN 110. Further opportunity to expand their visual vocabulary and extend their comprehension of mark-making will be provided through an extended exposure to various media and concepts.

Prerequisite(s):

- FIN 110 Minimum grade C

[View this course's BC transfer credit](#)



FIN-115 INTRODUCTION TO PRINTMAKING

4 hours, includes lecture + studio time, 3 credits

Various disciplines of printmaking are explored in this course, including relief (wood and linocut), intaglio (etching and aquatint), and serigraph (silkscreen printing). An introduction will be made to materials and studio tools. An open and expressive use of techniques will be emphasized.

Prerequisite(s):

- FIN 110 Minimum grade C

[View this course's BC transfer credit](#)



FIN-120 PAINTING: COLOUR & PERCEPTION

4 hours, includes lecture and studio time, 3 credits

An introductory course intended to provide students with an overview of colour theories relating to design and fine art practices. Historical contexts and social and psychological implications will give the direction of study of the perception of colour in the visual arts of the 20th century. This class explores a variety of exercises from colour mixing to painting sessions with live models and still life subjects.

Prerequisite(s):

- C+ in one of Provincial English 12, NIC ENG 096, ENG 098, ESL 090, or placement testing. Students with less than C+ in Provincial English 12 (or equivalent) may be admitted with the approval of the Instructor/Department Chair.
- FIN 110 (may be taken as a co-requisite).

[View this course's BC transfer credit](#)



FIN-121 PAINTING: METHODS & CONCEPTS

4 hours, includes lecture and studio time, 3 credits

This is a studio course in which the student explores and experiments with colour usage, expanding upon and developing the knowledge and understanding of colour begun in FIN 120.

Prerequisite(s):

- FIN 120 and FIN 110 Minimum Grade C

[View this course's BC transfer credit](#)



FIN-130 FDN STUDIO IN 3-D MATERIALS & DESIGN

4 hours, includes lecture and studio time, 3 credits

This course is an introduction to three-dimensional art and design. Relationships between concepts, materials, technical approaches and context will be emphasized throughout. Elements and principals of three-dimensional art and design will be presented. Historical and contemporary concepts will be explored along with their applications and relationship to three-dimensional form, with an emphasis on the 20th and 21st centuries.

Prerequisite(s):

- C+ in one of Provincial English 12, NIC ENG 060, ENG-096, ENG-098 or ESL-090; or placement testing. Students with less than C+ in Provincial English 12 (or equivalent) may be admitted with the approval of the Instructor/Department Chair.
- FIN 110 (may be taken as a co-requisite).

[View this course's BC transfer credit](#)



FIN-131 FDN STUDIO IN 3D OBJECTS & SPACE

4 hours, includes lecture & studio time, 3 credits

This studio art course expands upon 3-D materials and design fundamentals explored in FIN 130 Foundation Studio. Through hands-on projects, research, readings, presentations and critiques, students will develop three-dimensional studio projects using a wide range of materials and processes. Students will have the opportunity to gain an appreciation and expand their awareness of historical and contemporary artists working with three-dimensional art and design, as part of class presentations, discussions and independent research.

Prerequisite(s):

- FIN 110 & FIN 130 Minimum Grade C

[View this course's BC transfer credit](#)



FIN-135 INTRODUCTION TO CERAMICS

4 hours, includes lecture + studio time, 3 credits

This studio course explores clay as an expressive medium for utilitarian and aesthetic purposes. It covers the techniques of hand construction and an introduction to the potter's wheel as well as various glazing and decorating methods.

Prerequisite(s):

- FIN 110 Minimum Grade C

[View this course's BC transfer credit](#)



FIN-140 CREATIVE PROCESSES

4 hours, includes lecture + studio time, 3 credits

This academic course deals with the concepts and ideas of artists, how they think and work, and provides students with a serious introduction to the important principles and philosophies of 20-century art and design.

Prerequisite(s):

- C+ in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098 or ESL 090; or placement testing. Students with less than C+ in Provincial English 12 (or equivalent) may be admitted with the approval of the Instructor/Department Chair.
- FIN 110 (may be taken as a co-requisite).

[View this course's BC transfer credit](#)



FIN-145 INTRODUCTION TO PHOTOGRAPHY

4 hours, includes lecture + lab time, 3 credits

This studio course introduces the student to the basic use of photographic equipment and techniques, and the application of design techniques in the creation of photographic images. Basic darkroom and print development techniques are covered. Single lens reflex cameras are available through the Fine Arts Department for students to use in this course.

Prerequisite(s):

- C+ one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098 or ESL-090; or placement testing

[View this course's BC transfer credit](#)



FIN-200 VIDEO + SOUND 1

4 hours, includes lecture and studio time, 3 credits

Video + Sound 1 introduces students to media arts practice through an exploration of time-based media: sound, video and installation. This will be achieved through a combination of lectures, technical workshops and directed projects. The aim of this course is to enable students to develop core competency in the use and operation of digital applications and an understanding of digital fundamentals so as to expand their creative range.

Prerequisite(s):

- C+ in one of Provincial English 12, ENG 096, ENG 098, ESL 090 or placement testing.

[View this course's BC transfer credit](#)



FIN-201 VIDEO + SOUND 2

4 hours, includes lecture + studio time, 3 credits

Video + Sound 2 introduces students to media arts through an exploration of photo-based practice (including photo-documentation of artwork), animation and expanded media. This will be achieved through a combination of lectures, technical workshops and directed projects. The aim of the course is to enable students to develop core competency in the use and operation of digital applications and an understanding of digital fundamentals so as to expand their creative range.

Prerequisite(s):

- C+ in one of Provincial English 12, ENG 096, ENG 098, ESL 090 or placement testing.

[View this course's BC transfer credit](#)



FIN-210 DRAWING & 2-DIMENSIONAL LANGUAGE III

4 hours, includes lecture + studio time, 3 credits

This course offers drawing as a direct means of expression and experimentation. Multimedia and non-conventional approaches to drawing are developed, while researching new ideas and broadening the student's visual vocabulary. An emphasis will be put on comprehension, analysis, and ability to resolve artistic problems.

Prerequisite(s):

- FIN 110 & FIN 111 Minimum Grade C

[View this course's BC transfer credit](#)



FIN-211 DRAWING & 2-DIMENSIONAL LANGUAGE IV

4 hours, includes lecture + studio time, 3 credits

The theme of exploration and experimentation began in FIN 210 will continue in this course. Cross-disciplinary possibilities will be developed, and attention focused on individual interpretation of the medium.

Prerequisite(s):

- FIN 110, FIN 111 & FIN 210 Minimum Grade C

[View this course's BC transfer credit](#)



FIN-215 INTAGLIO PRINTMAKING

4 hours, includes lecture + studio time, 3 credits

This course is a more in-depth study of the materials and techniques of intaglio printmaking. Multi-colour printing and collograph will be taught. The storage, marketing and presentation of prints will also be covered.

Prerequisite(s):

- FIN 110 and FIN 115 Minimum Grade C

[View this course's BC transfer credit](#)



FIN-217 SERIGRAPH PRINTMAKING

4 hours, includes lecture + studio time, 3 credits

Various methods and techniques of screen printing will be explored including photographic stencil making. An extensive study of studio practices relating to equipment and tools will be undertaken. Exploration of the medium as an artistic method of expression will be part of this course. The printing of editions and monoprints will be considered.

Prerequisite(s):

- FIN 110 & FIN 115 Minimum Grade C

[View this course's BC transfer credit](#)



FIN-220 PAINTING APPLICATIONS I

4 hours, includes lecture + studio time, 3 credits

This course develops awareness of painting in relation to Art in the 20th century. Concepts of visual language within the discipline of painting will be explored and developed using a wide variety of materials, surfaces and forms. Students will be encouraged to develop as individuals and to be self-motivated.

Prerequisite(s):

- FIN 110 & FIN 121 Minimum Grade C

[View this course's BC transfer credit](#)



FIN-221 PAINTING APPLICATIONS II

4 hours, includes lecture + studio time, 3 credits

This course is a continuation of FIN 220 developing and expanding the concepts of individuality. The focus will be on developing the students' awareness of painting in relation to 20th century art in general.

Prerequisite(s):

- FIN 110, FIN 121 & FIN 220 Minimum Grade C

[View this course's BC transfer credit](#)



FIN-230 SCULPTURE & INTEGRATED ART PRACTICES I

4 hours, includes lecture + studio time, 3 credits

This studio course provides students with an introduction to diverse technical, aesthetic, and theoretical considerations for approaching, exploring and creating contemporary sculpture.

Prerequisite(s):

- FIN 131 & FIN 110 Minimum Grade C

[View this course's BC transfer credit](#)



FIN-231 SCULPTURE & INTEGRATED ART PRACTICES II

4 hours, includes lecture and studio time, 3 credits

A continuation of FIN 230, this course provides students with a more in-depth approach to the development and creation of contemporary sculpture. Emphasis will be placed on developing and sustaining individual research and studio practice, incorporating diverse technical, aesthetic, conceptual and theoretical considerations.

Prerequisite(s):

- FIN 110 and FIN 230 Minimum Grade C

[View this course's BC transfer credit](#)



FIN-235**3-DIMENSIONAL APPLICATIONS (CERAMICS I)**

4 hours, includes lecture + studio time, 3 credits

Clay will be explored as an expressive and functional medium, relating to 20th century ideas and concepts. The forming techniques employed will include: throwing, slip casting, press molding, coil and slab construction. Surface enrichment and colour will be developed using slips, terra sigillata, and glazing techniques. Firing processes will include electric kilns, pit firing, raku and high fire reduction.

Prerequisite(s):

- FIN 110, and one of FIN 135 or FIN 131 Minimum Grade C

[View this course's BC transfer credit](#)

**FIN-236****3-DIMENSIONAL APPLICATIONS (CERAMICS II)**

4 hours, includes lecture + studio time, 3 credits

This course is a continuation of FIN 235. It is intended to expand on the concepts and techniques explored in FIN 235.

Prerequisite(s):

- FIN 110 & FIN 235 Minimum Grade C

[View this course's BC transfer credit](#)

**FIN-245****PHOTOGRAPHY II**

4 hours, includes lecture + lab time, 3 credits

This course will serve to expand the appreciation of and control over the photographic medium as an expressive, interpretive and metaphorical art form. FIN 245 is a studio class emphasizing learning through experience. Experimental approaches to the use of photographic images, ideas and content are emphasized. Students are encouraged to develop their own area of research and to build their artistic identity. Single Lens reflex film cameras are available through the department for students to use in this course.

Prerequisite(s):

- FIN 145 Minimum Grade C

[View this course's BC transfer credit](#)

**FIN-247**

INTRODUCTION TO DIGITAL PHOTOGRAPHY

4 hours, includes lecture + lab, 3 credits

This course offers an introduction to the fundamentals of digital photographic equipment, camera techniques, colour management and the establishment of an effective image workflow using Adobe Lightroom and Photoshop for cataloguing, editing and output to print and electronic media.

Prerequisite(s):

- C+ in FIN 110

[View this course's BC transfer credit](#)



FIN-250 MODERN ART HISTORY

3 hours lecture, 3 credits

This course explores the changing nature of art in the 19th and 20th centuries. It attempts to look at the cultural and technological changes that have occurred over this time period and consider their effects on the development of modern art. It also continues to build an understanding of the new methodologies employed in understanding the social, political and historical context in which art making takes place, that began in FIN 100/101, the History of Art and Visual Culture. Delivery is by lecture. It covers the time period from the mid nineteenth century to approximately 1980. Together with PHIL 240 it fulfills the second year academic requirement for the Fine Arts Diploma. The course will be delivered primarily in a lecture mode, accompanied by slides of the relevant material. From time to time course material available on video may be used as a supplement. An attempt will be made through the lectures to show a diversity of approaches to the History of Modern Art other than just a chronological recount. Lectures, weekly reviews, assigned readings, essays, assignments and exams are the fundamental components of this course. Discussion sessions are inserted through out and at the beginning and end of each class.

Prerequisite(s):

- FIN-101 Minimum Grade C

[View this course's BC transfer credit](#)



FIN-291 DIRECTED INDEPENDENT STUDY (CERAMICS)

4 hours, includes lecture + studio time, 3 credits

This course provides the student with an opportunity to investigate in depth one of five areas in ceramics and modeling. The areas are clay, glaze, firing, studio administration, and research. This course is designed for students who have completed 9.0 credits of ceramics courses. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

Prerequisite(s):

- FIN 135, FIN 235 & FIN 236, and instructor permission Minimum Grade C

[View this course's BC transfer credit](#)

FIN-292 DIRECTED INDEPENDENT STUDY (DRAWING)

4 hours, includes lecture + studio time, 3 credits

This course provides the student who has already completed twelve credits of drawing an opportunity to investigate one of several areas in drawing: portfolio preparation, exhibition preparation, research, drawing as a finished product, and material experimentation. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

Prerequisite(s):

- FIN 110 & FIN 111 and FIN 210 & FIN 211, and instructor permission
Minimum Grade C

[View this course's BC transfer credit](#)

FIN-293 DIRECTED INDEPENDENT STUDY (PAINTING)

4 hours, includes lecture + studio time, 3 credits

This course provides the student who has already completed twelve credits of painting an opportunity to investigate one of several areas in painting: alternate forms and materials, portfolio preparation, exhibition preparation, and research. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

Prerequisite(s):

- FIN 120 & FIN 121 and FIN 220 & 221, and instructor permission
Minimum Grade C

[View this course's BC transfer credit](#)

FIN-294 DIRECTED INDEPENDENT STUDY (PRINTMAKING)

4 hours, includes lecture + studio time, 3 credits

This course provides the student who has already completed nine credits of printmaking an opportunity to investigate one of several areas in printmaking: studio administration, alternate forms and materials, portfolio preparation, and research. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

Prerequisite(s):

- FIN 115 & FIN 215 or FIN 115 & FIN 217, and instructor permission

[View this course's BC transfer credit](#)

FIN-295 DIRECTED INDEPENDENT STUDY (GRAPHICS)

4 hours, includes lecture + studio time, 3 credits

This course provides the student who has already completed nine credits of graphics courses an opportunity to investigate one of several areas of graphics: computer software, portfolio preparation, and research. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

Prerequisite(s):

- FIN 203 & FIN 206 & FIN 209, and instructor permission Minimum Grade C

[View this course's BC transfer credit](#)

FIN-296 DIRECTED INDEPENDENT STUDY (PHOTOGRAPHY)

4 hours, includes lecture + studio time, 3 credits

This course provides the student who has already completed nine credits of photography courses an opportunity to investigate one of several areas of photography: studio lighting, darkroom techniques, portfolio preparation, and research. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

Prerequisite(s):

- FIN 145, FIN 245 & FIN 246, and instructor permission Minimum Grade C

[View this course's BC transfer credit](#)

FIN-297 DIRECTED INDEPENDENT STUDY (SCULPTURE)

4 hours, includes lecture + studio time, 3 credits

This course provides the student who has already completed 6 units of 3D and Sculpture an opportunity to investigate several areas in sculpture: alternative forms or materials, portfolio or exhibition preparation, or research. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

Prerequisite(s):

- FIN 130 and FIN 231, and Instructor permission Minimum Grade C

[View this course's BC transfer credit](#)

FIN-298 DIRECTED INDEPENDENT STUDY (MIXED MEDIA)

4 hours, includes lecture + studio time, 3 credits

This course provides the student who has already completed twelve credits of 3D and sculpture an opportunity to investigate one of several areas of sculpture: alternate forms and material, portfolio or exhibition preparation or research. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

Prerequisite(s):

- Instructor Permission

[View this course's BC transfer credit](#)



FIN-330 THROWING FOR PRODUCTION, DESIGN AND PRACTICE 1

48 hours, includes Lecture and Studio Time

This course will cover workspace design and ergonomics. There will be an assessment of specialist tools and equipment for pottery production. The course will cover the suitability of different clays for production purposes. There will be an examination of throwing styles and techniques for speed and accuracy. Turning and finishing thrown work will be covered. Test clays developed in FIN 335.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program

FIN-331 THROWING FOR PRODUCTION, DESIGN AND PRACTICE 2

36 hours, includes Lecture and Studio Time

This course will cover design and making of pots with multiple parts. The different components of the design will be thoroughly investigated. The making of lids, lid fittings, handles and spouts will all be evaluated for their design attributes and technical difficulties or production. Pots will be designed for single firing and multiple firing techniques.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program

FIN-332 THROWING FOR PRODUCTION, DESIGN AND PRACTICE 3

36 credits, includes Lecture and Studio Time

This course compares the differences in production techniques for Porcelain, Stoneware, cone 6 Stoneware, and Earthenware. Tests will be made to determine suitable clays for the production of functional ware in each of the above categories. Design will be an important consideration in this course.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

**FIN-335
CLAY TECHNOLOGY 1**

16 hours, Includes Lecture and Studio Time

In this course, students will study and test the different characteristics of the major types of clay, and learn how to blend them together to create clay bodies for various firing temperatures. We will cover the different materials that can be added to increase plasticity, lower or raise firing temperature, and improve glaze fit. Focusing on higher temperature clay bodies, this course will tie in with work being produced in FIN 330, FIN 340, FIN 345 and FIN 346.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

**FIN-336
CLAY TECHNOLOGY 2**

12 hours, Includes Lecture and Studio Time

In this course, students will study the many different types of clay slips, from simple engobes used in many types of decoration, to slip glazes appropriate for once fired soda or salt glazed ware. This course will tie into the techniques developed in FIN 340, FIN 341 and FIN 346.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

**FIN-337
CLAY TECHNOLOGY 3**

12 hours, Includes Lecture and Studio Time

In this course, students will study how to modify clay bodies to mature at mid range temperatures, such as cone 6. Topics covered will include earthenware bodies, both terra cotta and white talc bodies, as well as vitreous ware. Colourant for clay and decorative applications will be covered, as well as terra sigillata. Course work will be coordinated with FIN 332 and FIN 347.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

**FIN-340
SURFACE ENRICHMENT 1**

16 hours, Includes Lecture and Studio Time

This course will consider historical and contemporary examples of surface enrichment. The course will cover wet clay, leather hard and green-ware techniques as well as surface altering processes.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

FIN-341 SURFACE ENRICHMENT 2

12 hours, Includes Lecture and Studio Time

This course will be concerned with the application of slips for surface enrichment and colour. Students will learn slip decorating techniques used on historical and contemporary ceramic pieces. Consideration will be given to developing designs and their application to the work.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

FIN-342 SURFACE ENRICHMENT 3

16 hours, Includes Lecture and Studio Time

This course will cover the application of glaze as a surface enrichment technique. Application methodologies will be considered and demonstrated. Multiple layering of glazes and resist techniques will be covered. Under-glaze and over-glaze techniques will form part of the surface enrichment process. Printmaking techniques and the transfer of images of pots will be part of this course.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

FIN-345 KILNS AND FIRING TECHNOLOGY 1

30 hours, Includes Lecture and Studio Time

This course will cover the evolution of kiln design from ancient to contemporary and the advantages of different types of kilns. We will cover refractory materials available and strengths and weaknesses of each, and construction techniques for gas and wood fired kilns. Topics also included will be comparative fuel economy of electricity, gas and wood, and commercially built kilns compared with artist-built kilns.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

FIN-346

KILNS AND FIRING TECHNOLOGY 2

30 hours, Includes Lecture and Studio Time

This course will focus on Soda firing and Raku firing. We will be loading and once firing the Soda kiln with green ware, slip decorated and interiors slip glazed, following work done in FIN 335 and FIN 341. A second Soda firing will be done with bisque ware. Several different ways of introducing Soda compounds will be demonstrated. While kilns are being fired and cooling, we will be able to do Raku firings.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

FIN-347

KILNS AND FIRING TECHNOLOGY 3

30 hours, Includes Lecture and Studio Time

In this course, we will explore several different types of firings at high, mid, and low temperatures. We begin with a cone 10 reduction firing in the car kiln, followed by cone 6 electric firing utilizing a controlled cooling, and a cone 6 reduction. Low temperature firings at cone 01 will also be covered. We will do these in both oxidation and reduction atmospheres and reduction cooling.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

FIN-348

KILNS AND FIRING TECHNOLOGY 4

30 hours, Includes Lecture and Studio Time

This course will focus on wood firing and will give the students a rare opportunity to fire a traditional Japanese style anagama at Gordon Hutchens' studio on Denman Island. We will cover special loading and firing considerations for this type of kiln, such as, allowing pathways for flames through the ware, dry compared with wet wood, utilizing natural fly ash to create unique glaze surfaces.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

FIN-350

MOLD MAKING

60 hours, Includes Lecture and Studio Time

This course will give students a good understanding of plaster and its many applications in the production of pottery. Students will learn about plaster types, mixing, consistency, pouring, and making plaster prototypes. The course will cover the making of plaster mold from simple on-piece molds to the more complex multiple-piece molds. Slip casting techniques will also be demonstrated in this course.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

FIN-355 HAND-BUILDING FOR PRODUCTION 1

36 hours, Includes Lecture and Studio Time

This course will include processes for the development of hand-built components being included in the design process. Using information from FIN 350, students will develop press-molded elements these will include spouts, handles and feet. Press-molding techniques for the production of dishes and platters will also be covered. The extruder and die making for handles will also be included in this course.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

FIN-356 HAND-BUILDING FOR PRODUCTION 2

36 hours, Includes Lecture and Studio Time

This course is focused on the clay extruder and its versatility as a clay forming piece of equipment. The course will cover simple extruded forms such as coils and handles to more complex forms of boxes and lids. Designing and making dies to be used in the extruder will be covered in this course, as well as designing clay extrusions to be used in the production of pots.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

FIN-360 DOCUMENTATION AND DIGITAL MEDIA

48 hours, Includes Lecture and Studio Time

This course covers the documentation of the potter's work with an introduction to the digital camera, lighting techniques for the photographic cube, image capture and processing with computer software.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

FIN-362 BUSINESS PRACTICES FOR THE POTTER

24 hours, Includes Lecture and Studio Time

This course provides students with a detailed range of basic business skills specific to Planning and maintaining a pottery business. Topics include market research, developing a business plan, legal issues concerning business start-up

and contract law, financing, bookkeeping and accounting procedures as they apply to a pottery business.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

FIN-363 MARKETING FOR THE POTTER

24 hours, Includes Lecture and Studio Time

This course looks at developing a marketing strategy for the professional potter. Topics include market research, product placement in the market place, pricing of product, promotion and the internet.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

FIN-364 PROFESSIONAL PRACTICES

40 hours, Includes Lecture and Studio Time

This course uses knowledge and skills developed in the Business Practices, Marketing and Documentation and Digital Media Courses. The final project is to organize an Exhibition featuring the work for students produced in FIN 370.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

FIN-366 GLAZE SCIENCES 1

12 hours, Includes Lecture and Studio Time

In this course we will study the many different minerals and metallic oxides that go into glazes, and the roll each can play. Topics covered will include material comparison tests, line blends, triaxial blends, flux variations to raise or lower melting temperature, colour possibilities with different metals, and creating shiny, satin or matte surfaces. The emphasis will be on high temperature glazes and it will tie in with FIN 347.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

FIN-367 GLAZE SCIENCES 2

12 hours, Includes Lecture and Studio Time

This course will build upon FIN 366 and will focus on mid range and low temperature glazes. Topics covered will include the different balance of materials needed for lowering melting temperatures, colours possibilities with different metals, and creating shiny, satin or matte surfaces. Glaze calculation software will be covered, and colour development explored.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

FIN-368 GLAZE SCIENCES 3

20 hours, Includes Lecture and Studio Time

This course will build on FIN 367 and tie in with FIN 370. The course will further explore glaze calculation software and its usefulness in material substitutions, glaze recipe organization, and batch pricing. Emphasis will be placed on colour development and each student will create a personal pallet of glazes, and begin to specialize on a firing technique.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

FIN-370 PORTFOLIO DEVELOPMENT

72 hours, Includes Lecture and Studio Time

This course will bring together the knowledge and skill development gained in previous courses. The aim is to design and develop a line of work of a high enough quality to enter the market place. Students will be challenged to produce good designs, consider the technical requirements for production and finally to make and fire the work.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

FIN-371 PROFESSIONAL POTTERY WORK EXPERIENCE PRACTICUM

240 Hours, Practicum

This practicum-based course offers students the opportunity to participate in the day to day operations of a pottery business. Students will experience firsthand the organization of a workshop and the many skills needed to successfully operate a professional pottery business.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program

**FIN-372
POTTERY RESIDENCY AT MEDALTA**

240 Hours, Practicum

This course requires the student to register in the International Residency Program at Medalta. During the residency students can develop and expand their portfolio of ceramic work, develop new ideas and learn new production techniques. The spacious facilities and well-equipped workshops at Medalta attract many professional potters to the residency program.

Prerequisite(s):

- Admission to the Professional Potter Advanced Diploma Program
-

**FIN-710
DIGITAL PHOTOGRAPHY 1**

An introduction to the basics of digital photographic equipment, techniques and digital image workflow.

Prerequisite(s):

- Admission to the Professional Photography Program
-

**FIN-715
COMPOSITION & DESIGN**

The elements and principles of design along with the application of colour theory and colour relationships are explored through lecture and assignments. Design in nature (spirals and helixes, spheres and explosions, packing and cracking, meanders and ripples, branching, fractals) is also included.

Prerequisite(s):

- Admission to the Professional Photography Program
-

**FIN-716
HISTORY OF PHOTOGRAPHY**

An introductory survey of the history of photography designed to develop an understanding and appreciation for the historical development of the medium. Students will apply theories and techniques discussed in class through hands on experience with B&W films and silver gelatin papers.

Prerequisite(s):

- Admission to the Professional Photography Program

FIN-718 INTRODUCTION TO STUDIO PRACTICES & LIGHTING

Students will learn to work with lighting equipment including continuous and electronic flash lighting systems. Single and multiple light set-ups, calculation of light ratios and colour balance will be applied to photographing two and three-dimensional subjects, models and still life objects.

Prerequisite(s):

- Admission to the Professional Photography Program
-

FIN-720 DIGITAL PHOTOGRAPHY II

An intermediate course incorporating advanced digital camera operation, functions and techniques along with optimizing image workflow.

Prerequisite(s):

- Admission to the Professional Photography Program
-

FIN-721 CREATIVE EXPLORATIONS

Through the use of digital imaging and analogue photographic processes, students explore photography as a narrative/metaphorical medium. A survey of historic and contemporary photographic styles is designed to help students recognize and begin to establish a unique personal style.

Prerequisite(s):

- Admission to the Professional Photography Program
-

FIN-721 CREATIVE EXPLORATIONS

3 hours lecture

Through the use of digital imaging and non-silver processes, students explore photography as a narrative/metaphorical medium. A survey of historic and contemporary photographic styles is designed to help students recognize and begin to establish a unique personal style.

Prerequisite(s):

- Admission to the Professional Photography Program
-

FIN-723

EDITORIAL/PHOTOJOURNAL PHOTOGRAPHY

Illustrating magazine articles and shooting for publishers as a freelance editorial photographer or photojournalist is the emphasis of this course. Equipment, film, planning shoots, working for photo editors, selling photo rights, contracts and payment schedules, marketing, photo editing, packaging and shipping assignments are included.

Prerequisite(s):

- Admission to the Professional Photography Program
-

FIN-724 PORTRAITURE

This course emphasizes the basics of commercial and wedding portraiture including studio design and equipment, marketing, public relations, print finishing and presentation. Students will use professional photographic lighting, posing and directing techniques to produce portraits of individuals and families in studio and location settings.

Prerequisite(s):

- Admission to the Professional Photography Program
-

FIN-726 PHOTOGRAPHY WORK EXPERIENCE PRACTICUM

40 hours practicum

This practicum-based course offers the student a hands-on job experience in the diverse field of photography. For two weeks in late April, students in the Pro Photo Program will work for employers based either on Vancouver Island or elsewhere, if practical. Placements may be with portrait, wedding or commercial photographers, newspapers, photo retail stores, processing labs or graphic designers.

Prerequisite(s):

- Admission to the Professional Photography Program
-

FIN-727 LIFESTYLES PHOTOGRAPHY

3 hours lecture/3 hours lab

Designing and shooting outdoor adventure activities for advertising and stock markets is the emphasis of this course. Location shoots include snowboarding, alpine and cross country skiing along with mountain biking and water sports.

Prerequisite(s):

- Admission to the Professional Photography Program

FIN-729 ADVERTISING & COMMERCIAL PHOTOGRAPHY

The fundamentals of commercial photography will be presented through studio and location shooting. Students will work to deadlines; learn invoicing and record keeping as well as promotional techniques.

Prerequisite(s):

- Admission to the Professional Photography Program
-

FIN-731 LANDSCAPE & NATURE PHOTOGRAPHY

Through lecture and field work, students will be instructed in the principles and ethics of landscape and nature photography. Landscape composition (framing, relationship, perspective, continuity, light), natural history photography (wildlife and wildflowers), practical techniques, and photographic equipment will be surveyed and demonstrated.

Prerequisite(s):

- Admission to the Professional Photography Program
-

FIN-733 PORTFOLIO PROJECT

Students will assemble a body of work representative of their photographic talent and technical skills. Instruction will be given on how to prepare a professional portfolio and publicly display photographic and media work.

Prerequisite(s):

- Admission to the Professional Photography Program
-

FIN-734 BUSINESS PRACTICES IN PHOTOGRAPHY

This course provides students with a detailed range of basic business skills specific to planning, establishing and maintaining a photography business. Topics include marketing, business plan development, legal issues of business start-up, financing, accounting and invoicing/billing procedures as applied to photography.

Prerequisite(s):

- Admission to the Professional Photography Program
-

FIN-735

DESIGN OF MARKETING MEDIA

3 hour lecture, 3 hour lab

Students will learn to produce branding and promotions in order to advertise their photographic services.

Prerequisite(s):

- Admission to the Professional Photography Program
-

FIN-736 CLIENT PROJECT

This course provides students with the opportunity to successfully plan and execute photography and media projects as required for a client.

Prerequisite(s):

- Admission to the Professional Photography Program
-

FIN-737 DIGITAL IMAGING I

This course will cover the manipulation and enhancement of photographic images using industry standard image processing software and plug-ins. Digital file formats, capture, importing and cataloguing will also be covered.

Prerequisite(s):

- Admission to the Professional Photography Program
-

FIN-738 DIGITAL IMAGING II

This course will build on technical skills introduced in Digital Imaging I. Students will expand their knowledge of software tools used to create professional grade images. Students will also set up a Digital Asset Management System including backup strategies.

Prerequisite(s):

- Admission to the Professional Photography Program
-

FIN-739 VIDEOGRAPHY & MULTIMEDIA

This course will introduce students to techniques of capturing and editing professional quality digital camera video and audio. Interviewing techniques with a focus on storytelling will be included.

Prerequisite(s):

- Admission to the Professional Photography Program

**FLM-011
MOTION PICTURE INDUSTRY ORIENTATION**

This course was designed to introduce the position of PA and give an extensive overview. It will cover types of PA's and what their various job duties include from both the Assistant Director's and the Location Department's point of view. An instructor from each of these departments will be in class at all times. In addition to the knowledge necessary to work as a Production Assistant the course will include information on the preparation of a resume and the interview process as well as tips on how to get and keep a job as a PA.

**FLM-015
PRODUCTION ASSISTANT ESSENTIALS: F & TV**

The course encompasses essential skills along with basic industry knowledge to support success. While the Production Assistant is an entry-level crew position in the industry, it can be one of the most demanding and diversified positions to hold. Production Assistants must be able to communicate and work well with others in teams; apply critical and resourceful thinking to solve problems and adapt to new situations; and be able to read, understand and use industry documentation. Through a variety of interactive instructional techniques, students learn the fundamentals of essential workplace skills, as well as what a typical day entails; how other crew departments function and interact; do's and don'ts of set and set protocols, production terminology, radio use, and more.

**FLM-016
LIGHTING: FILM & TV INDUSTRY**

The course provides individuals with an opportunity to explore the industry while learning of the requirements of working in a fast-paced environment. Lighting and Electrical team members hold a pivotal role in all productions being responsible for the planning, development and execution of lighting schemes while ensuring that all electrical considerations are safely addressed. Instruction encompasses introduction to the industry; orientation to safety and site protocols; planning and coordination of work orders; applied learning with fixtures, filters, carts, stands and the various applications of sophisticated equipment and tools. Instruction encompasses valued insight into how best to support the execution of film or television shots with professionalism and accuracy.

**FLM-017
GRIPS: FILM & TV INDUSTRY**

The course provides individuals with an opportunity to explore career opportunities while learning of the requirements of working in a fast-paced environment. Grips are essential to each production and are responsible for working with the camera department to provide camera support while configuring the camera and lighting equipment set-up as required to achieve the anticipated

film or television shot. Instruction encompasses an introduction to the industry; orientation to the process of infusing creativity with core grip requirements; industry protocols; application of the sophisticated equipment and tools; and planning and executing film or television shots with professionalism and accuracy.

FLM-018 CARPENTRY & SET CONSTRUCTION

This course provides an introduction to the role of the carpentry and set construction crew who are responsible for the design, construction and take down of each set with the scope and scale varying from quaint scenes to grand sets involving the reproduction of court buildings, restaurants, spaceships, houses, elaborate staircases, ships, outdoor structures and more. The course encompasses the essentials of safety; communications and key terminology; interdepartmental relations and protocols; roles and expectations; specialty tool requirements; the unique attributes of set construction materials and handling; and the fundamentals of set planning, design, construction and take down.

FLM-019 MOTION PICTURE SAFETY AWARENESS

This informative course provides an essential orientation to safety considerations and is designed specifically for the motion picture and television industry. This course is a requirement to become an associate member with the Directors Guild of Canada as well as a permittee with the International Alliance of Theatrical Stage Employees Local 669 (IATSE 669), the International Alliance of Theatrical Stage Employees Local 891 (IATSE 891) and the Teamsters Local 155. Great for beginners and veterans alike.

FNS-060 FIRST NATIONS STUDENT SKILLS 1

3 hours lecture, 2.5 hours lab, 2 credits

FNS 060 and 061 focus on skill development for First Nations students. Topics of instruction will include: goal setting; time management; personal growth and development; student stress management; college services; educational planning; financial coping; study groups and study skills. There will be an emphasis on development of group and individual support systems.

Prerequisite(s):

- C in English 034 or ENG 035 or assessment.
-

FNS-061 FIRST NATIONS STUDENT SKILLS II

3 hours lecture, 2.5 hours lab, 2 credits

FNS 060 and 061 focus on skill development for First Nations students. Topics of instruction will include: goal setting; time management; personal growth and development; student stress management; college services; educational planning; financial coping; study groups and study skills. There will be an emphasis on development of group and individual support systems.

Prerequisite(s):

- C in ENG 034 or ENG 035 or assessment.
-

FNS-096 BC FIRST PEOPLES STUDIES

3 hours lecture, or distance (D), 2 credits

FNS 096 is designed to help the student appreciate the unique situation of First Nations and Metis communities in British Columbia today. The course will provide a timely view of the history and present day context of BC's First People with specific focus on the Indigenous communities of Vancouver Island and the outlying coastal communities. Writing, reading and critical thinking skills at the advanced level of upgrading will be reinforced and practiced throughout the course.

Prerequisite(s):

- C in Provincial English 11 or NIC ENG 052 or placement testing.
-

FNS-160 FIRST NATIONS EDUCATION: TRADITIONAL AND CONTEMPORAR Y

3 credits

First Nations Studies 160: First Nations Traditional and Contemporary Education was developed by North Island College to meet the needs and demands for a culturally relevant First Nations course about education with credits that transfer to other post secondary institutions. In the context of the Human Service Worker Teaching Assistant Certificate program this course will provide core content about aboriginal education, which permits students to explore and critically examine traditional, historical and contemporary ideas, processes, development, and issues in the field in which they practice. First Nations Studies 160 is designed to address historical and contemporary issues that include First Nations perspectives about the content and process of education. This is facilitated by using and reflecting on First Nations teaching and learning techniques and bringing First Nations voices into the discussions and lectures through text, audio-visual resources and visitors. Instruction is based in a dialogical approach that permits students to use their knowledge in interaction with the instructor about the readings, videos, and presentations they experience. The class format will be a seminar/talking circle in which the instructor serves as a facilitator to mediate dialogue and manage curricular progression. The format will include group work and cooperative learning activities that includes orientation to WEBCT, the Internet, oral and textual resources for networking, research and knowledge production. First Nations Studies is designed for both Aboriginal and non-Aboriginal students.

Prerequisite(s):

- C in one of Provincial English 12, ENG 096, ENG 098, ESL 090, or equivalent articulated BC College course, as pre- or co-requisite; or placement testing.

View this course's BC transfer credit



FOR-100 INTRODUCTION FOREST RESOURCE MANAGEMENT

This is an introduction to forest resource management, the role of foresters, and the importance of industry-specific knowledge, teamwork, and workplace skills. The course includes an overview of historical and present day practices, key resource management considerations for professionals in the field, characteristics of forest resources, an introduction to managing yield, and an overview of the social and economic environment and influences of forestry in today's economy.

Prerequisite(s):

- Admission to the Coastal Forest Resource program.

FOR-105 FOREST RESOURCES HEALTH AND SAFETY

This applied course encompasses theory and practical exercises specific to an introduction to workplace and forestry practices in British Columbia. The role of Occupational Health and Safety in the workplace, as well as key safety measures standard to the Forest industry, will be introduced.

Prerequisite(s):

- Admission to the Coastal Forest Resource program.

FOR-110 ESSENTIAL FIELD SKILLS

This course consists of classroom and applied field skills training for individuals working in the natural resource sector. It includes forestry tool usage, fire suppression, outdoor awareness, orienteering, and safety. The course also provides training in the guidelines and usage of GPS as it relates to navigations, radio use and knowledge of safety principles in the forest industry.

Prerequisite(s):

- Admission to the Coastal Forest Resource program.

FOR-115 INTRODUCTION TO FOREST ECOLOGY

This course provides an introduction to the geography of British Columbia and gives an overview of Vancouver Island and Provincial ecosystems. The course encompasses coastal tree identification, essential wildlife identification skills, and soil identification, assessment and texturing techniques.

Prerequisite(s):

- Admission to the Coastal Forest Resource program.
-

FOR-120 COASTAL HARVESTING SYSTEMS

This is an introduction to the safety standards of coastal harvesting systems plus investigation of silviculture systems. Instruction includes an overview of log handling and sorting and correlation to product pricing, market demand, and overall impact on business operations.

Prerequisite(s):

- Admission to the Coastal Forest Resource program.
-

FOR-125 INTRO TIMBER CRUISING, GRADING & SCALING

This course provides an introduction to the fundamentals of timber cruising concepts, practical and applied measurement techniques and field applications. Instruction also includes options and methods of obtaining information, discussion of cruising methodologies, including fixed area plot measurement and point sampling. Students will be introduced to basic Log Scaling rules and the use of specific tools in this field.

Prerequisite(s):

- Admission to the Coastal Forest Resource program.
-

FOR-130 WORKSITE READINESS SKILLS

Students will engage in activities fostering the principles of Workplace Diversity and explore conflict, conflict avoidance, and resolution. Career development strategies such as worksite expectation, verbal and non-verbal communication, active listening and team building will be introduced and practiced. The development of computer literacy skills, including word processing, spreadsheet applications and internet search will be a focus of this component.

Prerequisite(s):

- Admission to the Coastal Forest Resource program.
-

FOR-135 APPLIED WORKSITE SKILLS - PRACTICUM

Applied tasks will be carried out practicing the skills learned in the classroom and lab portions of training. Students will work side-by-side with forestry workers to hone their skills. Focus will be on Timber Cruising, Coastal Forest Log Grading & Scaling, and Silviculture, although all aspects of forestry work will be practiced.

Prerequisite(s):

- Admission to the Coastal Forest Resource program.
-

FRE-100 MOTIFS I

4 hours lecture, or distance (D), 3 credits

Motifs I and II together make up a complete introductory French program at the university level. With an emphasis on communicative proficiency, and based on the popular French in Action materials, the courses make use of video, audio and print material in order to develop the four language skills (listening, speaking, reading, and writing) and to introduce students to the diversity of the Francophone world.

Prerequisite(s):

- None

[View this course's BC transfer credit](#)



FRE-101 MOTIFS II

4 hours lecture, or distance (D), 3 credits

This is the second of the pair of courses, Motifs I and II.

Prerequisite(s):

- C minimum in FRE 100

[View this course's BC transfer credit](#)



FRE-120 MOTIFS III

4 hours lecture, or distance (D), 3 credits

Motifs III and IV continue the development of the four language skills, self-expression, and cultural insight begun in FRE 100 and 101. Completion of French to this level is the prerequisite for entry into standard 1st-year university French.

Prerequisite(s):

- FRE 101 or French 11 Minimum Grade C

[View this course's BC transfer credit](#)



FRE-121 MOTIFS IV

4 hours lecture, or distance (D), 3 credits

This is the second of the pair of courses, III and IV.

Prerequisite(s):

- C minimum in FRE 120

[View this course's BC transfer credit](#)



FRE-145 INTERMEDIATE FRENCH I

4 hours lecture, or distance (D), 3 credits

This course provides a complete review of French grammar presented within a cultural context. A study of selected literary readings will develop the student's ability to understand and compose short passages, together with typical and provocative articles that will promote active and critical in-class discussions of contemporary issues. Intermediate French I and II are strongly recommended for students who have taken French as a second language.

Prerequisite(s):

- FRE 120 & 121 or French 12 (or permission of the instructor) Minimum Grade C

[View this course's BC transfer credit](#)



FRE-146 INTERMEDIATE FRENCH II

4 hours lecture, or distance (D), 3 credits

This is the second of the pair of courses, Intermediate French I and II.

Prerequisite(s):

- FRE 145 or permission of the instructor Minimum Grade C

[View this course's BC transfer credit](#)



FRE-265 ADVANCED FRENCH I

4 hours lecture, or distance (D), 3 credits

This course provides a continuation of the study of French grammar at an advanced level. A study of selected literary readings (French and French-Canadian), together with a variety of up-to-date and provocative articles and texts will allow the student to further improve both written and spoken French through practice in conversation, comprehension and composition. Advanced French I and II are strongly recommended for students who have taken the French immersion program.

Prerequisite(s):

- FRE 145 and FRE 146 minimum C or French 100 level university transfer credit.

[View this course's BC transfer credit](#)



FRE-266 ADVANCED FRENCH II

4 hours lecture, or distance (D), 3 credits

This is the second of the pair of courses, Advanced French I and II.

Prerequisite(s):

- FRE 265 Minimum Grade C

[View this course's BC transfer credit](#)



FRE-280 LA TRADUCTION: TRANSLATION (A)

3 hours lecture, 3 credits

This course is an introduction to the practice and theory of translation. Through a comparative analysis of the various structures in both French and English, the course will focus on different techniques and strategies to overcome the problems typically encountered when translating from one language to the other. The focus will be particularly placed on grammar, style and syntax.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.
- C in FRE-266.

[View this course's BC transfer credit](#)



FRE-281 LA TRADUCTION: TRANSLATION (B)

3 hours lecture, 3 credits

This course is a continuation to the practice and theory of translation as well as an introduction to the practice of interpreting (simultaneous, consecutive and liaison). Through a comparative analysis of the various structures in both French and English, the course will focus on different techniques and strategies to overcome the problems typically encountered when translating from one language to the other. The focus will be particularly placed on grammar, style and syntax.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

- C in FRE-266.

[View this course's BC transfer credit](#)



GAS-010 H2S ALIVE

8 hours

This one-day course is intended for all workers in the petroleum industry who could be exposed to hydrogen sulphide (H₂S). The course covers the physical properties and health hazards of H₂S, how to protect oneself and basic rescue techniques. Each student is required to operate self-contained breathing apparatus, a detector tube device, and perform rescue breathing on a mannequin. It is recommended that women wear pants or jeans. Upon successful completion of a written examination and demonstration of the required skills an industry standard certificate, valid for three years, will be issued.

GEO-111 ENVIRONMENT, SOCIETY AND SUSTAINABILITY

Distance (D), 3 credits

GEO 111 focuses on the complex relationships between people and the environment. With emphasis on the ecosystems approach, it looks at the impacts on human activity and resource exploitation on the environment, and considers the potential for a sustainable society. Topics covered include; energy flow, biogeochemical cycles, ecosystem structure and dynamics, climate change, water resources, marine resources, biodiversity loss, protected areas and endangered species, human population growth, Ecological Footprint Analysis, and environmental world views.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or assessment.

[View this course's BC transfer credit](#)



GEO-112 INTRODUCTION TO HUMAN GEOGRAPHY

Distance (D), 3 credits

GEO 112 critically examines the complex relations between people and places through key themes and concepts in the cultural, urban and economic fields of human geography. Topics to be studied include: local and popular cultures and landscapes, disappearing peoples, concepts of nature, the agricultural revolutions, global agricultural restructuring, agribusiness, food security, urban and suburban processes, development issues in the less developed world, barriers to and the costs of economic development, globalization, deindustrialization, and social change in the world system.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or assessment.

[View this course's BC transfer credit](#)



GEO-200 GEOGRAPHY OF CANADA

3 hours lecture, 3 credits

This course takes a wholistic approach in examining the dynamic relationships between the physical and cultural environments associated with the people and places in Canada. The focus is on relationships, location and the resulting ever-changing geographic patterns that create the diversity, issues and opportunities facing Canada and Canadians. Some of the topics covered are: the physical setting, settlement patterns and growth, urbanization and politics, environmental regions, regional disparities and Canada's place on the international stage.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



GEO-205 GEOGRAPHY OF BRITISH COLUMBIA

3 hours lecture, 3 credits

GEO 205 explores the physical and human landscapes that are British Columbia. The course is a blend of the regional and wholistic systems approaches to the relationships between physiography, climate, resources and people. Basic geomorphology, natural hazards and other constraints on land use in British Columbia are examined.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



GEO-210 NATURAL RESOURCES MANAGEMENT I: INTRODUCTION

3 hours lecture, 3 credits

The course examines the major natural resources management issues on the global, national, provincial and local scales. Questions and concepts associated with the double-edged sword of conservation versus economic development are examined from the contrasting scientific and philosophical views. The emphasis is on solutions through public policy. Some of the topics covered are: renewable and non-renewable resources, resources and economics, terrestrial, marine and

atmospheric resources, energy, minerals, options for the future and the role of non-government organizations.

Prerequisite(s):

- Any first year GEO course Minimum Grade C

[View this course's BC transfer credit](#)



GEO-211 NATURAL RESOURCES MANAGEMENT II: WILDLIFE

3 hours lecture, 3 credits

The course introduces students to the world of wildlife. Then, the issues associated with wildlife utilization are examined. Wildlife management policies, programs, and practices are reviewed with particular emphasis on Canada and BC. Some of the topics covered include: animal behaviour, inventory methods, population monitoring, land use and wildlife, approaches to management, the conservation of wildlife and wildlife management in the Comox Valley.

Prerequisite(s):

- Any first year GEO Course Minimum grade C

[View this course's BC transfer credit](#)



GEO-214 BIOGEOGRAPHY

3 hours lecture, 3 credits

This course examines the changes in the geographic distribution patterns of plants and animals over geologic time. The attributes of the life layer involved in these shifting relationships are investigated from the geographic perspective. Sampling concepts, methods and tools of analysis are introduced. Some of the topics covered are: the basics of a functioning life layer, feedback in natural systems, disturbance and succession, interpreting distribution patterns, changing continents and climate, colonization, dispersal and invasion, genetic modification, extinctions, conservation and conservation planning.

Prerequisite(s):

- GEO 105 or GEO 106 or GEO 111 Minimum Grade C

[View this course's BC transfer credit](#)



GEO-215 SOCIETY AND THE ENVIRONMENT

3 hours lecture, 3 credits

Global, national and regional perspectives on current environmental issues are the subject matter of this course. The social perspectives and rationale for the study of the natural and human environments are introduced. Topics include

human effects on land and ocean environments, living natural communities, the human environment, the character of civilizations and planet management. A wholistic systems approach is used in examining the broad range of topics and issues involved. The academic and practical skills emphasized in the course include various types of research, oral communications and an awareness of and appreciation for a range of views on controversial issues.

Prerequisite(s):

- Any first year GEO Course Minimum grade C

[View this course's BC transfer credit](#)



GEO-220 INTRO TO CLIMATE CHANGE: HUMAN AND ECOLOGICAL DIMENSIONS

This course takes an interdisciplinary approach to examining climate change and includes scientific, social, economic, political, and ethical perspectives. Some key areas of focus include climate science, vulnerability of human and ecological systems, observed and projected impacts, climate change adaptation and mitigation, policy debates, and current and future challenges.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, ESL 090, or assessment.

[View this course's BC transfer credit](#)



GPS-020 ADVANCED GPS

This course is designed to provide GPS users with advanced skills suitable for outdoor recreation trip planning and industry applications for field projects. Students will explore advanced features of handheld GPS use and discover new methods of using GPS data including, overlays on Google Earth, integration into internet mapping applications, and other ways to utilize the data collected. Students should be familiar with use of GPS and be able to mark and navigate to waypoints and operate various functions on the GPS unit. Techniques that will be covered include collecting field GPS data such as waypoints, routes and tracks, and GPS photo tagging. Additional time inside will be used to explore various online mapping tools and plotting field data into different internet mapping applications.

HCA-100 HEALTH AND HEALING: CONCEPTS FOR PRACTICE

70 hours lecture, 3 credits

This course provides students with the opportunity to develop a theoretical framework for practice. Students will be introduced to the philosophical values and theoretical understandings that provide a foundation for competent practice as a HCA. The course focuses on concepts of caring and person- centred care;

basic human needs and human development; family, culture and diversity as they relate to health and healing. Students will also be introduced to a problem-solving model that will be critical to their practice.

Prerequisite(s):

- Admission to the Health Care Assistant Program
-

HCA-105 HEALTH I: INTERPERSONAL COMMUNICATIONS

50 hours lecture, 3 credits

This course focuses on the development of self-awareness and increases understanding of others, and development of effective interpersonal communications skills that can be used in a variety of caregiving contexts. Students will be encouraged to become more aware of the impact of their own communication choices and patterns. They will have opportunity to develop and use communication techniques that demonstrate personal awareness, respect and active listening skills.

Prerequisite(s):

- Admission to the Health Care Assistant Program
-

HCA-110 HEALTH II: LIFESTYLE & CHOICES

30 hours lecture, 2 credits

This course provides an introduction to the holistic concept of health and the components of a health-enhancing lifestyle. Students will be invited to reflect on their own experience of health, recognizing challenges and resources that may impact on their lifestyle choices and, consequently, their health. Students will be introduced to a model that can be applied in other courses to understand the multifaceted aspects of health and healing.

Prerequisite(s):

- Admission to the Health Care Assistant Program
-

HCA-115 HEALING I: CARING FOR INDIVIDUALS EXPERIENCING COMMON HEALTH CHALLENGES

115 hours lecture, 4 credits

This course introduces students to the normal structure and function of the human body and normal bodily changes associated with aging. Students will explore common challenges to health and healing in relation to each body system. Students will also be encouraged to explore person-centred practice as it relates to the common challenges to health and, in particular, to end-of-life care.

Prerequisite(s):

- Admission to the Health Care Assistant Program

HCA-120 HEALING 3: PERSONAL CARE AND ASSISTANCE

120 hours lab, 3 credits

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the HCA role. The course is comprised of class and supervised laboratory experiences that assist the student to integrate theory from other courses to develop caregiver skills that maintain and promote the comfort, safety and independence of individuals in community and facility contexts.

Prerequisite(s):

- Admission to the Health Care Assistant Program
-

HCA-125 HEALING 2: CARING FOR INDIVIDUALS EXPERIENCING COGNITIVE OR MENTAL CHALLENGES

60 hours lecture, 3 credits

This course builds on content from other courses to assist students to explore concepts and care-giving approaches that will allow them to work effectively with individuals experiencing cognitive or mental challenges. The emphasis in this course supporting clients with dementia, recognizing responsive behaviours and identifying person-centred intervention strategies.

Prerequisite(s):

- Admission to the Health Care Assistant Program
-

HCA-130 WORK ROLE: INTRODUCTION TO HCA

30 hours lecture, 2 credit

This course provides an introduction to the role of the HCA within the British Columbia healthcare system. Students will be introduced to the healthcare team and the roles and functions of HCA within the team. Students will also have opportunities to develop self-reflective skills required for competent practice and will be introduced to effective job-finding approaches.

Prerequisite(s):

- Admission to the Health Care Assistant Program
-

HCA-140 PRACTICE EXPERIENCE I

90 hrs practicum, 4 credits

This supervised practice experience provides students with an opportunity to apply knowledge and skills from all other courses in the program with individuals in a multi-level or complex care setting. A portion of this clinical experience will be

devoted to working with individuals experiencing cognitive challenges. Opportunity will be provided for students to gain expertise and confidence with the role of the HCA within a residential care facility.

Prerequisite(s):

- Admission to the Health Care Assistant Program
-

HCA-145 PRACTICE EXPERIENCE II

60 hours practicum, 2 credits

This practice course provides students with an opportunity to apply knowledge and skills from all other courses with individuals and families in a community setting. Opportunity will be provided for students to become more familiar with the role of the HCA within a Home Support Agency, Assisted Living Facility, and/or a Group Home and to gain abilities that will prepare graduates for employment in these settings. It is important that students understand the philosophy of community care settings and its emphasis on client choice and independence.

Prerequisite(s):

- Admission to Health Care Assistant Program. Successful completion of the appropriate HCA theory courses is required to progress into the Practice Experience.
-

HCA-150 PRACTICE EXPERIENCE III

120 hrs practicum, 4 credits

This final supervised practice experience provides an opportunity for the learner to become better prepared to take on the role of the Health Care Assistant. This course provides students with a further opportunity to apply knowledge and skills from all other courses in the program with individuals in a multi-level or complex care setting. A portion of this clinical experience will be devoted to working with individuals experiencing cognitive challenges. Opportunity will be provided for students to gain expertise and confidence with the role of the HCA within a residential care facility.

Prerequisite(s):

- Admission to Health Care Assistant Program. Successful completion of the appropriate HCA theory courses is required to progress into the Practice Experience.
-

HIS-111 CANADIAN HISTORY: PRE-CONFEDERATION

3 hours lecture, or distance (D); online; Hybrid online + tutorial, 3 credits

This course provides a general chronological overview of Canadian history in the pre-Confederation era. It introduces some of the major political, social and economic events that shaped early Canadian development.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



HIS-112 CANADIAN HISTORY: 1867 - PRESENT

3 hours lecture, or distance (D); online; Hybrid online + tutorial; 3 credits

This introductory course provides an overview of Canadian history since 1867, concentrating on the main lines of political, social and economic development. It analyses important issues such as the Riel Rebellion, the shift from a rural to an urban society, the effects of the two World Wars, the Great Depression, the relations between English and French Canadians, and provincial demands for autonomy.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing. HIS 111 recommended.

[View this course's BC transfer credit](#)



HIS-120 WORLD HISTORY TO 1000

3 hours lecture, 3 credits

This course surveys world civilizations from ancient times to the beginning of the Medieval era. It will include study of such areas of history as ancient Mesopotamia, Egypt, China, Japan and India; classical Greece and Rome; Africa and pre-contact America; and Islam, Byzantium, Western Christendom. The focus will be upon identifying broad themes, issues and patterns in world history, and upon accounting for political, social, cultural, intellectual, religious and economic change.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



HIS-121 WORLD HISTORY OF THE LAST MILLENNIUM, AD 1000-2000

3 hours lecture, 3 credits

This course surveys world history from the early Medieval period to contemporary times. The focus will be upon identifying broad themes, issues and patterns in world history, and upon accounting for political, social, cultural, intellectual, religious and economic change. The approach will combine sweeping analytical overviews with recurrent intensive investigation of selected societies and topics.

Class time will be divided between lecture and slide show presentation, video documentaries, and discussion based upon common course readings and a series of student research exercises.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



HIS-122 THE CONTEMPORARY WORLD

3 hours lecture, 3 credits

HIS 122 seeks to place contemporary international affairs within a broad historical and analytical perspective. The course highlights a number of events, trends and themes that have shaped the history of both individual nations and the international system since the end of World War II. Topics to be studied will include the history of the Cold War; decolonization and the struggle of developing nations to gain political and economic stability; the 'rise' of Asia: the Arab-Israeli Conflict; the Islamic resurgence; the collapse of Soviet-style communism and the nature of conflict in the post-Cold War world; the development of the global economy since Bretton Woods; and the relationship between the history of international institutions and world issues since 1945.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



HIS-135 WORLD MYTHOLOGY

3 hours lecture, 3 credits

The secret of life, explains the sacred tavern-keeper Siduri in an ancient Sumerian epic, is that there is no secret. "When the gods created man they allotted to him death, but life they retained in their own keeping", he tells the king Gilgamesh. "Fill your belly with good things, dance and be merry, feast and rejoice. Let your clothes be fresh, bathe yourself in water, cherish the little child that holds your hand, and make your wife happy in your embrace; for this too is the lot of man." This course will in some ways defy the strictures of Utnapishtim in returning to the questions that rest at the centre of world mythology. Who are we? Where do we come from? Where are we going? What is the nature of the cosmos? What is the relationship between the individual, the family, the community and the transcendent? How are life and death intertwined? We will discuss such questions in a philosophical context but the thrust of the course will be to use an historical and comparative framework that analyzes particular mythic traditions. Rather than attempt to encompass all of world mythology within a one-term course, we will focus upon the myths of Babylonia, Egypt, Greece, Rome, Northern Europe, Mesoamerica and the Pacific Northwest as case studies.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



HIS-205 TRAVELS IN TIME

200 hours = 9 hrs. lecture, 9 hrs. seminar, plus 12-21 days travel, 3 credits

Those who would dare are invited to step into the North Island College time machine. Walk the streets of ancient Pompeii. Contemplate the accomplishments of Incan Civilization from the heights of Machu Picchu. Listen for the sound of the Minotaur below as you stand in the palace at Knossos. This course combines intensive study of one historical theme or civilization with a two-to-three-week international tour. Typically, Travels in Time will only be offered in the Spring semester and will feature a short series of preparatory lectures and seminars followed by the trip. The class will conclude with a couple of meetings upon the group's return. The academic demands in HIS 205 will be significant but are meant to accentuate rather than to detract from the travel experience.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



HIS-215 HISTORY OF MODERN EUROPE I

3 hours lecture, online, or Hybrid online/tutorial, 3 credits

This course surveys the world of early modern Europe from the flowering of the Renaissance in Italy and northern Europe, through the age of the religious wars in the seventeenth century, the eighteenth century Age of Enlightenment, and developments in eastern Europe and Russia, culminating in the great watershed of the French Revolution. In addition to covering military and political developments, the course also describes the changes wrought in the social and economic lives of the people of the emerging nation states of Europe.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



HIS-216 HISTORY OF MODERN EUROPE II

3 hours lecture, online, or Hybrid online/tutorial, 3 credits

After a brief exploration of earlier 18th Century events, this course begins with the causes, course and consequences of the French Revolution. This survey course will then examine the major events of the 19th and 20th Centuries. Particular emphasis will be placed on industrialization, the growth of the nation state and imperialism. Social change will also be examined.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



HIS-220 WAR, MEMORY, MYTH AND HISTORY

3 hours lecture, 3 credits

"Since wars begin in the minds of men," reads the UNESCO charter, "it is in the minds of men that we have to erect the ramparts of peace." This course explores how humans have struggled to understand, memorialize, and learn from war. Although the course uses a comparative thematic approach, there is a heavy emphasis upon twentieth-century wars, since this will both provide focus and allow us to probe the politicized relationship between lived memory and history. "War," notes the journalist Chris Hedges, "is a force that gives us meaning." This course will use monuments, memorials, museums, myths, paintings, photographs, weapons, flags, cartoons, family stories, novels, and movies as sources for thinking about the ways in which war is remembered and defined.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



HIS-225 HISTORY OF BRITISH COLUMBIA

3 hours lecture, or distance (D), 3 credits

Major historical events are discussed, and their significance analyzed, in this survey course on British Columbia's history. The roles played by economics, geography, politics and social factors in shaping the province's development will also be examined.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



HIS-232 UNITED STATES HISTORY SINCE 1877

3 hours lecture, 3 credits

This course addresses the political, economic and social development of the American republic from the end of Reconstruction to the present day. Major themes will include urbanization, industrialization, western settlement, Progressivism, World War One, the Great Depression, World War Two, the Cold War and rise to Super Power Status, and civil rights.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



HIS-251 HISTORY OF WOMEN IN CANADA, 1920 - PRESENT

3 hours lecture, or distance (D), 3 credits

This course examines the major issues in women's lives after 1920. Particular attention will be paid to the changing roles and expectations of women in the home, in society and in the workplace, and to the forces that brought about these changes.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



HIS-260 HISTORICAL REACTIONS TO CRIMINAL AND DEVIANT BEHAVIOUR

3 hours lecture, 3 credits

Once upon a time, a shipwrecked sailor washed up upon distant shores. He wondered about where he was. Then he saw a scaffold and gallows. "Thank god, he exhaled, "I am in a civilized country." What is the relationship between civilization, crime and punishment? Why have dead bodies been the symbol of law at some times and places but not at others? Why did criminal trials begin? How can we account for the replacement of torture and the "bloody scaffold" with the rise of the penitentiary? This course will ask such questions as it provides an historical perspective on changing definitions of deviancy, societal reactions to violent or criminal activity, and public policies to counteract prohibited behaviour. The time span and geographical range will be vast; we will range from the Mesopotamia of 3,000 BCE to 21st-century North America. To provide focus, the curriculum will be organized around four intensive case studies: Crime and Punishment in the Ancient Near East and Mediterranean; Early Modern and Industrial Britain; American Justice from Colonial Times to Court T.V.; and Reactions to Crime and Deviance in 19th and 20th Century Canada and British Columbia.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



HMC-100 SAFE WORK PRACTICES

15 Hours

Apply safety procedures and hazard recognition within the shop environment.

Prerequisite(s):

- Acceptance into the Heavy Mechanical Foundation program

HMC-101 TRADE OVERVIEW

Introduction to the Heavy Duty trades and an overview of employer expectations, employee responsibilities, customer relations and communication within a work team. In this course you will also study job searches including resume writing and the interview process.

Prerequisite(s):

- Acceptance into the Heavy Mechanical Foundation program

HMC-102 PROCESS TECHNICAL INFORMATION

7 Hours Lecture, 5 Hours shop

Introduction to record keeping, report writing and using various resources to course information such as parts and servicing documents.

Prerequisite(s):

- Acceptance into the Heavy Mechanical Foundation program

HMC-103 TOOLS AND EQUIPMENT

26 Hours Lecture, 37 Hours Shop

Introduces students to various hand tools, power tools and shop equipment.

Prerequisite(s):

- Acceptance into the Heavy Mechanical Foundation program

**HMC-104
RIGGING, LIFTING & MOVING LOADS**

14 hours lecture, 17 hours shop

Introduction to safe lifting, rigging, jacking, blocking and moving of loads.

Prerequisite(s):

- Acceptance into the Heavy Mechanical Foundation program
-

**HMC-105
HOSES, FASTENERS & FITTINGS**

13 hours lecture, 16 hours shop

Introduction to various hoses, fasteners, fittings and tubing used in the mechanics trade.

Prerequisite(s):

- Admission to the Heavy Mechanical Foundation program
-

**HMC-106
WELDING**

16 hours lecture, 39 hours shop.

Introduction to basic welding and cutting procedures for mild steel processes.

Prerequisite(s):

- Admission to the Heavy Mechanical Foundation program
-

**HMC-107
EQUIPMENT OPERATIONS**

10 hours lecture, 20 hours shop

Introduces best practices for starting, moving, stopping and shutting down heavy equipment and operating forklifts.

Prerequisite(s):

- Admission to the Heavy Mechanical Foundation program
-

**HMC-108
WIRE ROPES**

4 hours lecture, 2 hours shop

Service wire rope used in winches and various applications.

Prerequisite(s):

- Admission to the Heavy Mechanical Foundation program

**HMC-109
AIR & HYDRAULIC BRAKE SYSTEMS**

60 hours lecture, 70 hours shop

Introduces students to air, hydraulic and specialty braking systems.

Prerequisite(s):

- Admission to the Heavy Mechanical Foundation program
-

**HMC-110
HYDRAULICS**

50 hours lecture, 19 hours shop

Introduces students to basic hydraulics systems, operations maintenance and troubleshooting.

Prerequisite(s):

- Admission to the Heavy Mechanical Foundation program.
-

**HMC-111
DIESEL ENGINE REMOVAL & INSTALLATION**

4 hours lecture, 50 hours shop

Introduces students to proper procedures for removal and installation of diesel engines.

Prerequisite(s):

- Admission to the Heavy Mechanical Foundation program
-

**HMC-112
FLUIDS & LUBRICANTS**

7 hours lecture, 3 hours shop

Introduction to fuels and lubricants used in the heavy mechanical trades.

Prerequisite(s):

- Admission to the Heavy Mechanical Foundation program;
-

**HMC-113
ENGINES & SUPPORTING SYSTEMS**

8 hours lecture, 9.5 hours shop

Introduction to the various engine support systems including cooling, lubrication and air induction systems.

Prerequisite(s):

- Admission to the Heavy Mechanical Foundation program;
-

HMC-114 GASOLINE FUEL SYSTEMS

5 hours lecture, 1 hour shop

Introduction to gasoline fuel systems for internal combustion engines.

Prerequisite(s):

- Admission to the Heavy Mechanical Foundation program;
-

HMC-115 DIESEL FUEL SYSTEMS

6 hours lecture, 2 hours shop

Introduction to diesel fuel systems including maintenance.

Prerequisite(s):

- Admission to the Heavy Mechanical Foundation program;
-

HMC-116 ELECTRICAL SYSTEMS

82 hours lecture, 44 hours shop

Introduces students to heavy equipment electrical systems.

Prerequisite(s):

- Admission to the Heavy Mechanical Foundation program;
-

HMC-117 DRIVELINES & FINAL DRIVES

14 hours lecture, 29 hours shop

Introduces students to drive line and final drives systems including operation and servicing.

Prerequisite(s):

- Admission to the Heavy Mechanical Foundation program;

**HMC-118
STANDARD TRANSMISSIONS & CLUTCHE**

13 hours lecture, 24 hours shop

Introduces students to basic power transmissions and clutches.

Prerequisite(s):

- Admission to the Heavy Mechanical Foundation program;
-

**HMC-119
POWERSHIFT TRNSMSSIONS & TORQUE CONVERTRS**

7 hours lecture, 5 hours shop

Introduces student to powershift transmissions and torque converters including operation testing and servicing.

Prerequisite(s):

- Admission to the Heavy Mechanical Foundation program;
-

**HMC-120
BEARINGS AND SEALS**

6 hours lecture, 6 hours shop

Introduces student to bearings and seal removal, installation and maintenance.

Prerequisite(s):

- Admission to the Heavy Mechanical Foundation program;
-

**HMC-121
PROTECTIVE STRUCTURES & UNDERCARRIAGES**

20 hours lecture, 37 hours shop

Introduces student to identifying protective structures and undercarriages including diagnosing and servicing.

Prerequisite(s):

- Admission to the Heavy Mechanical Foundation program;
-

**HMC-122
STEERING SUSPENSION & TRAILER GEAR**

81 hours lecture, 81 hours shop

Introduces student to diagnosing and repairing steering, suspension and trailer systems.

Prerequisite(s):

- Admission to the Heavy Mechanical Foundation program;
-

**HMC-123
HEATING & REFRIGERATION SYSTEMS**

28 hours lecture, 17 hours shop

Introduces student to diagnose, service and repair heating and refrigeration systems.

Prerequisite(s):

- Admission to the Heavy Mechanical Foundation program;
-

**HRT-010
CPR LEVEL A WITH AED**

4 hours

This course covers skills needed to recognize and respond to cardiovascular emergencies for adults. Topics include choking, airway and breathing emergencies, prevention of disease transmission, Automated External Defibrillation (AED).

Prerequisite(s):

- 16 years of age before course starts
-

**HRT-011
CPR LEVEL C WITH AED**

6 hours

This is an adult, child and infant CPR course. Skills taught and practiced include one- and two-rescuer CPR; Adult, child, and infant CPR techniques; management of the obstructed airway and Automated External Defibrillation (AED). Skills taught and practiced include one-rescuer CPR, choking, barrier devices/pocketmasks, and AED. Certification period is three years, but recommended for one year.

Prerequisite(s):

-
-

**HRT-015
HEALTH CARE PROVIDER (CPR LEVEL HCP)**

6 hours

Learn adult, child and infant CPR techniques for health care providers and other professional rescuers. CPR Level A or equivalent is recommended prior to attending this course. Skills taught and practiced include one and two-rescuer CPR with pulse checks, bag valve mask, respiratory arrest, AED, and

management of the obstructed airway in the adult, child and infant. (Certification period is three years, but recommended for one year.)

Prerequisite(s):

- Strongly recommend previous certification in CPR Level A, B, C or any First Aid training provided by WSCB, Red Cross, EMP or St. John's Ambulance.
-

HRT-017 RED CROSS CPR HEALTH CARE PROVIDER RECERTIFICATION

5 hours

Refresher training for those needing to re-certify their CPR Level C.

Prerequisite(s):

- Proof of current CPR C
-

HRT-019 RED CROSS CPR C RECERTIFICATION

4 hours

Refresher training for those needing to re-certify their CPR Level C.

Prerequisite(s):

- Proof of current CPR C
-

HRT-025 AUTOMATED EXTERNAL DEFIBRILLATOR - AED

4 hours

This course is designed to teach the general public and first aid attendants how to use an automated External Defibrillator (AED). Certification is by the Red Cross and is valid for three years.

Prerequisite(s):

- Minimum of 16 years of age. Must have current CPR or Occupational First Aid certification.
-

HRT-030 CPR INSTRUCTORS COURSE

28 hours

This course is designed to qualify instructors for delivery of all CPR and AED level courses using standardized Curriculum and Learning Outcomes. Course content follows the First Aid Instructor's Manual and includes skill assessment, Facilitation philosophy, Administration, PDT, CPR course outlines. Upon completion Instructors will be qualified to prepare, deliver and evaluate CPR students. NOTE: Skill testing in the course is not a relearning opportunity.

Candidates whose skills are not up to standard will not be permitted to attend the remainder of the course. (CPR Instructor certification with an expiry date of three years from the last day of the month the course was completed.)

Prerequisite(s):

- All Instructor & Instructor Recertification courses must be reviewed by the NIC Department prior to Registration as follows: 18 years of age or older at the start of the course; CPR Level HCP. Post Requisites(s)8 hours co-teach (recommended to c0-teach a Level "C") unless specified by the Instructor Trainer, Co-teaching MUST be done within 1 year of completing the Instructor course, with a current FAI or CPRI who has 2 years or more of teaching experience or IT.
-

HRT-031 CPR INSTRUCTORS RECERTIFICATION COURSE

8 hours

This course is designed to maintain Instructor level qualifications for delivery and evaluation of all CPR level courses using standardized Curriculum and Learning Outcomes. (CPR and AED Instructor certification with an expiry date of three years from the last day of the month the recertification course was completed.)

Prerequisite(s):

- All Instructor & Instructor recertification courses must be reviewed by the NIC First aid Department prior to registrations as follows: 18 years of age or older at the start of the course; current CPR Instructor First Aid award; Must have taught a minimum of 3 CPR courses during the 3 year period since obtaining the Instructor designation or recertification. Any CPR courses may be considered. At least one of 3 courses must be a Level "C".
-

HSR-160 ACTIVITY ASSIST- FRAMEWORK FOR PRACTICE

This course assists students in understanding their role as an Activity Assistant. The students are introduced to the concept of activity and how it influences and is influenced by the components of health, age, interests, values and environment.

Prerequisite(s):

- Admission into the Activity Assistant Program.
-

HSR-161 ACTIVITY FOR WELL-BEING

Students will enhance their knowledge of dementia, especially Alzheimer's disease. This course provides strategies for activity involvement with the cognitively impaired client.

Prerequisite(s):

- Admission to the Activity Assistant Certificate Program

HSR-162 PROGRAMMING FOR INDIVIDUALS WITH COGNITIVE IMPAIRMENTS

Students will enhance their knowledge of dementia, especially Alzheimer's disease. This course provides strategies for activity involvement with the cognitively impaired client.

Prerequisite(s):

- Admission into the Activity Assistant Program
-

HSR-170 PRACTICE EXPERIENCE 1

30 hours, /Practicum

This course provides students with an opportunity to apply the knowledge and skills gained from theory courses while working with adults in a variety of settings. The focus will include the use of creative problem-solving processes in the provision of activities that maintain or enhance clients' well-being.

Prerequisite(s):

- Admission into the Activity Assistant Program
-

HSR-171 PRACTICE EXPERIENCE 2

This practicum provides the students with the opportunity to integrate the theory and skills learned during the Activity Assistant Program. It consists of 90 hours of supervised practice in a variety of case settings. The student will use creative, client-centered processes for planning and implementing activities that maintain or enhance client well-being.

Prerequisite(s):

- Admission into the Activity Assistant Program.
-

HSW-130 ED ASSIST IN CROSS-CULTURAL CLASSROOM

3 hours lecture, 3 credits

This course is designed to provide Education Assistants with background knowledge and understanding of the administration and organization of schools, including working with diverse cultures. The roles of Education Assistants in the schools, and their relationships with other professional groups, parents and the local community are covered through various methods. Indigenous ways of knowing and an understanding of differing world views are woven throughout the academic material.

Prerequisite(s):

- Admission to the Human Services Certificate- Educational Assistant/Community Support, Indigenous Focus program. C in HSW 131, HSW 132, HSW 164, FNS 160, ENG 115 or ENG 116, and PSY 250.
- Corequisites: HSW 166, HSW 137, HSW 170, PSY 251

[View this course's BC transfer credit](#)



HSW-131 CROSS-CULTURAL COMM SKILLS IN CLASSROOM

3 hours lecture, 3 credits

HSW 131 focuses on the enhancement of cross-cultural communication skills necessary to become more effective Education Assistants and Community Support Workers working in Aboriginal settings. Students will practice and demonstrate communication skills such as active listening, clarification and giving and receiving feedback non-defensively. Students will also learn cultural awareness skills to help them strategize and analyze situations involving cross-cultural communication, conflict management and working in teams.

Prerequisite(s):

- Admission to the Human Services Certificate - Educational Assistant/Community Support, Indigenous Focus Program

[View this course's BC transfer credit](#)



HSW-132 CROSS-CULTURAL SOCIAL ANALYSIS

3 hours lecture, 3 credits

HSW 132 is designed to investigate Indigenous perspectives on social issues at the local, national, and global levels. This course introduces students to a wide range of social issues, starting with the student's own experiences with social justice and cultural awareness. Using critical thinking and a participatory approach, learners will analyze the historical, political and social factors affecting the issues discussed. An Indigenous lens will be utilized through the use of guest speakers, videos, and supplementary material. Group works and cooperative learning activities will be used. This course is designed for both Aboriginal and non-Aboriginal students.

Prerequisite(s):

- Admission to the Human Services Certificate - Educational Assistant/Community Support, Indigenous Focus program

[View this course's BC transfer credit](#)



HSW-136 HOLISTIC HEALTH AND WELL BEING PLA

3 hours lecture/lab, 3 credits

This course is designed to examine and incorporate holistic perspectives in the health of both clients and caregivers. Topics will include self-care and awareness, trauma-informed care and ethical and legal issues related to health care. It will also provide instruction in the basics of personal care for clients. Community resources for health information and support will be explored.

Prerequisite(s):

- C in one of English 11, English 11 First Peoples, ENG 052, or assessment.

[View this course's BC transfer credit](#)



HSW-137 SUP STRAT FOR SKILLS DEV CROSS-CUL TURAL

3 hours lecture, 3 credits

HSW 137 introduces students to the principles of culturally responsible behavior support. Students will investigate current positive behavioral interventions and support (PBIS) strategies and compare and contrast these with traditional Indigenous approaches to behavior support and intervention. Culturally responsive support strategies for skill development and enhancement of quality of life will also be included.

Prerequisite(s):

- Admission to the Human Services Certificate- Educational Assistant/Community Support, Indigenous Focus program. C in HSW 131, HSW 132, HSW 164, FNS 160, ENG 115 or ENG 117, and PSY 250.
- Corequisites: HSW 130, HSW 166, HSW 170, PSY 251.

[View this course's BC transfer credit](#)



HSW-152 FOUNDATIONS OF HUMAN SERVICE PRACTICE

3 hours lecture, 3 credits

This course introduces students to a wide range of social problems through exploration of definition, evidence, causation, consequences, values and intervention. The student will be introduced to a variety of viewpoints, with an emphasis on a critical thinking approach.

Prerequisite(s):

- Acceptance into the Human Service Certificate Program

[View this course's BC transfer credit](#)



HSW-164 FOUNDATIONS OF COMMUNITY SUPPORT

3 hours lecture, 3 credits

This course introduces students to a diversity model approach regarding persons with disabilities. Supports and services that empower persons with disabilities are presented and the strengths of person with disabilities are emphasized. Issues of devaluation and discrimination of individuals with disabilities will be identified and discussed. There is a focus on person-centered practice and a strengths perspective.

Prerequisite(s):

- C in all first term HSW courses.

[View this course's BC transfer credit](#)



HSW-166 HEALTH CARE PRINCIPLES

3 hours lecture/lab, 3 credits

This course gives an introduction to physical care planning with emphasis on developing physical care skills. Areas of study include basic anatomy and physiology of body systems, basic assessment and physical care skills, common health challenges among persons with physical disabilities, nutrition and food handling, body mechanics. Ethics and legal issues related to health care will also be explored. Community resources for health information and support will be introduced.

Prerequisite(s):

- C in all 1st term HSW courses

[View this course's BC transfer credit](#)



HSW-167 SUPPORT STRATEGIES FOR SKILL DEVELOPMENT

3 hours lecture, 3 credits

This course introduces students to the principles of positive behaviour support. Students will learn methods for identifying, observing, measuring, and reporting behaviour and skills. Support strategies for skill development and enhancement of quality of life will also be included.

Prerequisite(s):

- C in all 1st term HSW courses

[View this course's BC transfer credit](#)



HSW-170 EDUCATION ASSISTANT/COMMUNITY SUPPORT PRACTICE EXPERIENCE I

6 - 8 hours/week practicum + 3 hours seminar/week at NIC, 3 credits

Students complete a practicum of six to eight hours per week in an agency, facility or school setting. The practicum site is chosen to complement the course

selection and certificate designation. This experience emphasizes a generic approach with a focus on the establishment of a knowledge base, initial skill development, and an understanding of professional expectations. Weekly seminars assist students to make a connection between theory and their practice while building proficiency at self evaluation.

Prerequisite(s):

- C in all 1st term courses

[View this course's BC transfer credit](#)



HSW-174 HUMAN SERVICE PRACTICE EXP II

30 hours/week practicum placement for 6 weeks + 3 hours seminar/week, 4 credits

This full-time, six week practice experience completes the final component of the Community Support Worker and Education Assistant training. Students are placed in an agency, facility or educational setting, supporting individuals with a physical, cognitive, or psychiatric disability. Students must successfully complete this practice experience at an employment readiness level in order to receive their certificate.

Prerequisite(s):

- C in all 2nd term HSW courses

[View this course's BC transfer credit](#)



HSW-190 EDUCATION ASSISTANT IN THE CLASSROOM

3 hours lecture, 3 credits

This course is designed to provide Education Assistants with background knowledge and understanding of the administration and organization of schools. The roles of the Education Assistant in the classroom and the relationship of the Education Assistant with other professional groups in the school and the community are also focal points of study. In order to promote understanding of issues associated with students with special needs, a study of controversial issues in education is undertaken.

Prerequisite(s):

- C in all 1st term HSW courses

[View this course's BC transfer credit](#)



HSW-250 ADVANCED PRACTICE EXPERIENCE

30 hrs/week practicum & 3 hrs/week seminar for 8 weeks, 5 credits

It is expected that the student enrolling in HSW 250: Advanced Practice Experience, is proficient in basic human service worker skills and is ready to move to a more challenging experience. As each practice placement site is unique and may require knowledge and skills specific to its mandate and client population, a contract of learning outcome expectations will be established at the beginning of the practice placement at a meeting between the student, the practice placement supervisor, and the classroom instructor. The student will be supported in her/his learning through weekly seminars.

Prerequisite(s):

- C in all fall Human Services Diploma courses and co-requisite full time enrollment in winter theory courses.
-

HUC-100 HOSPITAL UNIT CLERK - OVER VIEW

9 hours lecture, .5 credit

This course is designed to give an overview of the program and the skills needed to work in this field. Course outlines will be reviewed.

Prerequisite(s):

- Admission to the Hospital Unit Clerk Certificate Program
-

HUC-101 ANATOMY, PHYSIOLOGY & MEDICAL TERMINOLOGY

72 hrs lecture, 2.5 credits

Acquire a medical terminology vocabulary related to body systems necessary to communicate information in a medical office or hospital environment. Learn and practice the principles of medical words formation, including the basic rules of building medical words, identifying suffixes, prefixes, and combining forms related to the structures and functions of the associated systems of the body. This intensive course, requires approximately 8 hours of homework per week.

Prerequisite(s):

- Admission to the Hospital Unit Clerk Program
-

HUC-103 INTRODUCTION TO PHARMACOLOGY

30 hrs Lecture, 1 credit

This course discusses fundamental information Unit Clerks must know about medications. While the main focus is on names and classifications of commonly used drugs, the twenty-four hour clock, pharmacology vocabulary, the Compendium of Pharmaceuticals and Specialties (CPS) are also addressed.

Prerequisite(s):

- Admission to the Hospital Unit Clerk Program
-

HUC-104 NON-CLINICAL MANAGEMENT OF THE NURSING UNIT

3 hours lecture, .5 credit

An introduction to professional communication in a hospital unit setting. Topics include: perception of self and others, verbal and nonverbal communication, appropriate professional conversation, listening skills, self-disclosure and feedback, telephone skills, patient confidentiality. Examines communication methods and tools used by the Hospital Unit Clerk, and communication devices used in the hospital.

Prerequisite(s):

- Admission to the Hospital Unit Clerk Program
-

HUC-105 UNIT CLERK PROCEDURES AND OBSERVATION

3 hours lecture, practicum, 3 credits

This course is designed to introduce the student to management techniques and communication in a hospital environment. It deals with the transcription and understanding of physicians' orders - the major and most critical function of the Unit Clerk. This would include dietary, laboratory, diagnostic imaging, respiratory care, physical and occupational medicine and medications.

Prerequisite(s):

- Admission to the Hospital Unit Clerk Program
-

HUC-106 UNIT CLERK PRACTICUM

Clinical Practice, 2.5 credits

The practicum provides an opportunity for the student to integrate and apply skills and knowledge obtained through coursework, and practice skills in a workplace setting. The student will be expected to work the days that the instructor assigns, which could involve day, evening, or weekend schedules.

Prerequisite(s):

- Admission to the Hospital Unit Clerk Program
-

HVA-100 HEAVY DUTY EQUIPMENT TECH APPR - LV 1

300 hours

This is the Level One of the four year Heavy Duty Equipment Technician Apprenticeship. This 10 week course covers the following occupational skills Brakes, Hydraulics, Electrical, Frames, Steering and Suspension. Trailers, Heating and Air-conditioning and Structural components as it relates to heavy equipment.

Prerequisite(s):

- ITA Registered Apprentice and successful completion of Module One or Foundation Program.
-

HVA-200
HEAVY DUTY EQUIPMENT TECH APPR - LV 2
240 hours

NOTE: Effective start date January 2015. This is the Level Two of the four year Heavy Duty Equipment Technician Apprenticeship. This 8 week program covers the following occupational skills; Electrical, Engines and Supporting Systems as it relates to heavy equipment.

Prerequisite(s):

- ITA Registered Apprentice and successful completion of Module One or Foundation Program. (HVA 100)
-

HVA-300
HEAVY DUTY EQUIPMENT TECH APPR - LV 3
180 hours

Note: This course is effective September 2015. This is the Level Three of the four year Heavy Duty Equipment Technician Apprenticeship. This 6 week program covers the following occupational skills; Power Trains and Power Transfer systems as it relates to heavy equipment.

Prerequisite(s):

- ITA Registered Apprentice and successful completion of Level 2 Heavy Duty Apprenticeship Training. (HVA 200)
-

HVA-400
HEAVY DUTY EQUIPMENT TECH APPR - LV 4
120 hours

NOTE: This course is effective May 2015. This is the Level Four of the four year Heavy Duty Equipment Technician Apprenticeship. This 4 week program covers the following occupational skills; Hydraulics, Electrical, Frames, Steering, Suspension and Structural Component systems as it relates to heavy equipment.

Prerequisite(s):

- Apprentices enrolling in technical training must take their training in sequential order, beginning with level 1, then 2, then 3, then level 4. Students must complete all levels of technical training in order to be eligible to write the Interprovincial (Red Seal) examination.
-

IMG-100
INTRODUCTION TO PHP

3 hours lecture, 1 hour lab, 3 credits

This practical course introduces students to the development of database-driven web-server applications. PHP (PHP: Hypertext Preprocessor) scripting is used to define the logic and behaviour of student-developed web applications while SQL (Structured Query Language) is used to communicate with the underlying relational database engine. Students will install a development environment to learn and practice essential programming skills and elements of database design and usage.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090; or placement testing

[View this course's BC transfer credit](#)



IMG-102 COMPUTER GRAPHICS IPLA

4 hours, lecture and studio time, 3 credits

This course provides students with a working knowledge of industry standard hardware and software for communication design and basic instruction in computer technology. Computers as a design tool will be discussed in terms of context, historical developments and impact on the field of communication design. Students will apply design principles and their own creative skills to illustration and photo editing for design applications, focusing on Adobe Illustrator and Photoshop.

Prerequisite(s):

- C in one of Provincial English 12, English 12 First Peoples, ENG 096, ENG 098, ESL 090 or placement testing.

[View this course's BC transfer credit](#)



IMG-103 COMPUTER GRAPHICS II

4 hours, lecture and studio time, 3 credits

This course is designed to further develop concepts and skills introduced in IMG 102. In this course Adobe In-Design will be added to the students' software repertoire. Pre-press and the computer as a production tool will be emphasized and colour management will be addressed. Students will develop practical skills in applying software programs to page layout for newspapers, magazines and further their illustration and image editing skills.

Prerequisite(s):

- IMG 102 Minimum Grade C

[View this course's BC transfer credit](#)



IMG-105 COMMUNICATION DESIGN I

4 hours, lecture and studio time, 3 credits

This course provides a general overview of contemporary practices in Communication Design. Design principles and theories of visual perception are integrated into projects that cover identity design, advertising, web design and the design process. Students discuss historical and contemporary concepts and ideas.

Prerequisite(s):

- None

[View this course's BC transfer credit](#)



IMG-110 HTML AND CSS

3 hours lecture, 1 hour lab, 3 credits

In this course students will learn the concepts and develop skills needed to build the front-end of a standards-compliant website. Topics covered include concepts of the Internet and World Wide Web, HTML, and CSS. A popular HTML/CSS editor will be used as the development tool throughout the course. Web usability and accessibility will be introduced. A web site development project is an important component of the course. A student may receive credits for either IMG 110 or CPS 165 but not both.

Prerequisite(s):

- C in Provincial English 12 or one of ENG 060, ENG 096, ENG 098, ESL 090; or placement testing.

[View this course's BC transfer credit](#)



IMG-111 INTRODUCTION TO JAVASCRIPT

3 hours lecture, 1 hour lab, 3 credits

This course will continue on the web skills development started with IMG 110. Topics covered include JavaScript and jQuery. A course project is a required component of the course.

Prerequisite(s):

- IMG-110 Minimum Grade C

[View this course's BC transfer credit](#)



IMG-112 TYPOGRAPHY

4 hours, lecture and studio time, 3 credits

Graphic design exists to enhance communication, and language (written or oral) is our primary means of communicating. This studio course develops aesthetic and conceptual skills for visual communication problems in which type is the primary element. Historical reference gives context to the evolution of written communication. Students learn to relate the elements and principles of design to typography and projects facilitate students in identifying, classifying, and creating letter forms. Students will analyse form and content issues, typographic emphasis, composition, organization and clarification of information and grid systems.

Prerequisite(s):

- IMG 105 Minimum Grade C

[View this course's BC transfer credit](#)



IMG-120 WEB ANIMATION

3 hours lecture, 1 hour lab, 3 credits

This course introduces principles of motion graphics design and teaches students to develop skills needed to build the graphic and web animations. Topics covered include concepts and basic techniques of bitmap and vector graphics animation, animation with multimedia, animated website, ActionScripts, and an introduction to Scalable Vector Graphics (SVG). Flash will be used as the main tool in the course. An animation project is a required component of the course.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



IMG-130 PROJECT MANAGEMENT

3 hours lecture, 1 hour lab, 3 credits

This course introduces principles and methods of project development and management. Students will use up-to-date tools to manage a Website project. Web analytics concepts, methods, and tools will be explored to evaluate website business effectiveness. A student may receive credits for either IMG 130 or CPS 151 but not both.

Prerequisite(s):

- IMG 100, IMG 110 Minimum Grade C

[View this course's BC transfer credit](#)

IMG-204 INTRODUCTION TO PROGRAMMING IN SWIFT

3 Hours Lecture, 1 Hour Lab, 3 credits

This course provides an introduction to essential skills for development of iPhone, iPad, and iPod applications using the Swift programming language. Principles of a correct object-oriented design and implementation will be emphasized to develop tested and reusable high quality code. The course will also cover elements of the Cocoa and Foundation Framework.

Prerequisite(s):

- C in one of Provincial English 12, NIC ENG 060, ENG 098, ESL 090 or placement testing.

[View this course's BC transfer credit](#)

IMG-208 COMMUNICATIONS DESIGN II

4 hours, lecture and studio time, 3 credits

Skills and experience gained in the first year of study find coordinated application to increasingly complex design projects. This course concentrates on the design of visual communications for print and display. Concept development, design principles, computer skills, presentation, print production and marketing theory will be addressed and applied to studio assignments. Assignments take the form of a range of projects in various media. This course is essential for the development of a working portfolio.

Prerequisite(s):

- IMG 103 and IMG 112 Minimum Grade C

[View this course's BC transfer credit](#)

IMG-209 USER EXPERIENCE AND INTERFACE DESIGN

4 hours, lecture and studio time, 3 credits

This course further develops the theory and skills gained in IMG 208 with focus on website design projects. Assignments will require conceptual and visual development that challenges students' creativity and ability to think 'outside the box' while addressing real world applications. Students design for systems that entail specific client objectives, audience profiles, budgets, and production plans while developing a workflow that will be adaptable to real life work situations. Assignments take the form of a range of web design projects. This course is essential for the development of a working portfolio.

Prerequisite(s):

- Completion of 1st year Communication Design Diploma and IMG 208 Minimum Grade C

[View this course's BC transfer credit](#)

IMG-210 CONTENT MANAGEMENT SYSTEMS

3 hours lecture, 1 hour lab, 3 credits

The goal of this course is to integrate student web development skills into a large dynamic CMS. Students will learn to set up CMS user access levels, sections, categories, plug-ins, and components. Students will acquire knowledge to activate existing CMS templates as well as to develop their own CMS templates. CMS installation, deployment, backup, and security will be covered. Search engine optimization will be practiced in the context of a course long project.

Prerequisite(s):

- IMG-110 and IMG-111;

IMG-212 ADVANCED CSS

3 hours lecture, 1 hour lab, 3 credits

Building on the skills and knowledge acquired in the first courses on HTML, CSS and JavaScript, this course introduces more advanced CSS features and their applications on website and application development. Topics include advanced layout with CSS, CSS preprocessors, PostCSS basics, and CSS frameworks. A course project is a required component.

Prerequisite(s):

- IMG 110, IMG 111 Minimum Grade C

[View this course's BC transfer credit](#)

IMG-214 IOS APPLICATION DEVELOPMENT

This course introduces iOS application development for iPhone, iPod and iPad. Topics covered include iOS application development environment, MVC concepts, use of storyboard in build multiple-scene user interfaces, programming of user interactions, accessing device resources and external services. It also includes debugging and testing applications on a simulator and on real devices. . An iOS application development project is an important component of the course.

Prerequisite(s):

- C in IMG 204

[View this course's BC transfer credit](#)

IMG-215 ANDROID APPLICATION DEVELOPMENT

This course introduces Android application development for mobile Android devices. Installation and configuration of Android Studio IDE for Android application development will be covered. Android activities, intents, and an application life cycle will be used together with the model-view-controller in implementing mobile applications. Applications developed in this course will be tested and debugged using both Android emulator and a real Android mobile device. A final course project and its demonstration are important parts of this course.

Prerequisite(s):

- C in CPS 100

[View this course's BC transfer credit](#)



IMG-220 INTRODUCTION TO SOCIAL MEDIA

The adoption of social media by both individuals and organizations has triggered a shift in marketing practices globally. This introductory course will present current channels, tools and technologies that are used in social media. It will look at marketing, monetization, strategies, monitoring, metrics and governance. This course aims to provide students with the knowledge and skills to effectively explore the opportunities and challenges associated with the use of social media channels and platforms - including those associated with enriched business communication, marketing strategies, and enhanced brand experience.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



IMG-240 EMERGING TECHNOLOGIES

3 hours lecture, 1 hour lab, 3 credits

This course will cover new and emerging technologies that have a profound impact on development of web applications. The current offering of this course will focus on Ruby programming language and Ruby on Rails framework for agile development of web applications. Students will learn to design and implement web server applications with Model-View-Controller architecture using components of Ruby on Rails including Active Record, Action Controller, and Action View. GIT software version control system will be used. Other selected emerging web development technologies may also be explored.

Prerequisite(s):

- IMG-110 and IMG-111; minimum grade C;

IMG-250 APPLIED JAVASCRIPT

3 hours lecture, 1 hour lab, 3 credits

Built on the skills and knowledge acquired in the first JavaScript course, this application driven course further explores the advanced features of JavaScript, jQuery, and their practical use in website and web application development. Topics include special effects, Ajax applications, Web animations, and simple web game development. A web site/app development project is an important part of the course.

Prerequisite(s):

- C in IMG 111

IMG-260 E-COMMERCE

3 hours lecture, 1 hour lab, 3 credits

This course introduces the design and implementation of Web-based Electronic Commerce systems. Topics covered include E-Commerce introduction, electronic payments system, multi-tier architecture and its implementation, security, privacy, and legal issues. During the course students will work in groups to develop a Web based transaction processing system using up-to-date technologies and tools. Students may receive credit for either IMG260 or CPS208 but not both.

Prerequisite(s):

- IMG 100, IMG 110 Minimum Grade C

[View this course's BC transfer credit](#)



IMG-290 PORTFOLIO PROJECT I

4 hour lab, 3 credits

Students will create a project in their chosen area of specialization. This capstone project challenges students to synthesize the applied and theoretical aspects of their accumulated education. The project builds on the students' core coursework and allows the student to target their area of expertise. Students submit a study plan for the project's realization which is initially reviewed by the instructor for scope and challenge. This project will provide the student with an example of their best work in a format that may be adapted as part of a job search. Additionally this project will foster time and project management skills.

Prerequisite(s):

- Prerequisite: Successful completion of all courses offered in the first three semesters of the student's specific program, either Web Development or Communication Design. Corequisite: Student must be enrolled in or finished all other courses offered in the fourth semester of their specific program.

IMG-390 PORTFOLIO PROJECT 11

Students will create a significant final project in their chosen area of specialization. This capstone project challenges students to synthesize the applied and theoretical aspects of their accumulated education. The project builds on the students' core coursework and allows the student to target their area of expertise. Students submit a study plan for the project's realisation which is initially reviewed by the instructor for scope and challenge. This project will provide the student with an example of their best work in a format that may be adapted as part of a job search. Additionally this project will foster time and project management skills.

Prerequisite(s):

- Students must be enrolled in the last term of the Advanced Communication Design Diploma
-

INT-171 DIRECTED ACADEMIC/ CAREER ENGLISH STUDIES

3 credits, 45 hours Lec

This course is a seminar/ workshop that develops and deepens students' English language and academic skills through personalized, directed instruction/ learning. Working within a group setting, students develop the linguistic, cultural, and academic skills that they personally need to succeed in their other courses. Each student will work on projects within his or her own area(s) of academic interest.

Prerequisite(s):

- Students must have English as a second or additional language. Students must be registered in other courses at the UT/ Career Program level.
-

INT-172 DIRECTED ACADEMIC/ CAREER ENGLISH 2 STUDIES

3 credits, 45 hours Lec

This course is a seminar/ workshop that develops and deepens students' English language and academic skills through personalized, directed instruction/ learning. Working within a group setting, students develop the linguistic, cultural, and academic skills that they personally need to succeed in their other courses. Each student will work on projects within his or her own area(s) of academic interest. This course is appropriate for students who speak and use English as an additional language.

Prerequisite(s):

-
-

INT-173 DIRECTED ACADEMIC/ CAREER ENGLISH 3 STUDIES

3 credits, 45 hours Lec

This course is a seminar/ workshop that develops and deepens students' English language and academic skills through personalized, directed instruction/ learning. Working within a group setting, students develop the linguistic, cultural, and academic skills that they personally need to succeed in their other courses. Each student will work on projects within his or her own area(s) of academic interest. This course is appropriate for students who speak and use English as an additional language.

Prerequisite(s):

-
-

JNY-100 INTRODUCTION TO THE JOINERY TRADE & SAFETY

23 hours

This course describes the Joinery trade, the role of the apprentice, and employer-employee relations. As well, safe work practices, fire prevention, safe material handling, and WorkSafeBC regulations are included.

Prerequisite(s):

- Admission to the Joinery/Cabinetmaking Program
-

JNY-105 IDENTIFY MATERIALS

125 hours

This course describes the materials and their applications in the Joinery Trade including solid wood, panel products, plastic laminates, glass, specialty materials, adhesives and hardware.

Prerequisite(s):

- Admission to the Joinery/Cabinetmaking Program
-

JNY-110 IDENTIFY WOODWORKING JOINTS

16 hours

This course describes the basic methods of joining pieces of wood together for different applications.

Prerequisite(s):

- Admission to the Joinery/Cabinetmaking Program
-

JNY-115 APPLY LAYOUT TECHNIQUES

117 hours

This course describes the different methods of sketching and drafting of wood objects used in the Joinery Trade. Students will apply these methods in producing sketches and drawings.

Prerequisite(s):

- Admission to the Joinery/Cabinetmaking Program
-

JNY-120 USE HAND TOOLS

140 hours

This course will enable the student to identify, describe, and use basic hand tools for measuring, sawing, planing, edge cutting, boring, fastening, and metalworking operations.

Prerequisite(s):

- Admission to the Joinery/Cabinetmaking Program
-

JNY-125 USE PORTABLE POWER TOOLS

78 hours

This course will enable the student to describe, use, and maintain electric and air power sources, saws, drills, power planes, routers, biscuit joiners, sanders, staplers, and nailers.

Prerequisite(s):

- Admission to the Joinery/Cabinetmaking Program
-

JNY-130 USE WOODWORKING MACHINES

203 hours

This course will enable the student to identify and describe the methods and tools to machine wood to specific sizes as well as to use and maintain stationary sawing machines, jointers, planers, drilling machines, sanding machines and the lathe.

Prerequisite(s):

- Admission to the Joinery/Cabinetmaking Program
-

JNY-135 USE ASSEMBLY TECHNIQUES

47 hours

This course describes the types and uses of clamps used for holding wood joints together while adhesives set. Assembly techniques for wood products and plastic laminate application are also included.

Prerequisite(s):

- Admission to the Joinery/Cabinetmaking Program
-

JNY-140 APPLY A FINISH

23 hours

This course describes the tools, materials, and methods used to prepare and repair a wood surface for finishing.

Prerequisite(s):

- Admission to the Joinery/Cabinetmaking Program
-

JNY-145 INSTALL MILL WORK

8 hours

This course describes methods used in a cabinet or millwork shop to identify and mark millwork for installation, procedures to protect millwork, and procedures to document the manufacture, installation, and invoicing of millwork.

Prerequisite(s):

- Admission to the Joinery/Cabinetmaking Program
-

KWA-096 INTRODUCTION TO KWAK'WALA

3 hour lecture, 2 credits

Students will learn basic conversation, structure, and pronunciation in a Kwak'wala language immersion setting with a focus on listening and speaking. The units cover a wide variety of themes including greetings, social interaction, household activities, community, environment, wildlife, food harvesting and preparation and cultural activities. Combined, these encompass our way of life, as Kwakwaka'wakw, and give insight on how our language is essential to who we are. This will also provide students with a basic understanding of several learner strategies and methods that are advantageous for Indigenous language acquisition including Total Physical Response the Dr. Greymorning method, and comprehensible language acquisition methods.

Prerequisite(s):

- None
-

KWA-097

INTRODUCTION TO KWAK'WALA II

45 hrs lecture, 2 credits

Students will learn basic conversation, structure, and pronunciation in a Kwak'wala language immersion setting with a focus on listening and speaking. The units cover a wide variety of themes, including greetings, social interaction, household activities, community, environment, wildlife, place names, food harvesting and preparation and cultural activities. Combined, these encompass the way of life of the Kwakwaka'wakw and give insight to how Kwak'wala is essential to who the Kwakwaka'wakw are and how Kwak'wala ties Kwakwaka'wakw to land, sea and place. This will also provide students with a basic understanding of several learner strategies and methods that are advantageous for Indigenous language acquisition including Total Physical Response, the Dr. Grey morning method, and comprehensible language acquisition methods.

LHA-100

LANDSCAPE HORTICULTURE APPRENTICESHIP - LEVEL 1 ENRICHED

240 hours

This apprenticeship program is designed for those currently working and those planning to work in landscaping. Potential employers include landscape companies, municipal parks, golf courses, garden centres, nurseries, and horticulture-related businesses. Study part time during the evening and weekends, allowing you to further your education while maintaining employment. Please note that no work experience in landscaping is required to apply to this program. An apprenticeship is a combination of on-the-job training and classroom learning that leads to a trade credential - or "ticket". An apprenticeship is established when an employer agrees to sponsor an employee, and both employer and employee register with the Industry Training Authority (ITA). If you are already working in the field, you and your employer can register with the ITA together, get your ID# and start tracking your work hours. Those who do not already have an employer or experience in the industry may use HortEducation BC as their sponsor for this first level of training. North Island College works closely with industry to ensure your apprenticeship training is of the highest quality. North Island College provides an enriched curriculum with additional topics on landscape maintenance and design, giving students value-added skills attractive to employers. Upon completion, students will be prepared to write their Industry Training Authority Level 1 exam towards their Interprovincial Red Seal.

Prerequisite(s):

- C in English 10, or ENG 034, or assessment.
-

LHA-200

LANDSCAPE HORTICULTURE APPRENTICESHIP - LEVEL 2 ENRICHED

240 hours

This apprenticeship program is designed for people employed at landscape companies, municipal parks, golf courses, garden centres, nurseries, and other related horticulture businesses. Horticulture Apprenticeship links learning and employment by providing apprentices the opportunity to further their education, while maintaining employment in the horticulture industry. Registrants must have a sponsor in the field, an ITA ID#, and have successfully completed the Level 1 training. The ITA curriculum has been developed and approved by the horticulture industry and NIC has enriched the curriculum with additional topics on landscape

maintenance and design, putting you a step ahead with extra skills that are attractive to employers. This program prepares you to take the ITA Level 2 exam towards the Landscape Horticulture Red Seal Certification.

Prerequisite(s):

- LHA 100
-

LHC-101 HORTICULTURE PRACTICES

Students will learn about personal safety in the workplace including how to select and use personal protective equipment and how to identify fire types and extinguishing methods. Potential work hazards including electrical, chemical, environmental and behavioural risks will be discussed. Students will practice safe and effective work habits required to maintain landscapes according to the appropriate level as specified in the BC Landscape Standard.

Prerequisite(s):

- Admission to the Landscape Horticulture Fundamentals Certificate Program
-

LHC-102 HORTICULTURE EQUIPMENT

Students will be introduced to hand tools, power tools and measuring equipment used in horticulture. They will learn to identify engine components and practice procedures for identifying, selecting, using and maintaining tools and equipment. Safe operation of common power equipment and the use of personal protective equipment will be practiced.

Prerequisite(s):

- Admission to the Landscape Horticulture Fundamentals Certificate Program
-

LHC-103 HORTICULTURE ORGANIZATIONAL SKILLS

Students will learn about communicating effectively with co-workers and clients. Skills for managing time, stress, and ethical responsibility will be covered. Students will also examine organizational structure and the characteristics of an effective team. Relevant legislation and regulation in the horticulture industry will be presented. Considerations for running an effective horticulture business will be introduced through discussions with local landscapers and horticulturists.

Prerequisite(s):

- Admission to the Landscape Horticulture Fundamentals Certificate Program
-

LHC-120 PLANT IDENTIFICATION

Students will learn to identify a wide range of plants; their morphological characteristics, growing requirements, use and availability. Correct plant naming and identification terminology will be reviewed and students will learn how to use a dichotomous key to identify plants.

Prerequisite(s):

- Admission to the Landscape Horticulture Fundamentals Certificate Program
-

LHC-121 PLANT SCIENCE FOR HORTICULTURE

Students will learn plant morphological characteristics, life cycles, and adaptations as they apply to plant identification, plant propagation, arboriculture and turf maintenance. Students will work with fresh and preserved plant material to learn how basic botany relates to landscaping and the use of ornamental plants.

Prerequisite(s):

- Admission to the Landscape Horticulture Fundamentals Certificate Program
-

LHC-122 PLANT HEALTH

Students will learn about plant stress, pests, diseases and weeds. Established methods for controlling pests will be discussed.

Prerequisite(s):

- Admission to the Landscape Horticulture Fundamentals Certificate Program
-

LHC-130 UNDERSTANDING SOIL

Horticulturists need to understand physical, biological and chemical properties of soils and their effects on plant growth. Students in this course will examine soil and soil-less media samples to learn about their qualities, profiles and chemical characteristics.

Prerequisite(s):

- Admission to the Landscape Horticulture Fundamentals Certificate Program
-

LHC-140 LANDSCAPE MAINTENANCE SKILLS

Students in this course will receive a broad overview of landscape maintenance skills while learning to maintain a mixed shrub and perennial border. Students will learn basic planting, pruning and transplanting skills and how to perform a site

analysis. Seasonal and environmental variables will be assessed when practicing learned skills and equipment choice and safe work practices will be reviewed.

Prerequisite(s):

- Admission to the Landscape Horticulture Fundamentals Certificate Program
-

LHC-141 LANDSCAPE DESIGN FUNDAMENTALS

Students will be introduced to the various aspects of landscape design, including basic site surveys, and identifying pleasing and functional designs. Students will analyse and interpret landscape plans and the symbols. The course will cover the use of trees, shrubs and perennials. Students will then practice drafting a planting plan, using the plants they have learned in the program.

Prerequisite(s):

- Admission to the Landscape Horticulture Fundamentals Certificate Program
-

LIB-130 INTRO TO WORLD RELIGIONS

1.5 hr Lecture + 1.5 hr Seminar, 3 credits

This course is designed as an introduction to the world's major religions, with an emphasis upon those of the Abrahamic tradition: Judaism, Islam and Christianity. It combines an intensive focus upon individual living faiths with study of the different scholarly approaches to understanding religion. Instruction will combine intensive reading, seminar discussion and lecture presentations. Students who have previously earned credit in NIC's HIS 130 are not eligible for credit in LIB 130.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



LIB-131 EASTERN AND COMPARATIVE RELIGIONS

1.5 hr Lecture + 1.5 hr Seminar, 3 credits

This course combines an introduction to the religions of Asia with comparative analysis of some key organizing themes for the study of all world religions. It examines the origins and historical development, the sacred texts, the central tenets, the institutions and rituals of Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism and Shinto. It also explores selected core concepts such as sacred space, sacred time, sacred rituals and sacred symbols in a comparative context that uses not only these seven eastern religions but also the Abrahamic tradition and other world religions as reference points. Instruction will combine intensive reading, seminar discussion and lecture presentations.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



LIB-160 CULTURE, COMM & GLOBAL CITIZENSHIP

3 hours lecture, 3 credits

This course will provide students with the opportunity to explore what it means to be both a human being and a global citizen within the context of complex intercultural interactions that are either face-to-face or in a virtual environment. Students will be challenged to reconsider their views on what is considered to be legitimate knowledge, "appropriate" ways of being and what it means to communicate well with others. Through critical reflection on historical and current world events, as well as their own values and beliefs, students will be encouraged to develop compassion and empathy for others, a greater appreciation for and understanding of diversity, and a curiosity about other ways of being.

Prerequisite(s):

- C in one of Provincial English 12, English 12 First Peoples, ENG 096, ENG 098, ESL 090, or assessment

[View this course's BC transfer credit](#)



LIB-210 TOPICS IN WORLD CIVILIZATION

1.5 hr Lecture + 1.5 hr Seminar, 3 credits

The topic for Winter 2015 will be Rome From Romulus To The Renaissance. Provides an intensive introduction to the culture and history of a particular world region or to a comparative global theme. Although the topics will vary from year to year, an integrated interdisciplinary approach, core readings of primary texts and student learning through participatory seminars and extensive critical written analyses will be recurring constants. Open to all students as an elective, the course may be coordinated with upcoming Spring Study-Abroad Field Schools.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or assessment.

[View this course's BC transfer credit](#)



LIB-250 WISDOM OF THE ANCIENTS

1.5 hr Lecture + 1.5 hr Seminar, 3 credits

A rigorous exploration of ideas from Israelite and Greek religion, philosophy, poetry, drama, art and history. We will examine key texts not only in an effort to

understand the ancients on their own terms and to assess their legacy to our own world, but also to provide a focus for discussion about such topics as human nature, justice, love, war, faith and reason.

Prerequisite(s):

- C in Provincial English 12, English First Peoples 12, ENG 096, ENG 098, ESL 090, or assessment

[View this course's BC transfer credit](#)



LIB-251 FROM ROMULUS TO THE RENAISSANCE

1.5 hour Lecture + 1.5 hour Seminar, 3 credits

An exploration of the rich world of ancient and Medieval Roman thought and its modern legacy. In seminars students and faculty examine such topics as Livy, Vergil, The New Testament, Augustine, Dante and Machiavelli.

Prerequisite(s):

- C in Provincial English 12, English First Peoples 12, ENG 096, ENG 098, ESL 090 or assessment

[View this course's BC transfer credit](#)



LOG-010 INTRODUCTION TO COASTAL LOG SCALING

RSVD for Coastal Log Scaling students

Coastal Log Scaling is a science as well as an art. This course has been designed to provide students with an introduction to the technical aspects of log scaling, including the administrative side of the industry and the various rules and regulations that govern log scaling in the province of British Columbia.

LOG-015 COASTAL LOG SCALING - THEORY

Reserved for students of the Coastal Log Scaling program.

The program prepares the participant for the Ministry of Forests theoretical Coastal Log Scaling Examination. It includes familiarization with the industry, theory of log measurement, review of necessary math skills, use of scale sticks and recording scale sheets or slips, maintenance of equipment, identification of commercial log species and scaler safety.

Prerequisite(s):

- The minimum age to acquire a Scaling License is 16 and student must be a Canadian resident. Students must complete the Customized Log Scaling Assessment.

LOG-016 COASTAL LOG SCALING - PRACTICAL

Reserved for students of the Coastal Log Scaling program.

This full-time course is comprised of fieldwork with the majority of time being spent in the field and at log sort locations. The course prepares participant for the Ministry of Forests practical Log Scaling Examination. Includes application of the theory of log measurement, application of math skills, use of scale sticks and recording scale sheets or slips, maintenance of equipment, identification of commercial log species, scaler safety, and the practical application of the BC Grading Rules.

Prerequisite(s):

- The minimum age to acquire a Scaling License is 16 and student must be a Canadian resident. Students must complete the Customized Log Scaling Assessment.
-

MAT-017 FUNDAMENTAL MATH LEVEL 1

3-4 hours per week, 100 hours, 1 credit

This is a self-paced course that teaches the number system, addition and, subtraction of whole numbers, estimations, time, and shapes.

Prerequisite(s):

- No Prerequisites Required
-

MAT-018 FUNDAMENTAL MATH LEVEL 2

150 hours, 3 credit

This is a self-paced course that teaches the number system and how to add, subtract, and multiply. Students also learn how to make change, tell time, add and subtract units of time, and how to find the perimeter of square and rectangles.

Prerequisite(s):

- Math 017 or mathematics skills assessment
-

MAT-019 FUNDAMENTAL MATH LEVEL 3

150 hours, 3 credit

This is a self-paced course that teaches students how to multiply and divide. Students also learn how to make change, and convert units of time by adding and subtracting. They are also introduced to the metric system and learn how to measure length, volume, and mass, as well as how to figure out the area of rectangles and squares.

Prerequisite(s):

- Math 018 or mathematics skills assessment
-

MAT-027 FUNDAMENTAL MATH LEVEL 4

150 hours, 3 credits

This is a self-paced course that teaches how to add, subtract, multiply, and divide decimals, as well as how to use decimals in real life. Students also learn the metric system.

Prerequisite(s):

- Math 019 or mathematics skills assessment
-

MAT-028 FUNDAMENTAL MATH LEVEL 5

150 hours, 3 credits

This is a self-paced course that teaches students common fractions and decimals, equivalent fractions, and how to multiply, divide, add, and subtract fractions.

Prerequisite(s):

- Math 027 or mathematics skills assessment
-

MAT-029 FUNDAMENTAL MATH LEVEL 6

150 hours, 3 credits

This is a self-paced course that teaches students the basics of ratios, rates & proportion, percents, and introductory statistics.

Prerequisite(s):

- Math 028 or mathematics skills assessment
-

MAT-033 INTERMEDIATE MATHEMATICS I

4-4.5 hours lecture/lab, online or continuous entry, 2 credits

Intermediate Mathematics I is the first of a two course series. Completion of the two parts meets the requirements for the Intermediate Level ABE program. MAT 033 consists of six modules, which cover Arithmetic and Estimation, Signed (Rational) numbers, Ratio and Proportion, Percent, Measurement and Perimeter, Area and Volume within six modules.

Prerequisite(s):

- MAT 029 or mathematics skills assessment

**MAT-034
INTERMEDIATE MATHEMATICS II**

4-4.5 hours lecture/lab, online or continuous entry, 2 credits

Intermediate Mathematics II is the second of a two course series. Completion of the two parts meets the requirements for the Intermediate Level ABE program.

MAT 034 consists of Polynomials, Factoring, Equations, Linear Equations and Graphing; Powers, Roots, and Scientific Notations; Trigonometry.

Prerequisite(s):

- MAT 033 or mathematics skills assessment
-

**MAT-053
ADVANCED MATHEMATICS**

4.5 hours lecture, or distance (D), continuous entry, or online, 2 credits

Effective September 2015. Advanced Mathematics is the equivalent of B.C. Ministry of Education Principles of Mathematics 11. The content of MAT 053 includes: real numbers, algebraic expressions, equations, polynomials, rational and radical expressions and relations, quadratic equations and trigonometry (functions and solving right and oblique triangles).

Prerequisite(s):

- C+ in Principles of Math 10, Foundations and Pre-Calculus Math 10 or MAT 034; or placement testing. It is strongly recommended that students with less than an "A" in MAT 034 take MAT 046 prior to this course.
-

**MAT-055
FOUNDATIONS OF MATHEMATICS**

3 hrs lecture or distance or continuous entry; 2 credits

Foundations of Mathematics includes rates, systems of linear equations, quadratic functions, geometry, statistics, trigonometry, measurement, and logical reasoning.

Prerequisite(s):

- C+ in Principles of Math 10, Foundations and Pre-Calculus Math 10 or MAT 034; or assessment.
-

**MAT-060
PROVINCIAL ABE MATHEMATICS**

6 hrs lecture or distance or continuous entry; 3 credits

The goals of the Provincial Algebra and Trigonometry are to prepare adult learners with the knowledge and skills in algebra and trigonometry necessary for entry to technical, vocational and career programs that require Math 12

equivalency as a prerequisite and for future study in higher-level math courses at college/university.

Prerequisite(s):

- C+ in one of Precalculus 11, MAT 053 or Principles of Math 11; or placement testing. A review of the concepts of algebra (e.g. order of operations, factoring, rational expressions, exponents and equation solving) is strongly recommended before beginning the course.
-

MAT-102 CALCULUS FOR LIFE SCIENCES

3 hours lecture, or online, 3 credits

This course covers calculus of one variable with applications to the life sciences. The content includes limits, differentiation of polynomial, rational, radical, exponential, logarithmic, and trigonometric functions; applications of differentiation - graphing and optimization problems; exponential growth and decay; integration and areas - techniques, exponential models; Taylor polynomials; introduction to differential equations.

Prerequisite(s):

- C in one of Principles of Mathematics 12, Pre Calculus 12, MAT 067, MAT 060 or MAT 100.

[View this course's BC transfer credit](#)



MAT-115 INTRODUCTION TO STATISTICS

3 hours lecture, or distance (D), 3 credits

This course introduces the basic concepts and techniques of descriptive and inferential statistics. It is designed to help students develop a working knowledge of statistics, as well as an awareness of the practical applications of statistics in such diverse fields such as the biological and social sciences, business and engineering. Topics include: descriptive statistics, probability distributions, estimation, hypothesis testing, and bivariate analysis.

Prerequisite(s):

- C in one of Principles of Math 11, Foundations of Math 11, Pre Calculus 11, Applications of Math 12 or MAT 053.

[View this course's BC transfer credit](#)



MAT-122 LOGIC AND FOUNDATIONS

3 hours lecture, 3 credits

This course primarily targets mathematics and computer science students. It presents foundational topics in mathematics, including methods of argument.

Topics include proofs and logic, sets and relations, functions, integers, induction and recursion and principles of counting.

Prerequisite(s):

- MAT 181 or MAT 102 or MAT 151. Minimum Grade C

[View this course's BC transfer credit](#)



MAT-133 MATRIX ALGEBRA

3 hours lecture, 1.5 hours tutorial, 3 credits

MAT 133 is an introduction to matrix algebra. It is a required course for students planning to transfer into a University engineering program. Topics include complex numbers, systems of linear equations, matrix operations, determinants, linear transformations, independence, eigenvalues and eigenvectors. Credit will normally be granted for only one of MAT 133 or MAT 200.

Prerequisite(s):

- C+ in one of Principles of Math 12, Pre Calculus 12, MAT 067 or MAT 060.

[View this course's BC transfer credit](#)



MAT-151 FINITE MATHEMATICS

3 hours lecture or web-based distance, 3 credits

This course covers linear systems and Gauss-Jordan elimination, geometric linear programming, matrices and matrix operations, symbolic logic, set theory, permutations and combinations, discrete probability, including conditional probability and Bayes' formula, random variables and their distributions, expectation, Markov chains.

Prerequisite(s):

- C in one of Principles of Math 11, Pre Calculus 11, Foundations of Math 12 or MAT 053.

[View this course's BC transfer credit](#)



MAT-162 MATHEMATICS FOR ELEMENTARY EDUCATION I

3 hours lecture, or distance (D), 3 credits

MAT 162 and MAT 163 together offer a first year university mathematics course for students entering an elementary education program. Topics covered in MAT 162 include: Set theory and Venn diagrams, symbolic logic, systems of numeration, computation in systems with different bases, mathematical systems, prime numbers, prime factorization and equivalence and order relations, real numbers and their representations, basic concepts of algebra.

Prerequisite(s):

- C in one of Principles of Math 11, Foundations of Math 11, Pre-Calculus Math 11, Applications of Math 12 or MAT 053.

[View this course's BC transfer credit](#)**MAT-163
MATHEMATICS FOR ELEMENTARY EDUCATION II**

3 hours lecture, or distance (D), 3 credits

MAT 163 is the second half of a first year university mathematics course for students entering an elementary education program. Topics include: graphs, functions, solving equations and inequalities of the first degree; coordinate geometry; introduction to probability and statistics; measurement and the metric system.

Prerequisite(s):

- C in one of Principles of Math 11, Foundations of Math 11, Pre Calculus 11, Applications of Math 12 or MAT 053.

[View this course's BC transfer credit](#)**MAT-181
CALCULUS I**

3 hours lecture + 2 hours. lab, 3 credits

Calculus I and II together comprise a 1st-year course in calculus. MAT 181 - Differential calculus of both algebraic and transcendental functions. Topics include: limits and continuity, the derivative - definition, rules, implicit differentiation; applications - curve sketching, maximum-minimum and related rates problems; differentials; antiderivatives. Students will learn how to use a computer algebra system in the lab to enhance their understanding of calculus concepts.

Prerequisite(s):

- C+ in one of Principles of Math 12, Pre Calculus 12, MAT 067, MAT 060, MAT 100 or MAT 102.

[View this course's BC transfer credit](#)**MAT-182
CALCULUS II**

3 hours lecture + 2 hours lab, or distance (D), 3 credits

This course covers: a review of the Fundamental Theorem and area; methods of integration - substitution, integration by parts, trigonometric integrals, trigonometric substitution, partial fractions, and trapezoidal rule; introduction to differential equations; applications of integration - volume, arc length; L'Hospital's

rule and improper integrals; infinite sequences and series, tests of convergence for infinite series, Taylor polynomials and series, and applications. Students will use a computer algebra system in the lab to improve their conceptual understanding, aid visualization, and to solve problems.

Prerequisite(s):

- MAT 181 with a minimum of Grade D

[View this course's BC transfer credit](#)



MAT-200 LINEAR ALGEBRA

3 hrs lecture plus 1.5 hrs tutorial, 3 credits

This course covers systems of linear equations; matrices; determinants; Euclidian vector spaces; general vector spaces, Gram-Schmidt Process, eigenvalues and eigenvectors, and quadratic forms. Credit will normally be granted for only one of MAT 133 or Mat 200.

Prerequisite(s):

- A in Principles of Math 12, Pre-calculus 12, or MAT 060; or a passing grade in MAT 102 or MAT 181.

[View this course's BC transfer credit](#)



MEC-015 SMALL ENGINE MAINTENANCE

36 Hours

Learn theory, uses and operation of 2 and 4 stroke gas engines. Learn proper tool use and explore mechanical, electrical and fuel systems of small engines.

MED-003 SMALL NON-PLEASURE CRAFT MARINE EMERGENCY DUTIES (A3) - 25 MILES

8 hours

Gain the knowledge and skills required to operate small, non-pleasure vessels operating within 25 miles of shore (MED A3). Topics include maritime hazards and emergencies, emergency response, firefighting, lifesaving equipment, abandonment, personal survival, signaling devices and rescue response. The goal of the course is to assist you in responding to marine emergencies in the coastal area.

Prerequisite(s):

-

**MED-031
MARINE EMERGENCY DUTIES BASIC SAFETY (MED A1)**

19.5 hours

New entrants to the marine industry and personnel who have no formal training in marine emergency situations will benefit from this course. Students will learn the hazards associated with the marine environment and their vessel, and the prevention of shipboard incidents, including fire. They will be able to raise and react to alarms and other emergencies, ensure that all seafarers are able to provide assistance in fire and abandonment emergency situations, and assist in their own survival and rescue. Note: Bring a towel and bathing suit for pool exercises.

Prerequisite(s):

-
-

**MED-032
MARINE EMERGENCY DUTIES SMALL PASSENGER VESSEL SAFETY (MED A2)**

26 hours

In addition to topics covered by the Basic Safety course, this Transport Canada approved course enables you to learn safety-related skills associated with small boat operation and ensuring the safety of passengers. These skills include assisting passengers to survive an emergency, maintenance of safety equipment, and safety record keeping. Note: Bring a towel and bathing suit for pool exercises.

Prerequisite(s):

-
-

**MIN-100
INTRODUCTION TO THE MINING INDUSTRY**

31 hour lecture

This course will introduce students to the mining sector. They will gain an understanding of the history of mining in Canada, the industries effect on the economy, current day mine operations, exploration opportunities, the methods of mining, and general mining terminology. Students will learn how the mining cycle is governed by the Health, Safety and Reclamation Code for Mines in British Columbia. They will gain knowledge of the definitions, duties and responsibilities, work refusal rights, discrimination, inspector rights and duties, as well as environmental regulations in the Health, Safety and Reclamation Code for Mines in British Columbia.

Prerequisite(s):

- Admission to the Underground Mining Essentials Certificate Program.
-

MIN-101

MINING HEALTH AND SAFETY

33 hour lecture

Students will gain knowledge of safe workplace practices and systems, learn the purpose and correct methodology behind Hazard Recognition and Emergency Preparedness, and will learn about Personal Protective equipment requirements and specifications.

Prerequisite(s):

- Admission to the Underground Mining Essentials Certificate Program.
-

MIN-102

FUNDAMENTALS OF MINING TECHNOLOGIES

50 hours lecture/ 8 hours lab

Students will learn about the various ventilations systems and how they work, the types of gases that are encountered in a mining operation and the various detection methods used to provide a safe work environment. Students will also gain knowledge of the various ground control processes and support systems in today's mining world, learn about the geology of the earth and how it is impacted by the mining process, and develop an understanding of the basic elements of hydrology and the various water issues that are common in today's mining operations.

Prerequisite(s):

- Admission to the Underground Mining Essentials Certificate Program.
-

MIN-103

INTRODUCTION TO MINING SKILLS

38 hours lecture/ 70 hours lab

Students will gain knowledge and develop skills necessary to perform work operations in a mining setting. Guidelines, rules and regulations will be learned in the areas of Rigging, Blasting, Manual Drilling, Diamond drilling, the installation of mine services, staging and muck handling. Students will develop skills in the practical application for the various tasks performed at a simulated worksite or an underground mining worksite.

Prerequisite(s):

- Admission to the Underground Mining Essentials Certificate Program.
-

MIN-104

EMERGENCY MINING PROCEDURES

55 hours lecture/ 5 hours lab

Students will learn the steps necessary to react in the correct manner in an emergency situation. Students will gain knowledge of the processes and procedures for self rescue, the steps necessary to be safe during an evacuation, and to identify types of fire-fighting equipment and methods of fire-fighting in a mining environment. Students will gain industry certification in Surface Mine Rescue.

Prerequisite(s):

- Admission to the Underground Mining Essentials Certificate Program.
-

**MIN-105
WORKSITE READINESS**

50 hours lecture

Students will gain the knowledge necessary to apply for work in the mining industry, learn skills to deal with conflict, practice workplace respect principles, and work co-operatively in a culturally diverse industry. Students will learn skills that are necessary to work in a mechanized mining environment.

Prerequisite(s):

- Admission to the Underground Mining Essentials Certificate Program.
-

**MJD-110
FUNDAMENTALS OF DESIGN 1**

38.5 hours

The goal of this course is to facilitate an understanding of the various processes involved in designing a piece of jewellery. Principles of design are explored and the aspect of chance in design is discussed. Many tools for creative thinking will be examined. Students will be required to keep a sketch book of their ideas, including a road map of how designs can be turned into reality. This course will be heavily related to projects assigned for the entire program.

Prerequisite(s):

- Admission into the Metal Jewellery Design Certificate Program.
-

**MJD-110
FUNDAMENTALS OF DESIGN I**

The goal of this course is to facilitate an understanding of the various processes involved in designing a piece of jewellery. Principles of design are explored and discussed and many tools for creative thinking will be examined. Students will be required to keep a sketch book of their ideas, including a work flow of how designs can be turned into reality. This course will be heavily related to projects assigned for the entire program.

Prerequisite(s):

- Admission to the Metal Jewellery Design Certificate Program
-

**MJD-111
NORTHWEST COAST FIRST NATIONS ART & ENGRAVING I**

This course will focus on students learning the traditional skill of engraving precious metals to produce either First Nations or contemporary-themed work.

Students will learn to prepare their own engraving tools, practice hand engraving, and even try their hand on the Gravermax engraving system. Students will have the opportunity to explore the history of Indigenous design and the nature of Northwest Coast First Nations art. The use of First Nations designs and the political and cultural aspects of "appropriation" as it relates to Indigenous culture will be discussed.

Prerequisite(s):

- Admission to the Metal Jewellery Design Certificate Program.
-

MJD-111 NORTHWEST COAST ABORIGINAL JEWELLER Y ART 1

44 hours

This course will focus on students learning the traditional skill of engraving precious metals to produce both aboriginal and contemporary themed work. Students will learn to make their own engraving tools, practice hand engraving, and even try their hand on the Gravermax engraving system. Students will have the opportunity to explore the history of aboriginal design and the nature of Northwest Coast aboriginal art as it relates to jewellery making. The use of aboriginal designs and the political and cultural aspects of "appropriation" as it relates to aboriginal culture will be discussed.

Prerequisite(s):

- Admission into the Metal Jewellery Design Certificate Program.
-

MJD-112 METAL TECHNIQUES I

Students will first learn studio basics, including workbench set up and design, how to use the foredom effectively, and tips on the safe use of equipment and supplies. The course will then introduce the basic characteristics of metal used in jewellery making and a variety of tools and techniques used in working with metal. Specific metal techniques covered will include piercing and riveting, surface treatments, soldering, bezel setting, and band rings. Finishing and polishing metal pieces will also be covered. Assignments will be given under each technique learned.

Prerequisite(s):

- Admission to the Metal Jewellery Design Certificate Program
-

MJD-112 METAL TECHNIQUES 1

108 hours

Students will first learn some studio basics, including workbench set up and design, how to use the foredom effectively, and tips on the safe use of equipment and supplies. The course will then introduce the basic characteristics of metal used in jewellery making and a variety of tools and techniques used in working with metal. Specific metal techniques covered will include piercing and riveting, surface treatments, soldering, bezel setting, and band rings. Finishing and

polishing metal pieces will also be covered. Additional techniques may be covered depending on the expertise of the instructor(s) and the interest of the students. Assignments will be given under each technique learned.

Prerequisite(s):

- Admission into the Metal Jewellery Design Certificate Program.
-

MJD-113 METAL CASTING I

Students will learn about several casting methods including the vacuum casting process and some low-tech casting techniques. They will be introduced to the equipment used to produce a rubber mold and practice metal pouring. Finally, students will learn how to carve a wax ring in preparation for lost-wax casting in term 2.

Prerequisite(s):

- Admission to the Metal Jewellery Design Certificate Program
-

MJD-113 METAL CASTING 1

49.5 hours

The type of casting that will be taught is primarily lost wax casting through the use of the vacuum casting process. The student will learn how to make wax models, how to invest, burnout and ultimately cast a piece. This is a sophisticated process involving much equipment and many tools and takes time and practice to perfect. It is a technique that lends itself to making reproductions in an efficient manner and allows for various effects that can be obtained in no other way. Students will also be introduced to rubber molds and explore lo-tech casting techniques such as cuttlebone casting and sand casting.

Prerequisite(s):

- Admission into the Metal Jewellery Design Certificate Program.
-

MJD-114 DRAWING AND RENDERING

45 hours

Students will explore basic drawing techniques and apply them to the design of jewellery. The focus is on providing students with skills required for design, in order to produce coherent and expressive rendering/ illustrations of their own unique pieces of jewellery, in both black and white, and in colour.

Prerequisite(s):

- Admission into the Metal Jewellery Design Certificate Program.

**MJD-115
FINAL PROJECT 1**

45 hours

The student will complete a project that he/she has designed using at least three techniques. Each student will be given time with the instructor to discuss the design, its concept and ultimately its creation. This project will give the students a chance for some freedom in showcasing the techniques and skills learned in the program. Students will start to assemble a digital or pictorial portfolio, using the in-studio photo booth. The working logbook, as a project time-management tool, will be introduced.

Prerequisite(s):

- Admission into the Metal Jewellery Design Certificate Program.
-

**MJD-115
FINAL PROJECT I**

The student will complete a project that he/she has designed using at least three techniques. Each student will be given time with the instructor to discuss the design, its concept and ultimately its creation. This project will give the students a chance for some freedom in showcasing the techniques and skills learned in the program. Students will start to assemble a digital or pictorial portfolio, using the in-studio photo booth. The working logbook, as a project time-management tool, will be introduced.

Prerequisite(s):

- Admission to the Metal Jewellery Design Certificate Program
-

**MJD-116
BUSINESS PRACTICES FOR JEWELLERY ARTISTS I**

Students will begin to create their digital portfolios with an introduction to small scale photography. This course will be further enhanced by an introduction to marketing including social media, web sales, exhibition entries and other promotional opportunities. The students will learn to design and create their own business card for business and promotional purposes.

Prerequisite(s):

- Admission into the Metal Jewellery Design Certificate
-

**MJD-120
FUNDAMENTALS OF DESIGN II**

This course will take the design concepts learned in Fundamentals of Design 1 and expand on them, giving students the chance to think about their design in different ways. It will continue to focus on individual creativity through the use of their sketchbooks. Students will learn how to break down a design into various

components, how to do presentation drawings, and how to produce jewellery designs for specific jewellery projects. There will also be an historical overview of jewellery designs included in this course.

Prerequisite(s):

- Take MJD 110 - Fundamentals of Design I.
-

MJD-121 NW COAST FIRST NATIONS ART & ENGRAVING II

This course will be a continuation of Northwest Coast First Nations Art & Engraving I. Students will learn more about the history of Indigenous design and continue to work on engraving techniques in either traditional or contemporary designs.

Prerequisite(s):

- Take MJD-111 - First Nations Art & Engraving I.
-

MJD-122 METAL TECHNIQUES II

This course is a continuation of Metal Techniques I. Students will learn more about tools and techniques used in working with metal. Metal techniques covered will include repoussage and tool making, intermediate stone setting, and additional ring styles. There will be an opportunity to explore electrolytic colouring of titanium and niobium. Students will also be introduced to other materials used in the production of jewellery.

Prerequisite(s):

- Take MJD-112 - Metal Techniques I;
-

MJD-123 METAL CASTING II

This course, as a continuation of Metal Casting I, will allow students to further explore casting techniques. Emphasis will be on lost-wax casting and mold-making for production. Students will gain a clearer understanding of the vacuum casting process and, through practice, learn to work independently and with precision. Also covered in term 2 are alternative wax techniques, wax injection, and investing. Students will also learn about different alloys used in jewellery and how to roll out a prepared ingot into sheet or wire.

Prerequisite(s):

- Take MJD-113 - Metal Casting I.
-

MJD-124 INTRODUCTION TO GEMMOLOGY

38 hours

Gemstones are an intrinsic part of making jewellery and in this course students will learn about the crystal structure and classification of the most commonly used stones, as well as the difference between natural and synthetic stones. Students will study the various lo-tech methods for identifying precious stones, both mineral and organic. Participants will have the opportunity to do some in-depth research into a gemstone of their choice.

Prerequisite(s):

- Admission into the Metal Jewellery Design Certificate Program.
-

MJD-125 FINAL PROJECT II

As this is the final project for the program, students will be required to design and make a piece of finished jewellery using the skills they have learned over the program. Students will also learn how to display and present their work professionally, and the course will culminate in an event where students will have the opportunity to display their work from the entire program to the public.

Prerequisite(s):

- Take MJD-115 - Final Project I;
-

MJD-126 BUSINESS PRACTICES FOR JEWELLERY ARTISTS II

Students will review the business side of jewellery making including tips for those who wish to be self-employed, legal and ethical considerations when dealing with precious metals and stones, marketing techniques, and business administrative skills. Opportunities in the field will also be discussed.

Prerequisite(s):

- Take MJD-116 - Business Practices for Jewellery Artists I.
-

MPD-015 PROPANE SAFETY AWARENESS

Learn to work safely with and around propane. This awareness course is designed for those responsible for coordinating, using and /or lighting propane fired heaters or other propane related equipment or vehicles. Learn about the appropriate use and associated risks of propane, including safe handling, storing, transporting and installation of propane cylinders as well as safe use of direct and indirect fired portable heaters. In addition, this course includes information for field personnel who are responsible for the handling, offering for transport and transporting of propane and liquefied petroleum gas products. Guidelines include updated information to the Transportation of Dangerous Goods Act and Regulations. Learn how to keep yourself and others safe!

MVF-011 TRAFFIC CONTROL PERSON

Traffic Control Persons are responsible for construction traffic safety and make the greatest number of public contacts of all construction maintenance personnel. Learn about the Industrial Health and Safety Regulations. After successful completion of the course a photo ID Certification, valid for three years, is issued by the British Columbia Construction Safety Alliance. Requirements: Minimum age is 16. Students must wear CSA approved construction safety boots with a minimum 6" on the ankle (not a shoe or hiking boot). Please dress appropriately for working outdoors (rain gear may be needed). Ask for an information sheet when registering.

MVO-069 TRANS OF DANGEROUS GOODS- COMPREHENSIVE

This course is designed to provide comprehensive training for all people involved in the handling and/or transportation of dangerous goods. Students will study the Transportation of Dangerous Goods Act and Regulations, study the information needed to effectively complete shipping documents and perform duties as consigners, transporters and handlers of dangerous goods. Using the TDG Clear Language Regulation the students will participate in hands on completion of shipping documents and effective search of the regulations to determine shipping requirements. Students will be tested in each of the eight areas of the Regulations. A certificate of training will be issued.

MVO-071 TRANSPORT OF DANGEROUS GOODS - ONLINE

This course provides shippers, handlers and drivers with a clear understanding of the basic transportation of dangerous goods, which meet the requirements of federal and provincial legislation. The flexible online format allows participants to complete the course at their own pace and convenience. Note: You must complete this course within 30 days. Email address required. Ask for information sheet when registering.

NAU-005 SMALL VESSEL OPERATOR PROFICIENCY TRAINING COURSE 26 hours

Gain the knowledge and skills required to operate small commercial vessels, other than tugs and fishing vessels, up to five gross tonnage engaged on a near coastal, class 2 or a sheltered waters voyage, and for fishing vessels up to 15 gross tonnage or 12 meters overall length engaged on a near coastal, class 2 (including an inland voyage on Lake Superior or Lake Huron) or a sheltered waters voyage.

Prerequisite(s):

-

**NAU-006
SMALL VESSEL OPERATOR PRACTICAL**

8 hours

Upon successful completion of this course the student will be able to apply the practical knowledge and skills necessary to operate a small commercial vessel.

Prerequisite(s):

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-

**NAU-010
SAFE BOATING (THEORY)**

8 hours

Forthcoming Coast Guard regulations will require operators of power driven vessels to carry operator proficiency certification. On successful completion of this Coast Guard approved eight-hour course and exam, the participant will be issued with a "Pleasure Craft Operator Card". Topics include: rules of the road, aids to navigation, marine weather, boating legalities, safety equipment, preparing your boat, getting underway, dealing with emergencies, seamanship and nautical terminology.

Prerequisite(s):

- None
-

**NAU-013
ORAL EXAM ON GENERAL SEAMANSHIP - PREPARATION**

35 hours

This course provides preparation and guidance for those applying to Transport Canada for an Oral Examination on General Seamanship. Topics will include the competencies and proficiencies expected of Master Limited, Master 150Ton and Fishing Master IV mariners. This course teaches students about the responsibilities of a Master under the Canada Shipping Act and applicable regulations. At the end of the course, students will be able to confidently communicate the vessel safety and prudent seamanship techniques applicable to their vessel and area of operation. Note: upon completion of the course, students are responsible for booking their Oral Exam directly with a Transport Canada examination centre.

Prerequisite(s):

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-

**NAU-014
MASTER, LIMITED/ FISHING MASTER IV**

105 hours

This course is for those working towards their Master, Limited or Fishing Master, IV Class certification. The Master Limited certificate is required by masters of vessels up to 60 gross tonnage and is valid on passenger carrying vessels, work boats, and tugs of less than 60 gross tons. The Fishing Master, IV Class certificate is for masters of fishing vessels of not more than 100 gross tons engaged on near-coastal or sheltered waters voyages; or officer in charge of the watch of a fishing vessel of any tonnage engaged on near-coastal and sheltered waters voyages. This comprehensive course prepares mariners for writing two core Transport Canada exams, Navigation Safety Level 1 and Chartwork & Pilotage Level 1.

Prerequisite(s):

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-

NAU-016 RESTRICTED OPERATOR CERTIFICATE - MARITIME

7 hours

This seven-hour course will prepare you for the Department of Communications examination for the Restricted Operator Certificate (Maritime) (ROC-M).

Prerequisite(s):

- None
-

NAU-021 SHIP CONSTRUCTION & STABILITY LEVEL 1

60 hours

This course is designed for Commercial Fishermen seeking Fishing Master Class IV (FMIV) certification and who require preparation for the Ship Construction and Stability Level 1 exam. Upon completion, a student will be able to: describe aspects of ship construction that can ensure the seaworthiness of a Fishing Vessel, identify how fishing operations can compromise the stability of a vessel, know what is Centre of Gravity, Centre of Buoyancy, Metacentre, righting arms, the effect of water density on displacement. Candidates book their final examinations directly with a Transport Canada examination centre. Note: Those needing preparation for all of their core FMIV Transport Canada written exams should take the more comprehensive "Master, Limited/Fishing Master IV" course, which includes: Chartwork and Pilotage Level 1, Navigation Safety Level 1, Ship Construction and Stability Level 1. Additional courses such as Marine Emergency Duties (MED), Restricted Operator Certificate Maritime (ROC-M/MC), Marine First Aid, Simulated Electronic Navigation- Limited (SEN-L) and Oral Examination on General Seamanship- Preparation, are offered separately and not included in this course fee.

Prerequisite(s):

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-

NAU-022 SHIP CONSTRUCTION & STABILITY LEVEL 2

60 hours

This course prepares fishermen applying to Transport Canada for Examinations on Ship Construction and Stability Level 2, as required for Fishing Master Class I, II and III certification. This course teaches aspects of ship construction that can ensure the seaworthiness of a Fishing Vessel, how fishing operations can compromise the stability of a vessel, Centre of Gravity, Centre of Buoyancy, Metacentre, righting arms and the effect of water density on displacement. Students will also learn how to conduct practical calculations based on a vessel's stability data booklet. Candidates book their final examination directly with a Transport Canada examination centre.

Prerequisite(s):

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NAU-023 SHIP CONSTRUCTION & STABILITY LEVEL 3 (SCS 3)

160 hours

This course prepares students for Transport Canada examination on Ship Construction and Stability Level 3, as required towards Master 150 and 500 Gross Tonnage certification. Students will learn about the design and construction of various types of vessels and be able to perform stability calculations and interpret data from hydrostatic tables and curves. The course covers topics such as stability and construction terminology; transverse stability and trim calculations, stability data for vessels and tugs; survivability of the vessel in case of flooding and damage control; and maintaining watertight integrity.

Prerequisite(s):

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NAU-030 SIMULATED ELECTRONIC NAVIGATION LTD

30 hours

This course is designed to provide the student with a practical knowledge of the application of the Collision Regulations and principles to be observed in keeping a navigational watch while using Radar, Loran-C, GPS, Echo Sounder, a compass, and an Electronic Charting System. Each course participant must attend a minimum of 90% of lecture classes and 100% attendance is required during simulation exercises and evaluation. Participants must have prior training in topics such as basic Chart Work and Navigations Safety in order to have background knowledge required for the navigation of a vessel under simulated conditions.

Prerequisite(s):

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NAU-031 METEOROLOGY LEVEL 1

30 hours

This course provides preparation and guidance for students applying to Transport Canada for Examinations on Meteorology Level 1 for Fishing Master Class 2 and 3, Watchkeeping Mate, Chief Mate, Master 150 Ton, and Master 500 Ton.

Prerequisite(s):

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NAU-032 CHARTWORK AND PILOTAGE 2

30 hours

This course prepares mariners for writing their Transport Canada Chartwork and Pilotage Level 2 exam, as required for Master 150Ton Domestic, Fishing Master 3rd Class, Chief Mate 500T Domestic and Watchkeeping Mate certifications. This course provides skills and practical application in subjects such as determining the ship's position by use of landmarks, Aids to Navigation, the Buoyage System, dead reckoning, winds, tides, currents, estimated speed, plotting running fixes, keeping records and logs.

Prerequisite(s):

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NAU-033 GENERAL SHIP KNOWLEDGE LEVEL 3

30 hours

This course provides preparation and guidance for students applying to Transport Canada for Examination on General Ship Knowledge 3. Students will become proficient in the reference and use of maritime legislation such as the Canada Shipping Act 2001, relevant regulations for safety of life and the environment, the Canadian Labour Code and related International Conventions and standards. Candidates book their final examinations directly with a Transport Canada examination centre.

Prerequisite(s):

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NAU-041 RESTRICTED OPERATOR CERTIFICATE - MARITIME COMMERCIAL (ABRIDGED)

16 hours

The Restricted Operator Certificate - Maritime Commercial (ROC-MC) is intended for mariners serving on compulsorily fitted commercial ships (Global Maritime Distress and Safety Systems or GMDSS) within the North American A1 sea areas. It is compliant with the International Convention of Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended in 1995 (STCW 95 Regulation IV/2).

Prerequisite(s):

- Minimum 18 years of age. This 2 day course is limited to those presenting an existing and valid ROC certificate (1999 and earlier). Canadian Power &

Sail Squadron certificates do not meet this requirement. Persons without an existing ROC certificate must attend all three days of classes (NAU 051).

NAU-050 FISHING MASTER IV/CERTIFICATE OF SERVICE

120 hours

Every person serving as a Master of a Fishing Vessel between 60 and 100 grt is now required to hold a Fishing Master Certificate of Service, or Fishing Master IV Certificate of Competency. It is the stated intention of Transport Canada that all Master of vessels over 15 grt will be required to hold this certificate within the foreseeable future. This course, along with NAU 051 - Restricted Operator Certificate - Maritime Commercial, MED 031 - Marine Emergency Duties A1 and FAC 061 - Marine First Aid will enable participants to meet the full certification.

NAU-051 RESTRICTED OPERATOR CERTIFICATE - MARITIME COMMERCIAL

24 hours

Mariners serving on compulsorily-fitted commercial ships (Global Maritime Distress and Safety Systems or GMDSS) within the North American A1 sea areas require this course for compliance with the International Convention of Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended in 1995 (STCW 95 Regulation IV/2). Note: Existing ROC certificate holders who take a valid (1999 or earlier) certificate to class, are required to attend the last two days of classes only (NAU 041). Canadian Power & Sail Squadron certificates do not meet this requirement. You must present this certificate when registering. Persons without an existing ROC certificate must attend all three days of classes.

Prerequisite(s):

- Minimum 18 years of age.
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NUR-102 RELATIONAL PRACTICE I: SELF AND OTHERS

3 hours seminar, 3 credits

The premise underlying this course is that nursing is an experience lived between people (Paterson & Zderad, 1976). Students explore the multiple factors that influence their own capacity to be in caring relation to others (individual, family, groups, populations, communities). They learn to question personal perspectives of experience; to uncover attitudes, beliefs and values; and to share and acknowledge differences. Emphasis is placed on a phenomenological attitude to view the structure and experiences that make up their own and other people's lives (Hartrick, 1997).

Prerequisite(s):

- Admission to the Nursing Program

NUR-103
PROFESSIONAL PRACTICE I: INTRODUCTION TO THE PROFESSION OF NURSING

3 hours seminar, 3 credits

This course is an introduction to the profession of nursing. Participants examine the foundational concepts of the curriculum and how the concepts relate to nursing practice. Participants also explore the history of the profession of nursing and have the opportunity to explore and critically reflect upon the political and socioeconomic forces that have shaped the status of women in society and the evolution of the nursing profession. Standards of nursing practice and responsibility for safe and ethical nursing practice are also explored.

Prerequisite(s):

- Admission to the Nursing Program
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NUR-104
NURSING PRACTICE I: INTRODUCTION TO NURSING PRACTICE

1 hour seminar + 5 hours practice bi-weekly, 1.5 credits

This course is an introduction to the profession of nursing. Participants examine the foundational concepts of the curriculum and how the concepts relate to nursing practice. Participants also explore the history of the profession of nursing and have the opportunity to explore and critically reflect upon the political and socioeconomic forces that have shaped the status of women in society and the evolution of the nursing profession. Standards of nursing practice and responsibility for safe and ethical nursing practice are also explored.

Prerequisite(s):

- Admission to the Nursing Program
-

NUR-105
HEALTH AND HEALING I: LIVING HEALTH

3 hours seminar +3 hours learning center, 6 credits

This course is an introduction to the meaning of health including personal health, family health, community health and societal health. Participants examine significant theoretical and conceptual frameworks of health including health promotion, primary health care, prevention and determinants of health. By reflecting on personal experiences, participants have the opportunity to identify personal resources and/or challenges that impact health as well as recognize the diversity of beliefs, values and perceptions of health held by others. Opportunities to learn basic health assessment skills are included in this course.

Prerequisite(s):

- Admission to the Nursing Program
-

NUR-113
PROFESSIONAL PRACTICE II: INTRODUCTION TO THE DISCIPLINE OF NURSING

3 hours seminar, 3 credits

This course is an introduction to the discipline of nursing. Participants explore the historical development of nursing knowledge and theory as well as contemporary understandings of nursing as a discipline and the body of knowledge that defines it. Relationships between practice, theory and research are explored.

Prerequisite(s):

- Successful completion of Term 1
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NUR-114

NURSING PRACTICE II: COMING TO KNOW THE CLIENT

1 hour seminar + 12 hours practice bi-weekly, 3 credits

This nursing practice experience provides opportunities to develop caring relationships with groups, families and individuals across the lifespan. Emphasis will be placed on health assessment and coming to know how clients understand and promote their health, and the role of the nurse in partnering with the client in this process. Participants work with groups, families and individuals in the home and community, in agencies, and in care facilities to incorporate concepts and learning from all the courses in this semester into their nursing practice.

Prerequisite(s):

- Successful completion of Term 1
-

NUR-115

HEALTH AND HEALING II: HEALTH INDICATORS

3 hours seminar + 3 hours learning center, 6 credits

Building on Health I, this course focuses on individual, family and community health assessment. Participants will have opportunities to explore and critique various theoretical and conceptual frameworks in relation to health assessment including early childhood development, family development, healthy aging and community development. The concept of assessment within the context of decision making is explored. Opportunities to learn basic health assessment skills are included in this course.

Prerequisite(s):

- Successful completion of Term 1
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NUR-170

HEALTH AND HEALING BRIDGE - IN

This course is an introduction to the meaning of health including personal health, family health, community health and societal health. Participants examine significant theoretical and conceptual frameworks of health including health promotion, primary health care, prevention and determinants of health. Participants have the opportunity to identify personal resources and/ or challenges that impact health as well as recognize the diversity of beliefs, values and perceptions of health held by family and community health assessment. Participants will have opportunities to explore and critique various theoretical and

conceptual frameworks in relation to health assessment including early childhood development, family development, healthy aging and community development. The concept of assessment within the context of decision making is explored.

Prerequisite(s):

- Practical Nursing Diploma or Practical Nursing Certificate and 900 hours of practice within the past five years. Current and active registration as an LPN in British Columbia or the Northwest Territories.
 - Take NUR-173
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NUR-173 PROFESSIONAL PRACTICE BRIDGE - IN

This course is an introduction to the profession and discipline of nursing. Participants examine the foundational concepts of the curriculum and how the concepts relate to nursing practice. Participants explore the historical development of nursing knowledge and theory as well as contemporary understandings of nursing as a discipline and the body of knowledge that defines it. Relationships between practice, theory and research are explored. Participants have the opportunity to explore and critically reflect upon the political and socioeconomic forces that have shaped the status of women in society and the evolution of the nursing profession. Standards of nursing practice and responsibility for safe and ethical nursing practice are also explored.

Prerequisite(s):

- Current registration as a LPN in British Columbia or Northwest Territories. NUR 170 can be taken as a Co-requisite.
 - Take NUR-170
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NUR-175 CONSOLIDATED PRACTICE EXPERIENCE I

Practice and Learning Center, 6 credits

The transitional practice experience is designed to assist students to move forward with the health focus of year one towards the focus on health challenges in year two. Hence this practice experience consists of two parts: two weeks in the nursing learning centre to practice skills that are foundational to providing personal care, and two weeks in a practice setting where students will have the opportunity to practice personal care while furthering the development of their assessment skills and their understanding of health and health promotion.

Prerequisite(s):

- Successful completion of Term 2
-

NUR-202 RELATIONAL PRACTICE II: CREATING HEALTH- PROMOTING RELATIONSHIPS

3 hours seminar, 3 credits

Building on Relational Practice I, in this course participants move beyond personal discovery to a focus on relational caring. The major emphasis of the

course is relational practice with individuals, families, and groups from diverse backgrounds of age, culture, and experience. This is an experiential course designed to deepen the participants' understanding of caring and how the connection between caring and relationship provides the context for health and healing. Participants explore theories and processes of caring, relational identity development of self as nurse, and relational practice as enacted across a range of settings and contexts.

Prerequisite(s):

- Successful completion of year 1
-

NUR-204 NURSING PRACTICE III: PROMOTING HEALTH AND HEALING

2 hours seminar + 10 hours practice, 6 credits

This nursing practice experience provides opportunities to develop caring relationships with individuals and families for the purpose of health promotion while coming to understand their unique health and healing processes. Participants will have opportunities to practice nursing approaches that accompany this understanding. Participants work with families and individuals experiencing common health challenges (both episodic and chronic) in the home and community, in agencies, and in care facilities to incorporate concepts and learning from all the courses in this semester into their nursing practice. The community and society are considered as contextual influences on the promotion of health and healing for the individual and the family.

Prerequisite(s):

- Successful completion of year 1
-

NUR-206 HEALTH AND HEALING III: HEALTH CHALLENGES/HEALING INITIATIVES

3 hours seminar, 3 hours learning centre, 6 credits

Building on the learners' understanding of health, the focus of this course is on people's experience with healing for both chronic and episodic health challenges. Participants integrate theory and concepts of health as they relate to healing. This course is complementary to Health Sciences III and provides opportunities for learners to integrate pathophysiology with their understanding of health and healing and the nursing approaches that accompany this understanding.

Prerequisite(s):

- Successful completion of year 1
-

NUR-213 PROFESSIONAL PRACTICE III: NURSING ETHICS

3 hours seminar, 3 credits

Building on previous Relational Practice and Professional Practice courses, this course focuses on the growing body of knowledge related to nursing ethics. Beginning with an understanding of bio-medical ethics that have dominated nursing ethics in the past and moving to an understanding of developing ethical

theory related to nursing and nursing issues, participants will have opportunities to explore nursing ethics in the context of their nursing practice.

Prerequisite(s):

- Successful completion of Term 3
-

NUR-214 NURSING PRACTICE IV: PROMOTING HEALTH AND HEALING

2 hours seminar +10 hours practice, 6 credits

This nursing practice experience continues to provide opportunities for learners to develop caring relationships with individuals and families for the purpose of health promotion while coming to understand their health and healing processes when experiencing more complex health challenges, both episodic and chronic. Participants will have opportunities to practice nursing approaches that accompany this understanding. Participants work with families and individuals in the home and community, in agencies, and in care facilities to incorporate concepts and learning from all the courses in this semester into their nursing practice. The community and society are considered as contextual influences on the promotion of health for the individual and the family.

Prerequisite(s):

- Successful completion of Term 3
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NUR-216 HEALTH AND HEALING IV: HEALTH CHALLENGES/HEALING INITIATIVES

3 hours seminar, 3 hours learning centre, 6 credits

Participants in this course continue to develop an understanding of people's experience with healing related to a variety of increasingly complex chronic and episodic health challenges within a variety of practice contexts. This course is complementary to Health Sciences IV and provides opportunities for learners to integrate pathophysiology with their understanding of health and healing and the nursing approaches that accompany this understanding.

Prerequisite(s):

- Successful completion of Term 3
-

NUR-276 CONSOLIDATED PRACTICE EXPERIENCE II

8 weeks (192 hours) practice, 8 credits

In this consolidated practice experience, opportunities are provided to develop caring relationships for the purpose of healing and health promotion with individuals and families experiencing increasingly complex chronic and episodic health challenges. The community and society are considered as contextual influences on the promotion of health for the individual and the family. Participants have opportunities to consolidate learning from the first and second year of the program in a variety of settings.

Prerequisite(s):

- Successful completion of Term 4
-

NUR-302**RELATIONAL PRACTICE III: CONNECTING ACROSS DIFFERENCE**

3 hours seminar, 3 credits

Building on the concepts introduced in Relational Practice I and II and other previous courses, Relational Practice III provides a synthesis of knowledge that is the basis of critical analysis. This course focuses on enhancing participants' everyday relational practice with individuals, families, and groups. The emphasis is on engaging with the complexities of difference in everyday nursing practice and the challenges these complexities might pose for being in-relation with clients.

Prerequisite(s):

- Successful completion of Year 2
-

NUR-304**NURSING PRACTICE V: PROMOTING HEALTH AND HEALING**

2 hours seminar + 10 hours practice, 6 credits

This nursing practice experience continues to provide opportunities for learners to develop caring relationships with individuals and families while coming to understand their health and healing processes. Participants will have opportunities to practice nursing approaches that accompany this understanding. Participants work with families and individuals in the home and community, in agencies, and in care facilities to incorporate concepts and learning from all the courses in this semester into their nursing practice.

Prerequisite(s):

- Successful completion of Year 2
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NUR-306**HEALTH AND HEALING V : COMPLEX HEALTH CHALLENGES/HEALING INITIATIVES**

3 hours seminar, 3 hours learning center, 6 credits

This course builds on Health and Healing I and II and Health Sciences III and IV and provides opportunities for participants to build on their nursing knowledge and understanding of health and healing in relation to complex episodic and chronic health challenges. This advanced course will focus on current topics and emerging knowledge related to a variety of health care contexts.

Prerequisite(s):

- Successful completion of Year 2
-

NUR-313**PROFESSIONAL PRACTICE IV: NURSING INQUIRY**

3 hours seminar, 3 credits

Building upon concepts introduced in Professional Practice I, II, and III. In this course, participants will explore the historical and philosophical approaches to the development of nursing knowledge and inquiry. Relationships between practice, theory, and research are explored.

Prerequisite(s):

- Successful completion of Term 5 or admission to Option B
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NUR-314

NURSING PRACTICE VI: PROMOTING HEALTH OF COMMUNITIES AND SOCIETY

1 hour seminar, 8 hours practice, 4 credits

This nursing practice experience provides opportunities to develop caring relationships with families, groups, and communities within a societal and global context with emphasis on health promotion and community empowerment. Participants have opportunities to work with a community (geographical, self-identified, population based, institutionally based, etc.) on a particular health issue.

Prerequisite(s):

- Successful completion of Term 5 or admission to Option B
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NUR-316

HEALTH AND HEALING VII: PROMOTING COMMUNITY AND SOCIETAL HEALTH

3 hours seminar, 3 credits

This course focuses on the role of the nurse in the promotion of community and societal health. It is intended to be a companion course with Health and Healing VI. Participants will continue to develop their competencies in relational practice with a focus on community and society as client. The political role of the nurse is explored as the emphasis is placed upon working with communities from a social justice and equity perspective. Community development and capacity building, as a pattern of community health promotion practice, is explored. In addition students will further develop their understanding of teaching and learning focusing on transformative and emancipatory approaches.

Prerequisite(s):

- Successful completion of Term 5 or admission to Option B
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NUR-318

HEALTH AND HEALING VI: GLOBAL HEALTH ISSUES

3 hours seminar, 3 credits

Participants in this course continue to develop an understanding of people's experience with health and healing related to a variety of increasingly complex chronic and episodic global health challenges and issues. Emphasis is placed on the role of the nurse as care provider, community organizer/facilitator, educator and advocate within the context of the global society and the changing health care environment. Participants examine a variety of emerging health issues and

trends using these as a context for further developing their personal understanding of nursing practice that supports meaningful interactions with individuals, families, groups, communities and society.

Prerequisite(s):

- Successful completion of Term 5 or admission to Option B
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NUR-375 CONSOLIDATED PRACTICE EXPERIENCE (CPE) III

8 weeks practice (280 hours), 8 credits

This Consolidated Practice Experience is designed to provide opportunities for participants to integrate, consolidate and expand concepts from previous learning. Participants have opportunities to consolidate learning from the first, second and third years of the program in a variety of settings and with any of age or type of client.

Prerequisite(s):

- Successful completion of Term 6
-

NUR-403 PROFESSIONAL PRACTICE VI: NURSING RESEARCH

3 hours seminar, 3 credits

Building on Professional Practice II, III, and IV, the intent of this course is to enhance participants' understanding of nursing scholarship and enhance their abilities to comprehend, critique, and utilize nursing research. Participants critically reflect on various scholarly works and research methodologies. Participants experience ways to critically examine their practice in relation to nursing research and to pose research questions for evidence-informed practice.

Prerequisite(s):

- Successful completion of Term 6 or admission to Option B
-

NUR-404 NURSING PRACTICE VI: ENGAGING IN LEADERSHIP

1 hour seminar, 8 hours practice, 4 credits

This nursing practice experience provides opportunities for participants to further develop their competencies in the areas of leadership, influencing and managing change, and the utilization of research for the purpose of promoting the health of individuals, families, communities and society, within the context of the Canadian health care system. This nursing practice experience focuses on participants' growth in their practice as professional nurses. They have opportunities to explore inter-professional practice and nursing leadership in the context of emerging Canadian and global health issues and trends.

Prerequisite(s):

- Successful completion of Term 6 or admission to Option B

NUR-405 PROFESSIONAL PRACTICE V: LEADERSHIP IN NURSING

3 hours seminar, 3 credits

This course explores the ways nurses can provide leadership, influence, create and manage change for the promotion of health for individuals, families, groups and communities within the context of society and the world. Emphasis is placed on leadership roles of the nurse within practice contexts. The role of the nurse within the current and evolving Canadian health care system is explored including considerations of the impact of global trends and issues. Issues facing nurses in the current work environment will be discussed. Collaborative and ethical approaches for working within institutional philosophies and frameworks will be explored.

Prerequisite(s):

- Successful completion of Term 6 or admission to Option B
-

NUR-410 HEALTH & WELLNESS IN ABORIGINAL COMMUNITIES

30 hours seminar + 12 hours online, 3 credits

This course will examine concepts of Aboriginal health and healing using Aboriginal processes and ways of knowing for curriculum construction and delivery. It will include pre and post assignments and 5 consecutive days learning in an Aboriginal Community within the college region. Students will explore the Aboriginal world view of health and wellness and will examine the historical and contemporary significance of health issues for Aboriginal communities through interaction with local elders and community representatives. This course will also examine the nurse's role with individuals, families and communities from social justice and cultural safety perspectives. Participants will have the opportunity to explore their own relational practice through reflection on their own ethnocentricities and personal meanings and through active engagement with Aboriginal community members and processes.

Prerequisite(s):

- Successful completion of Term 6 of the BSN Program or admission to Option B of the BSN Program or 3rd Year standing in the BSN Program with Instructor permission. The course is also open to Registered Nurses who are employed by an Aboriginal Health Authority.
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NUR-414 NURSING PRACTICE VIII: TRANSITIONING TO BSN GRADUATE

18 hours seminar, 16 weeks practice (560 hours) , 12 credits

This nursing practice experience provides opportunities for participants to consolidate their learning and prepare for assuming the role of BSN graduate. Participants also explore and critique changes and issues in the health care system, and the workplace, that affect nurses. Participants develop their nursing competencies and enhance their nursing knowledge so that they may practice in a variety of settings at a novice level. Participants may choose to focus their practice within a specific area, for example, a particular setting of practice, a certain client population, or a specific health challenge.

Prerequisite(s):

- Successful completion of Term 7 or admission to Option B
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**NUR-420
ADVANCED PHARMACOLOGY IN NURSING PRACTICE**

3 hours seminar, 3 credits

This pharmacology course provides the opportunity for students to consolidate their learning of the medications used in the management of common acute and chronic health challenges across the life-spans. An overview of alternative medicine as a complement to conventional medicine is included. Pharmacokinetic and pharmacodynamic principles, as well as the nurse's role in drug therapy, are integrated as a means to maximize therapeutic efficacy and minimize adverse drug reactions. Ethical, economic and legal issues, regarding medications are addressed.

Prerequisite(s):

- Successful completion of Term 6 or admission to Option B or 3rd Year standing with Instructor Permission
-

**OFA-001
WHMIS 2015**

4 hours

This course is an introduction to the Workplace Hazardous Material Information System. The course includes the Globally Harmonized System of Classification and Labelling for chemicals (GHS) as well as WHMIS legislation introduced in 1988. Participants must attend and participate in 100% of the course.

**OFA-010
OCCUPATIONAL FIRST AID LEVEL 1**

8 hours

Learn CPR, choking and hemorrhage control and minor wound care according to WSBC Regulations, Part 3 Guidelines (3.14 - 3.21). This WorkSafeBC course is an excellent entry level WSBC First Aid course that is a recognized by local industry. Certification is by WSBC and is valid for three years.

Prerequisite(s):

- Students must be at least 16 years of age. Students under 19 require a parent/ guardian signed waiver. Picture identification must be brought to the 1st class.
-

**OFA-015
OCCUPATIONAL FIRST AID TRANSPORTATION ENDORSEMENT**

8 hours

This course is for OFA 010 or OFA 020 certified first aid attendants that work in environments requiring Transportation Endorsement in addition to their Occupational First Aid Level 1 or 2, according to WSBC Regulations Part 3 Guidelines (3.14 to 3.21). Students will be required to complete a NIC Waiver form at the first class. Certificate is by WSBC and is valid for three years.

Prerequisite(s):

- Students must be at least 16 years of age. Students under 19 require a parent/ guardian signed waiver. Picture identification and current OFA Level 1 or 2 Certificate must be brought to class.
-

OFA-020 OCCUPATIONAL FIRST AID LEVEL 2

43 hours

This is a WorkSafeBC course for work environments that require the Occupational First Aid Level 2 according to WSBC Regulations Part 3 Guidelines (3.14 to 3.21). Students will be required to complete a NIC Waiver form at the first class. Certification is by WSBC and is valid for three years.

Prerequisite(s):

- Students must be at least 16 years of age. Students under 19 years of age require a parent/ guardian signed waiver. Pre-reading and homework required, contact First Aid Dept at 250-334-5092 to arrange to get course materials.
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OFA-030 OCCUPATIONAL FIRST AID LEVEL 3

77 hours

This course meets WorkSafe BC requirements for FirstAid Attendants in BC and according to WSBC RegulationsPart 3 Guidelines (3.14 - 3.21). The Occupational FirstAid Level 3 course is offered with the objective ofqualifying candidates for certification as Level 3 First AidAttendants in industry. Instruction includes: anatomyand physiology; injury and body response; resuscitation- oxygen therapy; wounds and bleeding; thermal, joint, spinal and eye injuries; fractures, bandaging; immobilization; transportation; recording and reportingaccidents and injuries. An NIC waiver form will berequired to be filled out at class. Certification is by WSBCand is valid for three years.

Prerequisite(s):

- Students must be 16 years of age. Students under 19 require a parent/ guardian signed waiver. Pre-reading and homework required, contact First Aid Dept at 250-334-5092 to arrange to get course materials.
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OFA-031 OCCUPATIONAL FIRST AID LEVEL 2 OR 3 PRACTICE

6 hours

This is a refresher course for Occupational First Aid Level 2 or 3 ticket holders, which prepares students for Level 2 or 3 examinations.

Prerequisite(s):

- Students must have a current WSBC Occupational First Aid Level 2 or 3 or equivalent certification: (EMP) 76 hour Advanced WorkPlace Level 3 Supplement ticket.
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OFA-032 OCCUPATIONAL FIRST AID LEVEL 3 RENEW AL

42 hours

This course is for Occupational First Aid Level 3 First Aid attendants who prefer not to take the full OFA 030 course, but would like to attend a few classes as a refresher before challenging the Level 3 exam. Homework assignments must be completed before the first class. Note: This course is offered in accordance with WSBC Regulations Part 3 Guidelines (3.14 - 3.21) All students will be required to complete an NIC waiver form. Certification is by WSBC for a period of three years.

Prerequisite(s):

- Students must have or have had a WSBC Occupational First Aid Level 3 ticket or equivalent certification (i.e.: EMP 76 Hour Advanced WorkPlace Level 3 Supplement ticket). Students under 19 years of age require a parent/ guardian signed waiver. Pre-reading and homework required, contact First Aid Dept at 250-334-5092 to arrange to get course materials.
-

OFA-033 PARAMEDIC IN INDUSTRY PRACTICAL WORKSHOP

4 hours

Learn the expectations, roles and responsibilities required to practice as an Occupational First Aid (OFA) Attendant. Successful students will receive certification to practice within an OFA Level 3 Attendant's scope of practice - only valid when the paramedic has current license as an emergency medical responder, a primary care paramedic or an advanced care paramedic. Certification is valid for three years.

Prerequisite(s):

- To be eligible for a Paramedic in Industry Occupational First Aid Level 3 certificate a candidate must hold a current BC EMA License at the EMR, PCP or ACP level. Be at least 19 years of age before course starts Pre-reading and homework required, contact the First Aid Dept at 250-334-5092 to arrange to get course materials.
-

OFA-050 OCCUPATIONAL FIRST AID LEVEL 1 INSTRUCT OR TRAINING

40 hours

The course follows WSBC Level 1 Instructor curriculum and provides participants with the knowledge, skills and hands-on experience in the preparation and successful delivery of lesson plans. They will learn the effective use of multi-media equipment, and practice the basic instructional skills required to present

the OFA Level 1 course. The instructor course will also prepare participants to evaluate the knowledge and skills required for their students. (Certification as a Level 1 instructor will be issued by the agency and will be renewed in accordance with Worksafe BC. It is expected that candidates meet the course objectives before certification is issued. Instructors must maintain their current level of certification or higher. Certification period is three years)

Prerequisite(s):

- 1. Hold an OFA level 2 certificate (or a nationally recognized Standard First Aid certificate or higher); 2. Be at least 19 years of age before course starts; 3. Provide evidence of having participated in or observed a complete Level 1 course prior to instructor training.
-

OPS-010 BASIC OFFICE PROCEDURES AND SYSTEMS

14 hours

Create efficient office work habits through exploring common office tasks, procedures and tools used in tourism and hospitality businesses. Learn best practices for telephone and email communication, file and record management, and time and task management.

PBA-100 PLUMBING APPRENTICESHIP LEVEL 1

180 hours

As prescribed by ITA

Prerequisite(s):

- ITA Registered Apprentice
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PBA-200 PLUMBING APPRENTICESHIP LEVEL 2

180 hours

As prescribed by ITA

Prerequisite(s):

- ITA Registered Apprentice
-

PBA-300 PLUMBING APPRENTICESHIP LEVEL 3

180 hours

As prescribed by ITA

Prerequisite(s):

- ITA Registered Apprentice
-

PBA-400 PLUMBING APPRENTICESHIP LEVEL 4

180 hours

As prescribed by ITA

Prerequisite(s):

- ITA Registered Apprentice
-

PCA-100 PROFESSIONAL COOK 1

840 hours

During Professional Cook 1 training, you'll gain the basic knowledge needed for a career in food preparation. Learn safety and sanitary standards, production procedures, menu planning, and the ordering and inventory of supplies. Gain knowledge of ingredients and nutritional properties, and how to prepare stocks, soups, sauces, vegetables, fruit, potatoes, pastas and farinaceous products. You'll learn to prepare dressings, salads, sandwiches, egg dishes and breakfast cookery, dairy products and cheeses, principles of baking, pastries, desserts, quick breads, cookies, yeast products and beverages. You'll also learn how to cut, process, and prepare meats, poultry, fish and shellfish.

Prerequisite(s):

- Admission to the Culinary Arts Program
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PCA-200 PROFESSIONAL COOK 2

420 hours

In addition to continued training in menu planning, ordering and inventory, Professional Cook 2 students gain valuable human resource and leadership skills, and learn about cost management and front of house procedures. Your training will include soups, sauces, vegetables and vegetarian dishes, potatoes, pastas and farinaceous products, meats, poultry, fish and shellfish, dressings, condiments, and salads. You'll also learn about hors d'oeuvres and appetizers, presentation platters, pastries, yeast products, cakes and tortes

Prerequisite(s):

- PCA100
-

PCA-300 PROFESSIONAL COOK 3

180 hours

During Professional Cook 3 training you will be prepared to write the Inter-Provincial (Red Seal) examination. During your studies you'll learn advanced production procedures, menu planning, and sanitary standards. You'll also gain greater confidence in cost management, human resources and leadership. You will also study advanced meat, poultry, fish and shellfish preparations, sauces, dressings, presentations, pates, terrines, charcuterie, desserts, cakes, tortes, frozen desserts, chocolate, sugar, garnishes and beverages.

Prerequisite(s):

- PCA 200
-

PCK-100 COOKING FUNDAMENTALS

358 hrs

Learn the basic skills of cooking to prepare you for an entry level position in the food service industry, or prepare your skills for the Professional Cook program. Explore food safety and sanitation, as well as fundamental skills in preparing and cooking food such as: stocks, soups, vegetables, salads, sandwiches, meat, poultry and baked goods.

Prerequisite(s):

- Admission into the Prep Cook Program
-

PHI-100 INTRODUCTORY PHILOSOPHY: KNOWLEDGE & REALITY

3 hours lecture, 3 credits

An introduction to selected problems in the philosophy of religion, metaphysics (theory of reality), and epistemology (theory of knowledge). Topics include the existence of God; the nature of mind and its relation to body; computers and consciousness; personal identity and mortality; freewill and determinism; the nature and sources of knowledge; and the justification of scientific beliefs.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing. PHI 100 may be taken before or after PHI 101.

[View this course's BC transfer credit](#)



PHI-101 INTRODUCTORY PHILOSOPHY: VALUES & SOCIETY

3 hours lecture, 3 credits

An introduction to selected problems in philosophical ethics and social-political philosophy. Topics include the relativity or objectivity of values; egoism and altruism; the nature of right and wrong action; classical and contemporary ethical theories; applied ethical problems; the nature of justice; the relation between individuals and society; and approaches to the meaning of life.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing. PHI 101 may be taken before or after PHI 100.

[View this course's BC transfer credit](#)



PHI-150 CRITICAL THINKING

3 hours lecture, 3 credits

The course is designed to improve a fundamental ability needed for success in any discipline: the ability to think critically. The focus is on acquiring and sharpening the skills required for identifying, analyzing, and evaluating arguments. The emphasis is on reading and responding to a variety of real academic texts from across the curriculum. No specialized knowledge is presupposed. The course should make students more careful readers and more cogent writers.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



PHI-211 PHILOSOPHIES OF EXISTENCE

3 hours lecture, 3 credits

An examination of the 19th-century forerunners of contemporary existentialism, concentrating principally on the themes and methods of theistic and atheistic existential thought that emerge in the writings of Dostoevsky, Kierkegaard, and Nietzsche. The course is organized around various attempts to reinterpret the Judeo-Christian God. Particular attention will be paid to how and why existential thinkers have set themselves in opposition to the mainstream philosophical tradition.

Prerequisite(s):

- C in any first or second year Philosophy course, or instructor permission

[View this course's BC transfer credit](#)



PHI-220 PHILOSOPHY OF LOVE AND SEX

3 hours lecture, 3 credits

An exploration of conceptual and normative issues in the areas of human love and sex. The course examines classical works of philosophy in an effort to understand the changing significance of intimate human relationships in Western history. The aim is to recognize and critically reflect on traces of these historical

ideas in our contemporary views about love and sex. Topics include desire, romance, identity, repression, perversion, and power.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



PHI-230 CONTEMPORARY MORAL ISSUES

3 hours lecture, 3 credits

An examination of moral and social issues facing the contemporary world. Topics include animal and environmental ethics; conception and death in the medical context; hate literature and pornography; the ethics of violence. The principal aim is to teach students to think critically about their own views. To this end, philosophical attempts to apply various moral theories to these concrete problems will be assessed.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



PHI-240 PHILOSOPHY OF ART

3 hours lecture, 3 credits

An introduction to philosophical attempts to understand the nature and value of art. The course surveys influential Western theories of art from the ancient to the contemporary period. Issues discussed include attempts to define art, the social value of art, censorship, the nature of aesthetic experience, artistic creativity, problems surrounding interpretation, and the relation of art to political and gender issues.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



PHI-260 BUSINESS ETHICS

3 hours lecture, 3 credits

An examination of ethical issues arising in the contemporary business context. A number of classical ethical theories are introduced and applied to a variety of

concrete problems such as whistle-blowing, product safety, employee rights, discrimination, international business, the environment, and investing. Emphasis is on mastery of the key ethical concepts and their application to real-life situations.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



PHY-050 COLLEGE PREPARATORY PHYSICS I

4 hours lecture + 2 hours lab, or distance (D) with attendance at a Campus lab required, 3 credits

College Preparatory Physics I is designed to provide students with the equivalent of ABE Advanced Level Physics or Grade 11 Physics. The content of the course includes: measurement, kinematics in one dimension, dynamics in one dimension, Newton's laws, friction, gravitation, kinetic and potential energy, momentum, heat, wave phenomena applied to sound and electricity.

Prerequisite(s):

- C in one of Principles of Math 11, Foundations of Math 11, Pre Calculus 11, MAT 046 or MAT 053 preferred; however, students may take this course with a C+ in one of Principles of Math 10, Foundations of Math 10 or MAT 033/034.
- Take PHY-050L

PHY-060 COLLEGE PREPARATORY PHYSICS II

4 hours lecture + 2 hours lab, or distance (D) with attendance at a Campus lab required, or online, 3 credits

College Preparatory Physics II is designed to provide students with the equivalent of ABE Provincial Level Physics or Grade 12 Physics. The course includes vectors using trigonometry, kinematics in one and two dimensions, energy and momentum, statics and dynamics, rotational dynamics, vibrations and waves, electromagnetism, and geometric optics.

Prerequisite(s):

- C in one of Principles of Math 11 (Algebra), Pre Calculus 11 or MAT 053. MAT 060 recommended to be taken concurrently.
- C in PHY 050 or Physics 11.
- Take PHY-060L

PHY-100 INTRODUCTION TO PHYSICS I

3 hours lecture + 3 hours lab, or Web-Based Distance, 3 credits

Introduction to Physics I and II are first year algebra-based courses. They are designed for those students that have a relatively weak background in physics. PHY 100 includes vectors, and scalars, kinematics, dynamics, energy, momentum, rotational motion, thermodynamics, fluids and wave motion. Laboratory work illustrates theoretical concepts and develops laboratory skills and techniques.

Prerequisite(s):

- C in Physics 11 or PHY 050.
- C+ in one of Principles of Math 12, Pre Calculus 12, MAT 060 or MAT 067. Corequisite(s): MAT 102 or MAT 181 (MAT 181 is recommended for most students; however, students continuing on to life sciences at the University of Victoria could take MAT 102).
- PHY-100L

[View this course's BC transfer credit](#)



PHY-101 INTRODUCTION TO PHYSICS II

3 hours lecture + 3 hours lab, or Web-Based Distance, 3 credits

This is the second of the Introduction to Physics courses. PHY 101 includes light and optics, electricity and magnetism, and special relativity. Laboratory work is used to reinforce theoretical concepts and develop laboratory skills and concepts.

Prerequisite(s):

- C in PHY 100.
- Corequisite(s): MAT 151 or MAT 182 (MAT 182 is recommended for most students; however, students continuing on to life sciences at the University of Victoria could take MAT 151).
- Take PHY-101L

[View this course's BC transfer credit](#)



PHY-120 PRINCIPLES OF PHYSICS I

3 hours lecture + 3 hours lab, 3 credits

Principles of Physics I and II are first year university level (calculus based) foundation courses in physics designed as essential prerequisites to further courses in the physical sciences. PHY 120 includes statics, kinematics and dynamics of particles and rigid bodies; conservation of energy and momentum; vibration, waves, and sound; heat and thermodynamics. This course includes extensive laboratory work intended to illustrate theoretical concepts and to develop laboratory skills.

Prerequisite(s):

- C+ in Physics in 12 or PHY 060.
- C+ in Physics 12 or PHY 060; C+ in one of Principles of Math 12, PreCalculus 12, MAT 060 or MAT 067.
- Corequisite: MAT 181 must be taken concurrently, if not already completed.

- PHY-120L

[View this course's BC transfer credit](#)



PHY-121 PRINCIPLES OF PHYSICS II

3 hours lecture + 3 hours lab, 3 credits

Principles of Physics I and II are first year university level (calculus based) foundation courses in physics designed as essential prerequisites to further courses in the physical sciences. PHY 121 includes electricity and magnetism, light, optics and modern physics. This course includes extensive laboratory work intended to illustrate theoretical concepts and to develop laboratory skills.

Prerequisite(s):

- C in PHY 120
- C in MAT 181
- MAT 182 must be taken concurrently, if not already completed

[View this course's BC transfer credit](#)



PHY-141 MECHANICS I (STATICS)

3 hours lecture, 1.5 hours tutorial, 3 credits

This course is an introduction to engineering mechanics for students planning to transfer into a University engineering program. The course introduces a methodology for analysis of forces and moments acting on, or within, rigid bodies, structures and machines that are in static equilibrium. Topics include conditions of equilibrium and applications to particles and rigid bodies; analysis of structures, including beams, trusses and arches; bending moment and shear force diagrams for beams; dry friction.

Prerequisite(s):

- C in MAT 181 and MAT 133.
- Corequisite: MAT 182.

[View this course's BC transfer credit](#)



PHY-170 ENGINEERING MECHANICS 1: STATICS AND DYNAMICS

3 hours lecture, 1.5 hours tutorial, 3 credits

This course is an introduction to engineering mechanics for students planning to transfer into engineering at UBC. Students will study the statics, kinematics and dynamics of particles and rigid bodies. They will apply vector analysis to three-dimensional static-equilibrium problems, and differential and integral calculus to dynamics problems, as well as make use of Newton's laws and the concepts of

impulse, momentum, work and energy. Students will focus on the analysis of practical mechanics problems in two and three dimensions.

Prerequisite(s):

- C in MAT 181 and MAT 133.
- Corequisite: MAT-182.

[View this course's BC transfer credit](#)



PNS-111 PROFESSIONAL PRACTICE 1

Lecture, 1.5 credits

This theory course introduces the profession of practical nursing. Legislation that informs PN practice within British Columbia will be introduced. The history of nursing and specifically, the evolution of Practical Nursing within the Canadian health care system will be discussed. The philosophy and foundational concepts of the provincial Practical Nursing Program are explored.

Prerequisite(s):

- Admission to the Practical Nursing Diploma Program

PNS-112 HEALTH PROMOTION 1

Lecture, 2 credits

This course introduces the learner to the concepts of health promotion, discusses the determinants of health inequities and develops a beginning knowledge of normal growth and development.

Prerequisite(s):

- Admission to the Practical Nursing Diploma Program

PNS-113 HEALTH PROMOTION 1

Lecture, 2.5 credits

This introductory course provides the learner with the foundations of disease and illness across the lifespan. Learners will gain an understanding of pathophysiological alterations of body systems. Nursing management of disease and illness across the lifespan with an emphasis on interventions and treatment is also discussed. Cultural diversity in healing practices will be explored as well as the incorporation of evidenced informed practice.

Prerequisite(s):

- Admission to the Practical Nursing Diploma Program

**PNS-114
PROFESSIONAL COMMUNICATIONS 1**

Lecture, 2 credits

This course provides learners with the foundational knowledge for caring and professional communication in nursing. It uses an experiential and self-reflective approach to develop self-awareness and interpersonal communication skills in the context of safe, competent, and collaborative nursing practice.

Prerequisite(s):

- Admission to the Practical Nursing Diploma Program
-

**PNS-115
PHARMACOLOGY 1**

Lecture, 2 credits

This introductory course examines the principles of pharmacology required to administer medications in a safe and professional manner. Medication administration requires the application of the nursing process for clinical decision-making. Various routes of medication administration are introduced and complementary, Indigenous, alternative remedies, and polypharmacy across the lifespan are also explored.

Prerequisite(s):

- Admission to the Practical Nursing Diploma Program
-

**PNS-116
INTEGRATED NURSING PRACTICE 1**

Lecture + Lab, 4 credits

This course emphasizes the art and science of nursing, focusing on the development of basic nursing care and assessment. Learners will apply nursing knowledge through the practice of clinical decision-making, nursing assessment skills, and nursing interventions aimed at the promotion of health, independence, and comfort. Classroom, laboratory, simulation, and other practice experiences will assist learners to integrate theory from other Level One courses.

Prerequisite(s):

- Admission to the Practical Nursing Diploma Program
-

**PNS-117
CONSOLIDATED PRACTICE EXPERIENCE 1**

Clinical Practice, 2 credits

This first clinical experience provides the learner with an opportunity to integrate theory from level one coursework into practice. Learners will gain experience in various settings with a focus on the healthy adult client. Learning the role of the Practical Nurse, personal care skills, organization of care, focused assessment,

beginning medication administration and professional communication are emphasized in this course.

PNS-121 PROFESSIONAL PRACTICE 2

Lecture, 1.5 credits

This course examines the legislation influencing PN practice with clients experiencing chronic illness and those in residential care settings. Specific professional issues such as responsibility, accountability, ethical practice, and leadership relevant to the PN role in residential care will be explored. Critical thinking and decision making specific to the care of the chronically ill and inter-professional practice will also be addressed.

Prerequisite(s):

- Successful completion of PNS Level 1 Courses
-

PNS-122 HEALTH PROMOTION 2

Lecture, 2 credits

This course focuses on health promotion as it relates to the aging process. Health promotion activities are aimed at supporting clients in maintaining their health. The concepts of health promotion, physical and mental wellness, normal aging changes and continued independence are examined.

Prerequisite(s):

- Successful completion of PNS Level 1 Courses
-

PNS-123 VARIATIONS IN HEALTH 2

Lecture, 3 credits

This course will increase the learner's understanding of pathophysiology as it relates to the ageing process and selected chronic illness. The main focus of this course is on the care of the older adult experiencing a health challenge. Cultural diversity in healing practices will be explored as well as evidence informed research and practice.

Prerequisite(s):

- Successful completion of PNS Level 1 Courses
-

PNS-124 PROFESSIONAL COMMUNICATIONS 2

Lecture, 2 credits

This course provides the learner with an opportunity to develop professional communication skills with the older adult, and clients requiring end of life care. Interprofessional communication is further developed.

Prerequisite(s):

- Successful completion of PNS Level 1 Courses
-

PNS-125 PHARMACOLOGY 2

Lecture, 2 credits

This course builds on Pharmacology 1 to increase the learner's understanding of pharmacotherapeutics prescribed for variations in health to clients across the lifespan.

Prerequisite(s):

- Successful completion of PNS Level 1 Courses
-

PNS-126 INTEGRATED NURSING PRACTICE 2

Lecture + Lab, 5 credits

This practical course builds on the foundation of Level One and emphasizes the development of clinical decision-making, nursing assessments, and interventions to promote the health of older adults. Classroom, laboratory, simulation, and other practice experiences will help learners to integrate theory from Level One and Level Two courses to provide safe, competent, and ethical nursing care with older adults.

Prerequisite(s):

- Successful completion of PNS Level 1 Courses
-

PNS-127 CONSOLIDATED PRACTICE EXPERIENCE 2

Clinical Practice, 3 credits

The focus is on the ageing adult and clients experiencing chronic illness. The learner will encounter clients with more complex health challenges requiring comprehensive health assessment, medication administration and chronic wound management. This faculty supervised experience is 120 hours in Residential or Complex Care

PNS-231 PROFESSIONAL PRACTICE 3

Lecture, 1.5 credits

This course integrates the concepts from previous professional practice courses and introduces the learner to practice in the community. The role of the practical nurse as leader is emphasized in interactions with clients, families and other health care providers.

Prerequisite(s):

- Successful complete of PNS Level 2 courses
-

PNS-232 HEALTH PROMOTION 3

Lecture, 2 credits

This course is focused on health promotion as it relates to the continuum of care across the lifespan. Health promotion in the context of mental illness, physical and developmental disabilities and Maternal /Child health is highlighted. Normal growth and development from conception to middle adulthood is addressed.

Prerequisite(s):

- Successful completion of PNS Level 2 Courses
-

PNS-233 VARIATIONS IN HEALTH 3

Lecture, 3 credits

This course focuses on the continuum of care and the development of knowledge related to health challenges managed in the community setting. Pathophysiology and nursing management of clients requiring home health care, rehabilitation, and supportive services such as community living and disabilities will be explored. Cultural diversity in healing approaches will be explored as well as the incorporation of evidence informed research and practice.

Prerequisite(s):

- Successful completion of PNS Level 2 Courses
-

PNS-234 PROFESSIONAL COMMUNICATIONS 3

Lecture, 1.5 credits

This course focuses on specific professional communication skills used with clients and care providers across the lifespan requiring care in the community.

Prerequisite(s):

- Successful completion of PNS Level 2 Courses
-

PNS-236 INTEGRATED NURSING PRACTICE 3

Lecture + Lab, 4 credits

This practical course builds on the theory and practice from Level One and Level Two. Through classroom, laboratory, simulation, and other practice experiences, learners will continue to develop and practice comprehensive nursing assessment, planning and develop knowledge and interventions for clients experiencing multiple health challenges.

Prerequisite(s):

- Successful completion of PNS Level 2 Courses
-

PNS-237 CONSOLIDATED PRACTICE EXPERIENCE 3

Clinical Practice, 2 credits

This clinical experience will introduce learners to community practice and an opportunity to apply and adapt knowledge gained in level 1, 2, and 3 within a continuum of care for clients across the lifespan. The focus is on the role of the Practical Nurse within a continuum of care in a variety of community settings. The continuum of care will provide the learner with an opportunity to integrate and apply previous knowledge in community based settings including home health care, rehabilitation agencies, and supportive services such as community living and disabilities. This is a faculty supervised or monitored experience.

PNS-241 PROFESSIONAL PRACTICE 4

Lecture, 1.5 credits

This course is intended to prepare the learner for the role of the practical nurse in managing clients with acute presentation of illness. Legislation influencing PN practice, specific professional practice issues and ethical practice pertinent to PN practice in acute care environments will be explored. Practice issues that occur across the lifespan will be considered. Collaborative practice with other health care team members and specifically the working partnership with RN's in the acute care setting will be explored.

Prerequisite(s):

- Successful complete of PNS Level 3 courses
-

PNS-242 HEALTH PROMOTION 4

Lecture, 1.5 credits

This course focuses on health promotion for the client experiencing an acute exacerbation of chronic illness or an acute episode of illness. Learners will focus on preparing clients for discharge, through teaching and learning of health promoting strategies.

Prerequisite(s):

- Successful completion of PNS Level 3 Courses
-

**PNS-243
VARIATIONS IN HEALTH 4**

Lecture, 4 credits

This course will increase the learners understanding of pathophysiology as it relates to acute disease and illness for clients across the lifespan. The focus is on the care of the client experiencing acute illness including, nursing interventions and treatment options. Acute disease and illness often occurs in individuals with existing chronic illnesses - the implications of these complexities will be addressed. Cultural diversity in healing practices will be explored as well as evidenced informed research and practice.

Prerequisite(s):

- Successful completion of PNS Level 3 Courses
-

**PNS-244
PROFESSIONAL COMMUNICATIONS 4**

Lecture, 1.5 credits

The focus of this course will be on the advancement of professional communication skills for the practical nurse within the acute care setting with clients across the lifespan. The practice of collaboration with health care team members and clients will be further developed.

Prerequisite(s):

- Successful completion of PNS Level 3 Courses
-

**PNS-246
INTEGRATED NURSING PRACTICE 4**

Lecture + Lab, 4 credits

This practical course emphasizes the development of nursing skills aimed at promoting health and healing with individuals experiencing acute health challenges across the lifespan. Classroom, laboratory, simulation, and integrated practice experiences will help learners build on theory and practice from Levels One, Two, and Three to integrate new knowledge and skills relevant to the acute care setting.

Prerequisite(s):

- Successful completion of PNS Level 3 Courses
-

**PNS-247
CONSOLIDATION PRACTICE EXPERIENCE 4**

Clinical Practice, 5 credits

This clinical experience provides learners with the opportunity to integrate theory from all levels into the role of the practical nurse in the acute care setting and other clinical areas as appropriate. This is a faculty supervised experience.

PNS-248 TRANSITION OF FINAL PRACTICE EXPERIENCE

.5 credits

Transition to Preceptorship will prepare the learner for the final practice experience. A combination of faculty led simulation experiences and self directed learning will provide the learner with increased competence and confidence in their final practice experience.

Prerequisite(s):

- Successful completion of Level 4
-

PNS-249 FINAL PRACTICE EXPERIENCE

Clinical Practice, 3.5 credits

This faculty monitored experience may occur through a variety of practice experience models, including the preceptorship model, under the immediate supervision of a single, fully qualified and experienced LPN or RN or RPN and/or within the context of a collaborative learning environment as a participating team member.

Prerequisite(s):

- Successful completion of all PNS Level 4 Courses and PNS 248
-

POL-119 CANADIAN POLITICS

3 hours lecture, 3 credits

An introduction to the study of Canadian politics at the federal and provincial levels. This course will introduce students to Canadian political cultures and ideologies; political socialization and participation; political parties; the electoral process; leadership issues; interest group articulation and the role of the mass media.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



POL-151 LAW AND POLITICS

3 hours lecture, 3 credits

This course is designed to provide an introduction to law, politics, public policy and the administration of justice in Canada. The study of the judicial system as a branch of government will be emphasized. The course will examine key provisions of the Canadian Charter of Rights and Freedoms as interpreted by the

courts, with a particular focus upon those cases most directly connected to the administration of justice.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



POL-203 INTERNATIONAL RELATIONS

3 hours lecture, 3 credits

An introductory course designed to acquaint students with some of the fundamental concepts, theories, perspectives and debates in the International Relations field. Topics will include such issues as international security (war, peace, military force; international organizations, international law and human rights; North-South politics; global environment crises; and the growth of a global political economy. Although it is not a course in current affairs per se, integration of contemporary world events and issues will be used to enhance critical understanding.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



PPF-101 USE SAFE WORK PRACTICES

48 hours lecture and 112 hours shop

This course introduces students to the common construction-related hazards in the plumbing and piping trades. Students will learn how to apply Worksafe regulations and demonstrate correct safe work procedures during practical assessment.

Prerequisite(s):

- Admission to Plumbing and Piping Foundation Program

PPF-102 USE OF TOOLS & EQUIPMENT

95 hours lecture and 115 hours shop

This course introduces students to the common piping trade tools and equipment. Students will be taught how to select the correct tool for given tasks, safely use and maintain tools, and demonstrate the correct use of tools and equipment during practical assessments.

Prerequisite(s):

- Admission to Plumbing and Piping Foundation Program
-

PPF-103 ORGANIZE WORK

203 hours lecture & 49 hours shop

Prerequisite(s):

- Admission to Plumbing and Piping Foundation Program
-

PPF-104 PREPARE & ASSEMBLE PLUMBING COMPONENTS

48 hours lecture and 84 hours shop

This course introduces students to all the common piping system materials used on the job. Students will learn the advantages and limitations of the various fittings and the pipe, valves, and support systems for pipe installations. Students will also learn installation methods during their practical assignments.

Prerequisite(s):

- Admission to Plumbing and Piping Foundation Program
-

PSY-130 INTRODUCTORY PSYCHOLOGY I

3 hours lecture, or distance (D), 3 credits

This course covers the first half of Introductory Psychology. Topics include Critical Thinking, Neuroscience and Behaviour, Nature vs. Nurture, The Developing Person, Perception, States of Consciousness, Learning and Memory.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.
-

[View this course's BC transfer credit](#)



PSY-131 INTRODUCTORY PSYCHOLOGY II

3 hours lecture, or distance (D), 3 credits

Course covers critical thinking, intelligence, motivation and emotion, personality, psychological disorders and treatment and social psychology.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing. PSY 130 is not a prerequisite.

[View this course's BC transfer credit](#)

PSY-202 HEALTH PSYCHOLOGY

3 hours lecture, 3 credits

This course studies a variety of factors involving health and illness from a bio-psychosocial perspective. Topics include behaviours that affect health such as diet, exercise, stress and substance abuse. The impact of chronic and acute illness on the individual and the social support systems are also covered.

Prerequisite(s):

- C+ in 1st year English and PSY 130 & 131

[View this course's BC transfer credit](#)

PSY-204 RESEARCH METHODS IN PSYCHOLOGY

3 hours lecture, 3 credits

PSY 204 provides an introduction to basic research techniques in psychology; emphasis on the conceptual rather than the statistical rationale underlying various research strategies. Areas include the nature of variables, types of measurement, how to generate and test hypotheses, types of validity, and how to interpret and report results. Laboratory exercises and class demonstrations on the processes involved in conducting empirical research. Research process (theory, models, hypotheses, predictions); research ethics; experimental methods; non-experimental methods; validity; reliability; sampling; descriptive statistics; central tendency; variability; inferential statistics; and experimental design.

Prerequisite(s):

- C+ in PSY 130 & PSY 131

[View this course's BC transfer credit](#)

PSY-215 BIOLOGICAL PSYCHOLOGY

3 hours lecture, 3 credits

An introduction to the biological bases of behaviour and mental functioning. Topics include neural structure, neural communication, motor and sensory processes, brain structure and function, rhythms and sleep, and regulation of internal body states. The biological basis for emotions, learning, and memory will be covered.

Prerequisite(s):

- PSY 130 & PSY 131 with minimum Grade C or an introductory college level biology course is strongly recommended but not required.

[View this course's BC transfer credit](#)

PSY-218 INTRO TO DATA ANALYSIS IN PSYCHOLOGY

3 hours lecture, 3 credits

The course is an introduction to quantitative data analysis. Both descriptive and inferential statistical techniques will be explored. Students will be introduced to probability theory as well as hypothesis testing. Students will be given a conceptual and practical understanding of data analysis techniques used in experimental research psychology.

Prerequisite(s):

- C in one of Principles of Math 11, Applications of Math 12, Foundations of Math 11, Pre-Calculus 11 or MAT 053; or math assessment.
- C in one of PSY 204, CRM 220, or SOC 220.

[View this course's BC transfer credit](#)

PSY-235 ABNORMAL PSYCHOLOGY

3 hours lecture, or distance (D), 3 credits

An introduction to abnormal psychology, including mental disorders, assessment and treatment, the DSM-IV, and social, cultural and ethical issues.

Prerequisite(s):

- PSY 130 & 131 Minimum Grade C

[View this course's BC transfer credit](#)

PSY-250 HUMAN DEVELOPMENT FROM CONCEPTION THROUGH CHILDHOOD

3 hours lecture, 3 credits

This course provides an overview of child development up to, but not including adolescence. The impact of genetics and environment, major theories of human development, methods for studying child development, cultural diversity, and development in the physical, cognitive, emotional and social spheres are included.

Prerequisite(s):

- PSY 130 & 131 Minimum grade C

[View this course's BC transfer credit](#)

PSY-251 HUMAN DEVELOPMENT FROM ADOLESCENCE THROUGH ADUL THOOD

3 hours lecture, 3 credits

This course provides an overview of human development from adolescence through old age. Topics include the impact of genetics and environment, development in adolescence and adulthood, cultural diversity, change and development in the physical, cognitive, emotional and social spheres, and death, dying and grieving.

Prerequisite(s):

- PSY 130 & PSY 131. Students may take PSY 251 without PSY 250 but must read Chapters 1 and 2 in the text before starting PSY 251 Minimum grade C

[View this course's BC transfer credit](#)



PSY-260 PSYCHOLOGICAL EXPLANATIONS OF CRIMINAL AND DEVIANT BEHAVIOUR

3 hours lecture, 3 credits

An introduction to the psychology of crime, including the application of psychological theories to the understanding and treatment of criminal and deviant behaviour. Students will examine factors that might help to account for antisocial action such as recurring violence and sexual offences. Biological, psychiatric, psychological and social/environmental explanations of deviant behaviour will be highlighted. CRM 101, PSY 130 and PSY 131 are recommended.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



PYR-010 BASIC PAYROLL

Learn all aspects of payroll including setting up and calculating payroll, benefits and deductions, T-4 forms, the implications of the Employment Standards Act, and Records of Employment. Emphasis is on practical skills. This course is beneficial for those in administrative positions or business owner/operators. Required: Previous bookkeeping knowledge.

ROC-010 RESTRICTED OPERATOR CERTIFICATE- AERONAUTICAL (ROC-A)

This 7 hour course will prepare you for the Department of Communications examination for the Restricted Operator Certificate - Aeronautical (ROC-A).

**SCR-010
SCREEN PRINTING BASICS**

14 hours

Learn and apply the basic steps in the screen printing process, making films and photo-stencils, mixing inks, setting up and printing simple jobs on paper, textiles and other materials. Participants will apply their learning through the completion of an in-class print project under the guidance of the instructor. Note: Request a supply list at time of registration.

**SCR-011
SCREEN PRINTING - POSTERS**

16 hours

This course is designed to provide an applied introduction to the production of a multi-colour poster. Participants will be introduced to film making, multi-colour registration, printing fine detail, plus a variety of production skills designed to increase confidence as a screen printer. The course includes an applied project providing participants with the opportunity to complete a production run of a multi-colour poster. Note: Request a supply list.

**SCR-012
SCREEN PRINTING - T-SHIRT AND TEXTILES**

14 hours

Building on skills from the Screen Printing Basics course, individuals interested in printing shirts or textiles can take a fabric oriented course. Learn to design for T-shirts, mesh selection, stencil-making for durability and preregistration, colour mixing & ink types, printing on a carousel and step and repeat techniques. Participants will be encouraged to complete production runs of prototype products. Note: Request a supply list at time of registration.

Prerequisite(s):

- Screen Printing Basics is recommended.
-

**SOC-110
INTRODUCTION TO SOCIOLOGY I**

3 hours lecture or online, 3 credits

Introduction to Sociology I introduces the student to some of the major concepts and issues in the discipline of sociology, including culture, socialization, deviance, gender, suicide and discrimination. The course is designed to encourage the student to think more deeply about the relationship between personal troubles and public issues.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or assessment.

[View this course's BC transfer credit](#)



SOC-111 INTRODUCTION TO SOCIOLOGY II

3 hours lecture, or online, 3 credits

SOC 111 is the second course in a full 1st-year university level introductory sociology course. It addresses specific social institutions such as the family and education, work and politics as well as social problems such as social change and inequality. The course is based on a critical evaluation of the major institutions of modern capitalism.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing. SOC 110 strongly recommended

[View this course's BC transfer credit](#)



SOC-130 FIRST NATIONS SOCIOLOGY

3 hours lecture, 3 credits

First Nations Sociology 130 introduces the student to some of the major concepts and issues in the discipline of Sociology through a unique and significantly different format. Within the course content we will address such complex issues as Cultural Racism / Socialization, Inequality & Stratification, and Racism in the Mass Media. Your instructors will collaborate to present an interactive and thought-provoking course through a balance of Western Sociological and Aboriginal perspectives. This course is designed to encourage students to think inter-culturally, beyond their own World View.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



SOC-210 SOCIOLOGY OF RACE, ETHNICITY & NATION

3 hours lecture, 3 credits

This course provides a critical examination of the relations between ethnic groups and cultures emphasizing discrimination, the dynamics of global inequality, racism, colonialism and imperialism, assimilation and anti-racist resistance. The emphasis of the course may vary to respond to contemporary issues, although the experience of the racialized peoples and indigenous peoples in Canada will

remain a key focus. Students are encouraged to consider the Canadian experience in a global comparative context.

Prerequisite(s):

- Take SOC-110, SOC-111, or ANT-150 Minimum grade C

[View this course's BC transfer credit](#)



SOC-220

INTRODUCTION TO SOCIOLOGICAL RESEARCH METHODS

3 hours lecture, 3 credits

This course introduces the student to the full range of sociological research methods. Students will learn basic qualitative and quantitative techniques, how to design research projects, conduct field research and surveys, apply basic statistical techniques and how to write a research report.

Prerequisite(s):

- C+ in SOC 110 and SOC 111.
- C+ in Principles of Math 11 or Pre-Calculus 11 or equivalent.

[View this course's BC transfer credit](#)



SOC-230

SOCIOLOGICAL EXPLANATIONS OF CRIME & DEVIANCE

3 hours lecture, 3 credits

This course surveys a full range of sociological perspectives on crime and deviance including the social disorganization perspective, functionalist and strain perspectives, subcultural and learning theories, interactionist and social control theories as well as conflict and critical theories.

Prerequisite(s):

- C+ in SOC 110

[View this course's BC transfer credit](#)



SOC-240

THE SOCIOLOGY OF LOVE AND SEX

3 hours lecture, 3 credits

This course is designed to allow students to explore gender socialization, sexual orientation, the intersexed, courtship, marriage and other institutions based on our sexual relations including patriarchy, organizational arrangements and aspects of sexual relations and politics. The course explores 'normal' sex and sexuality, but also addresses many forms of sexual 'deviance'.

Prerequisite(s):

- SOC 110 or 111 or instructor permission Minimum grade C

[View this course's BC transfer credit](#)

SPN-100 INTRODUCTORY SPANISH I

4 hours lecture, or distance (D), 3 credits

Introductory Spanish I is a complete introductory Spanish program that provides the students with a solid foundation to communicate proficiently in Spanish as well as to function effectively within the culture in real life situations. Besides emphasizing language acquisition by providing a complete grammar scope, the content of Introductory Spanish I also presents important aspects of culture, customs and values of the Spanish-speaking world providing students with a deeper insight into its diversity while exposing them to authentic language.

Prerequisite(s):

- None

[View this course's BC transfer credit](#)

SPN-101 INTRODUCTORY SPANISH II

4 hours lecture, or distance (D), 3 credits

Introductory Spanish II is a complete introductory Spanish program that provides the students with a solid foundation to communicate proficiently in Spanish as well as to function effectively within the culture in real life situations. Besides emphasizing language acquisition by providing a complete grammar scope, the content of also presents important aspects of culture, customs and values of the Spanish-speaking world providing students with a deeper insight into its diversity while exposing them to authentic language.

Prerequisite(s):

- SPN 100 Minimum grade C

[View this course's BC transfer credit](#)

SPN-200 INTERMEDIATE SPANISH I

3 hours lecture + 1 hour lab, 3 credits

This course is designed to further expand students' language skills in Spanish as well as their awareness of the Hispanic culture. It focuses on real communication in meaningful contexts to develop and strengthen students' speaking, listening, reading and writing skills while introducing them to the richness of Hispanic literature and culture.

Prerequisite(s):

- C+ in SPN 101 or instructor determined equivalent.

[View this course's BC transfer credit](#)

SPN-201 INTERMEDIATE SPANISH II

3 hours lecture + 1 hour lab, 3 credits

This course is designed to further expand students' language skills in Spanish as well as their awareness of the Hispanic culture. It focuses on real communication in meaningful contexts to develop and strengthen students' speaking, listening, reading and writing skills while introducing them to the richness of Hispanic literature and culture.

Prerequisite(s):

- C+ in SPN 200

[View this course's BC transfer credit](#)

SSA-100 INTRODUCTION TO THE SOLAR SYSTEM & SPACE EXPLORATION

3 hours lecture + 3 hours lab, 3 credits

This is a multi-disciplinary lab science course that will introduce topics in astronomy and space science, including the Solar System and its planets, the space environment, gravitational theory, how to navigate the night sky, as well as current and future space explorations.

Prerequisite(s):

- C in one of Provincial English 11, First Peoples English 11, or ENG 052. C+ in one of Principles of Math 11, Foundations of Math 11, Pre-Calculus, MAT 053 or MAT 055; or appropriate levels of Math and English placement testing.

[View this course's BC transfer credit](#)

SSA-101 INTRODUCTION TO DEEP SPACE ASTRONOMY

3 hours lecture + 3 hours lab, 3 credits

This is a lab science course that will introduce topics in deep space astronomy including: observational astronomy, stars and stellar evolution, galaxies and galactic evolution, neutron stars, black holes, gravitational waves, extra-solar planets, the Big Bang, dark matter, dark energy, and the possibility of life in the universe. This course will also explore related topics in physics and chemistry such as: light and the electromagnetic spectrum, optics, gravity, relativity, cosmology, and the origin of the chemical elements.

Prerequisite(s):

- C in one of Provincial English 11, First Peoples English 11, or ENG 052.

- C+ in one of Principles of Math 11, Foundations of Math 11, Pre-Calculus, MAT 053 or MAT 055; or appropriate levels of Math and English placement testing.
- Take SSA-101L;

[View this course's BC transfer credit](#)



SSW-120 FOUNDATIONS OF SOCIAL SERVICE PRACTICE

3 hours lecture, 3 credits

This course examines the theories and skills specific to the helping roles assumed by social service workers in non-metropolitan and rural communities. Topics include: assessment and case management, the community, natural helping systems and self-help groups, empowerment and change, and problem solving approaches for working effectively with people within a human service framework.

Prerequisite(s):

- Admission into the Social Services Diploma or Human Services Diploma or University Transfer students require a C+ or better in Grade 12 English or equivalent, instructor permission and a letter of intent.

[View this course's BC transfer credit](#)



SSW-121 INTERPERSONAL COMMUNICATIONS

3 hours lecture, 3 credits

With a focus on developing effective communication skills in Human Service Work, this course will promote the students understanding of using communication for relationship development in a variety of Human Service settings, and as well, foster an enhancement of self-awareness and functioning in relationships with others.

Prerequisite(s):

- Admission into the Social Services Diploma or EA/CS Certificate or University Transfer students require a C+ or better in Grade 12 English or equivalent, instructor permission and a letter of intent.

[View this course's BC transfer credit](#)



SSW-122 SOCIAL WELFARE IN CANADA

3 hours lecture, 3 credits

This course is an introduction to the history and development of social welfare policy in Canada with particular emphasis on British Columbia. Students also

examine some current provincial and federal legislation relevant to income security, family and poverty.

Prerequisite(s):

- Admission to the Social Services Diploma or Human Services Diploma or University Transfer students require a C+ or better in Grade 12 English or equivalent, instructor permission and a letter of intent.

[View this course's BC transfer credit](#)



SSW-123 ADVANCED INTERPERSONAL SKILLS PRACTICE

3 hours lecture, 3 credits

Building on the content of SSW 121, this course will continue to explore relationship based help in the Human Services using a strengths based approach to promote positive growth and change with individuals. Students will develop advanced communication strategies including skills necessary to promote problem solving, working with difficult clients, and further student self-awareness as communicators.

Prerequisite(s):

- C minimum in SSW 121

[View this course's BC transfer credit](#)



SSW-150 SOCIAL SERVICES PRACTICE EXPERIENCE I

30 hrs/week practicum placement for 7 weeks + 3 hr seminar/week, 5 credits

This 210 hour practicum completes the first year of Social Services training. This course enables the student to combine theory and practice in a social services work setting. Students must successfully complete this practicum at an employment readiness level in order to continue with the second year of the Social Services Diploma. As each practice placement site is unique and may require knowledge and skills specific to its mandate and client population, a contract of learning outcome expectations will be established at the beginning of the practice placement at a meeting between the student, the practice placement supervisor, and the classroom instructor. The student will be supported in her/his learning through weekly seminars.

Prerequisite(s):

- Admission to the Social Services diploma program; C minimum in all first year SSW diploma courses and co-requisite enrollment in winter theory courses.

[View this course's BC transfer credit](#)



SSW-201 FAMILY RELATIONSHIPS

3 hours lecture, 3 credits

This course provides an overview of the family experience in contemporary Canadian society. It provides a foundation which will assist the student in understanding and working with families or individuals within a family unit. Students will be introduced to various theories about family structure and function, stages of family development, impact of a rapidly changing society on families, problem situations, family relationships, and basic strategies for assisting families to function using a strengths based approach that promotes psychological well-being. Further, students will explore the importance of family in their own and the lives of others and will appreciate how family experiences effect emotional and social functioning.

Prerequisite(s):

- SSW 150 or EA/CS Certificate or equivalent

[View this course's BC transfer credit](#)



SSW-203 CONFLICT MANAGEMENT

3 hours lecture, 3 credits

This course focuses on the development of communication skills for the purpose of effective mediation, negotiation and resolution of interpersonal conflict. Participants will be taught conflict theory and provided with the necessary information to be able to move forward into resolution. Coaching and role play opportunities are provided in order to experience success in this important area.

Prerequisite(s):

- SSW 150 or EA/CS Certificate or equivalent

[View this course's BC transfer credit](#)



SSW-204 PROGRAM PLANNING, DEVELOPMENT AND IMPLEMENTATION

3 hours lecture, 3 credits

This course introduces students to the methods and considerations in contemporary program development, planning, implementation and evaluation in human services. Various internal and external needs assessments, evaluation strategies and ethical issues will be explored. Research and evaluation are presented as integral service improvement strategies.

Prerequisite(s):

- SSW 150 or EA/CS Certificate or equivalent

[View this course's BC transfer credit](#)



SSW-205 INTRODUCTION TO GROUP WORK PRACTICE

3 hours lecture, 3 credits

The Introduction to Group Work course explores various theoretical foundations and applied approaches to working with a variety of groups and populations. Effective group leadership will be examined along with a focus on relationships which effect group dynamics.

Prerequisite(s):

- SSW 150 or EA/CS Certificate or equivalent

[View this course's BC transfer credit](#)



SSW-206 SELF CARE IN HUMAN SERVICES

3 hours lecture, 3 credits

This course will focus on the importance of self care as a primary tool in the tool kit of the human service practitioner. Students will learn why burn out is such a large issue facing human service practitioners and identify and develop personalized self care strategies to identify and manage symptoms of burn out.

Prerequisite(s):

- SSW 150 or EA/CS Certificate or equivalent

[View this course's BC transfer credit](#)



SSW-207 LAW AND SOCIAL SERVICE

3 hours lecture, 3 credits

This course provides students with a beginning knowledge in the area of the law as it pertains to social service practice. The wide range of roles performed by social workers in helping and advocacy requires social workers to have an increasing knowledge of the law especially regarding the legal implications of their actions. Further, this course will critically examine the role of law in our society and the myths and realities of concepts such as justice and equality as well as the implications for reform.

Prerequisite(s):

- SSW 150 or EA/CS Certificate or equivalent

[View this course's BC transfer credit](#)



SSW-208 SOCIAL WORK PRACTICE IN MENTAL HEALTH AND ADDICTIONS

3 hours lecture, 3 credits

This course provides an introduction to the practice of social work with concurrent disordered populations.

Prerequisite(s):

- SSW 150 or EA/CS Certificate or equivalent

[View this course's BC transfer credit](#)



SSW-209 CONTEMPORARY PERSPECTIVES ON SUBSTANCE ABUSE

3 hours lecture, 3 credits

This course prepares students to work with clients who have addictions problems. Skills and knowledge related to the management and understanding of addiction related problems and explores the biopsychosocial spiritual theory of addiction. Further, this course examines the transtheoretical model of change, history of substance abuse, pattern of use and the impact of addictions on society and selected populations.

Prerequisite(s):

- SSW 150 or EA/CS Certificate or equivalent

[View this course's BC transfer credit](#)



SSW-210 COMMUNITY DEVELOPMENT

3 hours lecture, 3 credits

This course focuses on the values and skills required for macro level community based human service practice. Students will examine and practice the application of approaches to social change with a focus on preventing, reducing, altering, or eliminating aspects of community life that hinder community development.

Prerequisite(s):

- SSW 150 or EA/CS Certificate or equivalent

[View this course's BC transfer credit](#)



SSW-250 ADVANCED PRACTICE EXPERIENCE SOCIAL SERVICES

30 hrs/week practicum & 3 hrs/week seminar for 8 weeks, 5 credits

It is expected that the student enrolling in SSW 250: Advanced Practice Experience in Social Services is proficient in basic social service worker skills and is ready to move to a more challenging experience. As each practice placement site is unique and may require knowledge and skills specific to its mandate and client population, a contract of learning outcome expectations will be established at the beginning of the practice placement at a meeting between the student, the practice placement supervisor, and the classroom instructor. The student will be supported in her/his learning through weekly seminars.

Prerequisite(s):

- C minimum in all second year Social Services Diploma courses with co-requisite enrollment in all second year winter theory courses.

[View this course's BC transfer credit](#)



STS-101 CITING AND REFERENCING SEMINAR CITING AND REFERENCING SEMINAR

The focus of this seminar is Canadian post-secondary academic culture, in particular the expectations and rules of citation and reference. Students will acquire a better understanding of what constitutes plagiarism and cheating. They will learn the principles of proper documentation, and will apply these principles during the seminar while working on their academic assignments from other courses.

Prerequisite(s):

- Student must be registered in post-secondary course/ program.

TCS-010 WORLDHOST (FUNDAMENTALS)

6 hours

Worldhost was developed by the BC Ministry of Tourism and offers a fun workshop full of activity. Anyone whose job puts them face-to-face with the customer will benefit from Superhost and the communication tips offered.

TCS-011 WORLDHOST (CUSTOMERS WITH DISABILITIES)

3 hours

WorldHost Training prepares individuals to provide effective customer service to specific target markets. It is critical to understand the service needs of today's emerging travel markets and maintain a customer care approach extending beyond cultural norms. This Worldhost workshop will help you understand how to deal with customers with disabilities.

TFB-011
SERVING IT RIGHT

3 hours

This is a mandatory provincial course for servers of alcoholic beverages.

Prerequisite(s):

- Acceptance into a full-time Tourism Professional program (Students) wishing to take this course only should call 604-930-9770)
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TFS-010
FOODSAFE LEVEL I

8 hours

Obtain the necessary certification to work in the food service industry. This course covers important food safety and worker safety information including food borne illness, receiving and storing food, preparing food, serving food, cleaning and sanitizing. Certificates will be valid for 5 years from the date of issue. Note: Bring a packed lunch, beverage and government-issued picture ID to class.

TFS-030
MARKETSAFE

8 hours

MarketSafe is a food safety training program for farmers and producers who make, bake or grow products to sell at local farmers' markets, farm gates or other types of temporary food markets. MarketSafe was developed by the BC FOODSAFE Secretariat in partnership with the BC Association of Farmers' Markets, and is supported by the Regional Health Authorities, the BC Centre for Disease Control, and the BC Ministry of Agriculture and Lands.

TGA-100
GUIDING SKILLS 1

3 credits

This course introduces tools for establishing and maintaining physical and psychological safety considerations for effective outdoor guiding leadership, and further prepares students with the practical skills specific to field training experiences and industry expectations for risk and trip management.

Prerequisite(s):

- Admission to the Adventure Tourism Certificate Program

[View this course's BC transfer credit](#)



TGA-101 INTERPRETATION CULTURE

3 credits

The Interpretation course introduces the principles and skills for providing quality interpretation programs. Through a variety of in-class and in-the-field experiences, students develop their own style of interpretation along with a broad understanding of the rich natural and cultural heritage of coastal British Columbia.

Prerequisite(s):

- Admission to the Adventure Tourism Certificate Program

[View this course's BC transfer credit](#)



TGA-102 WILDLIFE VIEWING

2 credits

This course is delivered in two parts, terrestrial and marine. The first half prepares students with the foundations for working as an assistant bear viewing guide through training course standards established by the Commercial Bear Viewing Association of BC (CBVABC) or equivalent, with an opportunity to achieve certification. The second half focuses on marine mammal viewing skills, knowledge, and regulations as promoted through the Marine Education and Research Society (MERS) or equivalent. This course builds on the foundations provided in TGA 101 Interpretation.

Prerequisite(s):

- Admission to the Adventure Guiding Certificate Program

[View this course's BC transfer credit](#)



TGA-103 SEA KAYAKING 1

2 credits

This course introduces introductory skills and knowledge for sea kayak touring as a platform for further training and certification associated with becoming an instructor and/or guide in the sea kayaking industry. This prepares students with basic recreational paddling skills for organizing personal day trips and overnight outings and experiences in SKGABC Class 1 & 2 waters.

Prerequisite(s):

- Admission to the Adventure Tourism Certificate Program

[View this course's BC transfer credit](#)



**TGA-104
RIVER RAFTING 1**

2 credits

This course introduces skills and knowledge for commercial white water rafting as a platform for further training and certification associated with becoming a guide in the rafting industry. This prepares students with basic recreational paddling skills for organizing personal day trips and overnight outings on Class 1-3 rivers. Students will have the opportunity to achieve Swiftwater Rescue Technician certification.

Prerequisite(s):

- Admission to the Adventure Guiding Certificate Program

[View this course's BC transfer credit](#) **TGA-105
CANOEING**

2 credits

The course is designed to develop tandem-paddling and tripping skills for flatwater and lake canoeing as per industry standards. This course provides a foundation for next pursuing instructor certification, and prepares students with a solid foundation for understanding and effectively managing these craft in camp and wilderness settings. Students are exposed to the rich history and modern use of canoes in Canada.

Prerequisite(s):

- Admission to the Adventure Tourism Certificate Program

[View this course's BC transfer credit](#) **TGA-106
SEA KAYAKING 2**

3 credits

This course advances learning from TGA 103 toward becoming an assistant sea kayaking guide on the rugged BC Coast. A multi-day expedition allows students to apply and refine guiding skills learned elsewhere in the AG program. This is an approved guide training course with the Sea Kayak Guides Alliance of BC (SKGABC).

Prerequisite(s):

- Admission to the Adventure Tourism Certificate Program

**TGA-107
SAILING**

2 credits

This course introduces students to sailing and to the role of the crew and guide in providing an enjoyable and safe sailing trip. The course is structured to teach you the skills needed for safe day-cruising in familiar waters as both skipper and crew of a sloop-rigged keelboat of six to 10 meters in moderate wind and sea conditions. Successful participants will receive their Canadian Yachting Association Basic Cruising Standard or equivalent ISPA certification.

Prerequisite(s):

- Admission to the Adventure Tourism Certificate Program

[View this course's BC transfer credit](#)



TGA-108 MOUNTAIN SKILLS 1

2 credits

This course covers the basics of mountaineering from movement on snow, rock and ice to anchoring and belaying in all these mediums, glacier travel, route finding and much more. Recommend previous experience working with ropes, or having done Rock Skills 1.

Prerequisite(s):

- Admission to the Adventure Guiding Certificate Program

[View this course's BC transfer credit](#)



TGA-109 WINTER MOUNTAIN TRAVEL 1

2 credits

This field-focused course includes an introduction to avalanche awareness and winter mountain backcountry touring skills, including one night of winter camping. Students have the opportunity to achieve Avalanche Skills Training One (AST 1).

Prerequisite(s):

- Admission to the Adventure Guiding Certificate Program

[View this course's BC transfer credit](#)



TGA-110 GUIDING SKILLS 2

3 credits

This course builds on the foundations of Guiding Skills 1 while further integrating leadership techniques and considerations with environmental and navigational considerations when planning and managing outdoor adventure activities to industry standards.

Prerequisite(s):

- Admission to the Adventure Guiding Certificate Program
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**TGA-111
WILDERNESS FIRST AID**

2 credits

This course and certification is a core field requirement for most adventure tourism sectors and entry-level guide positions. This course includes CPR "C" and provides comprehensive training and certification for wilderness guides operating remote from immediate emergency medical assistance. Leadership and client pre-trip preparation with respect to contingency planning is emphasized.

Prerequisite(s):

- Admission to the Adventure Guiding Certificate Program.

[View this course's BC transfer credit](#)**TGA-112
ROCK SKILLS 1**

2 credits

This course covers rock climbing and lead climbing skills including movement on rock, belaying, rappelling, simple anchor building, complex anchors, using removable protection and advanced movement skills. Lead climbing skill development will include leading safe pitches with protection placement and planning your ascents to station management, plus some self-rescue techniques. On completion of this course students will feel comfortable going top-rope climbing and beginning to lead climbs on their own in a consistent, safe and confidence inspiring manner.

Prerequisite(s):

- Admission to the Adventure Guiding Certificate Program

[View this course's BC transfer credit](#)**TGA-114
RIVER RAFTING 2**

2 credits

This course builds on skills and knowledge attained in TGA 104. It will further train and certify students to work as a guide in the rafting industry. This prepares students with intermediate and advanced paddling skills for organizing personal and commercial day trips and overnight expeditions in Class 1-3 rivers. Students will have the opportunity to achieve British Columbia River Outfitters Association (BCROA) Guide certification.

Prerequisite(s):

- Admission to the Adventure Guiding Certificate Program and TGA 104.

View this course's BC transfer credit



TGA-131 FIELD SPECIALTY OPTION 1

2 credits, 40 hours

This course provides credits for field skills training and/or recognized industry certification specific to an adventure guiding related discipline as described in the BC Provincial Adventure Tourism Certificate Program Standardized Core Curriculum.

Prerequisite(s):

- Admission to the Adventure Guiding Certificate Program.

TGA-132 FIELD SPECIALTY OPTION 2

2 credits, 40 hours

This course provides credits for field skills training and/or recognized industry certification specific to an adventure guiding related discipline as described in the BC Provincial Adventure Tourism Certificate Program Standardized Core Curriculum.

Prerequisite(s):

- Admission to the Adventure Guiding Certificate Program.

TGA-700 WORK PLACEMENT

1 credits

This is a two-week opportunity to show and refine abilities in a working environment while learning from seasoned professionals in the industry. In preparing for work placements, students receive guidance and feedback for fine-tuning resumes, and for ways of presenting yourself to prospective employers. Students will have the opportunity to work as an assistant guide or apprentice in a meaningful on-the-job experience

Prerequisite(s):

- Admission to the Adventure Tourism Certificate Program

THM-100 THE TOURISM INDUSTRY

3 credits

An introduction to the tourism industry and its role in the economy; its scale and impact, major sectors, tourism products in BC, development potential, language

and terminology, industry structure and organization, revenue and costs in various sectors, case studies and applications. Students will learn key legal issues in the industry, and will identify educational and professional career path opportunities in various sectors in the province.

Prerequisite(s):

- C in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098 or ESL-090 or English assessment;

[View this course's BC transfer credit](#)



THM-107 ACCOMMODATING YOUR GUEST

3 credits

In this course we explore the challenges of successfully accommodating our guests in a complex and changing set of tourism environments with ever increasing guest expectations of quality and comfort. Using hotel operations as a foundation we explore the needs of accommodating guests in various other contexts including resorts, cruise ships, B&B's, campgrounds, overnight tours and base camps. Using the "Guest Cycle" as our framework we then review the needs of the guest and their relationship with the accommodation provider before, during and after their stay. This includes the reservations process, check-in, interactions during the stay, accounting and billing, check-out and follow-up. As part of the course students are introduced to one or more scheduling/ rooming systems (Property Management Systems, PMS) used to assist in scheduling guest activities, rooming the guest, billing and guest history.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, ESL 090; or assessment.
- Completion of PREC-11 or Principles of Math 11; or C in Foundations of Math 11, Applications of Math 11 or MAT-033; or assessment.

[View this course's BC transfer credit](#)



THM-108 HUMAN RESOURCE MANAGEMENT

3 credits

The key to the success of any tourism or hospitality organization is its ability to recruit and retain the right people at the right time. In Canada's current competitive labour market having the knowledge, skills and ability to maximize your human resources is critical for every manager. In this course you will gain an understanding of the fundamental human resources theory and practices necessary to ensure you are maximizing the potential of your staff and your business. Course topics include employment standards, the employment relationship, human resource development as well as the process of recruiting, selecting, training and evaluation your workforce.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090; or english assessment.

[View this course's BC transfer credit](#)

THM-112 LEADERSHIP AND MANAGEMENT

3 credits

This course is a mix of theory and practical applications. Students will learn about the characteristics and dynamics of modern business organizations and the role of managers and leaders. The use of leadership and management theory, the development of management tools to achieve goals, and learning how to convey information effectively will provide the foundation of this course. The role of leaders and personal approaches to leadership will be explored as a starting point for the students' own leadership development.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or English assessment.

[View this course's BC transfer credit](#)

THM-119 TOURISM & HOSPITALITY - YR 1 FIELD TRIP

1 credit

This field trip is specifically designed to expose students to a wide variety of operational situations encountered in an urban four or five star rated accommodation property. Students are required to stay at the property, to experience its daily operation, and to dine in a four or five star rated restaurant. In addition, students visit and tour 3 to 6 relevant urban businesses and services within the eight sectors of the tourism and hospitality industry. They are required to contrast these urban businesses and services with comparable regional/ local services and with the relevant tourism and hospitality theory studied in the classroom.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090; or assessment.

THM-170 FOOD & BEVERAGE SERVICE

2 hours lecture, 2 hours lab

This course focuses on the philosophy and psychology of service as well as the technical skills (or the mechanics) of service. Students will experience a combination of service theory reinforced by the actual practice of the concepts learned. Emphasis on the concept of customer relations, from its broadest perspective, and the ways it impacts on the customer and on the interpersonal skills needed to manage situations. Students will understand and appreciate the

areas of service that are important and critical from a guest and management point of view.

Prerequisite(s):

- C in Applications of Math 11 or Foundations of Math 11, or B in Apprenticeship and Workplace Math 11, or successful completion of MAT-033, or completion of Principles of Math 11 or Pre-calculus 11, or assessment.
- C in one of Provincial English 12, English 12 First Peoples, ENG 096, ENG 098, or ESL 090; or English assessment.

[View this course's BC transfer credit](#)



THM-175 MIXOLOGY & OENOLOGY

This course is a combination of theory, demonstration and practical experience in the classroom, bar lab and through field trips and guest speakers. The course includes general product & service knowledge of alcoholic & non-alcoholic beverages. It also provides the students with the ability to prepare standard classic cocktail recipes, apply basic bar operating procedures, and learn skills to properly engage the guest at a beverage establishment. Students also increase their industry regulatory knowledge through a detailed understanding of responsible alcohol service - Serving It Right certification.

THM-197 CO-OPERATIVE ED INTERNSHIP WORK TERM

3 credits

This course gives students an opportunity to apply and extend academic knowledge and practical skills while employed with qualified co-op employers. The full-time five-month work experience is facilitated and supervised by the College and includes assignments, based on career development and the work experience, to meet individual educational goals and objectives. Students must complete Co-Operative Education Pre-Employment Seminar (EMP-100) in the Fall term as a prerequisite to this course which is scheduled in the spring term.

Prerequisite(s):

- EMP 100 plus Completion of a minimum of 24 credits towards the Tourism and Hospitality Management Diploma.

[View this course's BC transfer credit](#)



THM-201 INTERNAL CONTROLS

3 credits

This is an introductory course designed to provide an understanding of management's requirements for effective internal controls in the tourism and

hospitality industry. Topics included are basic internal controls for prime costs and other operating expenses as well as revenues, pricing, break-even analysis, budgeting, standard and other types of costs and variances. This course will utilize spreadsheet software like EXCEL and a POS system like Squirrel.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090; or assessment.
- C in Foundations of Math 11, Applications of Math 11 or MAT-033; or completion of PREC-11 or Principles of Math 11; or assessment.

[View this course's BC transfer credit](#)



THM-203 CONVENTION & SPECIAL EVENTS MANAGEMENT

3 credits

Topics you will cover in this course include the coordination of special events, programs, festivals and conferences, the development and implementation of action plans, and working with volunteers and the community. You will also gain an understanding of convention business, providing an understanding of the scope of the meetings, convention and incentive markets, what they look for, how to sell and how to manage them once on site.

Prerequisite(s):

- 15 credits in THM or BUS

[View this course's BC transfer credit](#)



THM-211 SUSTAINABLE TOURISM INDUSTRY

3 credits

This specialized course provides an overview of the challenges facing tourism managers and operators in today's environmentally sensitive marketplace. We explore the relationship between tourism, recreation, and the management of tourism business in conjunction with the natural resources being utilized and the participants and managers of that resource. Industry, stakeholder, and government speakers representing their organizations' perspective will represent a large portion of the class.

Prerequisite(s):

- C in one of ENG 115, ENG 160 or ENG 117. May be taken as corequisites.

[View this course's BC transfer credit](#)



THM-212 TOURISM AND HOSPITALITY LAW AND ETHICS

3 credits

This course deals with a summary of Canadian Law in general and specific areas applicable to the tourism and hospitality industry. Topics include sources of law, common law, statute law, forms of business, the sale of goods, human rights, working conditions, crime, labour relations, methods of securing debt, liquor, health and other licensing, sale of food, alcohol and non-alcoholic beverages, safety of guests and guest's property and environmental issues.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090; or English assessment.

[View this course's BC transfer credit](#)



THM-215 TOURISM & HOSPITALITY MANAGERIAL ACCOUNTING

3 credits

This course is designed to provide an understanding of financial practices and information used by management in the tourism and hospitality industry. Topics included are financial analysis, working capital and cash-flow management, debt and equity financing, labour costs, forms of business, risk and insurance, income and other taxes, operational budgeting, capital budgeting, purchasing vs. leasing, pricing, R.O.I., investment decisions, contribution margin and breakeven analysis, feasibility studies and tax issues and planning. The course will expand on the use of computerized accounting software and spreadsheet software.

Prerequisite(s):

- BUS 100

[View this course's BC transfer credit](#)



THM-219 TOURISM & HOSPITALITY - YEAR 2 FIELD TRI

75 hours lab/field trip + group work 3 credits

This specialized international field trip builds on student learning from the first and second year of the program by exposing students to a wide variety of Tourism and Hospitality operations in an international setting. Students are required to stay in and tour a four or five star rated accommodation property, dine in and tour a four or five star rated restaurant, and attend a theme event or performance. In addition, students visit and tour several relevant businesses and services within the eight sectors of the tourism and hospitality industry. They are required to contrast these businesses and services with comparable regional/local services and with the relevant tourism and hospitality theory studied in the classroom.

Prerequisite(s):

- 15 credits in THM or BUS.

THM-222 ENTREPRENEURSHIP IN TOURISM

Lecture, 3 credits

This course deals with a broad range of business skills. Drawing on prior course knowledge from planning & research, business writing, marketing, accounting, human resources, and sales and promotion students will evaluate a new or existing business idea or concept and formulate a formal business plan for the concept. Topics cover the research, development and business planning for a tourism and hospitality related business. This course will also utilize a wide variety of Microsoft Office 2003 programs including word, excel, and publisher.

Prerequisite(s):

- Completion of BUS 162, and one of BUS 100, BUS 112 or TRM 115.

[View this course's BC transfer credit](#)



THM-225 CROSS CULTURAL TOURISM

3 credits

This course is aimed at increasing participant's awareness of and sensitivity toward their own and other cultures and challenging participants to view themselves as cultural beings. This course develops knowledge and demonstrable skills competence in cross-cultural settings and increases participant's knowledge of issues related to cultural sustainability within the context of tourism activity.

Prerequisite(s):

- ENG 115, ENG 160 or ENG 117. May be taken as corequisites. Minimum Grade C

[View this course's BC transfer credit](#)



THM-238 SERVICE MANAGEMENT AND OPERATIONS

45 hrs, 3 credits

This Services Management and Operations course will explore the nature of services in general and the unique dynamics of Tourism, Hospitality and Recreation services in particular. A primary focus of this course will be on management's role in creating a quality customer service experience by developing a successful service delivery system.

Prerequisite(s):

- C in one of ENG 160, ENG 115 or ENG 117; and THM 112 or BUS 150; or admission into the GLocal Tourism and Hospitality Advanced Certificate or Diploma.

[View this course's BC transfer credit](#)

THM-250 INTERNATIONAL HOTEL MANAGEMENT

3 credits

The scope of the international hospitality industry provides future managers with both opportunities and challenges. Students in this course will gain an appreciation of the complexities of managing and leading international operations - from how operations are structured to how culture impacts all facets of the business environment.

Prerequisite(s):

- ENG 160, ENG 115 or ENG 117 and THM 112 or BUS 150. Minimum grade C

[View this course's BC transfer credit](#)

THM-270 BEVERAGE THEORY AND MANAGEMENT

3 credits

This course is a systematic approach to beverage product knowledge and operations with emphasis on management and operational controls. Students will get practical experience in the preparation and service of beverages.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090; or assessment.
- Completion of PREC-11 or Principles of Math 11; or C in Foundations of Math 11, Applications of Math 11 or MAT-033; or assessment.

[View this course's BC transfer credit](#)

THM-275 FOOD FUNDAMENTALS AND SERVICE

3 credits

This course is designed to expose students to the inner workings of a commercial kitchen. Students will develop basic cooking skills as well as learn the necessary safety and sanitation considerations that are key to a professional kitchen. In teams, students will have an opportunity to create menus that are both aesthetically pleasing as well as profitable and deliver on those menus in a public setting.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090; or assessment.
- Completion of Pre-Calculus 11 or Principles of Math 11; or C in one of Foundation of Math 11, Application of Math 11, or MAT 033; or assessment.

- Foodsafe Level 1

[View this course's BC transfer credit](#)



THM-276 FOOD & BEVERAGE MANAGEMENT

3 credits

Food and Beverage (F&B) managers are responsible for coordinating and controlling F&B operations. The objectives are maximizing sales, profit, staff development and overall customer experience, while embracing social responsibility. Managing means designing organization's goals, nurturing teams that align with those and running the entire operating process. This course will help to build the theoretical, practical skills and knowledge necessary to become an effective food and beverage manager. It also provides students with an opportunity to apply their learning in a student run dining room and/or special event.

Prerequisite(s):

- C in THM 170 or THM 175 or Admission into the Global Tourism and Hospitality Management Advanced Certificate or Admission into the Global Tourism and Hospitality Management Advanced Diploma

THM-300 GLOBAL TOURISM

3 hours lecture, 3 credits

Tourism is considered to be one of the world's largest industries with the potential to contribute significantly to the development of most economies. Given the pace of globalization, it is essential to understand how the global tourism system is evolving as stakeholders grapple with a wide range of opportunities, issues and constraints. Students will evaluate the policies, planning and processes needed to balance supply and demand while managing the economic, socio-cultural and environmental impacts of tourism on a destination. Through the examination of best practices of various international destinations, students will explore the tourism system and its sub-sectors including transportation, food and beverage, accommodation, attractions and entertainment.

Prerequisite(s):

- Admission into the Advanced Global Tourism and Hospitality Management Diploma/ Certificate or minimum 30 credits for non-program students. ENG 115, ENG 117 or ENG 160 must be taken in the first semester, if not already taken.

[View this course's BC transfer credit](#)



THM-320 DIRECTED INDEPENDENT STUDIES IN TOURISM

3 credits

This course provides students with an opportunity to engage in independent research or study outside of the traditional classroom environment. Working under the supervision of a Tourism faculty member students can develop research skills and integrate theoretical knowledge with practical experience in an applied setting. Once a project has been agreed upon, the student is responsible for developing an independent work plan which will include timelines, outcomes that fall within criteria established by the Dept. and agreed upon evaluation tools. This course is unique in that students have the flexibility to pursue projects of personal interest or to participate in existing regional or international projects and receive credit for their work.

Prerequisite(s):

- Permission of the Department; Minimum of 15 credits in either the Tourism and Hospitality Management Diploma or Global Tourism and Hospitality Management Advanced Diploma; C in either ENG 115 Essay Writing and Critical Analysis or ENG 160 Effective Organization Writing.

[View this course's BC transfer credit](#)



THM-340 FIELD SCHOOL - TOURISM

3 credits, 90 hours

Travel the world and earn credit towards your diploma at the same time. The field school will provide students with an opportunity to integrate classroom theory in a practical, field based setting. The theme and location of the field school will vary from year to year but the overall goal of gaining in depth knowledge of a particular facet of the tourism industry in an international setting will remain constant. Students will have an opportunity to explore a country's culture and experience a "behind the scenes" look at how its tourism industry operates.

Prerequisite(s):

- Submission of an application to the Department. Successful completion of a year one English Course. Minimum of 24 credits in a Tourism and Hospitality Program.

[View this course's BC transfer credit](#)



THM-390 INTERNSHIP - TOURISM AND HOSPITALITY

3 credit, 360 hours

Tourism is one of the fastest growing global industries with career opportunities in a range of sectors including food and beverage, hotels, adventure, conferences and government agencies. This 360 hour internship will provide students with an opportunity to take what they have learned in the classroom and apply it to the hospitality or tourism business. Internships take place during the summer between year one and year two of the program and students can choose to work regionally, nationally or internationally. A great first step in your career.

Prerequisite(s):

- Must be enrolled in Global Tourism and Hospitality Advanced Diploma and have successfully completed a minimum of 21 credits. Minimum GPA of

2.33. EMP 010.

[View this course's BC transfer credit](#)**TMA-059
FOOD & BEVERAGE MANAGEMENT**

Distance (D), 1.5 credits

This certificate course was designed by the American Hotel and Motel Association. The course shows how a profitable food service operation is managed in order to satisfy customer needs and expectations.

**TMA-066
FOOD & BEVERAGE COST CONTROL**

Distance (D), 1.5 credits

This certificate course was designed by the American Hotel and Motel Association. Participants in this course will learn effective control of food and beverage operations, including standards determination, the operating budget, income and cost control, control systems and computer applications to planning and control functions.

**TMA-067
MANAGING FOOD & BEVERAGE SERVICE**

Distance (D), 1.5 credits

This certificate course helps supervisors and managers plan for and manage the different types of food and beverage operations in a hotel or motel, including coffee shops, gourmet dining rooms, room service, banquets, lounges, entertainment/show rooms and more.

**TMA-068
SUPERVISORY HOUSEKEEPING**

Distance (D), 1.5 credits

This certificate course was designed by the American Hotel and Motel Association. Key staff can learn how to manage the housekeeping department, including supervisory training, purchasing and cleaning procedures.

**TMA-069
BAR & BEVERAGE MANAGEMENT**

Distance (D), 1.5 credits

Provides information on compliance with government regulations, establishing purchasing guidelines, practicing control systems and procedures, conducting in-house merchandising and supervising bar personnel.

Prerequisite(s):

- TBT 024 or six months bartending experience
-

TMA-100 FINANCIAL ACCOUNTING I

Distance (D), 1.5 credits

This certificate course was designed by the American Hotel and Motel Association. The main objective is to present financial accounting concepts and to explain how they apply to specific operations within the hospitality industry.

TMA-120 INTRODUCTION TO HOSPITALITY MANAGEMENT

Distance (D), 1.5 credits

This course takes a management perspective in explaining the organization and structure of hotels, restaurants, casinos, cruise lines and clubs. Students will gain insight into ownership models including franchising and management contracts as well as into current topics such as service management, business ethics, human resources and marketing.

TMA-125 HOTEL/MOTEL SECURITY MANAGEMENT

Distance (D), 1.5 credits

Course content includes setting up a security program, security equipment, guest and asset protection, emergency procedures, management responsibility and security procedures covering guest concerns.

TMA-130 HOSPITALITY INDUSTRY COMPUTER SYSTEMS

Distance (D), 1.5 credits

Course content includes software and hardware applications used in the various departments of a hospitality operation. Departments covered include food and beverage, front desk, reservations, accounting and others.

TMA-145 MANAGING HOSPITALITY HUMAN RESOURCES

Distance (D), 1.5 credits

No matter what department supervisors work in, they must be prepared to manage the industry's most precious resources, people. This course covers recruiting, selecting, compensation administration, interviewing, labour relations and all other issues with respect to the management of people.

TMA-150 HOSPITALITY SALES & MARKETING

Distance (D), 1.5 credits

Course content includes how to identify and sell to the most appropriate markets, develop and implement effective marketing plans and how to plan, select, write, and produce profitable advertising and public relations projects.

TMA-160 CONVENTION MANAGEMENT & SERVICE

Distance (D), 1.5 credits

This course helps students understand the complex jobs of meeting planners and convention service managers, the details that make or break conventions and meetings, and techniques for reaching target markets and making the sale.

TMA-165 FACILITIES MANAGEMENT

Distance (D), 1.5 credits

This course provides the student with an understanding of basic electrical, plumbing, heating and air conditioning methods, also computing utility costs, efficiency evaluation, preventive maintenance, strategies for energy management, guest safety, employee awareness, and security measures.

TMA-170 FRONT OFFICE PROCEDURES

Distance (D), 1.5 credits

In this course you will learn all the steps to receiving reservations, registrations, front office responsibilities and the secrets to keeping the front office profitable while providing top-notch service.

TMA-175 HOSPITALITY SUPERVISION

Distance (D), 1.5 credits

The material in this course will help you hit the ground running. You will learn proven ways to get maximum results by directing and leading. You will learn how to juggle the expectations of management, guests, employees, and governmental agencies. You will also learn creative strategies for effectively managing change and resolving conflict.

TMA-215 REVENUE MANAGEMENT

Distance (D), 1.5 credits

This course focuses on the critical role that revenue management plays in ensuring profitability in hotels and other hospitality operations. Students will learn the difference between strategic and tactical revenue management and why this distinction is critical to business success. The course covers tools and the broad range of information available to revenue managers as well as vital issues to consider when implementing revenue management tactics.

Prerequisite(s):

- TMA 150 plus either TMA 100 or TMA 275
-

TMA-270 QUALITY LEADERSHIP AND MANAGEMENT

Distance (D), 1.5 credits

In this course you will learn how to improve your leadership abilities and develop an understanding of high-performance teams and employee empowerment.

TMA-275 BASIC FINANCIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY

Distance (D), 1.5 credits

In this course you will learn the fundamentals of financial accounting through real-life examples from hotels, restaurants, and clubs. Even those who aren't "numbers people" will understand how to apply accounting principles to hospitality-specific systems and how to produce an accurate picture of a property's revenue, expenses, and net income.

Prerequisite(s):

- TMA 110
-

TMA-280 MANAGERIAL ACCOUNTING FOR THE HOSPITALITY INDUSTRY

Distance (D), 1.5 credits

In this course you will learn how to become smart decision makers by practicing with managerial accounting information. You will learn how to make effective business choices based on the numbers that affect daily operations. You will

learn to develop on-target budgets and control cash flow, and reach profit goals with the help of financial reports and other tools.

TMA-285 CONTEMPORARY CLUB MANAGEMENT

1.5 credits

In this course students will be introduced to the unique world of club management. Students will learn to work effectively with boards, committees, and members to identify, attract, and maintain a dedicated staff. Marketing and managing food and beverage operations as well as the recreation side of club operations are two primary operational areas.

TRAD-0100 TRADES SAMPLER

Students will be given an introduction to a range of core trades including Welding and Fabrication, Plumbing, Heavy Mechanical and Automotive.

TRD-CE TRADES DISCOVERY

TTS-010 TUTORING STRATEGIES FOR ESL

This course provides a fundamental framework and practical benchmarks for experienced and inexperienced tutors. The training is comprised of theory, applied learning, mock and real world tutoring sessions. The course is designed to provide a structured set of lessons, supporting by applied learning as tutors increase their comfort level in the role of tutor. The training provides structured tracking processes and practices for tutor activities, strategies to support learners as they achieve progressive skill development in the classroom and in their personal and professional lives. The training methodology follows the well documented model of "Instructional Theory In Practice" (ITIP).

Prerequisite(s):

-
-

TWK-010 TEAMWORK AND TEAMBUILDING

12 hours

Great organizations are home to great teams, whom align themselves toward a common objective. This teamwork and team building workshop introduces the theory of teamwork and teambuilding in the context of contemporary workplaces on the North Island.

Prerequisite(s):

-
-

WDH-100 WELDER APPRENTICE HRMNZD LVL 1

240 hours

This course is the standard apprenticeship technical training which meets the Level 1 (Harmonized) outcomes as described within the BC Provincial Program Outline for Welder, and as developed by the Industry Training Authority. Welder Apprenticeship Harmonized Level 1 is the first of three levels of apprenticeship training leading up to the Red Seal certification. This level focuses on safety, hand and power tools, oxy-fuel cutting, and fusion and braze welding and shielded metal arc welding processes, in addition to semi-automatic welding processes and welding drawing, layout and fabrication.

Prerequisite(s):

- Registered Apprentice with the ITA
-

WDH-200 WELDER APPRENTICE HRMNZD LVL 2

240 hours

This course is the standard apprenticeship technical training which meets the Level 2 (Harmonized) outcomes as described within the BC Provincial Program Outline for Welder, and as developed by the Industry Training Authority. Welder Apprenticeship Harmonized Level 2 is the second of three levels of apprenticeship training leading up to the Red Seal certification. This level focuses on safe material handling, shielded metal arc welding, semi-automatic welding, basic metallurgy, submerged arc welding, trade related math, basic drafting and blueprint reading, layout and fabrication of components.

Prerequisite(s):

- Registered Apprentice with the ITA
-

WDH-300 WELDER APPRENTICE HRMNZD LVL 3

330 hours

This course is the standard apprenticeship technical training which meets the Level 3 (Harmonized) outcomes as described within the BC Provincial Program Outline for Welder, and as developed by the Industry Training Authority. Welder Apprenticeship Harmonized Level 3 is the final level of apprenticeship training leading to the Red Seal certification. This level focuses on safety, hand and power tools, oxy-fuel cutting, fusion and braze welding and shielded metal arc welding processes.

Prerequisite(s):

- Registered Apprentice with the ITA
-

**WFH-100
OCCUPATIONAL SKILLS**

50 hours

The course encompasses tool safety and maintenance to include measurement and layout tools, electric and pneumatic power tools. Material handling and specialized mathematical concepts pertaining to volume, area and weight of materials are infused throughout theory and applied lessons. Instruction also includes the safe hands-on use of lifting, hoisting, and rigging equipment calculation of load center of gravity and the working load limits, while working as a team member in hoisting operation.

Prerequisite(s):

- Admission to the Welding Foundation Harmonized Program
-

**WFH-101
CUTTING AND GOUGING PROCESSES**

58 hours

The course introduces Oxy-Fuel Cutting (OFC), Carbon Arc Cutting and Gouging (CAC-A) and Plasma Arc Cutting (PAC). processes and their applications with both hand held and automatic equipment. Instruction includes a thorough grounding of safe uses and applications and equipment arrangements, in shop applications of various fuel gases, methodology of cutting and coping of common steel material shapes and edge preparation techniques

Prerequisite(s):

- Admission to the Welding Foundation Harmonized Program
-

**WFH-102
FUSION, BRAZE AND BRAZE WELDING (TB) USING THE OXY -FUEL (OFW) PROCESS**

25 hours

This course introduces welding and brazing using an oxygen/acetylene process. A thorough explanation of the process, safety, equipment used and its purpose in the welding trade is explored. Topics covered include fusion welding of carbon steel to cast iron brazing repairs to silver soldering dissimilar metals.

Prerequisite(s):

- Admission to the Welding Foundation Harmonized Program
-

**WFH-103
SHIELDED METAL ARC WELDING (SMA W)**

353 hours

This course introduces the Shielded Metal Arc Welding (SMAW) process, safety, power sources and their operation, electrodes, joint design, weld faults and distortion prevention. Applied lessons encompass developing the hands-on welding skills using various electrodes and procedures designed to produce competency in a range of welding skills consistent with employer expectations. The use of SMAW on carbon steel with cast iron and stainless steel and hard surfacing electrode use are key components to the course.

Prerequisite(s):

- Admission to the Welding Foundation Harmonized Program
-

WFH-105 SEMI-AUTOMATIC AND AUTOMATIC WELDING

252 hours

This course encompasses fundamental and intermediate levels of instruction in the use of the most common semi-automatic and automatic wire feed processes. These processes include Gas Metal Arc Welding (GMAW) including Pulse transfer, Flux Cored Arc Welding (FCAW) including Gas and Self-shielded, Metal Cored Arc Welding (MCAW), and Submerged Arc Welding (SAW). Students will be exposed to the operation of these processes as they relate to carbon steel, stainless steel, and aluminum. The theory component of this course includes the design and operation of various power sources and wire feed mechanisms as well as the different types of transfer modes commonly used. Instruction also includes shielding gases and their effect on weld metal transfer, weld metal chemistry, composition of electrode wires and associated fluxes.

Prerequisite(s):

- Admission to the Welding Foundation Harmonized Program
-

WFH-106 BASIC METALLURGY

9 hours

This course encompasses instruction on the production of iron and steel and its transformation into useable structural shapes or castings. Also covered are common metal classification systems, the mechanical and physical properties of common metals, the identification of metals by various means along with weldability and pre and post heat treatment.

Prerequisite(s):

- Admission to the Welding Foundation Harmonized Program
-

WFH-107 WELDING DRAWINGS LAYOUT AND FABRICATION

59 hours

This course introduces welding symbols and bolted connections, the fundamentals of drawing interpretation, drawing production and the layout and fit-

up of fabricated parts. Instruction encompasses basic drafting principles, types of drawings, isometric and orthographic styles of drawings, line types used on drawings, basic, auxiliary and sectional views and techniques for dimensioning of drawings. Mathematical calculations involving angles, triangles and geometric construction as they apply to layout work will also be covered. Applications specific to concepts of planning, cost estimating, workspace preparation, material traceability, template development, use of measuring, layout and fitting tools and material preparation are employed.

Prerequisite(s):

- Admission to the Welding Foundation Harmonized Program
-

WFH-110 GAS TUNGSTEN ARC WELDING (GTAW)

34 hours

This course introduces students to the fundamentals of the Gas Tungsten Arc Welding (GTAW) processes. Instruction encompasses GTAW processes on carbon and stainless steel sheet metal, principles

Prerequisite(s):

- Admission to the Welding Foundation Harmonized Program
-

WFO-030 WILDFIRE CREW MEMBER

The Wildfire Crew Member training course is an introductory course designed to give you the fundamental theory necessary to prepare for the role of a Wildfire Crew Member. Topics will include Wildfire and Wildfire Management Branch guidelines, Wildfire Preparedness and Wildfire Operations.

WJC-100 DRAFTING FOR JOINERY/CABINETMAKING

80 hours

This course will prepare you to produce hand drawn sketches, mechanical drawings, and computer aided drawings used in the design and construction of wood products such as cabinetry, furniture, and kitchen cabinets.

Prerequisite(s):

- Admission to the Joinery/Cabinetmaking Program
-

WJC-120 WOOD PRODUCTS DESIGN FOR JOINERY /CABINETMAKING

110 hours

This course will provide students with the problem solving tools needed to solve wood products design problems. These tools include needs analysis, form and function analysis, ergonomic considerations, properties of materials, and types and applications of hardware.

Prerequisite(s):

- Admission to the Joinery/Cabinetmaking Program
-

WJC-130 WOOD FINISHING FOR JOINERY/CABINETMAKING 77 hours

This course will enable students to safely prepare a solid wood or composite surface for finishing using edge tools and abrasives, colour wood using stains and chemicals, to select and apply topcoats by hand and by spraying, and touch up and repair damaged finishes.

Prerequisite(s):

- Admission to the Joinery/Cabinetmaking Program
-

WJC-150 MARINE JOINERY 63 hours

This course will apply the knowledge used in the design and building of furniture and cabinets to marine joinery. Design for the marine environment, material selection, joinery, and structural consideration will be covered. This course focuses primarily on interior construction with the addition of select exterior wooden components.

Prerequisite(s):

- Admission to the Joinery/ Cabinet Making Foundation Program.
-

WLA-110 MULTI-PROCESS ALLOY WELDING (MP AW) ENDORSEMENT

Red Seal certified welders may pursue an additional level of specialty training in low alloy and stainless steel welding. Training encompasses shielded metal arc and gas tungsten welding, basic metallurgy, welding drawings and specialized processes. This additional level of training is optional and upon successful completion of technical training, an ITA standardized exam, and work-based hours, a Multi-Process Alloy Welding Endorsement will be affixed to the welder's existing Certificate of Qualification.

Prerequisite(s):

- Welder-Certificate of qualification w/ Red Seal Endorsement or Welder B Certificate of qualification with Red Seal Endorsement.

**WLA-200
WELDING APPRENTICESHIP TECHNICAL TRAINING - LEVEL 2**

240 hours

The Welder Level Two program is the second of three levels of apprenticeship training leading up to the Red Seal certification. The program focuses on safe material handling, shielded metal arc welding, semi-automatic welding, basic metallurgy, submerged arc welding, trade related math, basic drafting and blueprint reading, layout and fabrication of components.

Prerequisite(s):

- Registered Apprentice with the ITA
-

**WLA-300
WELDER APPRENTICESHIP TECHNICAL TRAINING - LEVEL 3**

240 hours

The Welder Level Three program is the final level of apprenticeship training leading to the Red Seal certification. The program focuses on safety, hand and power tools, oxy-fuel cutting, fusion and braze welding and shielded metal arc welding processes.

**WLD-200
WELDER APPRENTICE HRMNZD LVL 2**

240 hours

This course is the standard apprenticeship technical training which meets the Level 2 (Harmonized) outcomes as described within the BC Provincial Program Outline for Welder, and as developed by the Industry Training Authority. Welder Apprenticeship Harmonized Level 2 is the second of three levels of apprenticeship training leading up to the Red Seal certification. This level focuses on safe material handling, shielded metal arc welding, semi-automatic welding, basic metallurgy, submerged arc welding, trade related math, basic drafting and blueprint reading, layout and fabrication of components.

Prerequisite(s):

- Registered Apprentice with the ITA
-

**WRK-104
WELDING QUALITY & CONTROL (RK4)**

6 hours

This is a theory module covering the use and understanding of different types and methods of destructive and non-destructive testing of welds.

Prerequisite(s):

- "C" Level

**WRK-105
WELDING CODES, STANDARDS & SPECIFICATIONS (RK5)**

6 hours

This theory module deals with the interpretation and use of national standards, codes and specifications used in welding practice.

Prerequisite(s):

- "C" Level
-

**WRK-106
BLUEPRINT READING II (RK6)**

6 hours

This module reviews blueprint reading and covers template development and pipe layouts.

Prerequisite(s):

- "C" Level
-

**WRK-107
METALLURGY II (RK7)**

6 hours

This theory module extends the welding student's knowledge of metallurgy to the intermediate level.

Prerequisite(s):

- "C" Level
-

**WRK-108
METALLURGY III (RK8)**

3 hours

This theory module further develops the welding student's knowledge of metallurgy to that required at the "A" level.

Prerequisite(s):

- "B" Level
-

**WRK-109
BLUEPRINT READING III (RK9)**

3 hours

This module further reviews blueprint reading and template development and pipe layouts. Layouts for pipe assemblies and other fabrications are covered.

Prerequisite(s):

- "B" Level
-

WSF-010 RESPONSIBILITIES OF JOINT HEALTH AND SAFETY COMMITTEES

8 hours

During this course students will be introduced to the Occupational Health and Safety Regulations in British Columbia. Information will be provided detailing the requirements to implement an Occupational Health and Safety program, set up Joint Health and Safety Committees, conduct safety inspections, perform accident investigations with correct reporting, review Right to Refuse Unsafe Work legislation and implement strategies for the prevention of musculoskeletal injuries.

Prerequisite(s):

- None
-

WSF-011 OCCUPATIONAL HEALTH AND SAFETY IN SMALL BUSINESS

8 hours

This course will introduce the participants to Occupational Health and Safety program requirements and provide specific employer information regarding the requirements and responsibilities for accident investigation and reporting, management of assessment and claim costs and describes the role of the WorkSafeBC officer.

Prerequisite(s):

- None
-

WSF-012 PREVENTING AND INVESTIGATING MUSCULOSKELETAL INJURY (MSI)

8 hours

Musculoskeletal Injury (MSI) can be prevented. This course will introduce you to the causes and effects of MSI and provide you with the tools to investigate and mitigate further injury.

Prerequisite(s):

- None
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WSF-013 HAZARD RECOGNITION & CONTROL

8 hours

Hazard Recognition and Control aims at helping participants identify hazards and apply effective strategies to control them in their workplace. The course will be of interest to workers, new supervisors, joint health and safety committee members, worker health and safety representatives, and business owners or operators who wish to improve health and safety knowledge in their workplace.

Prerequisite(s):

- None
-

WSF-014 PREVENTING WORKPLACE VIOLENCE

8 hours

In today's fast paced work atmosphere stress has become a major factor, sometimes leading to violence in the workplace. Learn to spot the signs of workplace violence before it erupts. Students will develop skills to assess for the risks of violence, identify and implement preventative procedures and design a workplace violence prevention workshop. This course would be suitable for any industry of business that wants to set up a workplace prevention program.

Prerequisite(s):

- None
-

WSF-015 SUPERVISOR SAFETY MANAGEMENT

8 hours

All workers are responsible for their safety on the job. Supervisory personnel have specific responsibilities and require skills to effectively ensure a safe work site. Learn the functions of the WorkSafeBC Officer, learn how to conduct risk assessment and control in the workplace; communicate effectively with your crew; perform safety inspections and perform accident investigations as part of your job responsibilities.

Prerequisite(s):

- None
-

WSF-021 HOW TO REDUCE YOUR WCB CLAIMS USING THE HEALTH & SAFETY REGULATIONS

8 hours

An 8-hour course designed for current OFA Level 1, 2 & 3 ticket holders. This course will help you become a more effective Occupational First Aid Attendant. The course will cover such topics as ASTD's, MSI's, Assessments and Documentation, Return to Work programs, Disability Prevention/Management and Blood borne Pathogens. A new course to enhance your current Occupational First Aid program.

Prerequisite(s):

- (WCB) OFA Level 1, 2 or 3 Ticket or equivalent certification: (EMP) WorkPlace for BC Level 1, (Red Cross) Workplace Emergency First Aid, (St John's) Safety Oriented First Aid Emergency Level - Industry, (Academy of Emergency Training) Emergency First Aid - Workplace, (EMP) 76 hour Advanced Work Place Level 3 Supplement.
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WSF-022 NEW WCB FIRST AID REGULATIONS & RISK ASSESSMENT

8 hours

This 8-hour course was developed to assist employers, health and safety committee members and safety supervisors in becoming acquainted with the new Occupational First Aid Regulations according to WCB Regulations Part 3 Guidelines (3.14 - 3.21). See how these new regulations may have far reaching effects on your health and safety program. Learn whom this will affect, what this will mean to your company and what is involved with risk assessment. You will learn how to maintain first aid records, perform facility audits, and how to form an effective OH & S Committee using structured practical activities. At the end of this course you will have a better understanding of the Occupational Health and Safety Regulations, claims cost statements, and how to develop a working relationship with WCB.

Prerequisite(s):

- None
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WSF-024 CONFINED SPACE PRE-ENTRY - ONLINE

This detailed and interactive online course provides a basic understanding of confined spaces in the workplace, legislation that governs them and the hazards associated with entering them. Please note: You must complete this course within 30 days. Email address required.

WSF-025 HAZARD RECOGNITION & EMERGENCY RESPONSE

8 hours

This introductory course designed to provide the tools to new forest workers to identify hazards in the field. This course also investigates the emergency response planning process and provides students with the necessary knowledge to plan for emergencies while working in isolated areas.

Prerequisite(s):

- None
-

WSF-026 INTRO TO OCCUP HEALTH AND SAFETY GUIDE

8 hours

This course will introduce participants to the WorkSafeBC mandate and regulations affecting practices in the workplace. Occupational Health and Safety guidelines will be explored. Various safety management systems will be investigated, safe work practices will be studied, including the BC Forest Safety Council certification of companies, and the various aspects of emergency planning and response will be investigated. Students will be introduced to the concepts surrounding dispute resolution and cultural awareness.

Prerequisite(s):

- None
-

WSM-400 WELDER SPECIALTY METALS ENDORSEMENT

The Specialty Metals Endorsement is an optional 5 week program that Red Seal certified welders may pursue as an additional level of specialty training in low alloy and stainless steel welding. Upon successful completion of this technical training, an ITA exam and 900 work-based hours a "Specialty Metals Endorsement" will be affixed to the welders existing Certificate of Qualification.

WSR-010 WELDING SKILLS DEVELOPMENT - 1 DAY

6 hours

This one day course is for previously certified welders who are seeking time to upgrade their skills or to practice specific welding procedures.

Prerequisite(s):

- Completion of welding apprenticeship or C Level and Instructor Permission
-

WSR-050 WELDING SKILLS DEVELOPMENT - 3 DAY

18 hours

This three day course is for previously certified welders who are seeking time to upgrade their skills or to practice specific welding procedures.

Prerequisite(s):

- Completion of welding apprenticeship or C Level and Instructor Permission
-

WSR-060 WELDING SKILLS DEVELOPMENT - 1 WEEK

30 hours

This one week course is for previously certified welders who are seeking time to upgrade their skills or to practice specific welding procedures.

Prerequisite(s):

- Completion of welding apprenticeship or C-Level, and Instructor Permission
-

WSR-065**WELDING SKILLS DEVELOPMENT -1 WEEK STAINLESS STEEL AND/OR ALUMINUM**

30 hours

+This one week course is for previously certified welders who are seeking time to upgrade their skills or to practice specific welding procedures in welding techniques which use stainless steel and/or aluminum.

Prerequisite(s):

- Completion of welding apprenticeship or C-Level, and Instructor Permission
-

WSR-070**WELDING SKILLS DEVELOPMENT - 4 WEEKS**

120 hours

This four week course is for previously certified welders who are seeking time to upgrade their skills or to practice specific welding procedures.

Prerequisite(s):

- Completion of welding apprenticeship or C Level and Instructor Permission
-

WSR-080**WELDING SKILLS DEVELOPMENT THEORY - 4 WEEKS**

120 hours

This four week course is for welders who require additional classroom time to complete theoretical assignments or examinations in order to complete their C, B or A Level studies. This course does not provide opportunity to engage in practical activities in the welding shop.

Prerequisite(s):

- Registered in welding and instructor permission
-

WST-100**GLOBAL PERSPECTIVES ON WOMEN**

3 hours lecture, or distance (D), 3 credits

This first year level introductory course explores through feminist thought, where women are situated with regard to the political, economic and socio-cultural constraints that impact their lives. Core foundational concepts include the acquisition of gender identity, power and oppressive relationships as well as an introduction to a variety of "feminisms" through feminist theory.

Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090; or placement testing.

[View this course's BC transfer credit](#)



WST-101

ISSUES IN WOMEN'S HEALTH

3 hours lecture, online, or distance (D), 3 credits

The first year level course provides an introduction to women's health issues from a feminist perspective. Some historical perspectives and the underlying socio-political and economic context of health, as well specific health issues that impact women are explored. Relationships are drawn between patriarchy, capitalism, the medicalization of women's health issues and the impact on women's reproductive and human rights.

Prerequisite(s):

- C in one of ENG 060, ENG 096, ENG 098, or ESL 090, or Provincial English 12, or placement testing.

[View this course's BC transfer credit](#)

