

# ***Academic Calendar 2022***

*Updated November 3, 2022*





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## **PRESIDENT'S MESSAGE**

Welcome to College of the North Atlantic (CNA)!

You've taken a very important first step by connecting with us today! It means you are ready to choose a path for yourself; one that lays the foundation for a successful future no matter where you are or where you're going! Congratulations for choosing CNA!

The year 2020 brought with it many opportunities to think and do things vastly different than anyone could have ever imagined. And that's what CNA will teach you, as we continue to provide the best post-secondary education experience possible – both online and in-person. Thousands of students, just like you, are eager to learn, develop their talents, and explore new concepts. You will soon realize that with creativity, innovative thinking and a willingness to put in the hard work, a rewarding career is at your fingertips.

At CNA, we have a team of faculty and staff – leaders – who are ready to work with you to develop skills and knowledge in a diverse and inclusive environment throughout Newfoundland and Labrador. We value the opportunity to connect you with our many private and public partners in industry and our communities so that you are able to gain the relevant and current expertise to establish your place in our continuously-evolving workforce.

Whichever post-secondary program you choose at CNA, be assured that it will be the beginning of an exciting journey towards success!

We look forward to helping you get there.

Elizabeth Kidd  
CNA President and CEO

## ABOUT THE COLLEGE

College of the North Atlantic (CNA) is Newfoundland and Labrador's public college, with a rich history dating back more than 55 years. One of the largest post-secondary educational and skills training institutions in Atlantic Canada, CNA operates 17 campuses across the province and offers more than 100 full-time diploma, advanced diploma and certificate programs in:

- Academics, Applied Arts and Tourism
- Business and Information Technology
- Engineering Technology
- Health Sciences
- Industrial Trades and Natural Resources

CNA also delivers more than 250 online courses and 13 programs through its award-winning distributed learning service. Exploring beyond traditional approaches to education and training, the College serves individuals of all ages and interests, offering responsive, asynchronous learning platforms and individualized, custom-designed contract training programs

With a commitment to accessibility, diversity and life-long learning, CNA offers exciting experiential learning opportunities through cross-cultural exchanges, community development and applied research projects. Each year, approximately 2,500 students graduate and pursue rewarding, creative careers doing what they were trained to do.

Enacted by the House of Assembly, through the College Act, 1996, CNA is headquartered in Stephenville on the island's west coast.

## IMPORTANT NOTICE

This Calendar is intended to assist readers in understanding the academic and administrative structure, policies and procedures of College of the North Atlantic ("the College") and to provide information about current course offerings at the College.

Various academic and administrative departments have developed the material contained in this publication. All general information and course references have been checked for accuracy, but some inconsistencies or errors may remain. If you become aware of any, please bring these to the attention of the College Registrar. The College reserves the right to make changes to the information contained in this publication without prior notice.

Students are responsible for familiarizing themselves with the specific information, rules and regulations of the College, as well as the specific requirements of each diploma, certificate or other recognition sought. While advice and counseling are available, it is the responsibility of each student to ensure that the courses selected at registration are appropriate to the requirements of the student's chosen program.

If there is any inconsistency between the general academic regulations and policies as published in this Calendar, and the regulations and policies established by resolution of the Board of Governors or the College's administration, the version established by the Board of Governors or the College's administration will prevail.

By the act of registration, each student agrees to be bound by the policies and regulations of College of the North Atlantic.

College of the North Atlantic disclaims all responsibility and liability for loss or damage suffered or incurred by any student or other party as a result of errors in, interruptions to, or delays or termination of its services, courses, classes or operations, which are caused by events beyond the reasonable control of the College, including force majeure, fire, flood, riot, war, strike, lock-out, damage to College property, financial exigency, computer failure or the incompatibility of College computing systems with other systems.

## ACCESS TO INFORMATION AND PROTECTION OF PRIVACY (ATIPP) ACT

College of the North Atlantic is committed to the protection of privacy and confidentiality of our students. The College collects, uses, and discloses your personal information in accordance with the *Access to Information and Protection of Privacy Act, 2015 (ATIPP)* and under the authority of the *College Act, 1996*.

### Personal Information

Personal information means any identifiable information about you including your name, an identifying number such as your social insurance number or driver's license number, your birth date, your contact information, or your credit card information.

### Collection

College of the North Atlantic collects your personal information for the purposes of facilitating admission, registration, academic progression, graduation, alumni relations, student services, and other activities related to our programs and courses. The type of personal information we may collect from you includes:

- a. Contact information (e.g., name, address, e-mail address, telephone number).
- b. Demographic information (e.g., age, gender, industry, occupation).
- c. Registration and enrolment information (e.g., educational records, transcripts).
- d. Proof of identity information (e.g., signature, driver's licence number).
- e. Financial information (e.g., credit card number and expiration date, social insurance number).
- f. Health information (e.g., MCP card number, health insurance).

### Use

College of the North Atlantic uses your personal information to deliver our programs and courses and provide services to you. This includes, but is not limited to:

- a) Assessing an applicant's suitability for enrolment in our programs and courses.
- b) Administering academic awards, scholarships, and financial aid.
- c) Delivering programs and courses.
- d) Recording academic progress and achievement.
- e) Providing access to our student services such as Counselling and Personal Development Services, Career Employment Services, Accessibility Services, Residence Services, and Library Services.
- f) Maintaining student records.
- g) Maintaining tuition accounts.
- h) Collecting payments.
- i) Issuing tax receipts.
- j) Administering alumni and development operations.
- k) Performing program evaluation and accreditation processes as well as statistical and institutional research.
- l) Communicating with students regarding college business.

### Disclosure

College of the North Atlantic collects only as much of your personal information as is necessary to achieve the purposes for which it was collected, for uses consistent with that purpose, or where authorized by the *ATIPP* or another federal or provincial Act. For example, the College may disclose your personal information to the following bodies to facilitate admissions, registration, academic progression, graduation, alumni relations, student services and other activities related to our programs and courses:

- College employees and third parties contracted by the College who need the information in the performance of their assigned duties or services.
- Student associations who need the information for administering their services.
- Federal and provincial government agencies who need the information for funding, statistical analysis, and planning purposes.

### Contact

If you have any questions about the College's collection, use, and disclosure of your personal information, please consult <http://www.cna.nl.ca/About/Your-Privacy.aspx> or contact the college's Access and Privacy Coordinator for more information:

#### Access and Privacy Coordinator

College of the North Atlantic – Headquarters

432 Massachusetts Drive, P.O. Box 5400

Stephenville, NL Canada

A2N 2Z6

T: (709) 643-7912

F: (709) 643-7952

E: [atipp@cna.nl.ca](mailto:atipp@cna.nl.ca)

#### PROGRAMS BY CAMPUS

#### **Bay St. George Campus**

Advanced Care Paramedicine  
Automotive Service Technician  
Baking & Pastry Arts  
Commercial Driver  
Community Leadership Development  
Comprehensive Arts & Science (CAS)

- Transition

Cook  
Digital Animation  
Digital Filmmaking  
Hairstylist  
Heavy Duty Equipment Technician/  
Truck and Transport Mechanic  
Heavy Equipment Operator  
Mobile Crane Operator  
Practical Nursing  
Primary Care Paramedicine  
Small Equipment Service Technician

#### **Bonavista Campus**

Cultural Culinary Arts & Tourism (Yr 2)  
Plumber

#### **Burin Campus**

Comprehensive Arts & Science (CAS)

- Transfer: College-University

Construction/Industrial Electrician  
Cook  
Engineering Technology (First Year)  
Practical Nursing  
Sheet Metal Worker  
Welder  
Welding Engineering Technician Co-op

#### **Carbonear Campus**

Carpenter  
Comprehensive Arts & Science (CAS)

- Transfer: College-University
- Transition

Construction/Industrial Electrician  
Engineering Technology (First Year)  
Personal Care Attendant (PCA)  
Practical Nursing

#### **Clareville Campus**

Carpenter  
Comprehensive Arts & Science (CAS)

- Transition (*Blended delivery*)

Personal Care Attendant (PCA)  
Practical Nursing  
Steamfitter/Pipefitter

#### **Corner Brook Campus**

Agriculture Technician Co-op  
Business Administration

- Accounting

Civil Engineering Technology Co-op  
Comprehensive Arts & Science (CAS)

- Transition

Computer Systems and Networking  
Construction/Industrial Electrician  
Early Childhood Education Diploma  
Electronic Systems Engineering  
Technology (Co-op)  
Engineering Technology (First Year)  
Executive Office Management  
Fish and Wildlife Technician  
Forest Resources Technician  
Geographic Information Systems (GIS)  
Applications Specialist (Post Diploma)  
Industrial Mechanic (Millwright)  
Personal Care Attendant (PCA)  
Power Engineering Technology  
Practical Nursing  
Software Development Co-op  
Welder

#### **Gander Campus**

Aircraft Maintenance Engineering  
Technician  
Aircraft Maintenance Engineering  
Technician Adv Diploma (EASA)  
Aircraft Structural Repair Technician  
Automotive Service Technician  
Comprehensive Arts & Science (CAS)

- Transition (*Blended delivery*)

Early Childhood Education Diploma  
Engineering Technology (First Year)  
Hairstylist  
Practical Nursing

#### **Grand Falls-Windsor Campus**

Business Management

- Accounting
- Human Resource Management

Comprehensive Arts & Science (CAS)

- Transfer: College-University
- Transition

Executive Office Management  
Medical Laboratory Assistant  
Personal Care Attendant (PCA)  
Practical Nursing

#### **Happy Valley-Goose Bay Campus**

Aboriginal Bridging  
Comprehensive Arts & Science (CAS)

- Transfer: College-University
- Transition

Construction/Industrial Electrician  
Heavy Duty Equipment Technician/  
Truck and Transport Mechanic  
Personal Care Attendant (PCA)  
Powerline Technician  
Practical Nursing

#### **Labrador West Campus**

Comprehensive Arts & Science (CAS)

- Transfer: College-University
- Transition

Construction/Industrial Electrician  
Industrial Mechanic (Millwright)  
Welder

#### **Placentia Campus**

Heavy Duty Equipment Technician/  
Truck and Transport Mechanic  
Heavy Equipment Operator  
Industrial Mechanic (Millwright)  
Machinist

#### **Port aux Basques Campus**

Non-Destructive Testing Technician  
Welder/Metal Fabricator (Fitter)

### Prince Philip Drive Campus

Accelerated Software Development  
(*Winter 2023 Intake*)  
Advanced Care Paramedicine  
Applied Music  
Art & Design Essentials  
Auto Body and Collision Technician  
Automotive Service Technician  
Bachelor of Applied Information  
Technology-Systems and Network  
CyberSecurity  
Business Management

- Accounting
- Human Resource Management
- Marketing

Community Recreation Leadership  
Comprehensive Arts & Science (CAS)

- Transition

Computer Systems and Networking  
Cook  
Diagnostic Ultrasonography (Post  
Diploma)  
Early Childhood Education Diploma  
Executive Office Management  
Graphic Communications  
Graphic Design  
Journalism  
Journalism (Post Diploma)  
Legal Administration  
Marine Cook  
Medical Laboratory Technology  
Medical Office Management  
Medical Radiography  
Personal Care Attendant (PCA)  
Primary Care Paramedicine  
Records & Information Management  
Respiratory Therapy  
Software Development Co-op  
Sound Recording & Production  
Television and Film Creation  
Television and Film Post-Production  
Television and Film Production  
Management  
Television and Film Technical  
Production  
Textile & Apparel Design  
Tourism & Hospitality  
Visual Effects  
Welder

### Ridge Road Campus

Architectural Engineering Technology  
Chemical Process Engineering  
Technology Co-op  
Civil Engineering Technology Co-op  
Computing Systems Engineering  
Technology Co-op  
Electrical Engineering Technology  
(Power & Controls) Co-op  
Electronics Engineering Technology  
(Biomedical)  
Engineering Technology (First Year)  
Geomatics/Surveying Engineering  
Technology Co-op  
Instrumentation and Controls  
Engineering Technology  
Management Systems Engineering  
Technology Co-op  
Mechanical Engineering Technology  
Mechanical Engineering Technology  
(Manufacturing) Co-op  
Petroleum Engineering Technology  
Co-op  
Refrigeration & Air Conditioning  
Mechanic

### Seal Cove Campus

Construction/Industrial Electrician  
Instrumentation and Control  
Technician  
Powerline Technician

### St. Anthony Campus

Heavy Equipment Operator

- Dual Site-Bay St. George (9 wks)

Powerline Technician  
Practical Nursing

### Online Asynchronous

Art & Design Essentials  
Atlantic Trades Business Seal  
Business Administration

- Accounting
- General
- Human Resource Management
- Marketing

Business Management

- Human Resource Management  
(*3<sup>rd</sup> Year only, part-time*)

Comprehensive Arts & Science (CAS)

- Transition

Early Childhood Education Certificate  
Early Childhood Education Diploma  
Early Childhood Education Adminis-  
trative Leadership (Adv. Diploma)  
Executive Office Management  
Information Management (Post  
Diploma)  
Journalism (Post Diploma)  
Medical Office Management  
Office Administration (Certificate)  
Records & Information Management  
Rehabilitation Assistant (OTA & PTA)  
Tourism & Hospitality Services  
Video Game Art & Design  
X-Ray Skills for Medical Laboratory  
Technologists (Post Diploma)

### Online Synchronous

Business Administration

- Accounting

Enterprise Web Development  
Executive Office Management  
Medical Office Management  
Records & Information Management



## HEADQUARTERS ADMINISTRATION LIST

### President's Office

Elizabeth Kidd, President & CEO

Geoff Peters, General Counsel & Corporate Secretary

### Human Resources

Deidre Dunne, Associate Vice-President – Human Resources

### International

Elizabeth Vincent, Associate Vice-President – International

### Public Relations

Heidi Staeben-Simmons, Associate Vice-President – Public Affairs

Morgan Pond, Director – Policy & Planning

Wayne Quilty, Director – Partnership, Entrepreneurship & Community Engagement

### Finance and Administration

Annette Morey, Vice President – Finance & Administration

David Chow, Director – Information Technology

Rosalind Strickland, Director – Employment Services

TBD, Director – Quality Assurance & Risk

Kelly Hanlon, Director – Finance

Sharon McLennon, Director – Workforce Innovation Centre

### Campus Operations

Fergus O'Brien, Associate Vice President – Campus Operations

Judy Dobson, Director – Customized & Continuous Learning

### Academics

Jason Rolls, Vice President – Academic (Interim)

Stephanie King, Academic Planning Controller

Michael Long, Director – Applied Research & Innovation

Theresa Pittman, Chair – Strategic Initiatives

Amanda Skanes, Director – Academic Development (Interim)

Sonny Hegde, Dean – Engineering Technology

Brent Howell, Dean – Industrial Trades & Natural Resources

Barbara Elliott, Dean – Health Sciences

Davida Smith, Dean – Academics, Applied Arts & Tourism

Stephen Warren, Dean – Business & Information Technology

### Student Services

Shirley Woodward, Associate Vice President – Student Services

Jeff Martin, Director – Student Experience

TBD, Director – Student Services & Supports

Lisa Downey, Registrar

Michelle O'Quinn, Associate Registrar – Registration & Records

Donna Sheppard, Associate Registrar – Admissions

## CAMPUS ADMINISTRATION

### Baie Verte Campus

Joan Pynn, Campus Director

### Bay St. George Campus

Carol Ingram, Campus Director

### Bonavista Campus

Jamie Best, Campus Manager

### Burin Campus

Janice Moulton, Campus Director

### Carbonear Campus

Terry Murphy, Campus Director

### Clarenville Campus

Maisie Caines, Campus Director

### Corner Brook Campus

Tanya Kelly, Senior Campus Director

### Gander Campus

Jennifer Strickland, Campus Director

Jeff Weeks, Campus Director (Aviation)

### Grand Falls –Windsor Campus

Joan Pynn, Campus Director

### Happy Valley-Goose Bay Campus

Craig Baker, Senior Campus Director

Petar Krndija, Campus Director

### Labrador West Campus

Karen Pottle-Fewer, Campus Director

### Placentia Campus

Chris Moss, Campus Manager

### Port aux Basques Campus

Jan Peddle, Campus Manager

### Prince Philip Drive Campus

Victoria Hodder, Campus Director

Jackie Parsons, Senior Campus Director

Ranjan Patro, Campus Director

### Ridge Road Campus

Trudy O'Neill, Senior Campus Director

### Seal Cove Campus

Ed Christopher, Campus Director

### St. Anthony Campus

Chad Simms, Campus Manager

## CAMPUS DIRECTORY

### **Baie Verte Campus**

1 Terra Nova Road  
Baie Verte, NL A0K 1B0  
tel: (709) 532-8066  
fax: (709) 532-4624

### **Bay St. George Campus**

DSB Fowlow Building  
432 Massachusetts Drive  
P. O. Box 5400  
Stephenville, NL A2N 2Z6  
tel: (709) 643-7838  
fax: (709) 643-7734

### **Bonavista Campus**

301 Confederation Drive  
P. O. Box 670  
Bonavista, NL A0C 1B0  
tel: (709) 468-1700  
fax: (709) 468-2004

### **Burin Campus**

105 Main Street  
P. O. Box 370  
Burin Bay Arm, NL A0E 1G0  
tel: (709) 891-5601  
fax: (709) 891-2256

### **Carbonear Campus**

4 Pike's Lane  
Carbonear, NL A1Y 1A7  
tel: (709) 596-6139  
fax: (709) 596-2688

### **Clarenville Campus**

69 Pleasant Street  
Clarenville, NL A5A 1V9  
tel: (709) 466-6900  
fax: (709) 466-2771

### **Corner Brook Campus**

141 O'Connell Drive  
P. O. Box 822  
Corner Brook, NL A2H 6H6  
tel: (709) 637-8530  
fax: (709) 634-2126

### **Gander Campus**

1 Magee Road  
P. O. Box 395  
Gander, NL A1V 1W8  
tel: (709) 651-4800  
fax: (709) 651-4854

### **Grand Falls-Windsor Campus**

5 Cromer Avenue  
Grand Falls-Windsor, NL A2A 1X3  
tel: (709) 292-5600  
fax: (709) 489-4180

### **Happy Valley-Goose Bay Campus**

219 Hamilton River Road  
P. O. Box 1720, Station "B"  
Happy Valley-Goose Bay, NL A0P 1E0  
tel: (709) 896-6300  
fax: (709) 896-3733

### **Labrador West Campus**

1600 Nichols-Adam Highway  
Labrador City, NL A2V 0B8  
tel: (709) 944-5787  
fax: (709) 944-5413

### **Placentia Campus**

1 Roosevelt Avenue  
P. O. Box 190  
Placentia, NL A0B 2Y0  
tel: (709) 227-2037  
fax: (709) 227-7185

### **Port aux Basques Campus**

59 Grand Bay Road  
P. O. Box 760  
Port aux Basques, NL A0M 1C0  
tel: (709) 695-3582  
fax: (709) 695-2963

### **Prince Philip Drive**

1 Prince Philip Drive  
P. O. Box 1693  
St. John's, NL A1C 5P7  
tel: (709) 758-7284  
fax: (709) 758-7304

### **Ridge Road Campus**

153 Ridge Road  
P. O. Box 1150  
St. John's, NL A1C 6L8  
tel: (709) 758-7000  
fax: (709) 758-7126

### **Seal Cove Campus**

1670 Conception Bay Highway  
P. O. Box 19003, Station Seal Cove  
Conception Bay South, NL A1X 5C7  
tel: (709) 744-2047  
fax: (709) 744-3929

### **St. Anthony Campus**

83-93 East Street  
P. O. Box 550  
St. Anthony, NL A0K 4S0  
tel: (709) 454-3559  
fax: (709) 454-8808

### **Online Asynchronous Learning**

69 Pleasant Street  
Clarenville, NL A5A 1V9  
tel: (709) 466-6961/1-877-465-2250  
fax: (709) 466-4640

### **Program Enquiry College-Wide**

toll free: 1-888-982-2268  
www.cna.nl.ca  
[info@cna.nl.ca](mailto:info@cna.nl.ca)

## ACADEMIC DATES 2022-2023

### **Fall 2022**

#### **August 1 - 12 (Monday-Friday)**

On-Line Registration for Fall Semester

#### **September 5 (Monday)**

College CLOSED – Labor Day

#### **September 6 (Tuesday)**

Fall Semester Starts – Welcome Back Campus Orientation

#### **September 7 (Wednesday)**

First Day of Course Instruction – Fall Semester

#### **September 13 (Tuesday)**

Deadline for submission of Credit Transfer/Exemption/PLAR requests – Fall Semester

#### **September 20 (Tuesday)**

Last day to add courses – Fall Semester

#### **September 30 (Friday)**

College CLOSED – National Day for Truth and Reconciliation

#### **October 4 (Tuesday)**

Fees Due – Fall Semester

Last day to opt out of Health & Dental – Fall Semester

#### **October 10 (Monday)**

College CLOSED – Thanksgiving Day

#### **November 1 (Tuesday)**

Last day to drop courses without academic prejudice – Fall Semester

#### **November 11 (Friday)**

College CLOSED – Remembrance Day

#### **November 28 – December 9 (Monday-Friday)**

On-Line Registration for Winter Semester

#### **December 9 (Friday)**

Last Day of Classes for Fall Semester (for courses with final exams)

#### **December 12 - 21 (Monday-Wednesday)**

Exam Period for Fall Semester (includes Flex Day)

*The Examination Timetable for the CAS Transfer: College-University program may vary from the above as it is aligned to the MUN Examination Schedule.*

#### **December 22 (Thursday)**

Final Grade Submission by Instructors (9:00 am)

Last day of Fall Semester

#### **December 23 (Friday)**

Final Grade Posting for Fall Semester (10:00 am)

Christmas Break Begins

#### **January 2 (Monday)**

College CLOSED – New Year's Day

## **Winter 2023**

### **January 3 (Tuesday)**

Winter Semester Starts – Welcome Back/Orientation/Advising

### **January 4 (Wednesday)**

First Day of Course Instruction – Winter Semester

### **January 10 (Tuesday)**

Deadline for submission of Credit Transfer/Exemption/PLAR requests – Winter Semester

### **January 17 (Tuesday)**

Last day to add courses – Winter Semester

### **January 31 (Tuesday)**

Fees Due – Winter Semester

Last day to opt out of Health & Dental, New Students – Winter Semester

### **February 2 & 3 (Thursday & Friday)**

No Classes for students / PD for employees

### **February 28 (Tuesday)**

Last day to drop course without academic prejudice – Winter Semester

### **March 6 – 10 (Monday-Friday)**

Reading Break – Winter Semester

### **April 3 - 14 (Monday-Friday)**

On-Line Registration for Spring/Intersession

### **April 7 (Friday)**

College CLOSED – Good Friday

### **April 17 (Monday)**

Last Day of Classes for Winter Semester (for courses with final exams)

### **April 18 – 27 (Tuesday-Thursday)**

Exam Period for Winter Semester (includes Flex Day)

*The Examination Timetable for the CAS Transfer: College-University program may vary from the above as it is aligned to the MUN Examination Schedule.*

### **April 28 (Friday)**

Final Grade Submission by Instructors (9:00 am)

Final Grade Posting for Winter Semester (1:00 pm)

Last day of Winter Semester

## **Intercession / Spring 2023**

### **May 1 (Monday)**

Trades Intercession Starts – Industrial Trades programs only

### **May 2 (Tuesday)**

First Day of Course Instruction – Trades Intercession

### **May 8 (Monday)**

Intercession/Spring Semester Starts

Last day to add courses – Trades Intercession

Deadline for submission of Credit Transfer/Exemption/PLAR requests – Trades Intercession

### **May 9 (Tuesday)**

First Day of Course Instruction – Intercession/Spring Semester

### **May 15 (Monday)**

Deadline for submission of Credit Transfer/Exemption/PLAR requests – Intercession/Spring Semester

Fees Due – Trades Intercession

Last day to drop courses without academic prejudice – Trades Intercession

Last day to opt out of Health & Dental, New Students – Trades Intercession/Intercession/Spring Semester

Last day to add courses – Intercession (Non-Trades programs)

### **May 22 (Monday)**

College CLOSED – Victoria Day

Fees Due – Intercession

Last day to drop courses without academic prejudice – Intercession

Last day to add courses – Spring Semester

### **June 5 (Monday)**

Fees Due – Spring Semester

### **June 14 (Wednesday)**

Last day of Classes for Intercession (course with final exams)

### **June 15 (Thursday)**

Last Day of Classes for Trades Intercession

*Some Industrial Trades programs may end sooner/later than the last day of classes for Intercession as Trades programs must follow the Provincial Plan of Training.*

### **June 15 – 20 (Thursday – Tuesday)**

Exam Period for Intercession (Non-Trades programs)

*The Examination Timetable for the CAS Transfer: College-University program may vary from the above as it is aligned to the MUN Examination Schedule.*

### **June 22 (Thursday)**

Final Grade Submission by Instructors (9:00 am) – Intercession

Last day of Intercession

### **June 23 (Friday)**

Final Grade Posting for Intercession (1:00 pm)

### **June 26 (Monday)**

College CLOSED – June Day

### **July 3 (Monday)**

College CLOSED – Canada Day

Last day to drop courses without academic prejudice – Spring Semester

**August 10 (Thursday)**

Last Day of Classes for Spring Semester (for courses with final exams)

**August 11 - 22 (Friday-Tuesday)**

Exam Period for Spring Semester (includes Flex Day)

**August 23 (Wednesday)**

Last day of Spring Semester

Final Grade Submission by Instructors (9:00 am) – Spring Semester

**August 24 (Thursday)**

Final Grade Posting for Spring Semester (10:00 am)

***\*\*\*Please note the Academic Dates are subject to change\*\*\****

## REGISTRAR'S OFFICE

The Registrar's Office is responsible for the administration of academic policies and procedures and for an effective system of operations for admissions, registration, enrollment, transfer credit, grades processing, student awards, student fees, student loans, transcripts, graduation and certification. This office is also responsible for the provision of information regarding all College programs and courses.

## ADMISSIONS REGULATIONS

As per Admission Policy AC-102, the College will admit applicants who fulfill the admission requirements for credit-based programs and trades entry programs based on available resources. All credit-based programs and trades entry programs will have defined admissions requirements, approved by Academic Council where appropriate.

The College will admit applicants based on either a "First Qualified, First Accepted" admissions process or a Competitive Entry admissions process. For programs with "First Qualified, First Accepted" admissions, the College will have standardized admissions processes to ensure consistency across campuses. For programs with Competitive Entry admissions, the College will have objective procedures that guide the admission process.

Irrespective of the above, the College reserves the right to develop admissions policies, procedures and requirements for designated groups. The College may reserve space for aboriginal, international, and out-of-province applicants in any of its regularly funded programs. The College reserves the right to develop policies and regulations in recognition of industry and government partner requirements and the College scholarship requirements.

Applications may be submitted at any time. Students currently in high school must be in their final year of high school at the time of application submission.

### Entry into Full-Time Programs

Candidates applying for full-time status must satisfy the following requirements as per Admission Operational Procedure AC-102-PR:

1. Apply on-line or in writing on the approved application form and submit the non-refundable application processing fee.
2. Meet the educational and other requirements for entry into the particular program; minimum of high school graduation diploma or recognized equivalent, or as otherwise specified.
3. In the case of high school students, provide an official copy of high school transcript. In the case of ABE students, provide a Record of Achievement or other equivalent official transcript.
4. Official transcripts or degree certificates issued in languages other than English must be translated into English and submitted to College of the North Atlantic along with the original official document. An official translation is an exact English translation of the academic documents that has been prepared by the issuing institution or a professional translator.
5. Provide required documentation or report for an interview or for testing when requested.
6. Meet physical entrance requirements of the program, where applicable.
7. Irrespective of 1 & 2 above, applicants may apply for admission under Special Admissions or may be considered as a Mature Student (Refer to Mature Student Requirements).

### Admission Requirements

Applicants must meet all identified admission requirements of the program (AC-102-PR 1.1).

International applicants are advised to refer to the International Students section of the calendar for additional information regarding application and admission regulations, language requirements, international student fees, and other regulations for international students.

1. High School Graduation  
High school graduation means the successful completion of required credit courses as specified by the applicable Department of the Government of Newfoundland and Labrador, or other equivalent Canadian jurisdiction.

High School students who complete modified courses with the third digit "6" or alternate courses with a third digit "7" will require further assessment before eligibility is determined. The completion of a modified course may prevent the applicant from being accepted into regular College programs. Applications from such applicants will be referred to the Accessibility Services Coordinator. (Refer to Procedure SS-207-PR).

2. High School Equivalency  
Graduation with the following High School equivalencies will be considered for acceptance into any College program:
  - a. Basic Training for Skill Development (BTSD) Level 4 Certificate
  - b. Adult Basic Education Certificate (ABE) Level 3 (Level 4 prior to 1991)
  - c. General Educational Development (GED) Certificate
  - d. Grade XI Certificate (Department of Education, Public Exams prior to 1982)

Persons holding certificates as listed in a., b., or c. may require further evaluation before being accepted into a program; and upon being accepted, those applicants may be required to complete additional courses before entering the program.

3. Comprehensive Arts & Science (CAS) Transition

To be accepted into regular College programs, CAS Transition students must meet the admission requirements of their chosen subsequent program as articulated under the relevant program section of the College Calendar.

4. Mature Student Requirements

Applicants who do not meet the educational prerequisites for programs with “First Qualified, First Accepted” admissions process may be considered for Mature Student admission on an individual basis provided the following conditions are met:

- a. Applicants must be at least 19 years of age at the time of application and out of school for at least one (1) year.
- b. Applicants present an official transcript of grades for the highest educational level attained.
- c. Applicants must engage in CNA’s Mature Student Admissions Process.

Specific academic course prerequisites, in disciplines such as English, Math, Biology, Chemistry, and Physics, or any others specifically identified for admission cannot be waived via the Mature Student process.

Mature student status does not apply to programs with competitive entry admissions processes.

5. Special Admissions

Special circumstances may exist whereby applicants who fail to meet all of the criteria for admission may be recommended for acceptance. In such cases, the application will be referred to the Committee on Special Admissions.

The College may choose to designate groups comprised of individuals who face traditional barriers to post-secondary entry. In such cases, applicants who are high school students who do not meet the academic requirements (including having reached the legal school leaving age on the date of commencement of the program) must provide a letter of recommendation from the high school principal or guidance counsellor or any other special admission requirement as established by the College. In such cases, the College will establish a committee to review applications and ensure fairness through transparency in the admission process.

Applicants with disabilities, who do not meet program admissions requirements, will undergo further review to determine eligibility for admission, as outlined in Procedure SS-207-PR.

Specific academic course prerequisites as detailed in program admission requirements in the Academic Calendar, in disciplines such as English, Math, Biology, Chemistry, and Physics, or any others specifically identified for admission cannot be waived via the Special Admissions process.

6. Non Program Specific

Students may enroll in up to two (2) General Studies courses per semester or one (1) course in Intersession, up to a maximum of eight (8) courses over the lifetime of a student. The admission requirement for candidates wishing to apply for a credit course through General Studies is the course prerequisite, if applicable. Admission into General Studies is only available if entry into CAS Transition or another program is not an option as determined by the Registrar or designate. Registration/enrollment in a course does not constitute a commitment to or admission into any College program.

7. Home Schooling Admission Guidelines

Home schooled applicants who do not possess a High School Graduation Diploma, as specified by the applicable Department of Government of Newfoundland and Labrador, will be reviewed for general admission by the College’s Committee on Special Admissions. The applicant may be asked to provide some proof of standardized assessment results and/or complete an assessment instrument used by the College and attain the required scores for the selected program.

### Admissions Portfolio Guidelines

Per AC-102-PR, Section 1.2, some programs may require submission of a portfolio (as approved by the relevant School Dean and identified in the Academic Calendar). The guidelines will be outlined in the program details contained in the Academic Calendar, and shall include:

1. Required pieces of applicant’s work and documentation.
2. Materials sought.
3. Appropriate format.
4. Whether original work is required.
5. Established evaluation criteria.
6. Return of materials procedures.

The College assumes no responsibility for loss of or damage to portfolios submitted.

### Portfolio Screening:

Each program area will identify how portfolios will be screened, with criteria as approved by the School Dean responsible for the program.

### Application Process

Further to AC-102-PR, 1.3, the following process will be followed.



1. Submit an application and pay the non-refundable application fee.
2. Applicants cannot have an active application for more than two programs for the same academic year. If more than one program applied for, the primary and secondary choice must be indicated. If an applicant applies for more than two programs the applicant must advise which of the first two programs are to be withdrawn.
3. Forward required official documents (NOTE: certified copy of transcripts must be obtained from the high school or Department of Education; faxed or e-mailed copies directly from these institutions will be accepted). Applications are not complete until all required documentation is received. All required documents must be received within three months of date of application or the application will be withdrawn, except for programs that have posted deadline dates in which instance documents must be submitted by the posted date.
4. Applicants enrolled in their final year of high school must provide a certified copy of their Level I & II transcript, and Level III courses they are registered for, at the time of application. Applicants who are accepted will be accepted conditionally pending receipt of final year results.  
For provincial applicants presently in Level III of High School, CNA will obtain a copy of your final high school marks directly from the Department of Education once final marks are available, provided the Provincial School Number is included on the application.  
For provincial applicants who graduated prior to June 2020 and who provide their MCP number, CNA will obtain a copy of your final high school marks directly from the Department of Education.
5. Applicants will be sent an acknowledgement upon receipt of their application. Communications will be via e-mail. Some notifications may be sent via SMS text (where applicants have consented).
6. Programs with "First Qualified, First Accepted" Admission Process:  
Acceptance into these programs will follow the "First Qualified, First Accepted" admission process as outlined in AC-119-PR, subject to the following:
  - a. Applications must be correctly completed and must contain all required documentation.
  - b. Complete applications will be dated as of the date of receipt of the last document received in order to assess program eligibility.
  - c. Applicants must meet all educational and any other requirements;
  - d. All required fees must be paid.
7. Admission to programs with a competitive entry admissions process will not be conducted on a "First Qualified, First Accepted" basis, but will be determined by a process in which applicants are ranked using the results of each admissions component to produce an overall candidate score. For more details, please refer to the specific program entry requirements in the Academic Calendar.
8. When accepted, applicants will be asked to confirm in writing (or electronically) their intent to register and will be required to pay a confirmation fee within two weeks of the date of the letter of acceptance.
9. Within three to four business days after a letter of acceptance has been sent, staff will follow up (via telephone for domestic applicants and e-mail for international applicants) to determine if the applicant has received the letter and if they intend to accept the seat. If the applicant indicates they are declining their seat, the staff person will send a message to the e-mail address on file confirming the application will be withdrawn per the telephone conversation (or per the e-mail received, as applicable). The application will then be withdrawn and the seat will be offered to the next eligible applicant.
10. When accepted within two weeks of program start date, applicants will be asked to confirm in writing (or electronically) their intent to register and will be required to pay a confirmation fee within two days of the date of the letter of acceptance.
11. The confirmation fee is non-refundable and cannot be transferred to an alternate program.
12. If applicants fail to confirm within the time specified their application will be withdrawn and they will be required to re-apply for admission.
13. If an applicant has confirmed a seat in their primary program, the application for the secondary program will be withdrawn.
14. If an applicant has confirmed a seat in their secondary program, the application for the primary program will be kept active.
15. Applicants can only be confirmed in one seat. If applicants wish to change their confirmed seat, the confirmation fee must be paid for the alternate choice.
16. Applicants who confirm their seat, in programs with waitlists, and who do not register during the designated dates for online registration will have their application withdrawn and they will be required to re-apply for admission.
17. Applicants who confirm their seat, complete online registration, and subsequently do not show up, withdraw their acceptance, or discontinue from the program will have to re-apply.
18. Applicants who wish to transfer their application to another campus can do so using the Application Transfer: Campus to Campus form. The eligibility date (if applicable) will be as of the date of the transfer of the application.
19. Applicants who wish to transfer their application to another program can do so using the Application Transfer: Program to Program form and must pay the appropriate application fee. The eligibility date (if applicable) will be as of the date of the transfer of the application.

First Year Engineering Technology: CNA allows students to attend the first two semesters of an Engineering Technology program at select campuses, as noted on CNA's website. After successful completion of the first two semesters, students then progress to the Technical Intercession in the program (and campus) for which a seat was reserved.

Individuals must submit their application to the campus where they intend to complete the first two semesters of their program. This begins a first-qualified, first-accepted provincial process that reserves a seat at the designated campus for the appropriate Technical Intercession, and subsequent years of program study.

### Re-Admission of Students

1. Academically Dismissed Students (AC-102-PR, 1.4)
  - a. Applications from academically dismissed students will be received at any time but students will not be accepted to return on a full time basis in the program in which they were academically dismissed from until the appropriate period from the date of dismissal has elapsed.  
Notwithstanding the above, and pending availability of space, students who have been academically dismissed will be permitted to register for one (1) course for credit in the program from which the student is dismissed.
  - b. Students who have been academically dismissed from a program on two or more occasions will not be eligible for re-admission to the College in the program in which they were academically dismissed from for a period of two years from the date of dismissal.
  - c. Students who are promotion denied (i.e. do not achieve a pass in all courses and a GPA of 2.0 or better) and are not able to continue with their program, must submit an application (and pay the applicable application fee) to return to the College to complete deficiencies. Re-admission will be considered pending seat availability.
  - d. Students who are required to withdraw from the College under a. and b. above must apply for re-admission and pay the applicable application fee. Their names will be placed on the existing eligibility list as of the date of re-application.
2. Voluntary Withdrawal  
Students who are in good standing and who voluntarily withdraw due to extenuating circumstances (confirmed by the counsellor or a campus director/manager) will be required to re-apply to return to the program, but the application fee will be waived. To be eligible for re-admission under this instance, the application for re-admission must be submitted within two (2) years of the date of leaving, with the exception of Health Sciences students who must re-apply within one year so as to align with the Awarding Diplomas and Certificates Procedure (AC-104-PR, Section 1.4). Students who left for medical reasons must supply a medical note of clearance before re-admission is granted. These students will retain their original date of eligibility and will be admitted into the first available seat in accordance with Program Eligibility List and Program Waitlist procedures (AC-119-PR).
3. Involuntary Withdrawal  
Students who are withdrawn/suspended by the College will be required to re-apply to return to the program. Subject to any conditions placed at time of withdrawal/suspension, eligibility will be from the date of re-application to the program. These students will be admitted in accordance with Program Eligibility List and Program Waitlist procedures (AC-119-PR).

### Student Numbers

1. As per AC-102-PR, 1.5, student numbers will be assigned at the time of first application or first CCL enrollment.
2. Students will use the number assigned to them regardless of the number of times they apply to the College.
3. Student numbers must appear on all documents added to students' academic or financial files.
4. Once student numbers are assigned, they will not be reassigned.
5. If a student has been assigned multiple numbers, the student should contact Student Services. The College will determine which number will be used going forward.

### Entry into Regular Programs: Part-Time Student Status

As per AC-102-PR, 2.0, a part-time student is a student who is enrolled in courses but who does not meet the program specific criteria of a full-time student. Students who apply for part-time status in any program must meet all the requirements outlined for full-time status. Some programs may not be able to accommodate part-time enrollment.

### Entry into Regular Programs: Concurrent Studies Student Status

As per AC-102-PR, 3.0, students in or about to enter their final year of high school may be admitted into College level credit courses by the Committee on Special Admissions in accordance with the following:

1. Students must hold an academic record with a minimum overall high school average of 80% based on the marks for all courses completed in high school.
2. Students will be accepted on a "First Qualified, First Accepted" basis on the provision that space is available and that the program does not have competitive entry admission process.
3. All fees and deadlines for regularly admitted students will apply.
4. Students applying for admission under this policy will be required to submit:
  - A completed application form;
  - An official high school transcript;
  - A letter from the high school principal or guidance counsellor clearly recommending admission to "Concurrent Studies"; and
  - A letter from the applicant providing rationale to be considered for concurrent studies and requesting enrolment in a specific course.

### Permanent Residents, Refugees and Other Canadian Status Students

If the applicant's first language is not English, the College reserves the right to test English proficiency or request official scores on internationally recognized tests of English language proficiency as per Section 5.2 - English Proficiency of the Admissions Procedure (AC-102-PR).

Official transcripts or degree certificates issued in languages other than English must be translated into English and submitted to College of the North Atlantic along with the original official documents. An official translation is an exact English translation of the academic documents that has been prepared by the issuing institution or a professional translator.

### Eligibility Lists

Per Procedure AC-119-PR, a program eligibility list is a list of applicants meeting program admission requirements based on the date of completed applications.

#### 1. Placement on Eligibility List

For programs with “First Qualified, First Accepted” admissions, applicants who meet admissions criteria will be placed on a program eligibility list by time stamp based on the date that the application is complete (i.e. date the last required piece of documentation of application package is received).

Comprehensive Arts and Science (CAS) Transition Subsequent Program applicants will be time stamped based on the date of receipt of the student’s application to the program for which they are currently enrolled.

For Competitive Entry programs, candidates who meet admissions criteria will be placed on a program eligibility list by the rank determined by the competitive entry process. Unsuccessful applicants who are not offered a seat in a competitive entry program in a given academic year will not be maintained on a program eligibility list after the last day to add courses. Should applicants wish to be considered for the next program intake, they will be required to re-apply for the next available program start date.

#### 2. Selection Process: “First Qualified, First Accepted” programs

Applicants meeting admission criteria for programs with “First Qualified, First Accepted” admissions will be made an offer of admission in the order in which they are placed on program eligibility list (i.e. based on the date of completed application).

#### 3. Program Entry: Programs with “First Qualified, First Accepted” Acceptance

Qualified applicants are admitted from program eligibility lists and program wait lists as/if space becomes available. It is expected that applicants will be prepared to begin their program any time after the term for which they applied.

Applicants who are made an offer of admission into a program BEFORE AND UP TO six (6) weeks prior to the scheduled program start date AND who decline their offer will be removed from the program eligibility list or program wait list and will be required to re-apply for admission.

Applicants on program eligibility lists or program wait lists who are not offered a seat in an academic year will not be required to re-apply, but will have their applications rolled over with applicants retaining their original time stamp date of eligibility until a seat is offered.

#### 4. Deferment of Acceptance

Deferment rules for applicants offered seats with LESS THAN six (6) weeks’ notice.

Applicants who are notified of admittance into a program LESS THAN six (6) weeks prior to program start and who are unable to accept a seat may request a deferment for the next program in-take. Applicants who defer a seat with LESS THAN six (6) weeks prior to program start will retain current program eligibility/wait list placement.

#### 5. Deferment rules for applicants offered seats in the same program at a different campus

Applicants who are offered seats in the same program at a different campus and who are unable to accept a seat may request a deferment for the next program in-take.

Applicants who defer a seat in the same program at a different campus will retain current program eligibility/wait list placement for their original program choice.

### Program Wait Lists

Once available seats in a program are filled, remaining eligible applicants will be moved from the program eligibility list and placed on a program wait list by time stamp based on the date that the application was complete (i.e. date that last required piece of documentation of application package is received).

As seats become available, applicants on the program wait list will be offered seats in the order they are placed on the program wait list.

After the last day to add courses (or, in the case of out of sequence programs, two (2) weeks after the first day of classes), applicants on the wait list will be contacted and asked:

1. EITHER: if they wish to keep their application active for the next intake of the program. If applicants wish to keep their application active for the next intake of the program, they will be required to indicate in writing their request to be placed on the program eligibility list for the next available intake of program within a specified time period. Wait listed applicants who wish to remain on the list will be placed on the program eligibility list for the next available intake, and will retain their original application time stamp position.
2. OR: if they wish to withdraw their application. If applicants indicate they want their application withdrawn, or do not respond within the specified deadline, the application will be withdrawn and the applicant will be required to re-apply for admission.

## ACADEMIC REGULATIONS

### Definitions of Academic Terms

Below are the standard definitions for academic terms.

#### Academic Year

Academic year is the period from September 1 to August 31 consisting of three distinct 15-week semesters.

#### Access Programs

Developmental programs that students may enter prior to admission into regular certificate/diploma level programs.

#### Credit Course

An approved and recognized body of content, knowledge, skills assigned a credit value.

#### Credit

The weighted value of a course based on the depth and breadth of the learning objectives.

#### Diploma Program

An approved program of study consisting of a prescribed combination of courses that must address:

1. occupational skill development;
2. academic or general study;
3. self-interest or personal growth.

Diploma Programs will normally:

1. be prescribed over a minimum of a four-semester period;
2. be comprised of a minimum of 80 credits; and
3. consist of a maximum of seven courses per semester.

#### Advanced Diploma

An approved program of study consisting of in-depth training for graduates of a diploma program or equivalent.

Advanced Diploma Programs will normally:

1. be prescribed over a minimum of one semester;
2. be comprised of a minimum of 20 credits.

#### Post Diploma

A diploma issued upon successful completion of a minimum two-semester program that requires either graduation from a recognized two- or three-year post-secondary diploma or degree, or a combination of other post-secondary work and industry experience acceptable to the College as an entrance requirement.

#### Certificate Program

An approved program of study consisting of a prescribed combination of courses that must address:

1. occupational skill development;
2. academic or general study;
3. self-interest or personal growth.

Certificate Programs will normally:

1. be prescribed over a two-semester period;
2. be comprised of a minimum of 40 credits; and
3. consist of a maximum of seven courses per semester.

#### Certificates of Achievement and Certificates of Participation

(For further information on Customized and Continuous Learning Certificates, please refer to Policy No. AC-106 - 5.0 Programs Designated to be Awarded a Certificate of Continuous Learning, and also Procedure AC-120-PR, 1.0)

#### Certificate of Achievement

A Certificate of Achievement (Program/Course) is awarded upon successful completion of a Continuous Learning program or course for which learning is measured and evaluated.

### Certificate of Participation

A Certificate of Participation (Program/Course) is awarded upon completion of any non-formalized Continuous Learning program or course which addresses one or more of the following areas of study: occupational skill development, academic study, general study, and personal interest/growth, and for which specific learning or performance is not measured or evaluated.

### **Workforce Development**

The College may enter partnerships for the purpose of developing and/or delivering courses or programs. Such partnerships will be formally recognized on parchments in one of the following ways:

1. College Parchment - when a course or program is developed by the College, either in partnership with or on behalf of another institution, agency or industry; a College parchment will be issued. This parchment may contain the phrase "designed in partnership with..." as an additional description of the course/program.
2. Joint Parchment - when a course or program is developed and/or delivered in partnership with another educational institution, a joint certificate formally recognizing both institutions may be awarded. This parchment would recognize both institutions and may contain the signatures of duly authorized officers of both institutions.

### **Full-Time Student**

A full-time student is one who is registered for a minimum of four courses or more in course-based programs and in the case of individual programs, a minimum of 18 hours per week.

### **Part-Time Student**

A part-time student is one who is registered for less than four courses in course-based programs and in the case of individualized programs, less than 18 hours per week.

### **Semester**

A 15-week period that includes class/learning time as well as administrative and evaluation time. The academic year is divided into three semesters, the dates of which will be determined on an annual basis.

### **Intersession I**

A period up to eight (8) weeks that includes class/learning time as well as administrative and evaluation time—usually scheduled at the beginning of the Spring Semester.

### **Intersession II**

Normally a period of five to eight (5-8) weeks that includes class/learning time as well as administrative and evaluation time—usually scheduled in the second half of the Spring Semester.

### **Mature Student**

A person who does not meet the entrance requirements for admission into a full-time program, but who is at least 19 years of age at the time of submitting an application, and who has been out of school for at least one year.

## **Registration Procedures**

### **Date of Registration**

Students will register online on the dates and at the times prescribed and publicized by the College. Registration for out-of-sequence programs will be scheduled, and students will be admitted as programs start.

### **Late Start Date**

In extenuating circumstances students may be permitted a delayed start date. Prior approval for a late start date must be provided by the campus administration.

### **Admission to Classes**

Students will not be admitted to a class until they have satisfied the regulations regarding entrance and complied with the General College Regulations.

### **Course Load**

The number of courses constituting a normal semester workload for a student is specified in the outline for each program as published in the College Calendar.

### **Extended Course Loads**

Students who wish to register for extra courses must submit a Request for Extended Course Load form to the campus admissions/student services office for approval by the campus administration or designate.

### Repeating Courses

With the permission of the campus administration or designate, students may repeat any course for which a passing grade has previously been awarded. \*The original passing grade will remain on the transcript and a second entry will be recorded with the new grade. The highest mark attained will be used in the calculation of the G.P.A.

\*Space limitations and other considerations will determine approval.

### Independent Study

When required courses are not available in a particular semester, full-time students may submit an Independent Study Contract form to the campus admissions/student services office for approval by the campus administration or designate to register for such courses through independent study. The Independent Study Contract must be submitted to the campus admissions/student services office within 7 calendar days from the semester start date.

Access to courses through independent study may be permitted when resources are available and with the permission of the campus administration or designate and the instructional coordinator (where applicable) in consultation with the faculty. Strategies to ensure adherence to course requirements must be documented in contract format to be signed by the student, the course instructor, the campus administration or designate, and the Instructional Coordinator (where applicable).

### Change of Registration

#### Adding Courses

The last date for adding courses is 14 calendar days from the semester start date (7 calendar days from the semester start date of Intercession) in which that course begins. Restrictions may apply in some programs where pre-requisites and/or safety courses have already occurred within this time frame. When adding courses, additional fees may apply.

In extenuating circumstances, the deadline period may be extended. Students must submit the Change in Course Registration form to the campus admissions/student services office for approval.

#### Dropping Courses

Courses may be dropped without academic prejudice up 56 calendar days from the semester start date for a regular semester (for Intercession - 14 calendar days after the semester start date). Courses dropped after the dates noted above are recorded as "Dropped/Fail" unless, in extenuating circumstances, the student has received the written permission of the campus administration to drop a course without penalty. Students are required to submit a Change in Course Registration form to the campus admissions/ student services office for approval.

#### Withdrawing from the College

It is recommended that students who wish to withdraw from the College discuss the situation with the appropriate student services official. The Withdrawal/Status form must be completed and signed by the appropriate faculty/counselor and the campus administration or designate. If a student e-mails from a CNA e-mail for the student, staff will accept this notification in lieu of a signed form.

#### Involuntary Withdrawal

Students who are withdrawn/suspended by the College will be required to re-apply to return to the program. Subject to any conditions placed at time of withdrawal/suspension, eligibility will be from the date of re-application to the program.

### Program Transfer

Students wishing to change their program of studies or campus must apply for the transfer.

#### Transfer Process for Engineering Technology - First Year

1. Engineering students wishing to change their original program choice MUST request a program transfer and complete the Program Transfer Request, which is available through the campus admissions/student services office.
2. Applicants cannot request a change in program prior to entry into the first year. A request to transfer does not guarantee entry into one's alternate, "new" program choice. Program transfer will be granted only if sufficient space is available.
3. The Program Transfer Request Form must be received at the campus admissions/student services office by February 15<sup>th</sup>.
4. Transfers are granted based on (a) space availability and (b) the student's weighted average at the end of semester one. In cases where the student has been exempted from courses in the first semester, the mark(s) obtained by the student at another post-secondary institution or high school will be used in calculating the weighted average.

### **All Other Programs**

1. Students wishing to change their program must submit an Application for Admission (pay the application fee) and go through the normal admissions process.
2. Entrance requirements for the new program of study must be met.
3. Date of eligibility will be as of the date the new application (or meeting entrance requirements, if applicable).
4. Applications will not be accepted for programs that have closed applications.

### **Program Transfer: Campus to Campus**

1. Students must discuss their request with the counsellor and receive written approval from campus administration.
2. Applications for campus transfer will be available from the campus admissions/student services office.
3. Date of eligibility will be as of the date of signing the transfer form.
4. As certain programs are offered using different instructional methodology at the various campuses, transfer may be limited to the end of given semesters.
5. Campus admissions/student services staff will contact the campus administration at the receiving campus to determine space availability and appropriate transfer time frame.

### **Audit Courses**

- Students may audit a course, which will permit them to attend without being evaluated for credit, without seeking a grade or credit for the course. Courses available for audit will be at the discretion of the campus administration. There must be a seat available in the program or course (i.e. a student may not audit a course if the capacity of the course is already reached).
- Order of priority for class fill is as follows:
  - a. Full-time students in the course's program.
  - b. Part-time students in the course's program.
  - c. Full-time students in another program.
  - d. Part-time students in another program.
  - e. Auditing students not currently enrolled.
- Students with an outstanding balance are not permitted to audit courses.
- Audit students must meet course requisites.
- Audit students cannot attend until officially enrolled in the course.
- Students wishing to transfer from audit to credit must do so before the last day to add classes deadline by submitting the Change in Course Registration form.
- Students wishing to transfer from credit to audit must do so before the last day to drop courses without academic prejudice deadline by submitting the Course Audit Application.
- For students not enrolled in a course/ program, the deadline to add an audit course is three calendar days after the last day to add classes (except for programs that have courses taught in block sequence, e.g., Trades).
- Students in Distributed Learning (DL) will not be provided access to online material through D2L until they are officially enrolled in the course.
- Audit students are not required to complete course work, assignments, and exams; however, auditing students are expected to take part in all course activities and maintain satisfactory attendance. The degree of participation in a course for an audit student is at the discretion of the instructor.
- Audit students will not have access to assessments identified in the official course outline.
- No course credits are granted for an audit course. An Audit Grade (AU) appears on student transcripts but it is not included in Grade Point Average (GPA) calculations.
- Audited courses do not count in course load (i.e., towards a student's full-time/part-time status).
- Students must pay all applicable fees associated with the course.
- Audited courses cannot be used to meet pre-requisites to other courses.
- Audited courses cannot be used to meet program entrance requirements.
- Audited courses cannot be used for credit transfer, course challenge, exemption, or Prior Learning Assessment and Recognition (PLAR).
- If a student wishes to withdraw from an audited course, regular course withdrawal deadlines and refund processes apply.
- The grade AU (Audit) is recorded on the student's permanent record when the student has met the attendance/participation requirements specified by the instructor.
- CNA reserves the right to terminate the agreement to audit at any point.
- T2202As are not impacted as audit courses do not affect course load.

## Credit Transfer/Exemption/Prior Learning

### Transfer of Credit Status (Other than Industrial Trades)

Transfer of credit status is awarded for any course completed at the Marine Institute or at any one of the former Colleges provided the course uses the same course description and course number. When transfer of credit is awarded, the College will accept the passing grade as awarded by the institution and this mark will be used in the calculation of the GPA. Students must initiate transfer of credit requests within 7 calendar days of the semester start date.

### Industrial Trades Programs

Transfer of credit status is awarded for any course completed at any post-secondary institution that matches the course numbers in the Provincial Plan of Training. Students must initiate transfer of credit requests within 7 calendar days of the semester start date.

### Exemption Status (Other than Industrial Trades)

Exemption status is granted for a course from a post-secondary institution if that course has a minimum of 70% equivalency in the course material required. When exemption status is awarded, no mark is reported on the transcript and GPA is not affected. The College will consider exemptions for courses if the student received a passing grade. Students must initiate exemption status requests within 7 calendar days of the semester start date.

Exemption status may be granted for Advanced Placement (AP) and International Baccalaureate (IB) courses. The mark must be equivalent to the required pass mark for the applicable program. When exemption status is awarded, no mark is reported on the transcript and the GPA is not affected.

The College will accept a credit course from a recognized public post-secondary institution as an exemption for an elective even if that course is not offered at the College. For example, a course in Linguistics from MUN would be considered to have equivalent value to any other "elective" and, on request, could be granted exemption as a general elective. In some programs, electives must be chosen from a designated group of courses, in which case a general elective cannot be used as a substitute.

### Industrial Trades Programs

Exemption status is granted if the course has a minimum of 70% equivalency in the course material required. When exemption status is awarded, no mark is reported on the transcript. The College will consider exemptions for courses if the student received a passing grade in the course. Students must initiate exemption status requests within 7 calendar days of the semester start date.

The College will accept a course from a recognized post-secondary institution as an exemption if the course can match a minimum of 70% of the objectives in the current Provincial Plan of Training as outlined by the Department of Advanced Education and Skills.

### Credit for Prior Learning

The College will give students every opportunity to receive credit for past learning experience through a comprehensive systematic process of evaluation referred to as Prior Learning Assessment and Recognition (PLAR). Students must initiate PLAR requests within 7 calendar days of the semester start date.

Credits awarded for PLAR will be recorded on the transcript as an exemption or as a mark.

There will be no charge for PLAR for students who are enrolled in a College program.

The maximum number of credits that can be awarded through the PLAR process is 75 percent (75%) of the number required to complete the certificate/diploma.

### Block Transfer/Advanced Standing

The College will recognize course work completed in other programs/ courses that fulfill the requirements for a designated percentage of the program in which the student is now applying. When students are granted a block transfer, their academic grades will be calculated beginning at the point of entry to the program. Students must initiate block transfer requests within 7 calendar days of the semester start date.

### Advanced Standing

All required courses for a semester must be completed to receive advanced standing. Students may receive advanced standing for up to 75% of the content of the program to which they have been admitted on the basis of successful completion of this content in the same or similar programs at another college and as assessed by the College.

Applicants who wish to be considered for advanced standing should submit an application with the following documents:

1. Proof of high school completion;
2. Official transcript(s);
3. Detailed calendar description of the courses claimed for credit.



Students seeking advanced standing will not be excused from any course until written authority has been received from the campus admissions/student services office.

Students seeking advanced standing may not receive credit for courses that were completed more than five (5) years prior to the date of submission. For some programs, students may have to complete a practical demonstration or other assessment of skills prior to receiving credit.

### **Credit System**

#### **Credit Programs (other than Industrial Trades)**

A credit is a weighted value of a course based on the depth and breadth of the learning objectives.

For the purpose of assigning credit values, the measurement of learning objectives is usually accomplished by equating the value with the period of time scheduled to deliver the content in the conventional lecture methodology as follows:

Learning objectives scheduled for delivery in a one hour period per week per semester constitutes a one credit value; therefore a course that is scheduled for three hours per week per semester represents a three credit value. However, a recognized laboratory experience is usually measured in the following manner:

- 2 – 4 hours of lab/week/semester is equivalent to one credit
- 5 – 7 hours of lab/week/semester is equivalent to two credits
- 8 – 10 hours of lab/week/semester is equivalent to three credits
- 11 – 14 hours of lab/week/semester is equivalent to four credits

The actual process in achieving competency in specified learning objectives can be accomplished via a second equally legitimate and pedagogically sound methodology; i.e. individualized and student-centered. In this latter methodology which embraces distance delivery, time is a flexible factor, fixed schedules do not apply and the process is student-driven. This is in contrast to the conventional lecture mode which is teacher-directed with fixed learning times and schedules. The one constant for both modes is the set of learning objectives. Therefore, credit value is assigned by determining the equivalent time required if the learning objectives were delivered in the conventional mode and applying the formula as described under the definition of a credit.

#### **Credit System – Industrial Trades**

The credit system is not applicable to programs in the School of Industrial Trades. Courses adhere to the Provincial Apprenticeship Program Structure (Plan of Training).

### **Grade Point Marking System**

#### **Grade Point Marking System – Credit Programs (other than Industrial Trades)**

The percentage mark in any course is converted to a grade point according to the following table:

80% and over	4
70%, 75%	3
60%, 65%	2
50%, 55%	1
Below 50%	0

The grade point average is obtained by multiplying the credit value of each course in the program by the grade point obtained in that course. The sum of all the products is then divided by the total number of credits.

When a course is repeated or a supplementary examination is written, the highest mark attained will be used in the calculation of the grade point average.

When students complete more than the minimum number of electives, students are able to select which electives will be used in the calculation of the G.P.A. by making application at the campus admissions office. Without such application for calculation purposes, the required number of electives as recorded chronologically on the transcript will be selected.

Grades for failed courses which have been waived under the “academic warning” policy will not be calculated in the cumulative grade point average.

#### **Grade Point Marking System - Industrial Trades**

The Grade Point Marking System is not applicable to programs in the School of Industrial Trades. Courses adhere to the Provincial Apprenticeship Program Structure (Plan of Training).

## Academic Status

### Clear Standing

Students are in clear standing when they have passed all courses and have attained a grade point average of at least 2.0, except in the following:

1. In Diagnostic Ultrasonography, Medical Laboratory Assistant, Medical Laboratory Technology II and III, Medical Radiography II and III, and Respiratory Therapy programs the pass mark is 60%, including a minimum of 60% on the final exam, in core courses.
2. In Industrial Trades programs the pass mark is 70% in the practical component and 70% in the theory component.
3. In Aircraft Maintenance Engineering Technician and Aircraft Structural Repair Technician, the pass mark is 70%.
4. In Primary Care Paramedicine and Advanced Care Paramedicine, the pass mark is 70%, including a minimum of 70% on the final exam, in core courses.
5. In Practical Nursing the pass mark is 65%.
6. In Personal Care Attendant, the pass mark is 65% including a minimum of 65% on the final exam.

### Conditional Status Credit Programs (other than Industrial Trades)

Students are classified as conditional when: they have a cumulative grade point average between 1.00 and 1.99 in any semester, or when they must clear course deficiencies in order to graduate (e.g., students who must successfully complete a failed course through supplementary examinations or repetition).

Students are expected to attempt courses from previous semesters (if available), before registering for any new course, and must consult with a faculty advisor and/or counsellor on or before registration.

A part-time student is conditional, but if the GPA is less than 1.5 the student may be academically dismissed from their program.

### Conditional Status Industrial Trades

Students are classified as conditional when they must clear course deficiencies in order to graduate. Students who are required to successfully complete a failed course must follow the regulations as outlined in Industrial Trades Rewrite Policy AC-117 / Procedure AC-117-PR.

### Academic Warning

Students will receive an academic warning if their cumulative grade point average is less than 1.0 and/or they have not passed a minimum of 40% of the credits attempted (for Trades- courses attempted) in the semester.

Students, who, for the first time fail to achieve the minimum requirements to progress to the next semester will be given an academic warning and will be permitted to register for the next semester provided:

1. Those students will be referred to a counsellor and will participate in a review of their career/academic goals and will develop learning strategies that will lead to success.
2. In consultation with the academic advisor/counsellor, the student will determine an appropriate course load. The maximum course load will not exceed the normal semester workload for the program.

Students will be permitted to register only for those courses for which prerequisites have been successfully met.

### Academic Dismissal

Students who have availed of the "academic warning" or "promotion denied" option and who fail to meet the academic requirements for a second occasion will be academically dismissed.

Applications from academically dismissed students will be received at any time, but students will not be accepted to return on a full-time basis in the program they were academically dismissed from until a period of six months has elapsed.

Students who have been academically dismissed on two or more occasions will not be eligible for re-admission in the program from which they were academically dismissed from a period of two years from the date of dismissal.

### Academically Dismissed Students- Eligibility for Part- Time Courses

Pending availability of space, students who have been academically dismissed will be permitted to register for one (1) course for credit in the program from which they were dismissed.

### Academically Dismissed Students- Eligibility for Supplementary Examinations

Academically dismissed students will not be eligible to write supplementary examinations.

**Promotion Denied (General)**

Students who do not achieve a pass in all courses and a G.P.A. of 2.0 or better may not be able to continue with their program but may return to the College to complete deficiencies.

Students who are required to withdraw from the College as a result of promotion denied must apply for re-admission and pay the applicable application fee. Re-admission will be considered pending seat availability.

Subsequent occurrences of promotion denied will result in Academic Dismissal.

Students in the Health Sciences programs will be required to withdraw from their program of study at the point in their program where it is determined that the one (1) additional year (maximum) will not be adequate for them to complete all the requirements of the program. (Refer to AC-102-PR, Section 1.4 for re-admission requirements.)

**Promotion – Engineering Technology Programs from First Year**

To qualify for the technical intersession at the end of the first two semesters, students must normally have successfully completed all prescribed courses and attained a minimum overall G.P.A. of 2.00. Students who have a G.P.A. between 1.00 and 1.99 at the end of the second and subsequent semesters may, with the permission of the College, be conditionally admitted to the next semester if there is a determination that the students are capable of attaining clear standing by the end of the subsequent semester.

**Promotion – Health Sciences**

Health Sciences programs include mandatory clinical training rotations. Students must successfully complete all previous courses and have a minimum G.P.A. of 2.00 to be promoted to the clinical training component of their program.

**Promotion – Co-op Programs**

Successful completion of work term requirements is a prerequisite for graduation. To be eligible for a work term, a student must have “clear standing” for all courses prescribed in the program to the point where the work term occurs; or be able to attain clear standing by writing one supplementary. Since work term arrangements are often made in advance of the commencement of the work term and before current academic assessments are available, eligibility will be based on the most recent transcript for marketing purposes. Students must maintain eligibility in the semester immediately preceding the work term semester.

**Examinations and Tests**

Dates for mid-term, final, and supplementary examinations will be set in advance. No more than two mid-term and final examinations will be scheduled for a student on any one day.

Student evaluation will be conducted on a continuous basis. The method of evaluation will be recommended in the official course description. Grades submitted to the campus admissions/student services office will be rounded in units of five, rounding up or down will be at the instructor's discretion.

Instructors shall not be permitted to give quizzes worth more than 10% of the total final mark or assign new projects, assignments, etc., in the two (2) week period prior to the start of semester examinations. This regulation does not apply to:

1. Courses with no final semester examination.
2. Laboratory examinations.
3. Self-directed and modular courses.
4. Courses with block teaching.
5. Assignments given prior to this period which are due in the two weeks prior to examinations.
6. Courses offered in Intersession I and II (i.e. up to 8-week period). The time frame for these courses will be one (1) week prior to the start of examinations.

**Supplementary Examinations****Supplementary Exams Credit Programs (other than Industrial Trades)**

Supplementary examinations provide an opportunity for students to improve their standing in a course in which they have attained a failing grade of 5 or 10 marks below the stated pass mark.

For upgrading purposes, in their last semester of studies, students may be given an opportunity to write a supplementary examination for a course in which they have attained the minimum pass mark or five marks above the minimum pass mark.

The grade attained in a supplementary examination will replace only the grade attained in the final examination for the course in question and will be combined with marks previously attained for term work.

The following conditions must be met in order to qualify for supplementary examinations:

1. Students may be eligible to write one supplementary per semester.
2. Supplementary exams will not apply to any course in which the final exam is worth less than 30%.

3. Supplementary examinations will be scheduled and should be written during the supplementary period following the regular examination period, but shall be no later than one (1) week into the subsequent semester.
4. Students must apply, in writing, for supplementary examinations. The established standard fee per supplementary examination must accompany the application form. Refunds of such fees will only be permitted if permission to write an examination is not granted.
5. If the mark obtained in the supplementary is lower than the original mark obtained on the regular examination, the original mark will be included in calculating the grade point average.
6. When circumstances warrant, supplementary examinations may be written off-campus. The campus admissions/student services office must be contacted for permission and guidelines prior to the examination period. All costs associated with the administration of off-campus supplementary examinations will be borne by the student.
7. Academically dismissed students are not eligible to write supplementary exams.
8. For purposes of transfer of credit, students must be aware that other post-secondary institutions may not accept grades attained through supplementary examinations.
9. Comprehensive Arts and Science (CAS) Transfer: College-University program students who write supplementary examinations are advised to consult with the counsellor at a campus where the Comprehensive Arts and Science (CAS) Transfer: College-University program is offered concerning their transferability of courses to Memorial University.
10. Before writing a supplementary examination in the Comprehensive Arts and Science (CAS) Transfer: College-University Program, a student must be informed in writing of #8. The written communication (i.e., form) must be signed/dated by the student, the instructor of the course and campus administration or designate. Copies should be kept by the instructor and campus administration, and a copy must be placed in the official student file.

## **DEFERRED EXAMS**

### **Deferred Exams Credit Programs**

Students who are prevented by illness, bereavement or other acceptable cause from writing a final examination, where one is scheduled, may apply for permission to write a deferred examination. The deferred examination is the final examination for the individual concerned.

Where possible, deferred exams should be completed by the last day of that semester, or as soon as possible thereafter, but shall be no later than one (1) week into the subsequent semester.

A request for deferred examinations must be submitted to the campus admissions/student services office within two (2) days after the date on which the regular examination was scheduled. The request for a deferred exam will be assessed by the campus administration or designate in consultation with faculty members. Students should note that permission to write deferred examinations is a privilege, not a right, granted solely on the basis of extenuating circumstances.

## **Incomplete Grades**

### **Incomplete Grades Credit Programs (programs other than Industrial Trades)**

Subject to the approval of the campus administration or designate, in extenuating circumstances, an incomplete grade may be assigned when the mandatory components of the course are not completed. Incomplete grades must be cleared by the end of the third week after the beginning of the subsequent semester. If incomplete grades are not cleared by this date, students will receive a failing grade.

### **Incomplete Grades - Industrial Trades**

The incomplete grades regulation does not apply to Industrial Trades programs.

## **Reassessment of Grades**

Students, who feel that they may not have been accurately assessed on any assignment, examination, term paper, or laboratory or shop exercise should, in the first instance, discuss the matter with the instructor teaching the course. This should be done within three (3) instructional days of the receipt of the assessment. If this does not result in a satisfactory resolution, students may request that the matter be reviewed by the campus administration. If this action is taken, it must be done within five (5) instructional days of receipt of the assessment. Unsatisfactory resolution of the dispute at this stage may enable students to request a review of the grade(s) by the Academic Appeals Committee. Such an appeal should be made within ten (10) days of receipt of the assessment.

## **Re-Read of Final Examinations**

Students may apply to have a final examination paper re-read.

An application for re-read must be submitted to the campus admissions/student services office within one (1) week following the release of the marks. A re-read fee must be paid at the time of application. If the mark is changed after the re-read the fee is refunded; if the mark is unchanged the fee is forfeited.

The mark obtained in a re-read (even if lower) stands as the official mark in the course and is used in all calculations of the student's academic record.

### Re-Writes - Industrial Trades

Students enrolled in Industrial Trades programs (excluding Aircraft Maintenance Engineering Technician and Aircraft Structural Repair Technician) will follow regulations as outlined in the College Industrial Trades Rewrite Policy AC-117 / Procedure AC-117-PR.

A rewrite of a final evaluation provides an opportunity for students to improve their standing in a course in which they have attained a failing grade. The grade attained in the rewrite will be used to determine the final grade.

The number of rewrites allowed is by semester, not by course. Students may be eligible for a maximum of two (2) rewrites during the fall semester, a maximum of two (2) rewrites during the winter semester and a maximum of one (1) rewrite during intersession.

The following conditions must be met in order to qualify for a rewrite:

1. A score of at least 60% on the original exam;
2. Attendance of at least 90%.

Because of course pre-requisite requirements, and in the interest of not falling behind in the program, all interventions will take place as soon as possible and a re-write, if required, will be administered within five (5) business days after the date of the original final evaluation.

The mark obtained on the re-write will be used to determine the final grade.

For complete details please refer to the College Industrial Trades Rewrite Policy AC-117 and Procedure AC-117-PR.

### Aegrotat Status

Students who, through exceptional circumstances, have been absent from a scheduled final examination, or who have been unable to complete all the required work in a course, may, submit a request to the Registrar's Office for Aegrotat Status. The Registrar's Office shall consult with the campus administration or designate, counselor and instructor to determine if credit can be given for the course, with a grade assigned for the portion of work completed.

Application for Aegrotat Standing, with full details duly authenticated, must be made to the campus admissions/student services office within 7 calendar days after the last day of examinations, indicating each course for which the application is being made.

### Co-op Regulations

1. Work term learning is integral to co-operative education, and a co-op diploma will be awarded to students who successfully complete work terms as articulated in their program structure. Work terms provide unique learning experiences in a real work place setting. They are program relevant, full-time, 12 – 16 weeks in duration, and normally remunerated. Scheduling of work terms varies by program; however they alternate between academic semesters. Work term start and finish dates correspond with academic semesters; however specific dates are established with each employer.
2. To be eligible for a work term, a student must have "clear standing" for all courses prescribed in the program to the point where the work term occurs; or be able to attain clear standing by writing one supplementary. Since work term arrangements are often made in advance of the commencement of the work term and before current academic assessments are available, eligibility will be based on the most recent transcript for marketing purposes. Students MUST maintain eligibility in the semester immediately preceding the work term semester.
3. The co-op term mark will result from both employer and institutional evaluation. Students must achieve a minimum of 50% in each of the work term performance evaluation and the work term report, and must achieve a combined grade of 60%. The work term mark will be recorded on the student transcript.
  - a. Work term performance is evaluated by the employer and monitored by the College.
  - b. The work term report is validated by the employer and graded by faculty/coordinators. A student receiving a 40% or 45% grade on the work term report will be eligible to re-submit the report. The report must be re-submitted no longer than four weeks after receipt of the work term evaluation.
4. Students are encouraged to obtain their own work terms. Such work terms must be confirmed by letter from the employer and approved by the coordinator on or before the first day on which the student commences work.
5. Students are required to sign a waiver giving permission to the College to supply students' resumes and transcripts to potential employers.

### Qualifications for a Diploma, Advanced Diploma, Post Diploma or Certificate

Students must meet the following requirements:

1. Meet all the requirements as prescribed in the program of studies;
2. Obtain a mark of not less than 50% in every course in the program unless otherwise specified (Refer to Academic Status);
3. Attain a minimum grade point average of 2.0;
4. Obtain 25% or more of their credits from the College.

Students, other than Health Sciences students, who do not complete their certificate or diploma program in the prescribed time frame from first day of classes, may complete the program by following the regulations in effect at the time of first registration provided the program is completed in not more than three (3) years beyond the regular date of completion. A student who does not complete a program within these prescribed time limits may be required to complete additional courses and/or repeat certain courses before being deemed eligible to receive the certificate or diploma.

Students who return to complete a diploma in any of the Business/Office programs, Information Technology programs, and/or Engineering Technology programs may not receive credit for courses that were completed more than five (5) years prior to the date of re-admission.

Students enrolled in accredited Health Sciences programs will be permitted a maximum of one (1) additional year to complete their program of studies.

Students who return to Industrial Trades programs will be required to complete all courses that are in the current Plan of Training to be eligible to receive a certificate.

### **Parchments**

Upon the successful completion of a program of studies, students will be awarded one of six parchments:

1. A Certificate in (Program Title)
2. A Diploma in (Program Title)
3. A Post Diploma in (Program Title)
4. An Advanced Diploma in (Program Title)
5. A Certificate of Achievement in (Program/Course Title)
6. A Certificate of Participation in (Program/Course Title)

### **Academic Documentation**

#### **Transcripts**

1. Official Transcripts may be obtained at any time from any campus admissions/student services office. Requests for transcripts must be made in writing and must contain the student's signature.
2. A transcript includes the student's academic record to date including academic decisions which may have been taken. Transcripts that are released will include the student's complete academic history.

Transcripts, diplomas, certificates, and access to view grades in self-service, will be withheld from a student who is in possession of College property such as books, equipment or supplies or who owes money to the College.

#### **Grades**

Students will be able to view their grades through student self-service after the end of each semester.

### **Replacement of Parchments (Diplomas or Certificates)**

The College may, upon submission of the appropriate form (and fee), re-issue parchments which are lost or stolen or damaged.

1. **Requirements for a parchment to be re-issued:**  
A request for replacement form must be signed and dated by the individual. The appropriate fee must accompany the application.
2. **Details of the re-issued parchment:**  
Parchments shall be re-issued in the format and style of those being used at the time of replacement, and shall indicate the original institution name, original date of issue as well as the date of re-issue.

### **Student Appeals (Academic)**

All registered students of the College have the right to appeal decisions or rulings which affect them and which pertain specifically to academic matters. Please refer to Policy SS-213 / Procedure SS-213-PR for further details.

### **Student Appeals (Non-Academic)**

All students of the College have the right to appeal decisions or rulings that affect them and which pertain specifically to non-academic matters. Please refer to Policy SS-203 / Procedure SS-203-PR for further details.

## AWARDS

The College offers opportunities to students in many programs to compete for a variety of achievement awards, scholarships, bursaries, distinction awards, prizes and graduation awards. An Awards Handbook outlining all awards available, as well as the specific criteria, is available on the College website [www.cna.nl.ca/awards](http://www.cna.nl.ca/awards)

### Definition of Awards

#### Achievement Award

Monetary award given in recognition of academic excellence, leadership and community/college involvement.

#### Scholarship

Monetary award given in recognition of academic excellence.

#### Bursary

Monetary award given in recognition of academic merit and financial need.

#### Distinction Award

An award given in recognition of a variety of qualities. Some examples would be but are not limited to: passion for learning, demonstrated initiative, significant contribution to class, good work ethic, positive attitude, willingness to help others and/or a strong desire to succeed.

#### Prize

Award given in recognition of performance in a particular subject area or task.

#### Medal

President's Medals of Excellence, Governor General's Academic medals, and other medals presented upon graduation.

#### Honour Society

Students achieving academic excellence as prescribed by specific criteria will become members of the College of the North Atlantic Honour Society.

Graduated with Honours: Students achieving Honours status as prescribed by specific criteria will have "graduated with honours" on their official transcript.

#### Academic Excellence

For the purpose of achievement awards and scholarships, academic excellence refers to a candidate who has attained the minimum weighted/overall average of 75% or higher. Note: some programs are based on weighted average and others are based on overall average.

#### Academic Merit

For the purpose of bursaries and prizes, academic merit refers to a candidate who has attained the minimum weighted/overall average of 60% or higher except in cases where the grading basis is higher for their program. Note: some programs are based on weighted average and others are based on overall average.

### Application Process

Application forms for awards administered by the College are available at the campus Student Services office and the College website.

Unless otherwise stated, applications are **not** required in order to be considered for medals, scholarships or prizes.

The deadline for receipt of applications for bursaries and other awards can be obtained at each campus Student Services office and College website but is generally mid-January. Please see application for exact date.

### Criteria for Awards

- During a campus or provincial awards selection process no achievement award, scholarship, distinction award, bursary or prize administered by the college, within that process, shall be awarded to a candidate who holds an award of equal or greater value, unless specifically required by the terms of the award.
- To be eligible for any award, a student must be registered as a **full-time** student in a recognized College program.
- To be eligible for renewal of an achievement award, scholarship or bursary the student must maintain full time status in their recognized College program and continue to meet eligibility requirements of the award.



**The eligibility criteria for awarding an achievement award or a scholarship:**

- Candidates must be in clear academic standing with a minimum weighted/overall average of 75%.
- At least 80% of the credits accumulated at the point of consideration for awards must have been obtained at the College.
- Courses which are not included in the requirements for graduation will not be included in the calculation of the weighted/overall average.
- Candidates must have attained a passing grade in **ALL** courses being considered in establishing weighted/ overall average. Marks obtained in supplementary exams will be considered in the calculation of the weighted/overall average.
- In cases where the student repeats a course, the best earned grade will stand for calculation of the weighted/overall average.

**The eligibility criteria for awarding a bursary, distinction award or a prize:**

- Candidates must be in clear academic standing and have attained a minimum weighted/overall average of 60%, except in cases where the minimum grading basis is higher. The weighted average will be used except in cases where programs use an overall average.
- At least 80% of the credits accumulated at the point of consideration for awards must have been obtained at the College.
- Courses that are not included in the requirements for graduation will not be included in the calculation of the weighted/overall average.
- Candidates must have attained a passing grade in **ALL** courses being considered in establishing weighted/ overall average. Marks obtained in supplementary exams will be considered in the calculation of the weighted/overall average.
- In cases where the student repeats a course, the best earned grade will stand for calculation of the weighted/overall average.

**The eligibility criteria for awarding the Governor General's Medal:**

The Governor General's Medal is awarded to one full-time **graduate** who has achieved the highest weighted/overall average at each campus, where applicable. The student must be graduating from a **two** or **three-year diploma level** program.

**The eligibility criteria for the President's Medal of Excellence:**

The President's Medal of Excellence is awarded to one full-time **graduate** in each program who attains the highest weighted/overall average in his/her program. The student will also receive a certificate. The student must meet all college scholarship criteria. The medal is campus based and is available to both the certificate and diploma level programs.

**Eligibility for Honour Society at Graduation**

The College recognizes graduates who have attained an overall grade point average (GPA) of 4.0 and attained a minimum mark of 80% in each course of their certificate or diploma level program. Students who achieve this will be recognized during the graduation ceremony with an honour cord.

**Eligibility criteria for Dean's Honour Roll:**

The College has established Dean's Honour Roll to recognize full-time students in certificate or diploma level programs, where the passing grade of the courses is 50% to 65% who have a grade point average (GPA) of 4.0 and no mark less than 80%.

**Documentation**

Awards administered by the College shall be recorded on the recipient's academic record.

Transcripts for students who achieve Dean's Honour Roll (honour society status) will state, "Dean's Honour Roll" at the end of each semester that they achieve this.

Students who have achieved Dean's Honour Roll will have their names posted at their campuses and on the College website at the end of the semester. They will also receive a letter via their college e-mail which will be generated on Academic School letterhead and signed by the Dean of their respective School.

Transcripts for students who achieve honour society status at graduation, will state "Graduated with Honours" on their transcript.

**College Awards Publications/Opt Out Form**

Students who do not wish to have personal information (name, photo, video, program of study and community) published by the College must complete an Awards Publications "opt out" form available for download and printing on the College website at [https://www.cna.nl.ca/student-support/pdfs/STD\\_FORMS/Awards%20Publication%20Opt%20Out%20Form.pdf](https://www.cna.nl.ca/student-support/pdfs/STD_FORMS/Awards%20Publication%20Opt%20Out%20Form.pdf), and must be submitted to the Student Services office at their campus.

**Outstanding Fees**

Award recipients who owe outstanding fees to the College will have their monetary award credited to their account.



#### **Privacy Disclaimer**

As part of the Scholarship/Awards process, your personal information (name, photo, video, program of study and community) may be shared with our donor to advise them of how their scholarship monies have been distributed. If you do not wish to have this information shared, please e-mail [alumni@cna.nl.ca](mailto:alumni@cna.nl.ca).

All students who are selected for an award/scholarship/bursary will be required to provide their Social Insurance Number so that a T4A may be issued for income tax purposes.

College of the North Atlantic recommends that students who are receiving funding and/or sponsorship contact their funding/ sponsoring agency for clarification of whether receiving an award may affect their funding/ sponsorship status.

College awards are subject to change or cancellation without prior notice.

For updates to the Student Awards policy and procedures please visit our website at <http://www.cna.nl.ca/About/Policies-and-Procedures.aspx>

## FEES AND CHARGES

### 1.0 Regulations Governing Payment of Fees & Charges

- a. All student fees must be paid by the date specified in each term. The dates are listed in the Academic Dates. Students receiving Student Aid must present their notification of Student Aid form on the first day of classes. These students are permitted to have fees outstanding until receipt of the Student Aid, at which time these students must pay their accounts in full.
- b. Students who have not paid all fees within the time limits given in these regulations may have their registration cancelled by the College.
- c. Students with outstanding accounts will be ineligible for a subsequent term, will not be awarded a diploma or certificate, access to register, and will not be issued a certificate of standing (transcript), grade report, or access to on-line grades until the outstanding account has been paid in full. It is the student's responsibility to address outstanding balances and to work with their respective campus student services office on inquiries related to their account balance.
- d. Should the College cancel a program, all tuition and fees paid will be refunded.
- e. Out of sequence students, registering or withdrawing within a term, will pay a prorated tuition and equipment and materials fee per week.
- f. Whether a student's program is based on campus or online, the student will pay the required program fees which can include tuition and equipment/materials fees. The technology fee will be charged each semester.
- g. Students taking courses above their normal term load (requires application to extend normal course load per semester) will pay tuition for each additional course taken.
- h. Senior Citizens, 60 years and older, are required to pay 50% of confirmation fee, tuition and equipment/materials fees.
- i. Students wishing to audit a course will pay 50% of the tuition and 100% of the technology fee and equipment/materials fees (if applicable).

### 2.0 Fees and Charges

#### 2.1 Fees

- a. Application Fee \$30.00 (non-refundable except as noted in 3.a)  
Applicants must pay a non-refundable fee for each application to the College
- b. Confirmation Fee \$99.00 (non-refundable)  
Student must pay a non-refundable fee on confirmation of acceptance to each program at the College. The fee covers registration and student association fees and is paid annually for the duration of the program.
- c. Supplementary Fee (per course) \$25.00
- d. Re-Read Fee (per evaluation) \$25.00
- e. NSF Cheques (per cheque) \$25.00
- f. Replacement I.D. cards (per ID) \$15.00
- g. DL/Online Deferred Evaluation fee (per request) \$65.00
- h. Replacement Parchment (per request) \$25.00
- i. Academic Audit fee (per program) \$50.00
- j. Resource Camp Fee (per day) \$60.00 (covers food & lodging - not tuition)
- k. Technology fee (per semester) \$75.00
- l. Work Term fee (Co-op and Non Co-op) \$436.00
- m. On the Job (OJT) fees or Work Terms (less than 7 weeks) \$59.00 (Per Week)
- n. Certifications within program of study:
  - First Aid fee \$125.00
  - Mask Fit fee \$35.00
- o. Transcript Fee \$8.00
- p. Day Care fees (contact applicable campus)
- q. International students should refer to "International Students" section of calendar for international student fees.

## 2.2 Full-Time Students

Fees are subject to change. Please refer to the College website for the most up-to-date fees.

Students enrolled in four (4) or more courses:

- a. Application fee per program \$30.00 (Non-refundable except as noted in 3.a.)
- b. Confirmation fee \$99.00 (Non-refundable)  
Student must pay this fee on confirmation of acceptance to each program at the College. The fee covers registration and student association fees and is paid annually for the duration of the program.
- c. Tuition
  - a. Term based programs:
  - b. Regular Term (15-weeks) \$871.00
  - c. Intersession (up to 7-weeks) \$413.00
  - d. Trade programs (per week) \$59.00
  - e. Applied Degree programs:
    - Regular Term (15-weeks) \$1742.00
    - Intersession (up to 7-weeks) \$826.00
- d. Equipment/materials fee per term (intended to help offset material costs of program; excluding online students)
  - i. Term based programs:
    - Regular Term (15-weeks):
    - Academics/Applied Arts/Tourism \$162.00
    - Business/Information Technology \$78.00
    - Engineering Technology/Natural Resources \$252.00
    - Trades \$252.00
    - Health Sciences \$252.00
    - Heavy Equipment/Commercial Driver \$792.00
    - Intersession (up to 7-weeks):
    - Academics/Applied Arts/Tourism \$81.00
    - Business/Information Technology \$39.00
    - Engineering Technology/Natural Resources \$126.00
    - Trades \$126.00 (prorated based on weeks in attendance)
    - Health Sciences \$126.00
    - Heavy Equipment/Commercial Driver \$396.00 (prorated based on weeks in attendance)
  - ii. Out of sequence programs: Fees are pro-rated on the number of weeks in attendance.
- e. Technology Fee (per semester) \$75.00
- f. Student Health and Dental Plan Fees are based on an academic year. The Student Health and Dental Plan is applicable to all full time students. Please refer to Student Health/Dental Plan in the Student Services section of the calendar for coverage details and rates.

## 2.3 Part-Time Student Fees

Students enrolled in three (3) or less courses (including Regular Programs, Day-time General Studies, and Distributed Learning):

- a. Application fee for program \$30.00
- b. Tuition fee per course \$276.00
- c. Technology fee-per semester \$75.00

## 2.4 General Studies Fees

General Studies students who enroll in “classroom” courses will pay a maximum tuition of \$871.00 and Equipment/Materials fee of \$120.00

General Studies students who enroll in “online” courses will pay a maximum tuition of \$871.00 plus applicable Technology fee.

General Studies students who enroll in a combination of “classroom” and “online” courses will pay a maximum of \$871 plus applicable Technology fee. Depending on the number of “in-classroom” courses taken, equipment/materials fees may also be charged.

## 2.5 Continuing Education

Contact local campus for course fees.

## 2.6 Residence Fees

Students must pay a minimum of two weeks residence fees in advance, or upon arrival in residence. Students intending to move out of residence must give 30 days' notice or pay a penalty of \$100.00.

Students are responsible for providing their own bed linens and laundry service.

Meal plans are mandatory.

a. Fees applicable to all campuses		
Residence Application fee		\$25.00
(This is an annual fee and is non-refundable)		
Residence Registration fee – Single/Double Residence		\$50.00
(This is an annual fee and is non-refundable)		
Residence Registration fee – Family Residence		\$100.00
(This is an annual fee and is non-refundable)		
Damage Deposit – Family Residence		\$100.00
(This is an annual fee and is non-refundable)		
b. Room Charges		
	<b>Single</b>	<b>Double</b>
Daily	\$15.00	\$10.00
Weekly	\$60.00	\$40.00
c. Rooms and Meals (combined)		
	<b>Single</b>	<b>Double</b>
<b>Bay St. George Campus</b>		
Room and 10 meals weekly	\$156.00	\$136.00
Room and 14 meals weekly	\$195.00	\$175.00
Room and 19 meals weekly	\$243.00	\$223.00
<b>Burin Campus</b>		
Room and 5 meals weekly	\$108.00	\$88.00
<b>Happy Valley Campus</b>		
Room and 14 meals weekly	\$195.00	\$175.00
Family Residence (Monthly/No Meals)		
One Bedroom Apartment	\$300.00	
Two Bedroom Apartment	\$365.00	
Three Bedroom Apartment	\$425.00	

### 3.0 Refunds

- a. Application fees are only refundable if the program does not go ahead and the applicant does not want to transfer the application to another program.
- b. Confirmation fees will be refunded only to individuals who were conditionally accepted and upon receipt of High School marks do not meet the academic entrance requirement to the program.
- c. Refunds will be made to the same method of payment (e.g. refunded to the same credit card payment was issued from or refunded to bank account when method of payment was bank transfer). Refunds for international students will be made only through PayMyTuition.
- d. Tuition and Equipment/ Materials Fees
  - i. **Term-based (15-weeks)**
    - Day 1 – 28: 100% refund
    - Day 29 – 42: Prorated refund
    - Day 43 onwards: no refund
  - ii. **Intercession (up to 7 weeks)**
    - Day 1 – 14: 100% refund
    - Day 15-21: Prorated refund
    - Day 22 onwards: no refund
  - iii. **Out of sequence programs**  
A student who graduates or withdraws from the program will be liable for the actual number of weeks in class. Any over-payment will be refunded.
  - iv. **Trades programs**  
A student who graduates or withdraws from the program will be liable for the actual number of weeks in class. Any over-payment will be refunded.

**e. Refunds for Customized and Continuous Learning**

- i. Customized training programs of 15 or more weeks duration:  
Refer to Section c.i to c.iv.
- ii. Customized training programs of 6 to 14 weeks duration:  
A student who withdraws/ cancels within one week of the start date of a training program will receive a full refund upon written request. A student who withdraws/cancels within two weeks of the start date of a training program will receive a 50% refund upon written request. No refund will be made after the second week of the program start date.
- iii. Customized training programs of 2 to 5 weeks duration:  
A student who withdraws/ cancels after one day of a course/program start date will receive a full refund upon written request. A student who withdraws/ cancels by the end of the second day of a course/program start date will receive a 50% refund upon written request. No refund will be made after two days of a course/program start date.
- iv. Part-time Continuous Learning (i.e. part-time hours/outside regular delivery hours):  
Students must notify Continuous Learning of their intent to withdraw or cancel at least 5 days prior to the start date of a course to be entitled to a full refund. If the student notifies the office with the intent to withdraw or cancel less than 5 days prior to the course start date, the student will receive a 50% refund. A student who registers for a course, does not notify the College of their intent to withdraw, and does not attend any classes, will be deemed a "no show" and will forfeit their tuition fees. In the event the College cancels a course offering, students will receive a full refund. Special circumstances may apply to any of the above conditions, in which case supporting documentation is required.
- v. Client Contracts  
The refund policy for client contracts is set out in the College's standard Contract Training Agreements.

**f. Textbooks**

Refunds may be given for returned textbooks if the following three conditions are met:

- i. Books are unmarked and in saleable condition
- ii. Books are returned within the first three weeks after the commencement of classes
- iii. Original receipts are presented before a refund is issued.

Students are responsible for initiating their own refunds and should contact the campus admissions/student services office. All refunds will be issued by Headquarters. Any refunds will be applied against outstanding accounts before any monies are returned to the student. If a student terminates or voluntarily withdraws from a program of studies, the refund from student loans will be forwarded to the National Student Loan Service Center.

#### **4.0 Financial Credit**

Deadline for payment of specified fees is provided in the Academic Dates. The College may grant credit to students to cover tuition and/or materials fees only (credit is not available to cover books or residence fees). The College may from time to time institute equipment lease/purchase programs for which credit may be granted. Students applying for financial credit must meet with a Student Services representative for assessment of their request. Credit will not be granted to students with outstanding fees from prior semesters.

##### **Financial Contract**

If financial credit is recommended, the student must complete a Financial Contract in consultation with a Student Services representative. The Financial Contract will specify what is covered and for what period of time – not to extend beyond the semester within which the contract is completed. The completed Financial Contract must be reviewed and signed by Campus Administration or an approved designate. The student is subject to collection action if the account is not paid.

##### **Students Receiving Student Loans**

Students with confirmed student loans are eligible for credit. When the student loan is issued, the amount owing will be deducted by the College as specified in the Financial Contract.

##### **Students Receiving External Funding**

Students with documentation confirming external funding will be granted credit and are expected to pay their fees once they are in possession of their funding as agreed to in the Financial Contract.

##### **Students Not Receiving Student Loans or External Funding**

Students seeking financial credit who do not meet the above criteria will only be granted financial credit in extenuating circumstances and upon written approved by Campus Administration or designate.

#### **5.0 Financial Appeals**

Appeals of a financial assessment should be made in writing to the Director of Finance at P.O. Box 5400, 432 Massachusetts Drive, Stephenville, NL A2N 2Z6.

The appeal should include, but not be limited to, the following information:

- Student number
- Program and campus;
- Rationale as to why the fee(s) should be reversed;
- Documents supporting appeal rationale.

Once this is received by the Director of Finance, the request will be reviewed with potential inquiries back to you or to the campus for clarification. A meeting will be held with a committee to review the request and a recommendation made to our Vice President, Finance and Administration. A communication regarding the decision will be provided.

Please note the College is collecting your personal information under the authority of the College Act, 1996, for the purpose of processing your appeal. It will be used by College staff in their work to complete the appeal process. The Director of Finance will summarize your appeal for the committee and limit the personal information shared to only that which is necessary. Questions about the collection and use of the information provided in this appeal can also be directed to the Director of Finance at [kelly.hanlon@cna.nl.ca](mailto:kelly.hanlon@cna.nl.ca).

Receipts are issued for any financial transactions with the College. Students should ensure that they obtain and save these receipts for use in resolving any financial conflicts. In the absence of such documentation, the College financial records shall provide the basis for any decision.

## STUDENT SERVICES

### Introduction

Student Services is the division of the College that provides services to students to support and guide them in pursuit of their educational goals. Student Services complements and supports the student's academic experiences by establishing a College environment that fosters engagement, persistence, growth and development, and academic success.

### Counselling Services

All students have access to a professional Counsellor for career, social, financial, employment, and personal counselling. As well, Counsellors are responsible for standardized testing and are integral in recruitment and retention initiatives.

### Accessibility Services

Services for students with disabilities are available through the Accessibility Services Coordinators. It is the responsibility of the student to identify their accommodation needs/disability. The student, the Coordinator and others as identified, will develop an acceptable program and service plan to help remove barriers related to access and success. Delivery of outlined program and services may involve a Resource Facilitator at some campuses. Please refer to Policy/Procedure SS-207 in the Student Services section of Policies and Procedures at <http://www.cna.nl.ca/About/Policies-and-Procedures.aspx> for further details.

### Student Development Services

Student Development Officers (SDO) plan and implement various student engagement initiatives and provide guidance and assistance for student-led initiatives (campus-based and provincial). Student engagement initiatives contribute to positive and meaningful student experiences, build on student spirit, promote attachment to the institution and foster relationships within and outside the institution. These activities include, but are not limited to, orientation, spirit days, graduation ceremonies, scholarship and awards program, signature and special events, recreation/sports, health and wellness, student and graduate employment, social activities, and other extra-curricular activities. The SDO acts as the College liaison between the students and the College administration/staff and is an advisor to the campus CNASU. SDOs may also be involved in coordinating peer tutoring and assisting students with financial aid information. The SDO is also responsible for organizing and conducting recruitment liaison initiatives including participation in career fairs, school visits and trade shows.

### Library Services

Campus library services are offered by a staff of library professionals who provide assistance for students wishing to make use of the library resources. Every campus library/learning commons has a collection of materials intended to support and complement program curriculum at the particular campus along with a varying amount of materials for personal development and lifelong learning. Online access to article databases and ebooks is provided both on campus and from home. Library staff are available to help students with research, including assistance with finding materials in library collections and through electronic resources. Through intercampus and interlibrary loan, materials can be borrowed from other College of the North Atlantic libraries and most lending libraries across Canada.

Library tours and individual or group instruction in the use of the library/learning commons and its resources may be arranged. Students are encouraged to visit the campus library/learning commons to see exactly what is available. You can also visit the Library Services website at: <https://www.cna.nl.ca/mycna/academic-support/libraries.aspx>.

### Academic Advising

Academic advising is an interactive process designed to help students gain the maximum benefit from their College of the North Atlantic experience. It is primarily intended to support students in achieving academic success. Advising entails using both College and community resources to assist students in making informed decisions, directing students to other information sources when necessary, and making appropriate referrals. Each first year student is assigned an Academic Advisor (program instructor) who initially meets with his/her group of advisees to discuss the importance of academic advising and the advising schedule for the semester/year. The Advisor should meet with each student for a minimum of two formal sessions per semester.

### Help Centres/Peer Tutoring

Help Centres, located online through MyCNA, and physically on some campuses, provide a location for students to receive assistance with course work in which they may be experiencing difficulties.

Individual and group tutoring may also be available. The College supports a peer tutoring program whereby students may access peer tutors or earn remuneration as a peer tutor. Please check with the campus Student Development Officer/Counsellor for further details.

### Student Governance

College of the North Atlantic supports the activities of the student body provincially through the College of the North Atlantic Student Union (CNASU) and through the CNASU-campus and. Each of these student organizations is governed by Operating Guidelines which can be obtained from the Student Development Officer, Counsellor, CNASU-campus or online at [www.cna.nl.ca](http://www.cna.nl.ca).

CNASU-campus aims to address the issues of the students locally, provincially, and nationally. In September of each year, elections are held at each campus to elect members of the CNASU-campus, who may be involved in the organization and delivery of various extra-curricular activities on behalf of students:

- Winter Carnival
- Recreational and Athletic Activities
- Social Events
- Student Newspaper and
- Yearbook

College of the North Atlantic Student Union (CNASU) provides a provincial forum for representatives from the various CNASU-campus to work cooperatively in advancing the interests of the students they represent. The CNASU promotes awareness and understanding of the needs and issues confronting students and advocates on their behalf. Students are encouraged to become involved with their CNASU-campus and have a voice in the events that influence their educational experience.

Students interested in the CNASU-campus or the College of the North Atlantic Student Union (CNASU) should contact the campus Student Development Officer.

#### **Student Health/Dental Plan**

Registered students at the College have access to drug, extended medical, and dental insurance coverage. The plan is **mandatory** unless documents demonstrating coverage under another plan (through employment/spouse/parent) is presented during the Health and Dental enrolment period. If a student does not opt out by the deadline, he/she will automatically be enrolled and his/her student account will be charged accordingly. Please check with the Student Services office for the opt out deadline for particular programs.

Beyond the coverage of Newfoundland and Labrador Medical Coverage Plan (MCP), the student plan will provide insurance for prescription drug costs (including oral contraceptives, anti-depressants, and acne medication), physiotherapy, massage therapy, speech therapy, chiropractic, and podiatry as well as accidental death and dismemberment insurance (\$10,000 coverage), and emergency travel insurance to protect students when they are away from school.

The dental coverage includes cleaning, oral exams, scaling, x-rays, fillings, inlays, and root canal therapy with a maximum yearly benefit of \$500.

For more information please contact the campus nearest you or visit our website at [www.cna.nl.ca](http://www.cna.nl.ca).

Please refer to the International Student section of this calendar for information regarding Health Insurance for International Students.

#### **Accident Insurance**

Student insurance coverage against accidents while going to and from the College, while in the college or participating in related College activities such as organized games is mandatory. The premium is included in the registration fee.

When an accident happens, minor or otherwise, students should report immediately to their instructor who will take the necessary action.

#### **Student Handbook**

The College will provide an on-line Student Handbook annually via the MyCNA webpage. This handbook includes important information and useful tips for students. Please review the MyCNA link on the College website to access the on-line Student Handbook.

#### **Student Code of Conduct (Rights and Responsibilities)**

College Policy SS-201 respects the general rights of students and recognizes that students also have responsibilities. Please refer to this policy/procedure in the Student Services section of Policies and Procedures at <http://www.cna.nl.ca/About/Policies-and-Procedures.aspx> for further details.

#### **Harassment Policy**

All registered students have the right to pursue their studies and related activities free from personal harassment from College employees, fellow students, and agents of the College or others. Please refer to Policy/Procedure PO-005 in the President's Office section of Policies and Procedures at <http://www.cna.nl.ca/About/Policies-and-Procedures.aspx> for further details.

#### **Threats and Acts of Violence**

All students, staff and other persons visiting the College have the right to a healthy and safe environment free from threat and/or the act of physical or sexual injury, danger or violence. Please refer to Policy/Procedure SS-215 Threats and Acts of Violence in the Student Services section of Policies and Procedures at <http://www.cna.nl.ca/About/Policies-and-Procedures.aspx> for further details.



### **Appeals**

All registered students of the College may appeal a decision or ruling that affects them as it pertains to academic matters, matters of student discipline and student rights and responsibilities. Please refer to Policy/Procedure SS-203 and SS-213 in the Student Services section of Policies and Procedures at <http://www.cna.nl.ca/About/Policies-and-Procedures.aspx> for further details.

### **Student Aid**

Information and assistance regarding student aid and financial options is available to students at each campus. Contact the campus Student Development Officer or Counsellor.

### **Chaplaincy Services**

Chaplaincy services may be made available to students at the College upon request.

### **Bookstore**

Textbooks for all courses are available either at the College bookstore on each campus or via online ordering .

### **Childcare Centres**

Childcare centres, located on the Corner Brook, Happy Valley-Goose Bay, and Prince Philip Drive Campuses can be utilized for children of students if space is available and set criteria met. These childcare centres are linked to the College's Early Childhood Education programs. Interested students can contact either of these campuses for further information.

### **Parking**

Parking is limited at many campuses and is considered a privilege, not a right. Students, staff and visitors must park in designated parking areas. "No Parking" and "Restricted Parking" areas are designated either by a sign, road markings or both.

## STUDENT HOUSING

### Off-Campus Housing

The Student Services office at each campus maintains a list of boarding accommodations available. Students attending College of the North Atlantic in St. John's can apply to stay at Memorial University residence by calling 709-737-7590. Students attending College of the North Atlantic in Corner Brook can apply to stay at Grenfell residence by calling 709-637-6266.

### College Residences

The College maintains residence facilities at the Bay St. George, Burin and Happy Valley-Goose Bay campuses. Students wishing to apply for residence should contact the campuses listed below to obtain an application and should apply directly to the Residence Office of the appropriate campus.

The Residence Office  
Bay St. George Campus  
P. O. Box 5400  
Stephenville, NL A2N 2Z6  
tel: (709) 643-7764

The Residence Office  
Burin Campus  
P. O. Box 370  
Burin Bay Arm, NL A0E 1G0  
tel: (709) 891-5618

The Residence Office  
Happy Valley-Goose Bay Campus  
P. O. Box 1720, Stn. B  
Happy Valley-Goose Bay, NL A0P 1E0  
tel: (709) 896-6349

Residence space is limited and therefore the College cannot guarantee a room to everyone who applies. All applications are processed on a first-come, first-served basis only after a student has been confirmed in a program at the College. For more information, please contact the campuses above or call 1-888-982-2268.

## DISTRIBUTED LEARNING SERVICE (<http://dls.cna.nl.ca>)

College of the North Atlantic's Distributed Learning Service (DLS) brings online learning to you!

Complete college courses and full programs without having to attend a college campus. Our award-winning instructors guide you through our curriculum, which carries the same credentials and academic standards as their classroom equivalents.

This asynchronous approach to learning supplies motivated, disciplined and independent learners the opportunity to complete course requirements from home, work, school or any other location that has an Internet connection. This approach also offers a dynamic environment that addresses needs of different learning styles. Some courses and programs have synchronous (live) components, and some assessments may be required to be completed on-site (campus or local testing centre), or online (and require a webcam & microphone).

During the academic year, our DLS Help Desk provides support seven days a week for extended hours. We supply online chat and toll-free telephone services to ensure that you are supported throughout the duration of your course or program.

Information is exchanged between the instructor and the student primarily through the use of a range of technologies within the online learning management system (Desire2Learn). Audio, video, web conferencing and virtual classroom tools are also used in some courses. This flexible approach allows you to balance the demands of work and family while reaching your learning goals.

DLS is technology-mediated – it's your digital classroom! You will need to be familiar with using computers that are Internet ready. Before registering for a course, learners should take responsibility for familiarization of the technology, and assure access to a computer that has all the software required to complete a course. The time and planning invested at the beginning will pay dividends with a satisfactory and rewarding learning experience! Visit the DLS webpage at <http://dls.cna.nl.ca>.

### Available Courses and Programs

Distributed Learning Service provides credit courses from all academic schools. For further information about specific programs and courses offered online, please refer to the College of the North Atlantic website, under "What We Offer, Program Guide" at [www.cna.nl.ca](http://www.cna.nl.ca). Fully online (part-time or full-time) programs include the following:

- Art & Design Essentials Certificate
- Atlantic Trades Business Seal Certificate
- Business Administration (BA)
  - BA Accounting Diploma
  - BA General Diploma
  - BA Human Resource Management Diploma
  - BA Marketing Diploma
- Business Management (BM)
  - BM Human Resource Management (3rd Year) Diploma [part-time only]
- Comprehensive Arts & Science (CAS) Transition Certificate
- Early Childhood Education Certificate
- Early Childhood Education Diploma
- Early Childhood Education Administrative Leadership Advanced Diploma
- Enterprise Web Development
- Information Management Post-Diploma
- Journalism Post-Diploma
- Office Management
  - Executive Office Management Diploma
  - Medical Office Management Diploma
  - Records & Information Management Diploma
- Rehabilitation Assistant (OTA and PTA) Diploma
- Tourism & Hospitality Services Certificate
- Video Game Art & Design Diploma
- X-Ray Skills for MLT Post Diploma

**Note:** The following list of courses is subject to change. Please refer to the CNA website for the most current program and course information.

## Distributed Learning Online Asynchronous Courses

AC1100	Bookkeeping I	CP2280	Object Oriented Programming in Java
AC1260	Financial Accounting I	CP2310	Electronic Spreadsheet Applications
AC1350	Income Tax	CP2410	Micro-Database Applications
AC2100	Bookkeeping II	CP2420	PHP
AC2220	Intermediate Financial Accounting I	CP2426	PHP
AC2230	Computerized Accounting I	CP2470	Web Server
AC2231	Computerized Accounting II	CP2640	Desktop Publishing
AC2250	Managerial Accounting I	CP3100	MVC Framework Development
AC2260	Financial Accounting II	CP3105	Word Press
AC2360	Principles of Internal Auditing	CP3130	Content Management Systems
AC2600	Managerial Accounting for HRM	CP3150	Interface Design and Analytics
AC3220	Intermediate Financial Accounting II	CP3155	UI/UX Design
AC3250	Managerial Accounting II	CP3160	Multimedia Development
AM1100	Math Essentials	CP3370	Software Development with ASP.NET
AP1102	Intro to Apprenticeship	CP3470	IM Systems Analysis and Design
BL1020	Introductory Biology I	CP3510	Relational Database Design
BL1021	Introductory Biology II	CP4475	Emerging Trends and Innovation
BL1330	Anatomy	CR1120	Introduction to the Field of IT & Ethics
CH1030	Introductory Chemistry I	CR1260	Client Service for IT Industry
CH1031	Introductory Chemistry II	CR1280	IM Computer Concepts
CM1060	Essential English I	CR1355	OS and Network Technologies
CM1061	Essential English II	CR1360	IM Security
CM1100	Writing Essentials	CR1511	Website Development
CM1200	Oral Communications	CR2170	Trends in Web Development
CM1240	Business Communications I	CR2510	Linux Service Administration I
CM1241	Business Communications II	CR2800	Security for Programmers
CM1270	Communications in Health Care	CR3540	Capstone Project
CM1370	IM Communications	DM1200	Document Production I
CM1400	Technical Report Writing I	DM1210	Document Production II
CM1401	Technical Report Writing II	DM1300	Transcription
CM1450	Writing Fundamentals for the Workplace	DM1400	Medical Transcription I
CM1521	Writing for the Arts	DM1405	Medical Transcription II
CM2100	Workplace Correspondence	DM2200	Document Production III
CM2110	Business Writing Fundamentals	DM2240	Document Production IV
CM2130	Workplace Writing	EC1110	Microeconomics
CM2161	Communication Essentials	EC1210	Macroeconomics
CM2200	Oral Communications	EE1180	Curriculum I
CM2300	Report Writing	EE1181	Curriculum II
CP1010	File Management & Security	EE1290	Positive Behavior Guidance
CP1120	Fundamentals of Programming I	EE1340	Child Development I
CP1212	Intro. to JavaScript	EE1341	Child Development II
CP1289	JavaScript and NodeJS	EE1360	Observation
CP1330	Windows Server Administration	EE1420	Creative Experiences I
CP1410	E-Commerce Web Analysis and Design	EE1421	Creative Experiences II
CP1501	Business & E-Commerce	EE1440	Family Studies I
CP1505	Designing Effective E-Commerce Site	EE1441	Family Studies II
CP1560	Data Management	EE1480	Inclusion I
CP1570	Networking for Programmers	EE1481	Inclusion II
CP1580	Using Internet APIs	EE1870	Community Resources
CP1855	Intro. to Programming with Python	EE2180	Curriculum III
CP1895	Advanced Python Programming	EE2255	Advanced Behavior Guidance
CP2010	Frameworks	EE2260	Introduction to Child Care Administration
CP2020	AWS Cloud Development	EE2340	Child Development III
CP2070	Social Media Management	EE2350	Professional Practice
CP2075	Digital Analytics	EE2470	Infant Development and Care
CP2080	Salesforce Development	EE2500	School-Age Development and Care
CP2085	Orientation to Work Exposure	EE3010	Leadership
CP2110	Advanced Electronic Spreadsheets	EE3015	Relationship Building
CP2130	Fundamentals of Programming II	EE3020	Culture & Diversity
CP2205	Advanced PHP Laravel	EE3025	Mentoring in ECE

EE3030	Governance in ECE	HB2200	HIS Systems Analysis
EE3035	Financial Management in ECE	HB2220	Leadership for HI Professionals
EE3040	Human Resources in ECE	HB2260	Health Informatics Capstone
EE3045	Conflict Resolution	HG1680	Ethics in Health Care
EE3050	Current & Emerging Trends	HN1100	Industrial Relations
EE3055	Reflective Practice in ECE	HN1200	Human Resource Management
EN3200	Environmental Impact Assessment	HN1230	Human Resource Management I
EN3300	Environmental Auditing	HN1240	Human Resource Management II
EP1100	Entrepreneurial Studies	HN1400	Occupational Health and Safety
EP1110	Introduction to Business	HN2100	Collective Agreement Administration
EP1130	Business for Information Systems	HN2110	Dispute Settlement
EP2130	Business Principles and Practices for IM	HN2130	Recruitment and Selection
EP2150	Entrepreneurship	HN2140	Attendance and Disability Management
EP2200	Business Planning	HN2150	Training and Development
EP2250	Small Business Development	HN2200	Strategic Compensation and Benefits
EP2400	Business Solutions	HN2210	Human Resource Planning
FH1340	Health and Safety	HN3110	Current Topics in Human Resource Management
FH1360	Childhood Nutrition	HR1300	Communications and Human Relations
FH1500	Personal Wellness	HS1131	Dining Room Operations
FN1140	Introduction to Finance	HS1340	Bar & Beverage Operations
FN2110	Business Finance	HS1740	Hotel Operations
FW1130	Field Placement I	HY1120	Prehistory to Renaissance
FW1320	Field Placement (Post Diploma)	HY1130	Renaissance to 20 <sup>th</sup> Century
FW1600	Field Placement I	JL1110	Reporting & New Writing I
FW1601	Field Placement II	JL1120	Reporting & New Writing II
FW2600	Field Placement III	JL1130	Audio Storytelling
FW2601	Field Placement IV	JL1160	Video Storytelling
GD1120	Storytelling in Games I	JL1420	Journalism Ethics & the Law
GD1130	Game Design Theory	JL1581	Online Journalism
GD1140	Serious Game Theory	JL1850	News Production I (Post Dip)
GD1150	Game & Level Design I	JL1851	News Production II (Post Dip)
GD1160	Art for Games I	JL2120	Reporting & News Writing III
GD1170	Sound Design for Games	LW1210	Labour and Employment Law
GD1180	Game Industry Professionalism	LW1230	Business Law
GD1600	Business of Game Development	LW1280	Information Management Law
GD2110	Game & Level Design II	LX1000	Digital Imaging I: Capture, Display and Archiving
GD2120	Art for Games II	LX1010	Apparatus & Accessories
GD2130	Storytelling in Games II	LX1020	Radiographic Anatomy & Pathology
GD2140	Game & Level Design III	LX1030	Radiobiology & Protection
GD2150	Art for Games III	LX1040	Digital Imaging II: Quality Management
GD2160	QA & Playtesting for Games	LX1050	Radiographic Technique
GD3100	Game & Level Design IV	LX2000	Clinical I
GD3110	Art for Games IV	MA1040	Math Fundamentals I
GD3120	3D Game Character Design	MA1041	Math Fundamentals II
GD3130	Visual Narrative for Games	MA1100	Mathematics
GD3140	Game & Level Design V	MA1160	Practical Mathematics
GD3150	Interactive Storytelling	MA1670	Statistics
GD3160	Portfolio for the Game Industry	MA1900	Problem Solving for Information Technology
GD3170	Art for Games V	MC1062	Computer Essentials
GD3180	Game Design Capstone Project	MC1140	Digital Literacy in the Workplace
HB1100	Introduction to Health Informatics	MC1240	Computer Applications I
HB1130	Health Delivery Systems I	MC1242	Computer Applications II
HB1131	Health Delivery Systems II	MC1850	Spreadsheet Applications
HB1170	Medical Process Terminology	MN2600	Strategic Management
HB1200	Health Information Networking	MN3100	Business Ethics
HB1240	Data Management	MN3200	Performance Management
HB1300	Research and Data in Health Care	MR1100	Marketing I
HB1350	Data Quality and Risk Management	MR1270	Customer Service
HB1400	Public Health, Population Health & Epidemiology	MR1500	Consumer Behaviour
HB2100	Management Health Information	MR1600	Professional Selling
HB2160	Records Management for HI Professionals	MR2100	Marketing II

MR2200	Retailing	RP1301	Document Control Processes
MR2300	Business Research	RP1400	Information Security and Procedures
MR2350	E-Business	RP2200	Classification Systems
MR2400	Marketing Communications	SC1120	Introduction to Sociology
NC1747	Medical Terminology	SC1150	Principles of Sociology
NC1888	Introduction to Cultural Tourism	SC1160	Sociology of Families
NC2489	The Business of Food	SD1230	Career Exploration
OF1100	Office Management I	SD1570	Effective Learning
OF1101	Office Management II	SD1580	Critical Thinking across the Curriculum
OF1105	Personal and Career Growth	SD1761	Workplace Essentials
OF1305	Digital Tools for the Office	ST2120	Painting I
OF2100	Career Planning Strategies	TA1141	Orientation to Rehabilitation
OF2101	Office Simulation	TA1231	Human Movement and Kinesiology
OF2300	MCP Billing	TA1390	Anatomy and Physiology
OF2400	Medical Office Management I	TA1511	Introduction to Gerontology
OF2401	Medical Office Management II	TA1601	Introduction to Clinical Skills
OF2700	Career Readiness	TA1610	Clinical Orientation Placement
OJ1100	Work Exposure - BA Certificate (2 wks)	TA1612	Advanced Clinical Skills
OJ1130	Work Exposure - OA Certificate (2 wks)	TA1701	Clinical Placement I
OJ1550	Work Exposure - BA HRM (6 wks)	TA2140	Disease, Injury and Intervention I
OJ1560	Work Exposure - BA Marketing (6 wks)	TA2141	Disease, Injury and Intervention II
OJ1580	Work Exposure - BA Accounting (6 wks)	TA2221	Communication Disorders in Rehabilitation
OJ1590	Work Exposure - BA General (6 wks)	TA2521	Mental Health Concepts and Techniques
OJ1900	Work Exposure - Executive Office Management (6 wks)	TA2615	Therapeutic Skills II for Rehabilitation Assistant (OTA/PTA)
OJ1920	Work Exposure - Medical (6 wks)	TA2671	Therapeutic Skills I for OTA
OJ1930	Work Exposure - Records & Information Management (6 wks)	TA2685	Therapeutic Skills I for PTA
OJ3106	Work Exposure (7 wks)	TA2741	Clinical Placement II for OTA
OP1320	Classification	TA2751	Clinical Placement II for PTA
OP1400	Records & Information Management I	TA2710	Clinical Placement III for the Rehabilitation Assistant (OTA/PTA)
OP1401	Records & Information Management II	TB1000	Marketing and Sales
OP1600	Electronic Records Management	TB1010	Operations Management
PD1120	Portfolio Development I	TB1020	Business Planning
PD1125	Portfolio Development II	TB1030	Human Resource Management
PD1130	E-Portfolio	TB1040	Financial Management
PD1135	Portfolio & Exhibition	TM1100	Medical Terminology I
PH1050	Introductory Physics I	TM1130	Medical Terminology
PH1051	Introductory Physics II	TM2100	Medical Terminology II
PH1070	X-Ray Skills Physics	TR1100	Tourism & the Arts
PH1100	Physics	TR1110	Tourism & Technology
PH1101	Physics	TR1120	Professional Certifications I
PR1100	Website Project I	TR1600	Newfoundland and Labrador Tourism Destinations
PR1101	Website Project II	TR1610	Introduction to Tourism & Hospitality
PR2170	Project Management	VA1110	Drawing Methods & Media
PR2330	Project Management for HIS	VA1115	2D Design
PR2700	Project Management	VA1120	Digital Imaging
PR3000	Applied E-Commerce Website Project	VA1140	Figure Drawing
PS1130	Psychology I	VA1170	3D Design
PS1150	Introduction to Psychology I	VA1180	Time-based Media
PS1151	Introduction to Psychology II	VA1185	Studio Practice
PS1420	Health Care Organization & Structure	VA1190	Drawing Studio
PS2340	Organizational Behaviour	VA1400	Colour Theory
PY1150	Photography		
PY1330	News Photography I		Carpenter (Levels 1, 2, 3 & 4)
PY1331	News Photography II		Construction/Industrial Electrician (Levels 1, 2 & 3)
RP1100	Introduction to Records Management		Plumber (Levels 1, 2 & 3)
RP1101	Management and Control of Records		
RP1200	Archives Principles		Welder (Levels 1, 2 & 3)
RP1205	Document Management Systems & Records Control		
RP1300	Active and Semi-active Records		

## INTERNATIONAL STUDENTS

College of the North Atlantic welcomes students from all parts of the world. International students are attracted by the College's high quality education, reasonable costs, safe and friendly living environment, student support services, and the acceptability and transferability of its certificates and diplomas. College of the North Atlantic places a high value on the contribution that international students make towards the development of intercultural communications and understanding throughout the College and the community.

### Application Procedure

1. Submit an application and pay the non-refundable application fee.
2. Applicants cannot have an active application for more than two programs for the same academic year. If more than one program applied for, the primary and secondary choice must be indicated. If an applicant applies for more than two programs the applicant must advise which of the first two programs are to be withdrawn.
3. Forward required original documents (e.g. official transcripts, proof of English language proficiency, other documents required for admission). Applications are not complete until original documentation is received. All required documents must be received within three months of date of application or the application will be withdrawn, except for programs that have posted deadline dates in which instance documents must be submitted by the posted date. Transcripts issued directly from the originating institution can be e-mailed to the International Student Coordinator. Notarized certified copies will be accepted via e-mail from recognized agents of CNA. Applicants providing original documents must submit them to:

International Student Coordinator  
Student Services Division  
College of the North Atlantic  
1 Prince Philip Drive  
P. O. Box 1693  
St. John's, NL Canada A1C 5P7

Applications can be submitted on-line or application forms can be obtained by contacting CNA by telephone, fax, e-mail, regular mail (see contact information below), from any Canadian Education Centre office or from any of our recognized agents.

Tel: +1 709 758-7290  
Fax: +1 709 758-7304  
Email: [internationaladmissions@cna.nl.ca](mailto:internationaladmissions@cna.nl.ca)  
Web: [www.cna.nl.ca](http://www.cna.nl.ca)

4. Official transcripts or degree certificates issued in languages other than English must be translated into English and submitted to CNA along with the original official documents. An official translation is an exact English translation of academic documents that has been prepared by the issuing institution or a professional translator.
5. Applicants will be sent an acknowledgement upon receipt of their application. Communications will be via e-mail. Some notifications may be sent via SMS text (where applicants have consented to this).
6. The application will be reviewed for eligibility and, if accepted, a **Letter of Acceptance** will be issued to the student. Information regarding fees, enrolment, program of study and length of program will be contained in the Letter of Acceptance.
7. Upon receipt of the Letter of Acceptance, the confirmation fee and tuition for the first semester of the program of studies is due to CNA within two weeks of the date of the letter of acceptance. The confirmation fee is non-refundable and cannot be transferred to a different program.
8. If applicants fail to confirm within the time specified their application will be withdrawn and they will be required to re-apply for admission.
9. If an applicant has confirmed a seat in their primary program, the application for the secondary program will be withdrawn.
10. If an applicant has confirmed a seat in their secondary program, the application for the primary program will be kept active.
11. Applicants can only be confirmed in one seat. If applicants wish to change their confirmed seat, the confirmation fee must be paid for the alternate choice.
12. Applicants who confirm their seat and who do not register during the designated dates for online registration will have their application withdrawn and they will be required to re-apply for admission.
13. Applicants who confirm their seat, complete online registration, and subsequently withdraw their acceptance, do not show up, or discontinue from the program will have to re-apply.
14. International applicants who plan to study in Canada should take their letter of acceptance to the nearest Canadian Embassy, High Commission, or Consulate to apply for a **Student Study Permit**. An immigration officer will then provide the applicant with an information package about the documents that are necessary to process a student study permit. Further information about Application to Study in Canada, Study Permits can be found at <http://www.cic.gc.ca/english/information/applications/student.asp>.

Generally, applicants will need:

- a. Documentation verifying personal identification (such as a passport);
- b. An original **Letter of Acceptance**;
- c. Proof of funds available to cover tuition and living expenses; and
- d. Assurance that the student will return to their country of residence.

International applicants who plan to remain in their home country while completing their CNA programs delivered online for the full duration of the program are not required to obtain a Student Study Permit or travel to Canada.

15. Once an applicant has been issued a Student Study Permit from the Canadian Diplomatic Mission, they should advise CNA and make arrangements to travel to Canada to begin their program at CNA.
16. In the event that a student visa is not awarded by the Canadian Embassy, the tuition will be refunded in full except for the non-refundable application fee and confirmation fee.
17. Proof of approval of visa must be forwarded to International Admissions by:  
August 15 for Fall intake,  
December 15 for Winter intake, and  
April 15 for Spring intake (if applicable).

Failure to provide proof of visa approval by the deadline dates noted above will result in the application being withdrawn, and the applicant having to submit another application (and pay the applicable fee).

18. Application Deadline

The deadlines for international applicants who are not already living in Canada and/or do not already have a visa are:

- June 30 for Fall
- October 30 for Winter (if applicable)
- February 28 for Spring (if applicable)

19. Acceptance Deadline

The deadlines for issuing Letters of Acceptance to international applicants who are not already living in Canada and/or do not already have a visa are:

- July 5 for Fall
- November 5 for Winter (if applicable)
- March 5 for Spring (if applicable)

### English Proficiency

As per AC-102-PR, 5.2, all international applicants must meet the College's English language proficiency requirements for acceptance into regular programs.

CNA will accept these recognized tests of English language proficiency:

CAEL	60
TOEFL	paper based 550
TOEFL	Internet based 79
TOEFL	computer based 213 or equivalent
IELTS ACADEMIC	overall band score of 6.0
MELAB	minimum 78
MET	52
DUOLINGO	105-110
PEARSON PTE ACADEMIC	minimum 53

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

If an international applicant has resided and was continuously employed in an English language work environment in a country that is exempt from our English language requirements (as listed on our website) for a period of five years or more, the English language proficiency test may be waived. The applicant must provide a resume and a letter from a supervisor confirming the nature of their work was conducted in English.

Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the Academic Calendar.

The School of Health Sciences requires the following minimum English language proficiency scores for applicants whose first language is not English (IELTS Academic Test overall band score of 7.0, Speaking 7.0, Listening 7.5, Reading 6.5 and Writing 7.0).



### **Academic Prerequisites**

As per AC-102-PR, 5.3, admission requirements for each program are set out in the program description. For most programs, the admission requirement is graduation from high school with overall high school average of 60% or better in the Canadian system. Certain programs require achievement in specific subject areas, such as English, Mathematics, Biology, Chemistry or Physics. Applicants from British-oriented educational systems should present the General Certificate in Secondary Education. All applicants should submit the most recent official high school transcript of marks which will be assessed on an individual basis. Those applicants who have completed advanced courses in Mathematics and Sciences may be eligible to receive exemption for those courses.

### **International Health Insurance Plan**

Registered international students of College of the North Atlantic are required to have medical coverage as per our College policy. If a student wishes to opt out of the plan, he/she must provide proof of coverage of a similar health insurance plan to the International Student Coordinator on or before the first day of classes. Please refer to the Student Health/Dental section of the College Calendar for further details.

### **Health Insurance: Newfoundland and Labrador's Medical Care Plan**

As per AC-102-PR, 5.4, international students undertaking full time post-secondary studies in Newfoundland and Labrador may be eligible for MCP coverage. A detailed explanation of MCP services can be found on the Provincial Government website at <http://www.health.gov.nl.ca/health/mcp/international.html>.

The Medical Care Plan (MCP) program applies to any foreign individual issued an official study permit by Citizenship and Immigration Canada before entering the country. The individual must be attending a recognized post-secondary educational institution in Newfoundland and Labrador for a period of at least 12 months. Dependents of the student will also be covered under MCP, provided they are living in the province and have relevant documentation to support their application.

In order to receive coverage, international students must apply for and receive a MCP card. The Medical Care Plan (MCP) application form can be found at <http://www.health.gov.nl.ca/health/forms/index.html#3>. Coverage becomes effective for eligible students and dependents on the later of the date of enrollment in a full time post-secondary program or arrival in the province. Eligible students must present a letter of enrollment from the educational institution at the time of registration. Coverage must be renewed annually at which time a current letter of enrollment must be provided. Coverage terminates upon completion of the study program; termination from the study program; or the date of permanent departure from the province, whichever is earlier. Students must be attending school and residing in the province in order to avail of coverage.

Coverage is available for services listed under the Medical Care Insured Services Regulations and the Hospital Insurance Plan Regulations. Health insurance for other services (i.e. coverage of prescription drugs) may be available for international students with MCP cards to purchase through the College or other health insurance companies. Proof of coverage equivalent to Canadian coverage must be received prior to the start of classes if a student is opting out of the College insurance plan.

Registered students of College of the North Atlantic are covered under an accident insurance plan. This DOES NOT provide routine medical coverage for students.

International students temporarily leaving the province for vacation or other purposes may qualify for out-of-province coverage for up to 182 days in any 365-day period. The residency requirement for international student beneficiaries must be satisfied in each subsequent 365 day period in order to receive future out-of-province coverage. In order to ensure out of province coverage, international students must apply for and receive an Out-of-Province Coverage Certificate prior to leaving the province, for which the application can be found at [http://www.health.gov.nl.ca/health/mcp/forms/oop\\_rqst.pdf](http://www.health.gov.nl.ca/health/mcp/forms/oop_rqst.pdf).

### **Proof of Status**

International students must provide proof of status (i.e., study permit) in Canada to campus student services staff within 7 days of the semester start. Students who do not provide their study permit by this deadline will be withdrawn from the program. Refund rules will apply.

### **Student Services**

Student Services, in cooperation with the International Office, will assist international students in such areas as: providing local accommodations listings; orientation and general information. The full range of student services as outlined in the Academic Calendar will be made available to international students.

### **Student Services / On-Campus Facilities**

The Student Services division provides personal and academic counseling to all students of the College. Student tutoring and other learning resources are also available. The Student Council organizes various events/activities for students throughout the year. During the first week of classes, international students will be advised who the 'main point of contact' will be who will provide on-campus assistance to them. Below is a list of services that may be provided:

- Assistance on Accommodation Search
- Orientation
- Monthly international events

All students at College of the North Atlantic have free access to the internet and a variety of software, accessible through the College's many networked computers.

### Fees and Costs

**All amounts are in Canadian Dollars and all fees must be paid in Canadian Dollars. Fees are subject to change. Please refer to the College website for the most up-to-date fees.**

#### Regular Academic Studies

##### Application Fee:

Non-refundable (must accompany application) CAD \$100.00

##### Tuition Fees:

Regular-Full-time programs

Fall or Winter Semester (15 week semester) CAD \$3795.00

Intercession (7 week semester) CAD \$1898.00

Out of sequence programs (per week) CAD \$253.00 (and prorated equipment/materials fees)

Trades (per week) CAD \$253.00 (and prorated equipment/materials fees)

In-class course - Part-time students (per course) CAD \$949.00

Online courses (per course) CAD \$949.00

Technology Fee CAD \$75.00 (per semester)

Co-op work term (per semester, 12-16 weeks) CAD \$1898.00

On the Job Training (per week) CAD \$253.00

Equipment/Materials CAD \$78.00 - \$792.00

(varies from program to program; some exceptions may apply)

In general, for most programs one academic year consists of two 15-week semesters and one 7-week semester. For some programs, an academic year consists of three 15-week semesters. See program description in the Academic Calendar for details.

##### Confirmation Fee:

All Programs (per academic year, September to August) CAD \$99.00 (non-refundable)

##### Other Costs (Note: these are estimates of expenses, not exact figures)

Textbooks (per semester) CAD \$ 500.00 – \$1500.00

Health Insurance (per year) CAD \$ 500.00 – \$550.00

### Schedule of Payments

- **Application Fee** (\$100.00) must accompany application form
- **Confirmation Fee** (\$99.00) due within two (2) weeks of date of Letter of Acceptance
- **First semester tuition** (\$3795.00) due within two (2) weeks of date of Letter of Acceptance
- **Tuition and Equipment/Materials** are to be paid at the beginning of each semester
- **Health Insurance** must be purchased before or upon arrival in Canada

### Acceptable Method of Payments

Payment for on-line applications is by credit card only (Visa or Mastercard).

Once an applicant is accepted into a program, payment of confirmation fee, tuition and/or any other fees can be made by credit card through student self-service or through PayMyTuition.

### Refunds

The following outlines the international eligibility for tuition refund:

- **Application fee and Confirmation fee are non-refundable.**
- In the event a student has paid tuition fees in advance and he/she is not granted a visa by the Canadian Embassy and cannot attend the College as a result, any tuition paid will be fully refunded. If the student has registered and attended classes prior to this notification, the student will be liable for a pro-rated tuition and equipment and materials fee for the weeks attended
- Please refer to Section 3.0 (i. to iv) in the Fees & Charges section for information regarding refunds. Please note that refunds for international students will be made only through PayMyTuition.

### Scholarships

The College does not offer scholarships or bursaries to international students upon admission. Once a student is enrolled at the College, he or she may be eligible to apply for a scholarship or bursary. Eligibility for the College's scholarships and bursaries is usually determined by the student's academic performance.

### Living Expenses

An average monthly estimate of living expenses (not exact figure):

Housing:	\$700.00 – \$900.00
Meals:	\$250.00 – \$300.00
Transportation:	\$70.00 – \$100.00
Total Estimate	\$1300.00

### Residence

The College maintains residence facilities at the Bay St. George, Burin and Happy Valley-Goose Bay campuses. Fees for room and board at the residences range between \$350.00 and \$650.00 per month with meal plans being mandatory. Please refer to Fees & Charges section of the Calendar for rates. Students wishing to apply for residence should apply directly to the Residence Office of the appropriate campus.

### Off-Campus Housing

Newfoundland and Labrador also has many off-campus housing options including renting a single room in an apartment or house, rental apartments, rental houses, and boarding houses (which often include meals). There may be apartments within walking distance of the College and a public bus service is available only in the greater St. John's region and the Corner Brook region. Students who would like to live off-campus can contact the campus International Student Contact for information regarding off-campus housing options. Depending on the type of accommodation and location, the cost of off-campus housing can range from \$700.00 - \$900.00 and up each month.

Students attending College of the North Atlantic in St. John's can apply to stay at Memorial University residence by calling +1-709-737-7590. Students attending College of the North Atlantic in Corner Brook can apply to stay at Grenfell residence by calling +1-709-637-6266.

## INTERNATIONAL CONTRACTS

Economic development is strongly linked to the presence of an effective and responsive education system and the establishment of an educated and trained workforce. College of the North Atlantic embodies the concept of education-industry interface through the development of partnerships, tailor-made training, technical assistance and consultancies around the world to promote labour market renewal and develop relevant professional and skills training programs.

### International Contract Training

College of the North Atlantic develops tailor-made training programs to meet the needs of businesses and organizations worldwide. Customized training can vary in duration from a one-day session to programs of several months. We pride ourselves in responding quickly and accurately to clients' needs.

College of the North Atlantic's instructional and support staff have the expertise to ensure quality programs and services. Training expertise at College of the North Atlantic exists in a wide range of sectors:

- Petroleum/Oil & Gas
- Safety & Construction
- Tourism & Hospitality
- Health Sciences
- Engineering Technology
- Industrial Trades
- TVET reform
- Business
- Information Technology
- Management & Leadership
- Distance Learning Systems
- Natural Resources
- Curriculum Development

### International Partnerships

College of the North Atlantic works in partnership with educational institutions in joint delivery of programs, training needs assessment, curriculum and program development, teacher training, and other areas of educational cooperation. We have an excellent track record in working with partner institutes and organizations.

In 2001, College of the North Atlantic was chosen by the State of Qatar as its partner in the creation of a world-class technological institute. College of the North Atlantic - Qatar is growing steadily towards a student population of 6000, with 22 custom-designed buildings, state-of-the-art facilities and computer systems, classrooms, laboratories, industrial workshops and a comprehensive range of programs and student services.

### International Consultancies and Technical Assistance

The College has extensive experience and proven success in sharing best practices and processes in both the administrative and pedagogical aspects of technical/vocational education. College of the North Atlantic has provided technical support and consultancy services to projects operated by private companies, governments, non-government organizations and development agencies such as the World Bank, the International Development Research Centre, Global Affairs Canada and Colleges and Institutes Canada.

### Geographic Experience

In the past decade alone, College of the North Atlantic has worked with clients in Libya, Lebanon, Yemen, Qatar, West Bank/Gaza, Jordan, Egypt, Peru, Argentina, Chile, Jamaica, Barbados, the Caribbean, Tanzania, Vietnam, Malaysia, Latvia, Lithuania, Russia, India, Pakistan, Thailand, Guyana, Antigua, China and Kenya.

For additional information regarding custom-designed training, partnerships, and other international business initiatives contact:

#### Associate Vice-President, International

College of the North Atlantic  
1 Prince Philip Drive  
P. O. Box 1693  
St. John's, NL  
Canada A1C 5P7  
tel: +1 709 758-7261  
fax: +1 709 758-7222  
web: [www.cna.nl.ca](http://www.cna.nl.ca)

## PARTNERSHIPS & INNOVATION

**The Division of Partnerships & Innovation (PI)** encompasses the effective development, management and delivery of local, provincial, and national projects. This line of business is inclusive of community and business partnership development, community and industry workforce training delivery, college philanthropic activities, alumni relations and applied research and innovation. Clients are individual students, industry and community partners, and government departments and agencies.

**The Office of Partnerships, Entrepreneurship and Community Engagement (PECE)** works in tandem with various college departments to forge strategies and initiatives in partnership with municipalities, Indigenous groups, educational institutions, and entrepreneurial associations to deliver enhanced services to our students, business and communities.

**The Office of Applied Research and Innovation (OARI)** is CNA's link to innovation support for industry, businesses, the community sector and other key partners throughout Newfoundland and Labrador. The OARI has worked with hundreds of industry and community partners in the province, ranging from early stage start-ups and non-profit organizations to multi-national corporations.

OARI's focus is on collaboration with our partners to explore problems, opportunities and ideas, and to develop innovative solutions. OARI provides a range of services to our partners from problem exploration and scoping, proposal development and team member identification to project administration, human resource funding, report writing and closeout.

The office oversees the administration of externally funded projects, including CNA's **College Innovation Network (CIN)**, which links the College's technical and subject matter experts to industry and community partners to support their innovation needs. By leveraging the College's faculty expertise and subject matter experts and extensive labs, shops and equipment, OARI creates innovative applied solutions for businesses in the province and creates unique Work-Integrated Learning (WIL) opportunities for our students across all program areas.

**Customized and Continuous Learning (CCL)** facilitates life-long learning for its many audiences and partners, including government, communities, industry associations, private businesses, and individuals. CCL delivers credit and non-credit programming, through customized and flexible content, delivery methods and locations.

CCL's team of Business Development Officers and Coordinators proactively identifies gaps in the labour supply for emerging and changing economic sectors and develops and delivers relevant training to link individuals to employment. Active in community growth, and in collaboration with local development associations, CCL brings short-term courses and longer-term programming to rural and Indigenous communities.

Another core function of the office is to provide service to individuals who may have barriers to education and employment. CCL works with the College's five schools of study and government partners who are committed to creating new pathways to education and meaningful employment by developing innovative academic solutions for under-represented groups.

CCL's team responds to specific industry requests by working with businesses to identify and address training and development opportunities for staff, leading to increased staff morale, productivity, and ultimately, a healthier bottom line.

Through its Continuing Education activity, CCL also offers opportunities for personal and professional development, along with a variety of general interest programming. Personal development programming offers opportunities for learners to engage in a selection of training that develops skills and confidence, leading to increased opportunities for new challenges and increased responsibilities in the workplace. Professional development also includes safety, regulatory and sector-specific certifications.

**The NL Workforce Innovation Centre (NLWIC)**, administered by CNA has a provincial mandate to provide a coordinated, central point of access to engage all labour market stakeholders about challenges, opportunities and best practices in workforce development. The Centre's goal is to promote and support the research, testing and sharing of ideas and models of innovation in workforce development that will positively impact employability, employment, and entrepreneurship within the province's labour market and particularly under-represented groups. Funding is provided by the Department of Immigration, Population Growth and Skills under the Canada-Newfoundland and Labrador Labour Market Development Agreement.

**College of the North Atlantic – Qatar (CNA-Q)** is the most significant development to date in CNA's expanding international role. Established in 2001, CNA-Q is a comprehensive college of technology in the State of Qatar in the Arabian Gulf. The largest Canadian educational institution operating overseas, CNA-Q is the State of Qatar's premier institute of applied learning, and delivers CNA's internationally recognized and accredited programming to the Middle East.

CNA's **Alumni and Advancement Office** has a dual mandate to create and nurture partnerships to connect alumni and the college with opportunities.

The office works to create an enduring connected community of graduates while building awareness, pride, opportunities for engagement, and volunteerism.

Through our advancement role we strive to upon the philanthropic pledges of our vast alumni network while working closely with industry and community stakeholders. The result is the creation of benefits to our students through scholarships and awards as well as various other giving programs that carry over to alumni.

## CUSTOMIZED AND CONTINUOUS LEARNING

### Customized Training – On-Site, On-Campus, Anytime

Customized training is developed and/or delivered to meet the needs of today's workforce. College of the North Atlantic's Customized and Continuous Learning division develops training solutions for business, corporations, governments, individuals and communities from an extensive list of more than 100 full-time diploma and certificate programs and a comprehensive range of over 300 part-time courses. Its services are distributed throughout the province, with a Business Development team available to meet your training needs.

Curriculum is custom designed to meet your specific training goals with a delivery timetable suited to your needs. From a one-day session to programs of several weeks, we deliver anytime, on-site or off-site with the appropriate training infrastructure and resources. Call 1.888.982.2268 or visit <https://www.cna.nl.ca/business-and-industry/Corporate-Training.aspx> for more information or to speak directly with one of our Customized and Continuous Learning professionals.

### Other Services to Help You Succeed

- Custom design curriculum / program development
- Training needs analysis
- Workplace essential skills assessments

### Training for Industry Sectors

Organizations in all industry sectors throughout the province need access to training programs so they can remain competitive, recruit and retain employees, diversify, and sustainably develop their long-term potential in Newfoundland and Labrador.

### Business & Information Technology

Information technology has significantly changed business models, operations, products and services, and the competitive environment of small and medium-sized businesses in all industry sectors as well as the public and community sectors. In order to remain competitive, employers and employees need access to quality training. CNA provides comprehensive support to the business & information technology sector.

### Construction Sector

According to the Construction Sector Council (CSC), our future depends on the construction and manufacturing sectors to build, repair, and maintain our homes and buildings, our roads and bridges, and the oil refineries and other infrastructure that fuel community progress. CNA provides comprehensive support to the construction and manufacturing sectors. Training addresses the needs of a variety of employers – general contractors, builders, construction managers and specialty trade contractors – in new home building and renovation, heavy industrial, institutional and commercial, and civil engineering subsectors.

### Energy

New technologies and the changing demands of consumers, government and other stakeholders have significantly transformed the energy sector. Regulations have evolved. Exploration, development and production methods are more advanced. CNA provides comprehensive support to the oil and gas, hydroelectric and renewable energy industries. We are committed to providing the same support to renewable energy including wind and geothermal sources.

### Health

Health care providers-business, government, professionals, researchers, and community organizations-along with the clients and communities they serve are challenged to meet or exceed the standards services for institutional health care management, decision making, quality, innovation, program delivery, and accountability set by government's vision that "... all Newfoundlanders and Labradoreans will enjoy optimal health." College of the North Atlantic provides comprehensive support to health sector professional staff/technicians and management.

### Mining

College of the North Atlantic is committed to providing comprehensive support to the mining sector in both surface and underground mining. Training addresses the unique needs of the sector during the exploration, development, production, processing and distribution stages. CNA's training capabilities include training for occupations related to: prospecting, leadership, management and supervisory development, automation, environment, health and safety certifications, installation, maintenance and repair; construction and extraction; production; and transportation and material moving.

### Safety Training

Businesses are required by law to meet the Occupational Health and Safety standards of the workplace. Safety training and certification is essential to ensure a healthy and productive workplace. In order to remain competitive, employers and employees need access to quality training. CNA is committed to providing comprehensive support to all the provinces' sectors with quality safety training. CNA is an approved Workplace-NL provider of Fall Protection, Fall Protection Recertification, Occupational Health and Safety, Traffic Control Person, Powerline Hazards and Confined Space Entry training.

### Training for Government

College of the North Atlantic is pleased to provide a range of training courses and programs to provincial, federal, and municipal government departments to support changing technologies, client and service needs and professional development from any of our 17 campuses.

### Training for Individuals and Community Organizations

Individuals and community organizations in towns and communities across the province comprise a significant number of student registrations for customized training and continuous learning. These students are seeking to upgrade skills for current employment, explore new careers, and complete a range of programs to compete for jobs in Newfoundland and Labrador's industry and other sectors.

Please refer to the Fees and Charges section of the Calendar for refund information pertaining to Customized and Continuous Learning.

### To Inquire About Customized Training, Contact Us

Call Toll Free: 1.888.982.2268

Email: [corporatetraining@cna.nl.ca](mailto:corporatetraining@cna.nl.ca)

Website: <https://www.cna.nl.ca/business-and-industry/Corporate-Training.aspx>

### Customized and Continuous Learning Contacts:

Baie Verte Campus  
P: 709/532-8066  
F: 709/532-4624

Clarenville Campus  
P: 709/466-6988 or 466-6901  
F: 709/466-2771

Placentia Campus  
P: 709/227-2037  
F: 709/227-7185

Bay St. George Campus  
P: 709/643-7838  
F: 709/643-7734

Corner Brook Campus  
P: 709/637-8530  
F: 709/634-2126

Port aux Basques Campus  
P: 709/695-3343  
F: 709/695-2963

Bonavista Campus  
P: 709/468-1700  
F: 709/468-2004

Gander Campus  
P: 709/651-4800  
F: 709/651-4854

Prince Philip Drive Campus  
P: 709/758-7284  
F: 709/758-7304

Burin Campus  
P: 709/891-5600  
F: 709/891-2256

Grand Falls-Windsor Campus  
P: 709/292-5600  
F: 709/489-4180

Ridge Road Campus  
P: 709/758-7000  
F: 709/758-7059

Carbonear Campus  
P: 709/596-6139  
F: 709/596-2688

Happy Valley-Goose Bay Campus  
P: 709/896-6300  
F: 709/896-3733

Seal Cove Campus  
P: 709/744-2047  
F: 709/744-3929

Labrador West Campus  
P: 709/944-5787  
F: 709/944-5413

St. Anthony Campus  
P: 709/454-3559  
F: 709/454-8808





## CONTINUOUS EDUCATION

### Professional and Personal Development Opportunities

For those who want to increase their chances of getting a job, upgrade their skills to advance in their present career, maintain their certification, or are interested in pursuing a personal interest, College of the North Atlantic offers a vast array of continuous learning courses and certificate programs in many campus locations throughout the province.

### Certificate Programs

Continuous Learning certificate programs are offered on a part-time basis through evening, daytime, online, or a blend of online and face to face instruction. Students enrolling in a certificate program have the convenience of studying part-time while maintaining current employment.

### Customized Workforce Development programs

The College is equipped to design and deliver shorter term non-credit programs that are customized to address unique regional training needs and skills shortages for jobs in growing fields.

### Leadership, Management and Supervisory Skills Training

Major demographic shifts in population are occurring in our province and in the rest of Canada, resulting in labour shortages, including administration and management positions. We must plan for that shortage now by training our existing workforce in leadership, management and supervisory skills.

### Personal Interest Courses

Whether you want to learn a foreign language, or you want to make a gourmet dish, Customized and Continuous Learning offers many personal interest courses to suit your needs:

- Arts and Crafts
- Cooking / Baking
- Firearms Safety Courses
- Language Training
- Matting and Framing
- Photography
- Welder Testing (CWB)
- Welding Courses
- Yoga

For a list of course descriptions and schedule information, visit our Customized and Continuous Learning website at <https://www.cna.nl.ca/programs-courses/Continuing-Education.aspx> and check out a campus near you. If our schedule of courses does not meet your timeframe, we can work with your business to schedule timeslots that are convenient through our customized training options.

Please refer to the Fees and Charges section of the Calendar for refund information pertaining to Customized and Continuous Learning.

### To Inquire About Customized and Continuous Learning, Contact Us

Call Toll Free: 1.888.982.2268

Email: [corporatetraining@cna.nl.ca](mailto:corporatetraining@cna.nl.ca)

website: [www.cna.nl.ca](http://www.cna.nl.ca)

## ALUMNI & ADVANCEMENT

The Alumni and Advancement Office has a twofold mandate supporting College of the North Atlantic: to foster a climate which creates and nurtures partnerships for the college – allowing for first-rate education opportunities for its students; and to provide an opportunity for all Alumni to connect with the college and with one another.

### Advancement

Advancement activities within the College play a pivotal role in engaging community and corporate supporters. Financial support allows for the continuous growth of the College, and through scholarships and bursaries ensures that students have access to high quality education, state of the art equipment and excellent career opportunities. Support for our advancement goals occurs through corporate, private and internal donations.

### Alumni

College of the North Atlantic Alumni are those individuals who have graduated from an approved diploma or certificate program at CNA or one of its predecessor institutions.

The College has always felt a sense of responsibility, pride and interest in the lives of its graduates. Through the Alumni and Advancement Office, our graduates have a lifelong connection to the College. This connection in turn encourages our many alumni worldwide to continue to support College of the North Atlantic and its students.

The Alumni and Advancement Office prides itself on providing key benefits to both former and current students.

### Services and Benefits for Registered Alumni

- Discounts from our select partners such as TD Insurance and Perkiopolis
- Opportunities to stay connected or to re-connect with the College, former teachers, classmates and friends through social media outlets and local events
- Continuous Learning opportunities
- Free access to campus libraries
- Career employment services
- Alumni Spirit Days
- Contests
- Mentoring Opportunities (10K Coffees platform)
- Graduation Services such as photography, diploma/certificate frames, flowers and alumni pins
- CNA Giving Programs
- Sessions, webinars and community events

### Benefits for Students

- Student scholarships, bursaries and awards are a key part of our office's activities. By securing corporate and community support, we encourage and support the development of our students.
- We build connections between students and alumni which facilitates career guidance or mentorships between these two groups.
- Students can be confident in knowing that the relationships they are forming as students will continue beyond graduation
- Orientation and event support

To learn more about these benefits or to become involved contact:

Alumni and Advancement Office  
College of the North Atlantic  
1 Prince Philip Drive  
P. O. Box 1693  
St. John's NL A1C 5P7  
tel: 709 758-7536 or 709 758-7515  
email: [alumni@cna.nl.ca](mailto:alumni@cna.nl.ca)

Stay Connected!

Visit: [www.cna.nl.ca/alumni](http://www.cna.nl.ca/alumni)

*School of  
Academics,  
Applied Arts and  
Tourism*

## Aboriginal Bridging

**Start Date:** September

**Credential:** Certificate

**Program Length:** One Year

**School:** Academics, Applied Arts, and Tourism

### **Locations & Delivery Modes:**

- Happy Valley-Goose Bay - On Campus Delivery

### **PROGRAM DESCRIPTION**

This program is designed to “bridge the educational gaps” in the lives of Aboriginal students, enabling them to succeed in subsequent college programs of study. The Aboriginal Bridging program is, moreover, a valuable academic “refresher” for mature students returning to school for training, or to the workforce after a prolonged period of absence. Students enrolling in this program will receive instruction in reading comprehension, writing, numeracy, public speaking, researching, scientific experimentation, personal awareness, study skills, time management, and critical thinking.

In addition to academic courses in Communications, Mathematics and Science, the Aboriginal Bridging program also recognizes that personal skills training is often as important to success as academic studies, and that cultural supports are a necessary component for Aboriginal students entering post-secondary environments. Culturally relevant materials are therefore utilized to form a curriculum designed specifically for First Nations, Inuit, and Métis students. Elder and community participation will be incorporated into the classroom, and career and computer skills courses, as well as personal development and health and wellness training, will be offered as complements to the academics. Students will receive instruction in nutrition, for example, as well as stress management, healthy relationships, parenting, self-determination, and active lifestyles. Combined, this split focus – academic and personal skills development – forms a solid foundational year upon which future post-secondary success may be built.

The Aboriginal Bridging program is closely associated with the CAS Transition offering of courses and feeds directly into that college program. The successful completion of Aboriginal Bridging will enable students to gain specific credits which may be used in CAS Transition.

### **OBJECTIVES**

1. To provide Aboriginal students, who are secondary level graduates or have mature status, with the opportunity to strengthen the academic and personal development skills necessary to succeed in future post-secondary programs.
2. To provide, in response to identified occupational needs, a bridging program that enhances Aboriginal student transition to higher education.
3. To enhance the employment opportunities of secondary level graduates and mature students through improving fundamental employability skills.

### **ENTRANCE REQUIREMENTS**

1. **High School** - Provincial High School Graduation Certificate, or equivalent.
2. **Adult Basic Education (ABE)** - Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile).
3. **Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

## Courses

### Semester 1

Code	Title	Cr	Le	La
CM1010	Communications I for Aboriginal Students	5	5	0
MA1010	Mathematics I for Aboriginal Students	4	4	1
BL1060	Biology for Aboriginal Students	4	4	1
AH1060	Personal Skills Development I	4	4	0
MC1080	Introduction to Computers	2	2	0

### Semester 2

Code	Title	Cr	Le	La
CM1011	Communications II for Aboriginal Students	5	5	0
MA1011	Mathematics II for Aboriginal Students	4	4	1
CH1060	Chemistry for Aboriginal Students	4	4	1
SD1230	Career Exploration	4	4	0
AH1010	Aboriginal Health Initiatives	3	3	0
AH1061	Personal Skills Development II	3	3	0

### Semester 3

Code	Title	Cr	Le	La
CM1012	Communications III for Aboriginal Students	4	4	0
MA1012	Mathematics III for Aboriginal Students	4	4	0
PH1060	Physics for Aboriginal Students	3	3	1

# Comprehensive Arts and Science (CAS) Transfer: College-University

**Start Date:** September

**Credential:** Certificate

**Program Length:** One Year

**School:** Academics, Applied Arts, and Tourism

## Locations & Delivery Modes:

- Burin - Blended delivery
- Carbonear - Blended delivery
- Grand Falls-Windsor - Blended delivery
- Happy Valley-Goose Bay - Blended delivery
- Labrador West - Blended delivery

## PROGRAM DESCRIPTION

Comprehensive Arts and Science (CAS) Transfer: College-University program provides students with the opportunity to complete a suite of courses for which they will gain credit from College of the North Atlantic as well as from Memorial University of Newfoundland. It has been developed through an agreement with Memorial; courses identified in this section are developed in collaboration with Memorial's respective departments. In the areas of curriculum content and testing methodologies, these courses are identical to Memorial's courses.

## NOTE

- Please check the course offerings available at the campus you plan to attend.
- Please check course prerequisites and co-requisites during advising/confirmation of enrolment. Course prerequisites and co-requisites must be met in order to confirm registration in the course.

These introductory courses are designed for students intending to transfer to university after completion of their first year at College of the North Atlantic.

## OBJECTIVES

1. To enhance student access to courses that earn both University and College credits.
2. To provide an opportunity for students to gain University course credit at locations close to their home communities.
3. To allow students to choose career paths with maximum recognition of credit for work completed.

## ENTRANCE REQUIREMENTS

### 1. High School

Provincial High School Graduation with 60% overall average in the following courses (or equivalents):

- English 3201 or English 3202
- Mathematics (2 credits) chosen from
  - Advanced: 3200
  - Academic: 3201

And

2 credits chosen from

- Advanced: 2200
- Academic: 2201

- Science (4 credits) two of which must be selected from the following:

Biology 3201  
Chemistry 3202  
Physics 3204  
Earth Systems 3209

The remaining two credits may be selected from 2000 level courses in the above noted subject areas or from Science 1206.

- iv. Two credits at the 3000 level in a Social Science or a Modern/Classical Language. This category includes the following subject areas: History, Geography, Religious Studies, French, Spanish, and other Modern/Classical Languages.
- v. Electives

Two credits at the 3000 level in elective courses chosen from the subjects above or from additional courses approved by the Department of Education for offering at the 3000 level for certificate purposes.

## **2. Comprehensive Arts and Science (CAS) Transition**

**Note:** It is important that CAS Transition students who intend to enroll in the CAS Transfer program check course requirements for their intended post-secondary plans. It is strongly recommended that CAS Transition Certificate students complete:

- i. Math Fundamentals MA1040 and MA1041
- ii. Two Science courses chosen from one of the following three combinations:
  - a. Introductory Biology BL1020 and BL1021
  - b. Introductory Chemistry CH1030 and CH1031
  - c. Introductory Physics PH1050 and PH1051

## **3. Adult Basic Education (ABE)**

Adult Basic Education (Level III) Graduation with Degree and Technical Profile including the following courses:

- i. English 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- iii. Science from one of the following sections:
  - a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
  - b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C
  - c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above has been completed.

## **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

## **5. International Applicants – English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## **REQUIREMENTS FOR COMPLETION**

In order to complete the requirements of the Comprehensive Arts and Science Transfer: College-University Certificate program, students must complete 10 courses from the CAS Transfer: College-University suite of courses with a minimum Grade Point Average of 2.00.

**Note:** For purposes of completion of the Certificate, MA1670 Statistics and EP1110 Introduction to Business may also be included in the CAS Transfer: College-University suite of courses. Students must also meet all qualification requirements for the awarding of a Certificate from the college.

**Maximum number of CAS Transfer: College-University courses per semester (i.e. Fall; Winter) is five.**

## Courses

### CAS Transfer Courses

Code	Title	Cr	Le	La
BL1175	Principles of Biology I	5	4	3
BL1176	Principles of Biology II	5	4	3
CH1135	Chemistry	6	5	3
CH1140	General Chemistry I	6	5	3
CH1141	General Chemistry II	6	5	3
CM1090	CRW I: Telling Stories	4	4	0
CM1145	CRW II: Rhetoric	4	4	0
CM1191	CRW II: Self and Society	4	4	0
CM1192	CRW II: Imagined Places	4	4	0
EC1140	Microeconomics	4	4	0
EC1150	Introduction to Macroeconomics	4	4	0
EL1150	Introduction to Folklore	4	4	0
EL2414	Aboriginals of North America	4	4	0
EL1320	Folklore Studies	4	4	0
EL1360	Introduction to Anthropology	4	4	0
EL1420	Introductory French I	4	4	1
EL1430	Introductory French II	4	4	0
EL1440	Introductory French III	4	4	1
MA1104	Algebra and Trigonometry	5	5	0
MA1120	Finite Mathematics I	5	5	0
MA1121	Finite Mathematics II	5	5	0
MA1130	Calculus I	5	5	0
MA1131	Calculus II	5	5	0
MA2150	Linear Algebra I	4	4	0
PH1120	Introductory Physics I	5	4	3
PH1121	Introductory Physics II	5	4	3
PH1130	Physics I	5	4	3
PH1131	Physics II	5	4	3
PS1150	Introduction to Psychology I	4	4	0
PS1151	Introduction to Psychology II	4	4	0
SC1150	Principles of Sociology	4	4	0
SC1160	Sociology of Families	4	4	0
SC1430	Labrador Society and Culture	4	4	0
WM1110	Introduction to Gender Studies	4	4	0



# Comprehensive Arts and Science (CAS) Transition

**Start Date:** September

**Credential:** Certificate

**Program Length:** One Year

**School:** Academics, Applied Arts, and Tourism

## Locations & Delivery Modes:

- Bay St. George - On Campus delivery
- Carbonear - On Campus delivery
- Clarenville - Blended delivery
- Corner Brook - On Campus delivery
- Gander - Blended delivery
- Grand Falls-Windsor - On Campus delivery
- Happy Valley-Goose Bay - On Campus delivery
- Labrador West - On Campus delivery
- Prince Philip Drive - On Campus delivery
- Online - Asynchronous delivery

## PROGRAM DESCRIPTION

Comprehensive Arts and Science (CAS) Transition is designed for high school and Adult Basic Education graduates who would like to improve their general employability skills or who are lacking either the academic courses or the required grades to meet the entrance requirements of the college program they would like to enter. The Transition program also provides a valuable “refresher” for mature students who have been away from education, training and/or the workforce for some time.

Students in the CAS Transition program will be provided the opportunity to gain a wide range of knowledge and skills in preparation for further post-secondary training and/or employment. In addition to courses in English, Mathematics and Sciences, students will be able to select courses from a range of General Education and Social Science courses as well as Exploration and Student Success courses. Transition courses such as Critical Thinking and Effective Learning provide students with the opportunity to develop the essential skills and strategies for successful learning in any college program. The completion of elective courses from other program areas will enable students to gain credits which may be used in a subsequent college program. (**Note:** The range of course offerings may vary between campuses. Prospective students are advised to check with the campus they will be attending to confirm available courses as well as mode of delivery.)

## OBJECTIVES

1. To provide the opportunity for secondary-level graduates to meet entrance requirements for other college programs.
2. To provide secondary-level graduates and mature students with the opportunity to strengthen academic skills and/or learning habits and strategies needed to succeed in post-secondary programs.
3. To enhance the employment opportunities of secondary-level graduates and mature students through improving fundamental employability skills.
4. To provide the opportunity for secondary-level graduates to clarify training and career goals.
5. To provide a refresher for mature students who have been away from education, training and/or the workforce for an extended period of time.

## ENTRANCE REQUIREMENTS

### 1. High School

Provincial High School Graduation Certificate, or equivalent

### 2. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile)

### 3. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 4. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## FUTURE OPPORTUNITIES

One objective of the CAS Transition program is to increase opportunities for individuals of this province to gain post-secondary qualifications, and thus improve their lifetime employment and earnings potential. A number of government reports have documented the declining significance of high school graduation alone as a predictor of employability/employment status.

CAS Transition has the potential to significantly affect the employment and earnings potential of many adults in this province. For those who successfully make the transition to other college programs, the prospects for employment and increased lifetime earnings potential would be greatly enhanced. The Transition program also provides students with a post-secondary credential which could be of immediate benefit to them in the labour market, both in securing part-time work during their college studies and in attaining full-time work if they choose to postpone or suspend their studies for any reason.

Graduates of the CAS Transition program who have successfully completed the appropriate courses may qualify for admission to other college programs or other post-secondary programs or they may elect to enter the workforce directly. Students are advised to speak to an academic advisor regarding course selection. Students who complete the full certificate program may seek to meet admission criteria of Memorial University.

## REQUIREMENTS FOR COMPLETION

In order to complete the requirements of the Comprehensive Arts and Science Transition Certificate program, students must attain 40 credits with a minimum Grade Point Average of 2.00. Credits must include completion of Essential English I and II, a minimum of 20 credits from Core Program courses, and a minimum of 6 credits from Electives. Students must also meet all qualification requirements for the awarding of a Certificate from the college. (**Note:** Students may qualify for exemption and attain credit for graduation for Essential English I and/or Math Fundamentals I *provided the necessary requirements are met. Only Essential English I and Math Fundamentals I can be considered for exemption within the CAS Transition program using the program specific exemption form. Factors affecting the decision for exemption include previous high school course(s) completed and grade attained, subsequent program choice and advisor recommendation.*)

## Courses

### Semester 1

Code	Title	Cr	Le	La
CM1060	Essential English I	5	5	0

Minimum of 10 Credits from Core Program courses:

- Program Access Courses
- General Education and Social Science Courses
- Exploration and Student Success Courses

Minimum of 3 Credits from Electives

### Semester 2

Code	Title	Cr	Le	La
CM1061	Essential English II	5	5	0

Minimum of 10 Credits from Core Program courses:

- Program Access Courses
- General Education and Social Science Courses
- Exploration and Student Success Courses

Minimum of 3 Credits from Electives

Additional Credits as needed to attain 40 Credits

**Note: While it is possible to complete the required 40 credits by doing 5 courses per Fall/Winter Semesters, students who select courses with a credit value of 3 or less may have to complete more than 5 courses per Fall/Winter Semesters to graduate in two semesters. The maximum number of courses a student may complete per Fall/Winter Semesters is 7 and it is highly recommended to stay within 5 courses per Fall/Winter Semester.**

### Required Courses

Code	Title	Cr	Le	La
CM1060	Essential English I	5	5	0
CM1061	Essential English II	5	5	0

### Program Access Courses

Code	Title	Cr	Le	La
MA1040	Math Fundamentals I	4	4	1
MA1041	Math Fundamentals II	4	4	1
BL1020	Introductory Biology I: Biology at the Microscopic Level	4	3	2
BL1021	Introductory Biology II: Biology at the Macroscopic Level	4	3	2
CH1030	Introductory Chemistry I	4	3	2
CH1031	Introductory Chemistry II	4	3	2
PH1050	Introductory Physics I	4	3	2
PH1051	Introductory Physics II	4	3	2

#### General Education and Social Science Courses

Code	Title	Cr	Le	La
CM1180	College English I - Reading Across the College Curriculum	4	4	0
MC1240	Computer Applications I	3	2	2
CR1510	Website Development	3	2	3
PS1140	Psychology I	4	4	0
PS1145	Psychology II	4	4	0
SC1110	Intro to Sociology	4	4	0
SC1130	Family Studies	4	4	0
SC1121	NL Society and Culture	3	3	0
SC1400	Sociology - Labrador Society and Culture	3	3	0
EP1100	Entrepreneurial Studies	4	3	2
HR1120	Human Relations	4	4	0
PS2340	Organizational Behaviour	4	4	0

#### Exploration and Student Success Courses

Code	Title	Cr	Le	La
SD1570	Effective Learning	4	4	0
SD1580	Critical Thinking across the Curriculum	4	4	0
SD1230	Career Exploration	4	4	0

#### Electives:

**Students in the CAS Transition program may select electives from the College Calendar provided the course is offered and available to the CAS Transition Student. The student must meet the stated prerequisites/co-requisites of the course, the student's schedule must be able to accommodate the course and the student must meet any other regulations that may apply. Courses over and above the minimum credit requirements in the Core program courses may also be counted as Electives.**

## Applied Music

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Academics, Applied Arts, and Tourism

**Locations & Delivery Modes:**

- Prince Philip Drive - On Campus delivery

### PROGRAM DESCRIPTION

#### **Amplify your opportunities.**

Music can be a powerful force – it can boost motivation, ease anxiety, inspire a mood and empower a generation.

In recent years we have witnessed a remarkable transformation in the music industry; new digital platforms are reshaping the ways artists are connecting with their audiences on a global stage. Accessible technologies such as audio production software, video recording and editing platforms, and digital distribution methods are providing access for everyone to share their talents with the world. As the music industry grows more exciting and complex, there is intense competition for listener and fan attention.

How do you plan to be heard above the rest? We suggest turning up the AMP.

The Applied Music Program (AMP) at CNA provides guided training to give you a competitive edge in fine-tuning your skills and building your brand. Your talent is the foundation, and with our training you'll be able to raise the roof on your career.

Key research shows that the three barriers to artists' success are lack of business training, lack of entrepreneurial skills and gaps in technical understanding of music sector. AMP has what you need to succeed. This thorough exposure to the many exciting aspects of the music business will enable you to realistically assess your prospects for success in this highly competitive industry.

Gain a powerful skill-set, build a professional portfolio and be fully prepared to enter the music industry at a professional level.

#### **Program Highlights:**

- Mentorship with faculty who are multi-award-winning musicians, artist managers and audio engineers
- Extensive training in live performance, studio performance, songwriting, music theory and history, music software applications, music and media, and much more
- Essential training in live sound production and stage lighting
- Studies in music business, e-marketing, tourism, public relations and event management
- Cultural career strategies and business planning and entrepreneurialism
- Exposure to associated career options such as booking agents, artist managers, publicists and other integral roles of the industry
- Collaborative projects with other arts programs such as Sound Recording & Production, Journalism and Graphic Design

#### **Did You Know?**

- AMP graduates have had their original music featured in major animated films and such international events as the Olympics.
- AMP instructor and graduates are part of the band for the first Canadian Country artist to be showcased on Grammy.com
- AMP graduates have toured Europe, US and across Canada.

- AMP instructors are multi-award-winning experts and remain active and tapped into the music industry.
- Students and graduates have been recognized with a multitude of provincial and regional music awards.
- Students have provided music for large-scale events, conferences and awards shows with various local, regional and national partners across several industries.
- International students enroll in the program and provide exceptional cultural and musical exchange for all students.
- Canada's music marketplace has reached a new major milestone – for the first time, Canadians are streaming more than two billion songs a week.[1]
- The global revenue of the recorded music industry reached over US\$23 billion in 2020.[2]

If you have an aptitude for amplitude, you're in the right place.

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[1] Music Canada

[2] Recorded music industry - global revenue 2020 | Statista

## FUTURE OPPORTUNITIES

Graduates of the Applied Music program will have opportunities for employment as music professionals within a range of areas such as the following: Independent Solo Performers, Independent Group Performers, Independent Recording Artists, Independent Music Studio Educators, Commercial Music School Educators, Arts and Culture Centre Employees, Musical Directors, Pit Orchestra Musicians, Music Industry Association Employees, Artist Managers, Artist Promoters, Film Score Composers, Songwriters, Music Retail Company Employees, Distribution Company Employees, Music Manufacturing Company Employees, Musical Theatre Company Employees, Instrument Design and Manufacturing Company Employees, Tourism Festival/Events Employees and Music Video Producers.

## OBJECTIVES

Upon successful completion of this program, graduates will be able to:

1. Demonstrate knowledge and skills in the musical, technical and business aspects of the music industry.
2. Demonstrate refined musical skills by showcasing their artistic works through recordings, media projects and live public performances.
3. Communicate effectively, creatively and with confidence when writing, presenting, performing and speaking.
4. Use the latest music industry technology to create new artistic works, self-promote and engage with industry at a professional level.
5. Collaborate as effective team members in projects with other artistic disciplines.
6. Demonstrate the social and intellectual development required to meet the challenges of the exciting and demanding music industry.
7. Create a career plan for employment in the cultural industries which will include a self-developed professional portfolio.

## ENTRANCE REQUIREMENTS

### 1. High School

Provincial High School Graduation Diploma with a 60% average in nine level 3000 credits or equivalent

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (CAS) Transition Certificate

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile) with an average pass mark of 60%

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required. **Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## PORTFOLIO

Applicants to the Applied Music program are required to submit a portfolio that outlines their musical experiences and training, if applicable. It should include several contrasting pieces that best demonstrate the applicant's musical talent and ability. The objective of this portfolio is for the applicant to clearly demonstrate a reasonable chance for success in the program. It will be evaluated in the following areas:

- Musical talent and ability
- Organizational skills
- Overall quality of the portfolio submission

The portfolio and musical examples may be submitted in any of the following formats or a combination of these formats:

- Hard copy printed version;
- Electronic Press Kit (EPK) with link(s) to URLs;
- CD/DVD/Digital Video Files;
- Media Storage Devices

**Applied Music Applicant Portfolio Rubric**

Total Points	Musical talent, ability, and creativity	Organizational skills	Overall quality of the portfolio
<b>5</b>	Items clearly demonstrate that the applicant possesses an exceptional level of musical talent, ability, and creativity.	Items clearly demonstrate that the applicant possesses an exceptional level of organizational skills.	Items are clearly introduced, well organized, creatively displayed, are of high quality and show connections between items.
<b>4</b>	Items clearly demonstrate that the applicant possesses an above average level of musical talent, ability, and creativity.	Items clearly demonstrate that the applicant possesses an above average level of organizational skills.	Items are clearly introduced, well organized, creatively displayed, are of above average quality and show connections between items.
<b>3</b>	Items clearly demonstrate that the applicant possesses an average level of musical talent, ability, and creativity.	Items clearly demonstrate that the applicant possesses an average level of organizational skills.	Items are introduced and somewhat organized, are of average quality, showing some connection between items.
<b>2</b>	Items clearly demonstrate that the applicant possesses a below average level of musical talent, ability, and creativity.	Items clearly demonstrate that the applicant possesses a below average level of organizational skills.	Items are not introduced, lack organization and are of low quality.
<b>1</b>	Items clearly demonstrate that the applicant does not possess a level of musical talent, ability, and creativity that would be required for a reasonable chance for success in the program.	Items clearly demonstrate that the applicant does not possess an acceptable level of organizational skills.	Items are not introduced and lack organization and are of extremely poor quality.

## Courses

### Semester 1

Code	Title	Cr	Le	La
CM2100	Workplace Correspondence	3	3	0
HM2521	Events Management	5	4	2
MU1130	Music Theory I	3	3	1
MU1415	Performance I	3	2	2
SN1160	Sound & Microphones	4	4	0
SN2200	Recording I	3	3	0

### Semester 2

Code	Title	Cr	Le	La
CM1550	Creative Writing	3	3	0
MU1110	Music & Culture	3	3	0
MU1210	Music Theory II	3	3	1
MU1420	Performance II	3	2	3
SN1170	Music Production Techniques	3	2	2
Elective	3			

### Semester 3 (Interession)

Code	Title	Cr	Le	La
HR1120	Human Relations	4	4	0
SN1410	Stage Lighting	3	2	2
SN3100	Live Sound Production	4	3	2

*Interession hours are actual and will not be adjusted.*

### Semester 4

Code	Title	Cr	Le	La
CM2200	Oral Communications	2	2	0
HR2121	Public Relations	3	3	0
MU1200	Songs & Songwriting	3	3	0
MU2130	Popular Music History	3	3	0
MU2420	Performance III	3	2	3
SN1200	Music Business	3	3	0
MU2010	Music of Atlantic Canada	3	3	0

### Semester 5

Code	Title	Cr	Le	La
CM1521	Writing for the Arts	3	3	0
EP1100	Entrepreneurial Studies	4	3	2
MR2110	Marketing Methods	3	3	0
MU1140	Musicianship & Recording	3	2	2
MU2425	Performance IV	3	2	2
TR1100	Cultural Tourism & the Arts	3	3	0
Elective	minimum credit value of 3			

### Semester 6 (Interession)

Code	Title	Cr	Le	La
MU1150	Music in Media	3	2	2
MU1160	Cultural Career Management	3	3	0
MU2015	Online Media Strategies	3	3	1

*Interession hours are actual and will not be adjusted.*



## Art and Design Essentials

**Start Date:** September

**Credential:** Certificate

**Program Length:** Two Years

**School:** Academics, Applied Arts, and Tourism

### **Locations & Delivery Modes:**

- Prince Philip Drive - On Campus delivery
- Online - Asynchronous delivery

### **PROGRAM DESCRIPTION**

Woven through its rich and vibrant history, the arts in Newfoundland and Labrador are an integral part of its culture. Performance, media, literary, visual and other arts enrich this province's cultural heritage and contribute significantly to the economy. Studies in art and design promote creativity, flexibility, problem-solving, innovation, critical thinking and other invaluable skills needed in the world today. The Status of the Artist Act recognizes the important contribution professional artists make to the economic and social well-being of our province. Art also contributes to personal well-being. Studies show that art-making and design improve the health and well-being of an individual, and these areas are recognized for their tremendous benefits to individuals and society as a whole.

To remain on the leading edge of offering programs that are current and in demand, College of the North Atlantic is pleased to offer Art & Design Essentials, available both on campus and online through its Distributed Learning Services. Courses in this program will be accessible to students over a two-year period (2021-2022; 2022-2023). Students can choose to complete all 16 courses and receive the post-secondary educational credential of a Certificate in Art & Design Essentials or select courses that are of interest to them. For further information on Distributed Learning Service, please visit [dls.cna.nl.ca](https://dls.cna.nl.ca).

Art & Design Essentials, developed in consultation with industry professions, provides an opportunity to explore a variety of disciplines in the arts. Courses include traditional practices in drawing, two and three-dimensional design, photography, color theory, art history, and the use of contemporary technologies for digital imaging, time-based media and webpage development. The study of portfolios and their design/function will assist with future application processes related to subsequent post-secondary programs, employment, awards, competitions and professional development within the arts.

### **OBJECTIVES**

Upon successful completion of the program, graduates will be able to:

1. Apply design skills using traditional and digital technologies in art.
2. Create a thematic series of artworks demonstrating sustained exploration of concepts and technical processes.
3. Create a portfolio of artwork for application to specialized studies in art, media and design programs at the post-secondary level.
4. Represent themselves and their artwork using effective oral and written communication skills.
5. Utilize portfolio development as a continuous process of personal growth, reflection and self-assessment.
6. Demonstrate knowledge of art history concepts and the development of contemporary art.
7. Demonstrate professional practices that exhibit the entry-level entrepreneurial, innovative and collaborative skill sets that are not only necessary within either an independent or team-based environment but are also required for further study within post-secondary art, media and design programs.
8. Develop effective networking and critical thinking skills necessary for working with professional affiliations within creative industries.

### **EMPLOYMENT AND OTHER OPPORTUNITIES**

The Art & Design Essentials program prepares students for entry-level employment opportunities. For example, the following relates to the employment potential and possible opportunities available for students who complete the program:

**Self-Employed Artist:** All courses in the program help develop the creative, technical, communication and critical thinking skills required for the production of artwork as a self-employed artist.

**Gallery Assistant:** Through completing the Portfolio Development I and Portfolio Development II courses, students will develop skills for the evaluation and selection of artists' proposals for exhibition. The Photography course will help students develop skills for the photo documentation of exhibitions in artist-run and commercial galleries.

**Freelance Writing:** Academic courses such as Writing Fundamentals and Writing for the Arts will help develop writing skills required for review of exhibitions. The Art History courses, Prehistory to Renaissance and Renaissance to 20<sup>th</sup> Century, will enable students to assess and critique artwork as it relates to contemporary art practices. The E-Portfolio course will develop skills for webpage development and the use of blogs as a platform for writing art reviews.

**Assistant for Community Festivals:** Community festivals often incorporate an art and cultural component. Writing for the Arts develops skills for writing grant proposals for community-based festivals. Art History courses develop an understanding of the value of contemporary visual culture and the significance of art and craft as cultural artifacts of a community. The E-Portfolio course develops web page design skills for the promotion of community festivals.

**Other Opportunities:** The program also prepares students for future post-secondary studies in the areas of Arts/Applied Arts, Media and Design.

## ENTRANCE REQUIREMENTS

### 1. High School

Provincial High School Graduation Certificate with a 60% average in nine level 3000 credits or equivalent.

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (CAS) Transition Certificate.

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile) with an average pass mark of 60%.

### 4. Mature Student Requirement

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements. For more information regarding the Mature Student Requirements, please refer to Procedure AC-102-PR: Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## Courses

### Fall 2022-2023

Code	Title	Cr	Le	La
CM1450	Writing Fundamentals	3	3	0
VA1110	Drawing Methods & Media	3	2	2
VA1115	2D Design	2	1	2
VA1400	Colour Theory	3	2	2

### Winter 2022-2023

Code	Title	Cr	Le	La
HY1120	Prehistory to Renaissance	3	2	2
PD1120	Portfolio Development I	2	1	2
PY1150	Photography	3	2	2
VA1140	Figure Drawing	3	2	2

### Intersession 2022-2023

\*course offerings to be determined based on student demand.

### Fall 2023-2024

Code	Title	Cr	Le	La
CM1520	Writing for the Arts	3	3	0
PD1125	Portfolio Development II	3	2	3
VA1120	Digital Imaging	3	2	2
VA1170	3D Design	3	2	2

### Winter 2023-2024

Code	Title	Cr	Le	La
HY1130	Renaissance to 20th Century	3	2	2
PD1130	E-Portfolio	3	2	2
VA1180	Time-based Media	3	2	2
VA1185	Studio Practice	3	2	3

### Intersession 2023-2024

\*course offerings to be determined based on student demand.

# Community Leadership Development

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Academics, Applied Arts, and Tourism

## **Locations & Delivery Modes:**

- Bay St. George - On Campus delivery

## **PROGRAM DESCRIPTION**

Community Leadership Development is an exciting two-year diploma program designed to develop leadership competencies for working effectively to reach targeted goals with individuals, groups and organizations within communities. Students engage in the process of learning designed to develop individual leadership capacity while exploring and researching social and economic situations in a community. Areas of skill development include communication skills, leadership development and problem-solving with a goal of becoming an agent for change and empowerment. Recent and relevant certifications built into the program make graduates employment-ready and set apart for immediate entry-level community leadership development work.

Community leadership development involves working with community agencies, non-profit organizations, and both the public and private sectors, along with the people they represent. Effectiveness in community leadership requires specific core competencies such as communication and listening skills, public relations and marketing, cultural intelligence, financial and project management, board governance and ongoing personal and professional development. Students will explore different leadership styles, best practices and models used when coordinating service delivery, managing projects, and evaluating services while responding to a variety of community needs, including working with diverse populations.

The focus of the program includes communications, psychology, sociology, human relations, leadership development, community development and social research. Features may consist of topics such as family studies, working with an aging population, child and youth justice, disability studies, mental health and addictions.

Fundamental to the program is engaging students during experiential learning opportunities. Along with on-going group activities and community initiatives, students will participate in two field placements working on real activities and projects with an employer under the direction of a field placement supervisor. A requirement leading up to the field placement experience includes a current Certificate of Conduct and Vulnerable Sector Check. This is also required for volunteer opportunities within the program and by the field placement employers.

## **OBJECTIVES**

Upon completion of this program, graduates will be able to:

1. Work effectively and professionally with communities to address current needs and issues (e.g. working with diverse populations, child and youth care, seniors and age-friendly communities, immigration, disabilities and inclusion, mental health and well-being, violence, addictions).
2. Demonstrate leadership competencies with innovative approaches to problem-solving, decision-making and managing projects and/or community programs/services.
3. Work effectively with individuals, families, groups and organizations, by having a foundational knowledge of the stages of human development and recognizing the value of social and cultural diversity.
4. Participate during a non-profit organization's strategic planning, board governance, volunteer recruitment and advocacy.
5. Utilize social media and technology for professional purposes, particularly with non-profit community-based organizations and their networking/stakeholder engagement activities.
6. Research, organize, facilitate and manage community projects and initiatives.
7. Demonstrate a capacity to act as change agents to amend conditions within communities.
8. Communicate with proficiency, clarity, accuracy and confidence among groups and stakeholders.

9. Write professional proposals, complete grant applications and fundraise secure funds and sustain existing initiatives and projects.
10. Demonstrate by example the importance of self-care and healthy living while also exploring proactive measures towards mental health, well-being and healthy aging by lifelong learning and collaboration with others.
11. Cultivate community partnerships, build relationships and raise awareness of common issues and goals among partners and stakeholders (e.g. non-profit organizations, government agencies and the private sector).

## **ENTRANCE REQUIREMENTS**

### **1. High School**

Provincial High School Graduation Certificate with a 60% average in nine level 3000 credits or equivalent

### **2. Comprehensive Arts and Science (CAS) Transition**

Comprehensive Arts and Science Transition Certificate

### **3. Adult Basic Education (ABE)**

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile) with an average pass mark of 60%

### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, are at least 19 years of age at the time of application and have been out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### **5. International Applicants – English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## **REQUIRED DOCUMENTATION**

### **Certificate of Conduct**

A Certificate of Conduct, including a vulnerable sector category, will be required. This Certificate can be obtained from the Royal Newfoundland Constabulary (RNC) or the Royal Canadian Mounted Police (RCMP) and must be dated no more than three months prior to the first scheduled day of classes for the program. Please note that this documentation is required in order to be accepted into the program.

### **NOTE**

1. Factors contributing to student success within this program include the following: good writing skills, volunteer work and the enjoyment of helping others.
2. Additional documentation may be required by organizations for field placements and volunteer activities.
3. Students should be aware that additional fees apply for certifications.

## **FUTURE OPPORTUNITIES**

Working within the human services field offers profoundly rewarding opportunities and work experiences. Graduates of the Community Leadership Development Diploma program may find employment with diverse populations among a myriad of organizations and agencies within community, private and public sectors.

This may include, but is not limited to, employment in the following areas:

Addiction Services  
 Child and Youth Care  
 Community Education  
 Disability Services  
 Family Services  
 Mental Health & Wellness  
 Residential Support  
 Senior Wellness  
 Violence Prevention  
 Youth Justice

## Courses

### Semester 1

Code	Title	Cr	Le	La
CM1100	Writing Essentials	3	3	1
HR1120	Human Relations	4	4	0
LD1200	Intro to Human Services	4	4	1
LD2100	Community Development	3	3	0
PS1140	Psychology I	4	4	0
SC1110	Intro to Sociology	4	4	0

### Semester 2

Code	Title	Cr	Le	La
CM2100	Workplace Correspondence	3	3	0
CY1010	Intro to Mental Health Issues	3	3	0
FW1235	Field Placement Preparation	1	1	0
LD1120	Leadership Theory	3	3	1
LD1210	Media & Public Relations	3	2	2
PS1145	Psychology II	4	4	0
SC1130	Family Studies	4	4	0

### Semester 3 (Intersession)

Code	Title	Cr	Le	La
FW1445	Field Placement I	5	0	35
LD1300	Professional Certifications I	0	0	24

*Intersession hours are actual and will not be adjusted.*

### Semester 4

Code	Title	Cr	Le	La
LD1121	Leadership Practice	3	2	2
LD2220	Interviewing Skills	3	2	2
LD2250	Diverse Populations	4	4	0
LD2300	Intro to Social Research	3	3	1
PS2200	Developmental Psychology	3	3	0
	Community Leadership Development Elective*			
Elective	minimum credit value of 3			

#### Semester 4 Community Leadership Development Electives

Code	Title	Cr	Le	La
CY1011	Intro to Child & Youth Care	3	3	0
CY1041	Mental Health & Addictions	3	3	0
DB2100	Intro to Disability Studies	3	3	0

#### Semester 5

Code	Title	Cr	Le	La
CJ2110	Canada's Justice System	3	3	0
LD2110	Change Leadership	3	2	2
LD2400	Voluntary Non-Profit Sector	3	3	0
LD2500	Project Management	3	2	2
PS1200	Drugs & Behaviour	3	3	0
SC1240	Healthy Aging	3	3	0
	Community Leadership Development Elective			

#### Semester 5 Community Leadership Development Electives

Code	Title	Cr	Le	La
CJ2210	Youth Justice in Canada	3	3	0
DB2110	Disability Studies	3	3	0
PS1240	Understanding Addictions	3	3	0

#### Semester 6 (Intercession)

Code	Title	Cr	Le	La
FW1451	Field Placement II	5	0	35
FW2801	Field Placement Reflection	1	1 wk	0
LD2510	Professional Certifications II	0	0	22

*Intercession hours are actual and will not be adjusted.*

**Note:** Each CLD elective has a credit value of 3 (3 Le/0 La). One CLD elective is taken in Semester 4 and one in Semester 5. Please check the CLD elective offering/s at the campus you plan to attend and seek academic advice (e.g. course prerequisites) before registration.

#### General Elective Courses

A list of general elective courses to be offered in the fourth semester will be made available prior to registration. Please check the general elective offering/s at the campus you plan to attend and seek academic advice (e.g. course prerequisites) before registration. Other courses may be chosen provided that:

1. All prerequisites have been met,
2. The course is offered during the semester,
3. The maximum enrolment for the course is not exceeded,
4. The student's schedule can accommodate all scheduled classes for that course.

# Community Recreation Leadership

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Academics, Applied Arts, and Tourism

**Locations & Delivery Modes:**

- Prince Philip Drive - On Campus delivery

## PROGRAM DESCRIPTION

### An exercise in living fully

Today we are seeing an increased focus on personal wellness and the compelling recognition that it is paramount to leading full, satisfying and productive lives. This proactive movement is generating an increased demand for trained professionals in community and therapeutic recreation. These leaders create programs that embrace the diversity of communities, emphasize the importance of cultural connections and bring awareness to the benefits of balanced living.

If you are interested in pursuing a rewarding career in therapeutic and community recreation, this program not only delivers engaging coursework for a strong academic foundation, it also provides opportunities for practical experience and field placements in hospitals, rehabilitation centres, nursing homes, long-term care facilities, and community and municipal centres. Through this strategic combination you will develop the leadership, communication and problem-solving skills needed to be successful in this dynamic field.

Discover the importance of physical literacy and recreation, and how they promote independence, self-esteem and satisfaction in a person's life. Learn to apply the recreation and therapeutic processes of planning, implementation, evaluation and assessment to empower others and support their leisure and recreation, assisting them in mastering their own fitness, health and wellness goals.

In this career, you will contribute to the enhancement of the quality of life that shapes a community. You will have the opportunity to foster the growth for individuals' social, emotional and physical well-being that contributes to a thriving society encompassing all ages, genders, cultural needs and abilities. Equipped with this program's exciting coursework, practical experience and field placements, complemented with several health and wellness certifications, you will be ready to dive into this ocean of opportunity and potential.

Take that leap – apply today!

### Program Highlights

- Access to a wide range of recreational pursuits including therapeutic recreation, outdoor recreation, and community-based programming appropriate to the various sectors of the industry
- Practical skill development
- Field placements
- Exposure to health and wellness, therapeutic and community recreation initiatives

### Did You Know?

- Research shows that play is beneficial for social and emotional development. It helps children to learn self-control, emotion-regulation, communication, conflict resolution and much more.[1]
- Taking part in leisure activities as a family is beneficial for children because adults are modeling healthy ways to handle stress and emotions.
- When you feel good physically, you are more likely to feel better emotionally.
- Therapeutic recreation improves an individual's mood and overall wellbeing.
- Regular exercise reduces both anxiety and depression – both conditions improve after nine to 10 weeks of regular aerobic activity.[2]



- Community recreation creates social connections and bonds that lead to strong, healthy and inclusive communities.

[1] (PDF) Benefits of Play for the Social and Emotional Development of Children in Kindergarten (researchgate.net)

[2] Social & Emotional Benefits of Regular Exercise (healthfully.com)

## OBJECTIVES

1. To provide students with training in various recreational pursuits including therapeutic recreation, outdoor recreation, and community-based programming appropriate to the province.
2. To provide students with training in program planning and administration in the use and management of recreational facilities.
3. To foster students' appreciation of the nature of community life, including geographic structure, economic and social factors, and government controls.
4. To foster students' appreciation of the various groups within a community and their particular recreational needs (including children, youth, adults and older adults).
5. To provide students with leadership training to enable them to:
  - Exercise initiative in the development of leisure time activities.
  - Recognize and help strengthen established community activities.
  - Organize and stimulate growth at the community level.

## CURRICULUM

1. General Education: Communications (oral and written), social sciences, psychology, accounting and computers.
2. Specific Recreational Activities: Outdoor: cross-country skiing, camping, canoeing, hiking, dryland/aquatic fitness, creative activities, and physical activity programming.
3. Technical Training: Problem solving, supervision and administration of recreation programs, community recreational development for all age groups, and facility development and maintenance.
4. Field Work: Supervised field work experience is scheduled in BLOCK FORM for each semester. The schedule for the winter semesters may coincide with the Reading Break.

## FUTURE OPPORTUNITIES

The graduate is awarded a Diploma in Community Recreation Leadership certifying successful completion of two years of post-secondary education combining theoretical knowledge and practical training. Graduates may obtain employment as program directors and supervisors, facility supervisors with agencies such as community centers, municipal recreational agencies, youth agencies and agencies providing therapeutic and rehabilitation services.

**Note:** Graduates of the Community Recreation Leadership program wishing to pursue further studies in recreation may receive course credits or exemptions from universities such as:

- Acadia University
- Dalhousie University
- Memorial University
- Concordia University
- University of New Brunswick
- Lakehead University
- University of Ottawa

## ENTRANCE REQUIREMENTS

### 1. High School

Provincial High School Graduation Certificate with a 60% average in nine level 3000 credits or equivalent

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science Transition Certificate

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile) with an average pass mark of 60%

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

### Entrance Requirements - Additional Documentation Required:

The **Entrance Requirements - Additional Documentation Form** identifies specific documentation that students are **required** to provide prior to online registration for the Community Recreation Leadership Program. You will receive this form as part of your acceptance package and it must be completed, signed and returned prior to online registration.

1) **Section A:** A clear **Criminal Record Screening Certificate (Certificate of Conduct)** with applications obtainable through the RNC, **or** a clear **Criminal Record Check** with applications obtainable through the RCMP. A **Vulnerable Sector Check** is **also** required.

Students must present a copy of a **Vulnerable Sector Check** along with a clear Criminal Record Screening Certificate (Certificate of Conduct) or a clear Criminal Record Check. **These documents must be dated no more than three months prior to the first scheduled day of classes for the program.** This documentation is required in order to be accepted into the program.

2) **Section B: First Aid and Basic Cardiopulmonary Resuscitation Certificate (CPR)**

Students must possess a valid First Aid Certificate and basic Cardiopulmonary Resuscitation Certificate (CPR), valid until the end of each semester.

3) **Section C and Section F: Immunization Record and Immunization Requirements Form**

A **Record of Immunization** is required. Please also be aware that the **Immunization Requirements Form** is a separate form, located in **Section F** on page 4 of the **Entrance Requirements - Additional Documentation Form**.

### Please Note:

(i) Copies of the required Criminal Record Screening Certificate (Certificate of Conduct) or the Criminal Record Check, along with the Vulnerable Sector Check, First Aid, CPR, Immunization Record and separate Immunization Requirements Form are to be submitted prior to online registration; otherwise, students will not be able to attend class.

(ii) After enrolment, additional documentation may be required by organizations for field placements and volunteer activities.

(iii) Due to the physical nature of many of the courses offered throughout the two-year program, students are expected to be in good physical condition and demonstrate the ability to take part in intense physical activities in an indoor and outdoor setting.

(iv) Due to the outdoor components in the RS1250 and RS1370 courses, students are required to have appropriate equipment and the clothing necessary to successfully complete these courses (e.g. sleeping bag, back pack, rain gear - pants and jacket, winter clothing - jacket/ pants/ gloves/ hat/ boots, and other clothing/ equipment appropriate for outdoor recreation activities and overnight camping).

## Courses

### Semester 1

Code	Title	Cr	Le	La
CM1100	Writing Essentials	3	3	1
FH1200	Principles of Physical Fitness	3	3	0
FW1710	Supervised Field Placement Experience I	5	11 wks	4 wks
MC1150	Productivity Tools	4	3	2
RS1100	Introduction to Community Recreation Leadership	3	3	0
RS1280	Program Planning	2	2	1
RS1450	Introduction to Therapeutic Recreation	3	2	3

*FW1710: 4 wks of placement (35 hrs/wk); 2 hrs lecture per week in remaining 11 weeks*

### Semester 2

Code	Title	Cr	Le	La
AC1100	Bookkeeping I	4	3	2
CM2100	Workplace Correspondence	3	3	0
FW1711	Supervised Field Placement Experience II	5	11 wks	4 wks
PS2340	Organizational Behaviour	4	4	0
RS1230	Creative Activities	3	2	2
RS1250	Recreation Activities I	3	2	2

*FW1711: 4 wks of placement (35 hrs/wk); 2 hrs lecture per week in remaining 11 weeks*

### Semester 3 (Intercession)

Code	Title	Cr	Le	La
FH1230	Physical Activity Programming for Older Adults	3	2	2
RS1370	Recreation Activities II	3	2	3

*Intercession hours are actual and will not be adjusted.*

### Semester 4

Code	Title	Cr	Le	La
CM2300	Report Writing	2	2	0
FW2710	Supervised Field Placement Experience III	5	11 wks	4 wks
HN1200	Human Resource Management	3	3	1
RS1240	Recreation Activities III	3	2	2
RS1320	Recreation Administration	3	3	1
RS1400	Community Agencies	3	3	0
RS1440	Recreation Facilities	3	3	1

*FW2710: 4 wks of placement (35 hrs/wk); 2 hrs lecture per week in remaining 11 weeks*

### Semester 5

Code	Title	Cr	Le	La
CM2200	Oral Communications	2	2	0
FW2711	Supervised Field Placement Experience IV	5	11 wks	4 wks
MN1410	Special Events Management	4	3	3
MR2110	Marketing Methods	3	3	0
RS1460	Recreation Programming for the Older Adult	3	2	3
RS1520	Risk Management and Legal Liability	3	3	0
RS1530	Principles and Procedures of Therapeutic Recreation	3	3	0

*FW2711: 4 wks of placement (35 hrs/wk); 2 hrs lecture per week in remaining 11 weeks*

**Hours per week may vary to accommodate supervised fieldwork experience schedule.**

# Digital Animation

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Academics, Applied Arts, and Tourism

## Locations & Delivery Modes:

- Bay St. George - On Campus Delivery

## PROGRAM DESCRIPTION:

### Set your career in motion.

Animation brings imagination to life. More than enchanted drawings and toy stories, digital animation has grown into a multibillion-dollar industry. Technological advancements in 3D animation and the wide usage of animated videos in manufacturing, medical, engineering, entertainment and other sectors are driving this rapidly expanding market. That means digital animators are in high demand.

Canada is recognized as a world leader in animation, video game development and visual effects. According to the Canada Media Fund, digital media is a \$22 billion industry in Canada that supports more than 120,000 creative jobs, making Canada one of the foremost investment destinations for global digital media companies.

CNA's Digital Animation program provides a pathway to success if you want to be a main player in this exciting industry. With design fundamentals, animation software tools and production techniques, you'll learn to perform your best individually and collaboratively, creating animated films and video productions from concept to completion.

Study with us and build a professional creative portfolio that will get you a job you love.

If you can imagine it, you can create it. And we can help.

## Program Highlights

- Create a final demo reel, portfolio to accompany your professional resume.
- Train in the fundamentals of drawing, design, 2D digital graphics and 2D animation.
- Explore 3D modelling, texturing, painting, lighting and animation.
- Delve into all aspects of a digital animation pipeline, including rendering and post-processing.

## Did You Know?

- Canadian-based companies have created animation and effects for many box-office hits and award-nominated feature films such as *Marmaduke* (2022), *Hotel Transylvania 2* (2015), *The Adams Family* (2019), and popular television series such as *Trailer Park Boys: The Animated Series*, and *DC Superhero Girls*.
- The 20 top-grossing films of all time featured high-end visual effects or computer-generated animation, and today visual effects often represent over 30 percent of a film's production budget.<sup>1</sup>
- Digital animation professionals find work at advertising agencies and video game companies, with movies and television, in digital marketing and more.
- Graduates have showcased their work internationally at events such as the Nickel Film Festival in NL; the National Film Festival for Talented Youth in Seattle, Washington; the Kerry International Film Festival in Ireland; the Upstate NY Horror Film Festival, and the TOFUZI International Festival of Animated Arts in Georgia, among many others.

## FUTURE OPPORTUNITIES

Graduates will be prepared for employment in the global communications and entertainment industry, film, broadcasting, gaming and design, as well as visualization services for the medical, engineering, simulation training, architectural and publishing fields.

## OBJECTIVES

Upon successful completion of the program, graduates will be able to:

1. Apply the concept of “Design” as a professional discipline and historical practice.
2. Use technical skills in areas such as narrative, design, storyboarding, modeling and animation to create digital animation.
3. Demonstrate appropriate work habits, attitudes and behaviors required for employment.
4. Apply entrepreneurial skills to budget, resource, schedule and market animated projects.
5. Create a final portfolio demonstrating industry applicable skills.

## ENTRANCE REQUIREMENTS

### 1. High School

Provincial High School Graduation Certificate with a 60% average in nine level 3000 credits or equivalent

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science Transition Certificate

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile) with an average pass mark of 60%

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College’s English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

**Note:** Basic computer skills along with an ability to draw are important and considered definite assets for success in this program.

## Courses

### Semester 1

Code	Title	Cr	Le	La
CM2200	Oral Communications	2	2	0
MM1400	2D Digital Graphics	3	2	2
MM1500	Introduction to 3D Animation	3	2	2
MM1600	Narrative & Production Design	3	2	2
VA1130	Drawing Fundamentals	3	3	0
VA1160	Animation Drawing I	3	2	3
VA1600	Sculpture for Animators	3	2	2

## Semester 2

Code	Title	Cr	Le	La
MM2310	Digital Video Techniques	3	2	2
MM2320	Digital Audio Techniques	3	2	2
MM2560	3D Texture & Digital Paint	3	2	2
MM2670	3D Character Modeling	3	2	2
VA1161	Animation Drawing II	3	2	2
VA2170	Life Drawing	3	2	2
Elective	minimum credit value of 3			

## Semester 3 (Intersession)

Code	Title	Cr	Le	La
MM2760	Animation Design Project	4	2	20

*Intersession hours are actual and will not be adjusted.*

## Semester 4

Code	Title	Cr	Le	La
CM1680	Writing for the Screen	3	3	0
EP1100	Entrepreneurial Studies	4	3	2
MM1950	Workplace Professionalism	3	3	0
MM2620	2D Computer Animation	3	2	2
MM2680	3D Character Animation	5	3	5
MM2700	Multimedia Lab I	2	1	2

## Semester 5

Code	Title	Cr	Le	La
CP4470	Emerging Trends in Industry	3	2	2
MM2710	Multimedia Lab II	1	0	2
MM2830	3D Post-Production & VFX	4	3	2
MM2850	Digital Compositing	4	3	2
MM2900	Portfolio Development	3	2	3
VA3550	Screening & Peer Critique	3	2	3

## Digital Filmmaking

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Academics, Applied Arts, and Tourism

### Locations & Delivery Modes:

- Bay St. George - On Campus delivery

### PROGRAM DESCRIPTION

As a two-year, six-semester program, Digital Filmmaking responds to the increasing demand for filmmakers and technicians in the Canadian filmmaking industry. The primary objective is to prepare students for an exciting career in the filmmaking industry by providing each student with an abundance of fundamental knowledge and skill development in narrative, documentary, music videos, factual entertainment and other genres of filmmaking.

While learning the skills required for visual storytelling, students will also learn the art of filmmaking by actually making films. The program centers on meticulous hands-on training whereby students work with industry standard equipment to learn professional techniques in various aspects of the filmmaking process. Each semester, students will engage in progressive learning as it relates to producing, directing and editing during both individually-based and team-oriented projects.

During both Intersession semesters, first and second-year students, together with their instructors, will work on developing and producing a short film which will then be screened by a public audience. Added to the practical experience Digital Filmmaking students will acquire, students will graduate with a number of certifications necessary to work in the rapidly growing and complex filmmaking industry.

While merging creative and technical aspects of filmmaking, the program will prepare and qualify students for entry-level technical positions associated with filmmaking. Graduates from this program will have a well-rounded knowledge of the filmmaking industry and gain an understanding of the many unique and rewarding career paths available within that industry.

### OBJECTIVES

Upon completion of this program, graduates will be able to:

1. Identify the complex components of the provincial, national and international film industry.
2. Demonstrate proper etiquette and safety practices on a film set.
3. Communicate with proficiency, clarity and confidence within a team-based and hierarchical workplace structure.
4. Apply technical proficiency with industry standard equipment (digital cinema cameras, lighting fixtures and grip equipment, field sound recording equipment, picture and sound editing).
5. Practice creative visual storytelling through the art of previsualization, scriptwriting, production scheduling, location filming and editing.
6. Demonstrate an understanding of live television production, webcasting, art direction, post colour and sound production, proposal writing and entrepreneurial practices.
7. Apply team-working and applicable problem-solving skills unique to the film industry.
8. Demonstrate visual, oral and written communication skills to create compelling stories.
9. Identify and seek/renew industry-relevant certifications.
10. Create engaging independent narrative and documentary films.
11. Plan a career path within the filmmaking industry.

## FUTURE OPPORTUNITIES

The Filmmaking industry is an exciting, dynamic and complex field with diverse opportunities for employment as film productions and filmmaking activities within the province, nationally, as well as internationally continue to increase. Graduates of the Digital Filmmaking program have opportunities to work at entry-level positions on filmmaking crews which are in demand. They can seek employment in areas such as, but not limited to, a Grip, Lighting Technician, Sound Personnel (Boom Operator), Trainee - Assistant Director, Editor's Assistant or Camera Trainee.

## ENTRANCE REQUIREMENTS

### 1. High School

Provincial High School Graduation Certificate with a 60% average in nine level 3000 credits or equivalent

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science Transition Certificate

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile) with an average pass mark of 60%

### 4. Mature Student Requirements

Applicants who do not meet the educational prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

### Please Note:

There are physical requirements (e.g. lifting) in this program as a result of the physical requirements of working in the Digital Filmmaking industry (e.g. individuals must be able to work long hours in different environmental conditions, be comfortable working at heights and be aware of lifting requirements of at least 30 pounds).

## Courses

### Semester 1

Code	Title	Cr	Le	La
CM1100	Writing Essentials	3	3	1
FV1110	History of Cinema	3	2	2
FV1210	Digital Filmmaking Techniques I	3	2	2
FV1230	Overview of the Film Industry	2	2	0
FV1260	Introduction to Post Production	3	2	2
HY1130	Renaissance to 20th Century	3	2	2
SN2420	Sound for Visual Media	4	3	2



**Semester 2**

Code	Title	Cr	Le	La
CM1680	Writing for the Screen	3	3	0
CS2500	Project Management	3	3	1
FV1235	Director Studies I	3	2	2
FV1280	Lighting & Grip	3	2	2
FV1285	Picture & Sound Editing	3	2	2
FV2210	Documentary Filmmaking	3	2	3
Elective	minimum credit value of 3			

**Semester 3 (Interession)**

Code	Title	Cr	Le	La
FV1221	Short Film Production I	4	4	14
FV1290	Digital Filmmaking Techniques II	3	4	4

*Interession hours are actual and will not be adjusted.*

**Semester 4**

Code	Title	Cr	Le	La
CM2200	Oral Communications	2	2	0
FV2000	Art Direction & Production Design	2	1	3
FV2010	Digital Cinematography	2	1	2
FV2020	Live TV & Webcasting	3	2	3
FV2030	Director Studies II	3	2	2
MM1400	2D Digital Graphics	3	2	2
MM1950	Workplace Professionalism	3	3	0

**Semester 5**

Code	Title	Cr	Le	La
EP2000	Entrepreneurship in Practice	4	3	2
FV2040	Film Industry & Certifications	3	2	2
FV2050	Advanced Documentary	3	2	3
FV2060	Colour Correction/Sound Design	3	2	2
FV2070	Director Studies III	3	2	2
MM2850	Digital Compositing	4	3	2

**Semester 6 (Interession)**

Code	Title	Cr	Le	La
FV2080	Short Film Production II	5	5	16
PD1110	Portfolio Development	1	2	2

*Interession hours are actual and will not be adjusted.*

**Elective Courses:**

Elective/s to be offered in the second semester will be made available prior to registration. Other courses may be chosen provided that:

1. All prerequisites have been met,
2. The course is offered during the semester,
3. The maximum enrolment for the course is not exceeded,
4. The student's schedule can accommodate all scheduled classes for that course.

## Early Childhood Education

**Start Date:** September

**Credential:** Certificate/Diploma

**Program Length:** One Year/Two Years

**School:** Academics, Applied Arts, and Tourism

### **Locations & Delivery Modes:**

- Corner Brook - On Campus delivery
- Gander - On Campus delivery
- Prince Philip Drive - On Campus delivery

### **PROGRAM DESCRIPTION**

Early Childhood Educators (ECEs) have a lasting, positive impact on the development of children, and provide an essential support for families, communities, and society. Early literacy and numeracy, socialization, indoor and outdoor physical activities, and creative experience in art, music, movement, and dramatic play, are some of the areas in which students will acquire knowledge and skills to support and encourage children's development. Students will have the opportunity to apply their learning on field placements, with different age groups, in the College's demonstration child care centres and a variety of child care settings.

The usual work environment for ECEs involves daily indoor and outdoor activity. Being in good health and having, energy, patience, physical stamina, good communication and interpersonal skills are assets that will help students in this profession.

### **ENTRANCE REQUIREMENTS**

#### **1. High School**

Provincial High School Graduation Certificate with a 60% average in nine level 3000 credits or equivalent

#### **2. Comprehensive Arts and Science (CAS) Transition**

Comprehensive Arts and Science Transition Certificate

#### **3. Adult Basic Education (ABE)**

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile) with an average pass mark of 60%

#### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

#### **5. International Applicants – English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

**AND**

**Early Childhood Education (ECE)**

### Documentation Required:

1. Clear certified criminal records check (issued by RCMP) or clear criminal records screening certificate (issued by RNC)
2. Clear vulnerable sector records check (issued by RCMP/RNC)
3. Record of Immunization or Statement of Immunization

\*Please note: The certified criminal records check (issued by RCMP) or clear criminal records screening certificate (issued by RNC), vulnerable sector records check (issued by RCMP/RNC), and the Record of Immunization or Statement of Immunization **must be submitted to the College prior to online registration**. Further information on obtaining ECE program documentation may be found [HERE](#).

The certified criminal records check or criminal records screening certificate and the vulnerable sector records check:

- Must be dated no more than three months prior to the first scheduled day of classes for the program;
- Is valid for a period of three years, unless the student is absent from the program for six months or more.

*To be employed in the field of early childhood education and to successfully fulfill field placement requirements, students must be able to lift and move children, materials and equipment (up to 50 pounds) on a consistent basis. As well, physical effort, strength and endurance is required in the supervision and care of children, e.g., maintaining balance, kneeling and bending, pushing and pulling strollers and carts, and moving quickly to assist children in emergency situations.*

### EARLY CHILDHOOD EDUCATION - DIPLOMA

Students in the two-year Diploma program support children's learning, and their development in all areas: physical, social, emotional, cognitive, and language development. In addition, students learn how to develop, maintain, and evaluate a child care program based on best practices, and support the inclusion of all children, in programming. Students are introduced to the administrative skills necessary to manage a child care service. With relevant work experience, a Diploma graduate will be qualified to become the Administrator of a licensed child care centre.

There is a direct link between the level of education an ECE has and the quality of education and care that is provided to children. The Early Childhood Education Diploma program is an important step on the career ladder (certificate, diploma, degree) to increasing qualifications as an ECE. Diploma graduates are eligible for Level II Child Care Services Certification in infant, preschool and school-age care, working with children ages 0-12.

### OBJECTIVES

Upon successful completion of the Diploma program, graduates will be able to:

1. Support and promote the overall development of children aged birth to 12 years.
2. Develop and maintain developmentally appropriate programs, and indoor and outdoor environments that reflect best practices.
3. Explain variations in the developmental abilities of children aged birth to 12 years.
4. Maintain caring and responsive relationships with the children in their care.
5. Carry out effective and positive behaviour guidance, and discuss challenging behaviour.
6. Create and implement a philosophy statement, and develop programs and policies based on the philosophy.
7. Support staff in the delivery of programs, policies and guidelines.
8. Set up and maintain an environment that supports diversity and inclusion.
9. Observe, document and evaluate program delivery, child development, and adult/child interactions.
10. Discuss and illustrate the principles of early learning.
11. Demonstrate professional behaviour, reflective practice, and effective relationships with children, families, staff, and the community.
12. Apply provincial child care legislation, standards and policies, and all other applicable legislative and regulatory requirements.

### FIELD PLACEMENT

Students complete four Field Placements during the Diploma program, two in year 1 and two in year 2. Field Placements include time spent in the College's demonstration child care centre. **Please Note: Students work with the ECE faculty to determine approved field placement sites.**

**Prior to the start of a field placement, students must submit to Student Services a current copy of at least an emergency level (one day) diploma/certificate in first aid and CPR dealing with children. A list of approved first aid training providers can be found on the Workplace NL website.**

## **FUTURE OPPORTUNITIES**

Graduates of the Diploma program will be prepared for employment with organizations providing early learning & child care, or self-employment in the child care field. With relevant work experience, graduates will be able to develop programs for and/or supervise in child care services in communities throughout the province.

## **CERTIFICATION**

The graduate is awarded a Diploma of Applied Arts in Early Childhood Education from the College. This parchment indicates successful completion of two years of post-secondary education, combining theory and practical experience in the care, education, and guidance of children, as well as best practices in developmentally appropriate programming and environments. Completion of this program is one of the steps towards provincial Child Care Services (CCS) Certification granted through the Association of Early Childhood Educators of Newfoundland and Labrador (AECENL). Currently, the Early Childhood Education Diploma is equivalent to Level II CCS Certification for infant, preschool and school-age children.

## **EARLY CHILDHOOD EDUCATION – CERTIFICATE**

Students in the one-year Certificate program support children's learning, and their development in all areas: physical, social, emotional, cognitive, and language development. The Early Childhood Education Certificate program is the first step in becoming a qualified ECE. Certificate graduates will be eligible for Level I Child Care Services Certification in preschool and school-age care (working with children ages 18 months-12 years). The one-year Certificate is also the same as the first year of the Early Childhood Education Diploma program.

## **OBJECTIVES**

Upon successful completion of the Certificate program, graduates will be able to:

1. Support and promote the overall development of children aged 18 months to 12 years.
2. Develop and maintain developmentally appropriate programs, and indoor and outdoor environments that reflect best practices.
3. Explain variations in the developmental abilities of children aged 18 months to 12 years.
4. Maintain caring and responsive relationships with the children in their care.
5. Carry out effective and positive behaviour guidance, and discuss challenging behaviour.
6. Demonstrate professional behaviour and reflective practice in interactions with children, families and the community.
7. Identify and outline provincial child care legislation, standards and policies.

## **FIELD PLACEMENT**

Students complete two Field Placements during the Certificate program, one in Semester 1 and one in Semester 2. Field Placements include time spent in the College's demonstration child care centre. **Please Note: Students work with the ECE faculty to determine approved field placement sites.**

**Prior to the start of a field placement, students must submit to Student Services, a current copy of at least an emergency level (one day) diploma/certificate in first aid and CPR dealing with children. A list of approved first aid training providers can be found on the Workplace NL website.**

## **FUTURE OPPORTUNITIES**

Graduates of the Certificate program will be prepared for employment with organizations providing early learning & child care, or self-employment in the child care field.

## CERTIFICATION

The graduate is awarded a Certificate of Applied Arts in Early Childhood Education from the College. This parchment indicates successful completion of one year of post-secondary education, combining theory and practical experience in the care, education, and guidance of children. This program is one of the steps towards provincial Child Care Services (CCS) Certification granted through the Association of Early Childhood Educators of Newfoundland and Labrador (AECENL). Currently, the Early Childhood Education Certificate is equivalent to Level I CCS Certification for preschool and school-age children.

### Courses

#### Semester 1

Code	Title	Cr	Le	La
EE1180	Curriculum I	3	3	0
EE1340	Child Development I	2	2	0
EE1290	Positive Behaviour Guidance	4	4	0
EE1420	Creative Experiences I	3	2	2
FH1340	Health & Safety	3	3	0
FW1600	Field Placement I	6	1	5 wks

*Five weeks of Field Placement during the semester; Field Placement lecture in the other 10 weeks. Hours of other courses will be adjusted to reflect 10 weeks of the semester.*

#### Semester 2

Code	Title	Cr	Le	La
EE1181	Curriculum II	3	3	0
EE1341	Child Development II	3	3	1
EE1360	Observation	2	2	1
EE1421	Creative Experiences II	3	2	2
FH1360	Childhood Nutrition	2	2	0
HR1300	Communications & Human Relations	2	2	0
FW1601	Field Placement II	6	1	5 wks

*Five weeks of Field Placement during the semester; Field Placement lecture in the remaining 10 weeks. Hours of other courses will be adjusted to reflect 10 weeks of the semester.*

#### Semester 3 (Intersession)

Code	Title	Cr	Le	La
EE2500	School-Age Development & Care	4	4	0
EE1440	Family Studies I	3	3	0
EE1480	Inclusion I	2	2	0

*The lecture and lab hours per week are based on a 15-week semester. In Intersession, the lecture and lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

#### Semester 4

Code	Title	Cr	Le	La
EE2180	Curriculum III	5	4	2
EE2340	Child Development III	4	4	0
CM2130	Workplace Writing	3	3	0
EE2255	Advanced Behaviour Guidance	3	3	0
FW2600	Field Placement III	5	1	4 wks

One of				
Code	Title	Cr	Le	La
EE1870	Community Resources	2	2	0
FH1500	Personal Wellness	2	2	0

Four weeks of Field Placement during the semester; Field Placement lecture in the other 11 weeks. Hours of other courses will be adjusted to reflect 11 weeks of the semester.

#### Semester 5

Code	Title	Cr	Le	La
EE2260	Introduction to Child Care Administration	3	3	0
EE1441	Family Studies II	3	3	0
EE2350	Professional Practice	2	2	0
EE2470	Infant Development & Care	3	3	1
EE1481	Inclusion II	4	4	0
FW2601	Field Placement IV	5	1	4 wks

*Four weeks of Field Placement during the semester; Field Placement lecture in the other 11 weeks. Hours of other courses will be adjusted to reflect 11 weeks of the semester.*

ECE Certificate courses are those listed in Semesters 1, 2, and 3 above.

## Early Childhood Education - Online Asynchronous

**Start Date:** September

**Credential:** Certificate/Diploma

**Program Length:** Varies

**School:** Academics, Applied Arts, and Tourism

**Locations & Delivery Modes:**

- Online - Asynchronous delivery

### PROGRAM DESCRIPTION

Early Childhood Education (ECE) is also available by distance education, online through the College's Office of Distributed Learning (DL). Program descriptions, objectives, graduation requirements and the list of courses may be found on the **Early Childhood Education** full-time program pages.

A Learner Course Plan for ECE course completion is developed with each student, based on an assessment of any previous ECE or related training they may already have, and any PLAR credits received. Learner Course Plans are posted on the Early Childhood Education – Distributed Learning program pages.

Distance students register each semester from a list of course offerings. These offerings, and other important information about ECE by Distance, are posted on the Early Childhood Education – Distributed Learning program pages. Students may enroll on a part-time basis. Students who go beyond the time frame for completion by distance may be required to complete additional or revised courses before being deemed eligible to graduate.

### ENTRANCE REQUIREMENTS

All entrance requirements listed on the Early Childhood Education full-time program pages must be met including: both the academic requirements and the ECE program documentation requirements. Further information on obtaining ECE program documentation may be found **HERE**

*To participate in courses, students must have an internet-ready computer system. General internet/computer knowledge (e.g. e-mail, ability to save files, install programs, and related applications) would be a valuable asset.*

*To be employed in the field of early childhood education and to successfully fulfill field placement requirements, students must be able to lift and move children, materials and equipment (up to 50 pounds) on a consistent basis. As well, physical effort, strength and endurance is required in the supervision and care of children, e.g., maintaining balance, kneeling and bending, pushing and pulling strollers and carts, and moving quickly to assist children in emergency situations.*

### Applicants currently working in a regulated child care service:

Applicants must submit a current copy of the following program documentation:

1. Clear certified criminal records check (issued by RCMP) or clear criminal records screening certificate (issued by RNC)
2. Clear vulnerable sector records check (issued by RCMP/RNC) and
3. Record of Immunization or **Statement of Immunization**

\*Please note: The certified criminal records check (issued by RCMP) or clear criminal records screening certificate (issued by RNC), vulnerable sector records check (issued by RCMP/RNC), and the Record of Immunization or Statement of Immunization **must be submitted to the College prior to online registration.**

**Prior to the start of a field placement, students must submit to Student Services a current copy of at least an emergency level (one day) diploma/certificate in first aid and CPR dealing with children. A list of approved first aid training providers can be found on the Workplace NL website.**

Once admitted into the program, a student who does not enroll in courses for six months or more must re-submit a current copy of all of the above required ECE program documentation.

### **Applicants not working in a regulated child care service:**

Applicants must submit a current copy of the following program documentation which must be dated **no more than three months** prior to the first scheduled day of classes:

1. Clear certified criminal records check (issued by RCMP) or clear criminal records screening certificate (issued by RNC)
2. Clear vulnerable sector records check (issued by RCMP/RNC) and
3. Record of Immunization or **Statement of Immunization**

\*Please note: The certified criminal records check (issued by RCMP) or clear criminal records screening certificate (issued by RNC), vulnerable sector records check (issued by RCMP/RNC), and the Record of Immunization or Statement of Immunization **must be submitted to the College prior to online registration.**

**Prior to the start of a field placement, students must submit to Student Services a current copy of at least an emergency level (one day) diploma/certificate in first aid and CPR dealing with children. A list of approved first aid training providers can be found on the Workplace NL website.**

Once admitted into the program, a student who does not enroll in courses for six months or more must re-submit a current copy of all of the above required ECE program documentation.

## **FIELD PLACEMENT**

**Students in the ECE Online Diploma program** are required to complete four Field Placements: FW1600 (5 weeks); FW1601 (5 weeks); FW2600 (4 weeks) and FW2601 (4 weeks). Provincial program standards require that learners must complete a majority of their placements in a regulated child care centre. For the Diploma program, a minimum of 500 hours must be completed in a regulated child care centre, while the remaining hours may be in a regulated family child care home, child care centre, a family child care agency, a kindergarten classroom or a family resource centre.

For those online students currently working in regulated child care (i.e., for a minimum of 12 consecutive months), a minimum of 2 weeks must be completed at a College of the North Atlantic (CNA) demonstration child care centre. An additional week at a CNA demonstration child care centre (for a total of 3 weeks out of the required 18 weeks) will be mandatory for the following:

- (i.) students working in regulated child care for less than 12 consecutive months;
- (ii.) students not working in regulated child care.

**Students in the ECE Online Certificate program** are required to complete two Field Placements: FW1600 (5 weeks) and FW1601 (5 weeks). Provincial program standards require that learners must complete a majority of their placements in a regulated child care centre. For the Certificate program, a minimum of 260 hours must be completed in a regulated child care centre, while the remaining hours may be in a regulated family child care home, child care centre, a family child care agency, a kindergarten classroom or a family resource centre.

For those online students currently working in regulated child care (i.e., for a minimum of 12 consecutive months), a minimum of 1 week must be completed at a College of the North Atlantic (CNA) demonstration child care centre. An additional week at a CNA demonstration child care centre (for a total of 2 weeks out of the required 10 weeks) will be mandatory for the following:

- (i.) students working in regulated child care for less than 12 consecutive months;
- (ii.) students not working in regulated child care.

Students will be assigned a CNA demonstration child care centre based on geographical location. Our centres are located in St. John's, Corner Brook and Happy Valley - Goose Bay. Please note: For new students accepted into the ECE Online Certificate program starting in Academic Year 2020-2021, the ECE Manager will be allocating which field placement course (FW1600 or FW1601) and the dates in which a student will complete the mandatory week(s).



**Prior to the start of a field placement, students must submit to Student Services, a current copy of at least an emergency level (one day) diploma/certificate in first aid and CPR dealing with children. A list of approved first aid training providers can be found on the Workplace NL website.**

### **PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)**

Students will be given every opportunity to receive credit for past learning experience through a comprehensive systematic process of evaluation. Once enrolled and active in the program, students will be permitted to submit PLAR applications for any courses in the program for which they believe they have already acquired the appropriate level of knowledge and skills, except Field Placements II, III and IV. For further information, please refer to the Early Childhood Education – Distributed Learning program pages.

### **FUTURE OPPORTUNITIES**

Graduates of the Diploma program will be prepared for employment with organizations providing early learning & child care, or self-employment in the child care field. With relevant work experience, they will be able to develop programs for and/or supervise in child care services in communities throughout the province.

Graduates of the Certificate program will be prepared for employment with organizations providing early learning & child care, or self-employment in the child care field in communities throughout the province.

### **CERTIFICATION**

The Diploma program graduate is awarded a Diploma of Applied Arts in Early Childhood Education from the College. This parchment indicates successful completion of two years of post-secondary education, combining theory and practical experience in the care, education, and guidance of children, as well as best practices in developmentally appropriate programming and environments. Completion of this program is one of the steps towards provincial Child Care Services (CCS) Certification through the Association of Early Childhood Educators of Newfoundland and Labrador (AECENL). Currently, the Early Childhood Education Diploma is eligible for Level II CCS Certification for infant, preschool and school-age classifications.

The Certificate program graduate is awarded a Certificate of Applied Arts in Early Childhood Education from the College. This parchment indicates successful completion of one year of post-secondary education, combining theory and practical experience in the care, education, and guidance of children. Completion of this program is one of the steps towards provincial CCS Certification through AECENL. Currently, the Early Childhood Education Certificate is eligible for Level I CCS Certification for preschool and school-age classifications.

### **LOCATION**

Early Childhood Education – Distributed Learning is available province-wide with on-campus Field Placements currently held at the Prince Philip Drive, Corner Brook, and Happy Valley-Goose Bay campuses.

**For the complete listing of courses required for the Diploma and Certificate programs, please see the Early Childhood Education full-time program pages.**

# Early Childhood Education Administrative Leadership

**Start Date:** September

**Credential:** Advanced Diploma

**Program Length:** Varies

**School:** Academics, Applied Arts, and Tourism

**Locations & Delivery Modes:**

- Online - Asynchronous delivery

## PROGRAM DESCRIPTION

The Early Childhood Education (ECE) Administrative Leadership program provides an exciting opportunity for further education and specialized training for early childhood educators, with a focus on increasing knowledge and skills in the area of administrative leadership. Students completing the ECE Administrative Leadership program will gain invaluable knowledge to enhance confidence and support career advancement. This knowledge will be utilized to increase educational qualifications as well as provide an incredible opportunity to advance professional certification within the ECE field. Graduates of the advanced diploma (with an ECE Diploma) are eligible for Level III Child Care Services Certification\* from the Association of Early Childhood Educators of Newfoundland and Labrador (AECENL). Throughout this program, students will develop leadership skills, particularly those required of a child care administrator for regulated early learning and child care settings. Courses in this program will spark interest in early childhood educators as specific applications of leadership, mentorship, relationship building, human resources, and reflective practice are included. In addition, students will learn about provincial legislative requirements, as well as current and emerging trends within the field of early childhood education.

The advanced diploma in ECE Administrative Leadership program is designed for graduates of a recognized ECE diploma program. It builds upon the education and practical experiences of the student, resulting in graduates who will be leaders and mentors in the field of early childhood education.

Students may complete this program on a full-time or part-time basis and have a maximum of 12 semesters to complete the program. A Learner Course Plan for course completion is developed with each student, based on an assessment of any previous ECE or related training they may already have, and any PLAR credits received. The Learner Course Plan specific to this program can be found [HERE](#).

Online students register each semester from a list of course offerings. These offerings, and other important information about the ECE Administrative Leadership program, are posted on the Early Childhood Education Administrative Leadership program pages. *To participate in courses, students must have an internet-ready computer system. General internet/computer knowledge (e.g. e-mail, ability to save files, install programs, and related applications) would be a valuable asset.*

## OBJECTIVES

Upon successful completion of this program, graduates will be able to:

1. Effectively administer the day-to-day operations of an early learning and child care program, particularly in the regulated sector.
2. Create informed and professional documents that will assist with quality child care operations.
3. Apply knowledge of provincial legislative documents to ensure safe, high-quality, healthy, and compliant early learning and child care environments.
4. Supervise, mentor, direct, and provide professional support to employees, students, and volunteers within early learning and child care settings.
5. Lead, inspire, and be an informed advocate within the early learning and child care sector.
6. Embrace diversity and build professional relationships with children/families, and their communities as well as other stakeholders.

7. Demonstrate confidence, critical thinking, and reflective practice, as well as ethical and professional behaviour at all times.
8. Maintain currency within the ECE field by actively seeking professional learning resources and opportunities.

## **ENTRANCE REQUIREMENTS**

Eligibility for admission into the Early Childhood Education Administrative Leadership program requires the applicant to meet one of the following criteria:

1. Have graduated from the Early Childhood Education diploma program at College of the North Atlantic;  
**OR**
2. Have graduated from a recognized post-secondary Early Childhood Education diploma (or equivalent) program (or have a combination of other post-secondary education and industry experience acceptable to the College as an entrance requirement).

### **Documentation Required\*:**

1. Clear certified criminal records check (issued by RCMP) or clear criminal records screening certificate (issued by RNC);
2. Clear vulnerable sector records check (issued by RCMP/RNC); and
3. Record of Immunization or Statement of Immunization

The certified criminal records check or criminal records screening certificate and the vulnerable sector records check:

- Must be dated no more than three months prior to the first scheduled day of classes for the program; and
- Is valid for a period of three years, unless the student is absent from the program for six months or more.

### **\*Please note:**

- The certified criminal records check (issued by RCMP) or clear criminal records screening certificate (issued by RNC), vulnerable sector records check (issued by RCMP/RNC), and the Record of Immunization or Statement of Immunization must be submitted to the College prior to online registration.
- If an applicant is currently working in a regulated child care service, they may submit copies of their current certified criminal records check/criminal records screening certificate, vulnerable sector records check, and Record of Immunization or Statement of Immunization to Student Services.

## **PRIOR LEARNING ASSESSMENT AND RECOGNITION (PLAR)**

Students will be given every opportunity to receive credit for past learning experience (with the exception of EE3050 and EE3055) through a comprehensive systematic process of evaluation. Once enrolled and active in the program, students will be permitted to submit PLAR applications for any courses in the program for which they believe they have already acquired the appropriate level of knowledge and skills. For further information, please refer to the Early Childhood Education Administrative Leadership program pages.

## **FUTURE OPPORTUNITIES**

Upon successful completion of the program, graduates will be prepared for employment in administrative leadership roles in a variety of early learning and child care settings. These could include but are not limited to the following:

- Child care centres
- Family homes
- Family agencies
- Family resource centres
- Drop-in playgroups
- Head Start programs

## **\*CERTIFICATION**

Upon completion of this program, individuals may apply for provincial Child Care Services (CCS) Certification through the Association of Early Childhood Educators of Newfoundland and Labrador (AECENL). The Early Childhood Education Administrative Leadership advanced diploma (with an ECE Diploma) is eligible for Level III CCS Certification in classifications the individual already holds. For information on certification, please visit Association of Early Childhood Educators of Newfoundland and Labrador (AECENL).

### **Courses**

#### **Semester 1 - Fall**

Code	Title	Cr	Le	La
EE3010	Leadership	4	4	0
EE3020	Culture & Diversity	4	4	0
EE3030	Governance in ECE	4	4	0
EE3035	Financial Management in ECE	3	3	1
EE3045	Conflict Resolution	3	3	1

#### **Semester 2 - Winter**

Code	Title	Cr	Le	La
EE3015	Relationship Building	4	4	0
EE3025	Mentoring in ECE	4	4	0
EE3040	Human Resources in ECE	4	4	0
EE3050	Current & Emerging Trends	4	4	0
EE3055	Reflective Practice in ECE	3	2	2

#### **Semester 3 - Intersession**

Course offerings to be determined.

# Graphic Communications

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Academics, Applied Arts, and Tourism

## **Locations & Delivery Modes:**

- Prince Philip Drive - On Campus delivery

## **Note:**

Alternate Year Intake.

## **PROGRAM DESCRIPTION**

Graphic Communications is a technology-based, two-year diploma program designed to provide training in modern principles and practices used in the printing and graphic industry. A comprehensive hands-on approach ensures that students receive a marketable set of skills within a positive learning environment.

The goal of this program is to help the student develop personal and professional competencies in communications, problem solving, teamwork, electronic pre-press, production technologies, and finishing & bindery operations that will help lead to successful employment.

Program topics include: problem solving, basic layout & design, electronic pre-press, wide format printing, finishing & bindery operation skills, screen printing, dye sublimation, and 3D printing. Students are exposed to the computer software applications commonly used in this industry, such as page layout, design, image manipulation, and computer graphics. Other topics include: digital scanning, colour proofing, digital photography, digital printing (colour and black & white), embroidery graphics, and laser cutting & engraving.

Our equipment is constantly being modernized to offer an expanded range of technical skills. Some of our equipment include:

- Wide format inkjet printer used for display graphics and assembly
- Vinyl cutter for signage, graphics, and packaging
- Xerox colour digital press
- Screen printing equipment
- Heidelberg presses
- Fine Art Archival Printing
- Embroidery machine
- Laser engraving machine
- Dye sublimation printer
- 3D printer

A program resembling a real-world work environment reinforces the learning process for the students.

## **OBJECTIVES**

Upon successful completion of the program, graduates will be able to:

1. Demonstrate professional and personal competencies required for the printing and graphic industry.
2. Demonstrate clear verbal and written communication skills.
3. Apply a teamwork approach to problem-solving techniques.
4. Demonstrate a hands-on knowledge of electronic pre-press methods and equipment.
5. Operate traditional and digital printing equipment.
6. Demonstrate strong technical skills for computer programs used in the printing and graphic industry.

7. Demonstrate safe operation of bindery and finishing equipment.
8. Operate graphic printing equipment such as: wide-format printer, embroidery machine, screen printing machine, laser cutter & engraver, fine-art printer, dye sublimation printer, and 3D printer.

## FUTURE OPPORTUNITIES

Graduates of the program may be employed in many areas of the printing and graphic industry. Some of the entry-level positions include: design & layout agencies, commercial printers, in-plant printers, government agencies, digital copy centres, sign printers, and corporate promotional suppliers.

## ENTRANCE REQUIREMENTS

### 1. High School

Provincial High School Graduation Certificate with a 60% average in nine level 3000 credits or equivalent

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science Transition Certificate

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile) with an average pass mark of 60%

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

### Note:

Basic computer literacy skills as well as strong core skills in English and Mathematics are definite assets for this program. These skills are important for success in the program.

## Courses

### Semester 1

Code	Title	Cr	Le	La
CM1400	Technical Report Writing I	3	3	0
GA1140	Vector Graphics	2	2	1
GA1170	Graphics Problem Solving	3	3	0
GA1230	Finishing & Bindery I	3	2	2
GA1420	Digital Page Layout I	3	2	3
GA1625	Print Technology I	5	4	4

## Semester 2

Code	Title	Cr	Le	La
GA1220	Color Management	3	3	0
GA1320	Digital Printing I	5	4	2
GA1421	Digital Page Layout II	3	2	3
GA1470	Web Processes	2	2	1
GA2570	Production Workflow	3	2	2
PY1200	Photography I	3	2	3

## Semester 3 (Interession)

Code	Title	Cr	Le	La
GA1740	Textiles Graphics & Imaging I	3	2	2
GA1750	Display Graphics & Assembly I	3	2	2
GA1890	Business Practices	3	3	0

*Interession hours are actual and will not be adjusted.*

## Semester 4

Code	Title	Cr	Le	La
CM2200	Oral Communications	2	2	0
GA1321	Digital Printing II	5	4	2
GA1520	Image Manipulation I	3	2	2
GA1626	Print Technology II	5	4	4
GA2420	Digital Page Layout III	3	2	3

## Semester 5

Code	Title	Cr	Le	La
GA1231	Finishing & Bindery II	3	2	2
GA1751	Display Graphics & Assembly II	3	2	2
GA2320	Digital Printing III	5	4	2
GA2750	Advanced Graphics Imaging	4	2	6
Elective				

## Semester 6 (Interession)

Code	Title	Cr	Le	La
FW1180	Field Placement Preparation	1	1 wk	0
FW2810	Field Placement	4	0	4 wks
FW2811	Field Placement Reflection	1	1 wk	0

*FW1180: 1 wk (20 hrs/wk); FW2810: 4 wks (35 hrs/wk); FW2811: 1 wk (20 hrs/wk)*

*Interession hours are actual and will not be adjusted.*

## Graphic Communications Electives

Code	Title	Cr	Le	La
EL1530	Fine Art Printing	3	2	2
GA1741	Textiles Graphics & Imaging II	3	2	2

# Graphic Design

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Academics, Applied Arts, and Tourism

## **Locations & Delivery Modes:**

- Prince Philip Drive - On Campus delivery

## **PROGRAM DESCRIPTION**

### **Form follows function.**

Design is everywhere from the moment we wake up until we close our eyes at night. Not just beautiful art, graphic design has purpose – to communicate a message and engage those who read it and evoke feeling or action. *Great* design tells a story.

Graphic Designers use highly developed technical skills and a mastery of digital technology to capture the imagination through original design in a variety of media from print to screen. They develop solutions for businesses, building corporate branding, designing websites and creating inspiring visuals that send a powerful message. Graphic design has a proven return on investment and has become essential to the success of all business, putting designers in high demand.

Traditionally graphic designers created for print. There is still a great need for design and printing of environmental graphics for retail store interiors, conferences, wayfinding and events, as well as swag, product packaging and much more. But now through digital space, graphic designers are also working in fields like user interface design, online marketing and advertising, motion graphics and more. The opportunities are limitless!

In our state-of-the-art facilities, you'll gain traditional and cutting-edge skills through problem-solving and creative exploration with typography, colour, space and placement. You'll train in digital photography, package design, traditional and digital printing and more, and you'll leave here with a professional portfolio of your work to take out into the world with you.

It's your future by design.

### **Program Highlights**

- Extensive training that combines natural creativity with strategic design techniques
- Experiential, hands-on learning with industry associations and companies
- Collaborative projects with other CNA arts programs such as Sound Recording & Production, Journalism and Applied Music, Textile & Apparel Design, and the suite of Television & Film programs
- High job placement success rate

### **Did You Know?**

- Graduates are working at exciting careers throughout Canada and around the world.
- Students have won dozens of regional, provincial and national awards over the past decade.
- The unique skills of graphic designers have been globally recognized with the term, "design thinking," which applies the thought process designers use for just about any field or discipline.
- A designer's primary concern is ultimately communication.
- It takes two-tenths of a second for people looking at a website for the first time to form an impression.[1]

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[1]What Role Does Design Play In Business Success? (forbes.com)



## OBJECTIVES

Upon successful completion of the program, graduates will be able to:

1. Demonstrate strong technical and conceptual design skills for print and screen.
2. Demonstrate hands-on knowledge of, and experience with, industry-standard design and production tools and equipment.
3. Demonstrate the business, communication, teamwork and time-management skills necessary for this industry.
4. Apply an approach to the design process that focuses on creativity while meeting clients' needs.
5. Successfully compete for entry-level employment in the Graphic Design industry.

## FUTURE OPPORTUNITIES

Past graduates have a strong record of success in the Graphic Design industry, both within Newfoundland and Labrador and beyond. Graduates can choose from a variety of employment options such as advertising agencies, design companies and in-house art departments, as well as freelance work or self-employment with clients located anywhere in the world.

## ENTRANCE REQUIREMENTS

### 1. High School

Provincial High School Graduation Certificate with a 60% average in nine level 3000 credits or equivalent

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science Transition Certificate

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile) with an average pass mark of 60%

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

### Note:

Basic computer skills as well as strong core skills in English and Mathematics are definite assets for this program. These core skills are important for success in the program.

### Applicant Portfolio Requirements

All applicants to the Graphic Design program must submit a portfolio as part of the admission requirements. A portfolio is a personal selection of the applicant's work that shows the potential to build on demonstrated skills and aptitudes when in the program.

The applicant portfolio should consist of:

1. A written personal statement explaining your reasons for wanting to be a graphic designer and your interest in the program at College of the North Atlantic. This should be no longer than 500 words or a single typed page.
2. One project, that relates to the College's Graphic Design program, chosen from the following three options:  
 A magazine ad promoting the program. The ad should focus on at least one positive attribute of the program, and should be produced in colour. The College's website address should be included as well. The size of the ad should be no larger than 20 cm in any dimension.  
  
 A poster promoting the Graphic Design program. The poster should focus on one positive message about the program, and should include the program name, the College's name and the College's website address. The size of the poster should be 28 cm x 43 cm (11 x 17 inches).  
  
 A logo for the Graphic Design program. The logo should be produced in no more than two (2) colours, not including white. The program title (Graphic Design) and the College's initials (CNA) should be part of the logo. Applicants should ensure that the logo suggests one or more of the positive attributes of the program.
3. A minimum of five (5) personal portfolio pieces, which could include (but are not limited to) drawings and sketches, photographs, paintings, websites, computer-generated images, or motion-based work. It is preferable to submit works in more than one category but it is not required.

### Other Requirements

1. Applicants should submit only copies of their work. No originals should be submitted.
2. Do not submit any framed, fragile or 3-dimensional work.
3. If applicants submit digital files, please burn them onto a CD or DVD, and ensure they are readable by a computer other than the one used to burn it. Digital submissions that cannot be opened will not be considered.
4. The applicant's work should be submitted in a case, binder or folio, with measurements not exceeding 61 cm x 92 cm (24 x 36 inches).
5. Work included in the portfolio should be identified on a separate sheet with the title (if any), the completion date and the materials used. A brief explanation of each piece would be welcome.

### Courses

#### Semester 1

Code	Title	Cr	Le	La
CR1535	Web Design I	2	1	2
GA1120	Typography I	2	1	2
GA1170	Graphics Problem Solving	3	3	0
GA1430	Page Composition I	2	1	2
GA1640	Illustration I	3	2	2
PY1200	Photography I	3	2	3
VA1230	Graphic Design I	3	2	3

#### Semester 2

Code	Title	Cr	Le	La
CM1400	Technical Report Writing I	3	3	0
GA1220	Color Management	3	3	0
GA1431	Page Composition II	3	2	2
GA1641	Illustration II	2	1	2
MR1340	Marketing for Graphic Design	3	3	0
PY2200	Photography II	3	2	2
VA1231	Graphic Design II	3	2	3

### Semester 3 (Intersession)

Code	Title	Cr	Le	La
GA1121	Typography II	2	1	2
GA1180	Graphic Design History	3	3	0
GA1350	Motion I	3	2	3

*Intersession hours are actual and will not be adjusted.*

### Semester 4

Code	Title	Cr	Le	La
CR1531	Web Design II	2	1	2
GA1351	Motion II	3	2	3
GA1520	Image Manipulation I	3	2	2
GA1880	Business Practices	3	3	0
GA2380	Production for Designers	2	1	2
GA2640	Illustration III	2	1	3
PY1201	Photography III	3	2	2

### Semester 5

Code	Title	Cr	Le	La
CM2200	Oral Communications	2	2	0
CR2530	Web Design III	2	2	1
GA2350	Motion III	3	2	3
GA2430	Page Composition III	3	2	2
GA2720	Design Management Identity	3	2	2
VA2800	Package Design	3	2	2
Elective				

### Semester 6 (Intersession)

Code	Title	Cr	Le	La
FW1180	Field Placement Preparation	1	1 wk	0
FW2800	Field Placement	4	0	4 wks
FW2801	Field Placement Reflection	1	1 wk	0

*FW1180: 1 wk (20 hrs/wk); FW2800: 4 wks (35 hrs/wk); FW2801: 1 wk (20 hrs/wk)*

*Intersession hours are actual and will not be adjusted.*

### Graphic Design Electives

Code	Title	Cr	Le	La
EL1530	Fine Art Printing	3	2	2
GA1521	Image Manipulation II	3	2	2
PY2201	Photography IV	3	2	2

# Journalism

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Academics, Applied Arts, and Tourism

## **Locations & Delivery Modes:**

- Prince Philip Drive - On Campus delivery

## **PROGRAM DESCRIPTION**

### **Your story. Your career.**

If you are a born storyteller with a strong command of the English language, an insatiable sense of curiosity, a drive to get to the truth and a desire to witness history, you may have the makings of a journalist.

Journalists weave words into stories and capture images that matter. Those words and images become part of history's first draft. Journalists have opportunities to travel, cover exciting events and projects, and meet interesting, diverse people. Journalists can be the voice of a generation.

CNA's Journalism program is a learning ground for the deadline-driven, adaptable and observant. Here, you'll train to deliver the news in a variety of media and gain the skills employers want. You'll learn how to dig for the story, interview people, shoot video and still images, and describe happenings. You'll work on radio, television and web productions. Training both behind and in front of the camera, you'll be immersed in history, politics and current affairs. And you'll master research and context to understand the impact of media on the world today.

This program will prepare you for one of the most fascinating, multifaceted and satisfying careers in the world.

Join the courageous and dedicated people who bring us the world every day!

### **Program Highlights**

- Hands-on training in reporting the news
- Drone journalism and mobile journalism
- Training in broadcast, print, and still and news photography by award-winning instructors
- Industry-standard video and audio equipment
- Radio and video studios
- A new TV studio in the heart of the campus
- An expanded and enhanced newsroom
- Internships with professional news organizations
- Training in how to use social media, analytics and search-engine optimization
- Experience in covering a criminal trial
- Coverage of Indigenous communities
- News photography and broadcast quality-camera skills

### **Did You Know?**

- Graduates from our program are working at every major media outlet in Newfoundland and Labrador.
- Students have interned with such outlets and organizations as the Globe and Mail and the United Nations, and they have taken part in student projects in the Middle East.
- A partnership with the Newfoundland Rogues is seeing students staffing the cameras and doing play-by-play for professional basketball games.
- Almost 80 per cent of Canadians get news online. That's one reason we place a lot of emphasis on teaching students how to promote their own journalism via social media.

- In recent years, court rulings and legislation have given journalists more ability to protect their anonymous sources. We teach student journalists these and other important points of law that enhance freedom of expression.
- A kicker is a journalism term for a strong ending to a story. It is also the name of our students' news website.

## OBJECTIVES

Upon successful completion of the program, graduates will be able to:

1. Discern newsworthy happenings in their communities and develop them into stories.
2. Tell stories across several platforms – text, video, audio, photography, websites, social media and mobile applications.
3. Perform the writing, research, video, audio and photography skills expected of modern multiplatform journalists.
4. Apply a discipline of verification in seeking and reporting the truth.
5. Provide the context of the news to their audiences.
6. Reflect in their work a deep understanding of the news media, its influence and their own responsibilities as journalists.
7. Reflect in their work a broad understanding of politics, history, economics and current affairs.
8. Apply high ethical standards to their work.
9. Demonstrate a strong understanding of media law in their work.
10. Deliver high-quality journalism on deadline via different platforms within the 24-hour news cycle.

## FUTURE OPPORTUNITIES

There are many diverse opportunities for graduate of the Journalism Diploma program. A graduate may choose to become a broadcast journalist or may choose a profession as a freelancer, or a graduate may become gainfully employed while working with various television networks. Online journalism and print media are also options for gainful employment. Further to employment opportunities, graduates may also choose to further their studies towards degree-related opportunities at other post-secondary institutions.

## ENTRANCE REQUIREMENTS

### 1. High School

Provincial High School Graduation Certificate with a 60% average in nine level 3000 credits or equivalent including a minimum of 60% in level 3000 English

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science Transition Certificate

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile) with an average pass mark of 60%

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## Courses

### Semester 1

Code	Title	Cr	Le	La
CM1100	Writing Essentials	3	3	1
JL1110	Reporting & News Writing I	4	4	0
JL1130	Audio Storytelling	3	2	3
JL1140	Current Affairs	3	3	0
PC1100	Political Science	3	3	0
PY1330	News Photography I	3	2	2

### Semester 2

Code	Title	Cr	Le	La
JL1120	Reporting & News Writing II	4	4	0
JL1160	Video Storytelling	4	4	0
JL1581	Digital Journalism	3	2	2
JL1840	Newsroom I	4	2	5
PY1331	News Photography II	3	2	2
Elective				

### Semester 3 (Intersession 6 weeks)

Code	Title	Cr	Le	La
JL1230	Multiplatform Journalism Project	7	18	0
JL1430	Workplace Professionalism	3	8	0

*JL1230: 18 hrs/wk for 6 wks; JL1430: 8 hrs/wk for 6 wks*

*Intersession hours are actual and will not be adjusted.*

### Semester 4

Code	Title	Cr	Le	La
CM2200	Oral Communications	2	2	0
JL1170	Advanced Broadcast Journalism	3	2	3
JL1420	Journalism Ethics & the Law	3	3	0
JL1841	Newsroom II	4	2	5
JL2120	Reporting & News Writing III	4	4	0
Elective				

### Semester 5

Code	Title	Cr	Le	La
CS2340	Introduction to Social Research	3	3	0
EC1120	Understanding the Economy	3	3	0
HY1110	Canada Since 1982	3	3	0
JL1180	Reporting & News Writing IV	4	4	0
JL1190	Newsroom III	4	2	7
JL1210	Freelance Journalism	3	3	0

### Semester 6 (Intersession)

Code	Title	Cr	Le	La
FW1210	Field Placement	6	0	6 wks
JL1220	Professional Wellness	0	1 wk	0

FW1210: 6 wks (35 hrs/wk); JL1220: 1 wk (18 hrs/wk)

## Electives

Elective/s to be offered in each semester will be made available prior to registration.

## Journalism (Post Diploma)

**Start Date:** To be determined

**Credential:** Post Diploma

**Program Length:** 12 Courses

**School:** Academics, Applied Arts, and Tourism

### **Locations & Delivery Modes:**

- Prince Philip Drive - On Campus delivery
- Online - Asynchronous delivery

### **PROGRAM DESCRIPTION**

This accelerated program allows students who already have a university degree or a college diploma (minimum two years) to obtain a Journalism Post Diploma. While the online program provides students with an excellent way to study with the flexibility of not always having to be in a certain place at a certain time, the time requirements as outlined in the listing of courses will need to be considered before choosing the number of courses per semester. Based on the time available to commit to these studies, students may choose to study full-time (approximately an average of 23-25 hours per week during a Fall or Winter Semester) or part-time (approximately an average time as indicated by the hours/week for each course).

It is important to note that during the 7-week Intersession, students will benefit greatly from the required field placement of 4 weeks (35 hours/week) in a professional Journalism workplace setting. During Intersession, students can expect to spend approximately 8 hours weekly on JL 2120 Reporting & News Writing III.

This higher learning option allows students who already possess either a university degree or a college diploma to acquire the core journalism skills necessary to work as professional journalists while developing media skills that are transferable to other professions. The program nurtures their curiosity and enables them to tell stories across several platforms – text, video, audio, photojournalism and the Internet. Adapting to the new realities of journalism, students learn to use social and mobile media both to tell stories and to converse with an audience. Students will acquire real-world experience in the program, particularly through the field placement in a professional Journalism workplace setting.

It is highly recommended that those applying for this program be competent in English language usage and that they possess a general knowledge of current affairs.

### **OBJECTIVES**

Upon successful completion of the program, graduates will be able to:

1. Discern newsworthy happenings in their communities and develop them into stories.
2. Tell stories across several platforms – text, video, audio, photography, websites, social media and mobile applications.
3. Perform the writing, research, video, audio and photography skills expected of modern multiplatform journalists.
4. Apply a discipline of verification in seeking and reporting the truth.
5. Provide the context of the news to their audiences.
6. Reflect in their work a deep understanding of the news media, its influence and their own responsibilities as a journalist.
7. Apply high ethical standards to their work.
8. Demonstrate a strong understanding of media law in their work.
9. Deliver high-quality journalism on deadline via different platforms within the 24-hour news cycle.

## FUTURE OPPORTUNITIES

There are many diverse opportunities for graduates of the Journalism Post-Diploma program. Graduates may choose to become a broadcast journalist or may choose a profession as a freelancer, or graduates may become gainfully employed while working with television networks. Online journalism and print media are also options for gainful employment. Further to employment opportunities, graduates may also choose to further their studies towards degree-related opportunities at other post-secondary institutions.

## ENTRANCE REQUIREMENTS

A university degree OR a minimum of a two-year college diploma from an institution recognized by College of the North Atlantic (**OR** a combination of other post-secondary work and industry experience acceptable to the college as an entrance requirement).

### Courses

#### Semester 1

Code	Title	Cr	Le	La
JL1110	Reporting & News Writing I	4	4	0
JL1130	Audio Storytelling	3	2	3
JL1420	Journalism Ethics & the Law	3	3	0
JL1850	News Production I (Post Diploma)	4	2	5
PY1330	News Photography I	3	2	2

#### Semester 2

Code	Title	Cr	Le	La
JL1120	Reporting & News Writing II	4	4	0
JL1160	Video Storytelling	4	4	0
JL1581	Digital Journalism	3	2	2
JL1851	News Production II (Post Diploma)	4	2	7
PY1331	News Photography II	3	2	2

#### Semester 3 (Intersession)

Code	Title	Cr	Le	La
FW1320	Field Placement (Post Diploma)	4	4 wks	0
JL2120	Reporting & News Writing III	4	4	0

*FW1320: 4 wks (35 hrs/wk)*

*Intersession hours are actual and will not be adjusted.*



# Sound Recording and Production

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Academics, Applied Arts, and Tourism

**Locations & Delivery Modes:**

- Prince Philip Drive - On Campus delivery

## PROGRAM DESCRIPTION

### Channel a world of sound.

Sound resonates through every aspect of our lives – at home and at work, in the streets and in our cars, on our media devices and with each other. It can make us dance, smile, cry and remember. So many human experiences that stimulate us have a sonic aspect that enhances the drama and emotion of that event. In some situations, sound cues can literally save a life.

The Sound Recording & Production (SRP) program at CNA offers you the skills to harness and capture those waves of sound that dance around us (musical and otherwise). With us, you learn how to shape and transform audio signals with mixing consoles and use audio production software (DAWs) and processing tools to weave beautiful sonic tapestries. We teach you to explore the various environments and delivery methods for telling a story across a variety of live and virtual media (music, web, TV/video, broadcast, animations, gaming, live sound production and more).

Whether you want to work at the world's top recording studios and broadcast facilities or tour with successful artists, the SRP program will help you master the mix of skills you need to start on that journey. If you simply want to learn these tools and techniques to improve your own projects, or if you want to run your own business, we'll provide the training and sound advice for success!

### Program Highlights:

- Mentorship with faculty who are multi-award-winning musicians, artist managers and audio engineers.
- Extensive practical training in studio recording, live sound reinforcement, digital audio workstations, processing tools, mixing, mastering, sound for visual media and much more.
- Essential training in stage lighting, electronics, and acoustics.
- Studies in music business, entrepreneurialism, and career management.
- Engagement with industry experts and professional organizations.
- Collaborative projects with other arts programs such as Applied Music, Video Game Art & Design, Journalism, Digital Animation and Digital Video Production, among others.
- Collaborative projects with community businesses, non-profits, and individuals, providing real-world, hands-on experience.
- A plethora of up-to-date hardware and software to ensure you can use modern tools upon program completion.

### Did You Know?

- SRP graduates have toured the globe with international touring acts.
- SRP instructors are industry experts who remain active and tapped into the music and recording industry.
- Students and graduates have been recognized with a multitude of provincial and regional music awards.
- SRP students have provided sound for many live events, conferences and awards shows with various local, regional, and national partners, including the ECMA and JUNO awards.
- Canada's recording and music marketplace has reached a new major milestone – for the first time, Canadians are streaming more than two billion songs a week.[1]
- The global revenue of the recorded music industry reached over US\$23 billion in 2020.[2]

Don't delay, apply today!

[1] Music Canada

[2] Recorded music industry - global revenue 2020 | Statista

## OBJECTIVES

Upon successful completion of the program, graduates will be able to:

1. Explain the concept of sound, including its generation, transmission and effects, and apply that knowledge to select appropriate tools for its capture in a myriad of situations.
2. Analyze sound and lighting equipment requirements for live sound events, prep and connect all required equipment and use the equipment successfully in running the event from a technical perspective.
3. Intelligently speak the language of music when interacting with musicians in live sound and recording environments.
4. Demonstrate proficiency in Digital Audio Workstation applications, including editing and signal processing.
5. Apply logic and deductive reasoning to fix problems.
6. Demonstrate proficiency in analog signal processing required by clients in any field of music, video production, video game design, feature film and live sound industries.
7. Demonstrate safe working practices in lighting and various sound production environments.
8. Use entrepreneurial and personal finance skills to help establish recording studios and live sound companies, and run these operations successfully.
9. Negotiate standard working contracts.
10. Demonstrate competencies in writing technical documents.

## FUTURE OPPORTUNITIES

Graduates of the Sound Recording & Production program can find work as the following in their appropriate venues:

Production Mixer, Boom Operator, Production Sound Assistant, Sound Transfer Operator, Dialogue Editor, Sound Effects Editor, Music Editor, Assistant Sound Editor, ADR/Sound Effects Mixer, Music Mixer, Re-recording Mixer (Film Mixer), Sound Designer, Front of House Mixer, Monitor Mixer, System Technician, Mixing Engineer, Mastering Engineer, Tracking Engineer, Music Producer, Foley Artist and On-Air Production (Radio).

## ENTRANCE REQUIREMENTS

### 1. High School

Provincial High School Graduation Certificate with a 60% average in nine level 3000 credits or equivalent including:

i. Mathematics (4 credits) chosen from:

Advanced: 2200, 3200 (50% in each course)

Academic: 2201 (50% minimum), 3201 (60% minimum)

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science Transition Certificate with the following courses:

Math Fundamentals MA1040 and MA1041

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile) including the following courses:

Mathematics 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.  
 If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.  
**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

**Please Note:**

- 1) Students who do not meet the entrance requirements as a result of their Mathematics courses and grades should explore options that may be available to them through the Comprehensive Arts & Science (CAS) Transition – Mathematics courses.
- 2) Within the program, particularly for MM2340, as well as for moving forward in this career, students will need a pair of professional, closed back headphones with a 1/4" connector.

**Courses**

**Semester 1**

Code	Title	Cr	Le	La
CM1400	Technical Report Writing I	3	3	0
ET1120	Electronics for Audio	3	3	1
MA1100	Mathematics	5	4	2
MU1130	Music Theory I	3	3	1
SN1160	Sound & Microphones	4	4	0
SN2200	Recording I	3	3	0

**Semester 2**

Code	Title	Cr	Le	La
CM1401	Technical Report Writing II	3	3	0
MM2340	Digital Audio Workstations	3	2	2
SN1170	Music Production Techniques	3	2	2
SN2140	Acoustics & Studio Design	3	2	2
SN2201	Recording II	4	3	2
Elective	minimum credit value of 3			

**Semester 3 (Intersession)**

Code	Title	Cr	Le	La
SN1180	Exploring Your Industry	3	3	0
SN1410	Stage Lighting	3	2	2
SN3100	Live Sound Production	4	3	2

The course and lab hours per week are based on a 15 week semester. In intersession the course and lab hours will be adjusted to reflect the shorter semester length.

**Semester 4**

Code	Title	Cr	Le	La
EP1100	Entrepreneurial Studies	4	3	2
SN1200	Music Business	3	3	0
SN2110	Mixing & Mastering	3	2	2
SN2120	Sound in Practice I	3	2	2
SN2420	Sound for Visual Media	4	3	2
CP1923	Computer Hardware and Troubleshooting I	4	3	3

**Semester 5**

Code	Title	Cr	Le	La
MU2110	Instruments	3	3	0
SN2130	Career Management	3	3	1
SN1190	Electronic Music Production	3	3	0
SN2150	Sound in Practice II	3	2	4
HR1120	Human Relations	4	4	0
Elective	minimum credit value of 3			

**Note:**

Electives to be offered in each semester will be made available prior to registration. Other courses may be chosen provided that:

1. All prerequisites have been met,
2. The course is offered during the semester,
3. The maximum enrolment of the course is not exceeded,
4. The student's schedule can accommodate all scheduled classes for that course.

## Television and Film Creation

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Academics, Applied Arts, and Tourism

**Locations & Delivery Modes:**

- Prince Philip Drive - On Campus delivery

### PROGRAM DESCRIPTION

#### From your dreams to the screen

With major film production companies like Warner Bros., Miramax, and Disney flocking to Newfoundland and Labrador (NL) for their major motion picture filming, your dreams of movie making can become reality right here at home. The province's wildly successful television shows, such as Hudson & Rex and Son of a Critch, have opened the doors for more home-grown productions.

There will be a call for many more trained professionals in the field. This new program is for emerging directors, writers, actors, and producers to learn their trade alongside experts in the field as instructors and mentors. Known as the "above the line" roles in television and film production, these are the visionaries who bring a story to life.

Touching on each of these diverse and connected roles, you'll have a chance to explore where your talents lie, while getting to know the ins and outs of pre-production, production, and post-production, both behind and in front of the camera.

You'll be immersed in the collaborative environment with the "below the line" crew, working together to make a production successful. You'll acquire the necessary skills for effective screenwriting and development, telling a story cinematically, and applying the aspects of production to television and film projects.

All the world's a stage... and you're on!

#### Program Highlights

- Professional mentorship opportunities in all program areas
- Team meetings, workshops, and seminars with Producers, Directors, Writers, and Actors
- Contact with professional Directors and Artistic Directors
- Experiential work scenarios and opportunities in all areas of the program
- Use of various methodologies for program delivery
- Capstone project to encompass holistic assessment including year one and two of the program

#### Did You Know?

- Canada is known as Hollywood North and is home to many large studio films and TV productions.
- In 2021, a cast and crew of approximately 150, including many local film workers, technicians, and artists, worked on the Walt Disney live-action adventure-fantasy, *Peter Pan & Wendy*, which was filmed on the Bonavista Peninsula.
- The filming of television show *Frontier* in NL (from 2016-2018) starring Jason Momoa, generated an economic output of more than \$63 million, and created 539 full-time equivalent positions in NL. It also later led to Momoa's major motion picture, *Aquaman*, being partially filmed in NL.
- Canadian content (television and film) production volume reached an all-time high in 2019-2020 of \$9.3 billion and demand for content continues to rise.
- The industry in Newfoundland and Labrador is growing rapidly, as national and international production companies are seeking out exotic locations that add to production value.

- Canadian television and film productions account for \$5 billion in revenue, and employ more than 244,500 people on a full-time basis.
- The Newfoundland and Labrador Film Development Corporation was created in 1997 with a mandate to grow and develop the provincial film and television industry, and has since generated over \$570 million in total production activity and more than 8,000 full time equivalent jobs.

## **OBJECTIVES**

Upon successful completion of this program, graduates will be able to:

1. Communicate effectively as part of a production crew
2. Work cooperatively with other professionals, such as technical production crews, designers, directors, and stage management
3. Write scripts and stories for production
4. Break down a script for development, production, and post-production
5. Apply acting skills such as voice, speech, and movement to television and film productions
6. Clearly express, through a director's notebook, narratives and visual ideas to key crew members including the writers, actors, designers, and cinematographers
7. Referencing production documentation, confirm production requirements for scenes
8. Communicate approved changes to cast and crew according to production requirements
9. Maintain a recording system for all information relating to production schedule

## **CERTIFICATIONS**

In addition to the formal courses listed in the program of studies, students will acquire the following industry certifications throughout the program:

- WHMIS
- Mental Health First Aid
- Occupational Health and Safety (OHS)
- Standard First Aid & CPR

\*Students should be aware that additional fees may apply to external certifications.

## **FUTURE OPPORTUNITIES**

Television and film productions can fall into two categories – unionized or non-unionized. All graduates would qualify for all entry level positions in the department of their choosing for unionized work. Work opportunities can include a broad range of budget and project types such as: commercials, industrials, web series, broadcasting, marketing, branding, content for social media, educational materials, etc.

This program focuses upon nurturing creative voices and visions. Upon successful completion of the program, graduates will have a portfolio of work which will be an essential tool in the advancement of their career. Graduates will be prepared for employment in the television and film industry in a variety of roles, including, but not limited to:

- Background performer
- Stand In
- Actor
- Casting Assistant
- Casting Associate
- Background Performer Casting Associate
- Background Performer Casting Assistant
- Script Supervisor
- Assistant Script Coordinator
- Script Coordinator
- Assistant Story Editor
- Production Assistant
- Director's Assistant
- Producer's Assistant
- Content Creator

## ENTRANCE REQUIREMENTS

Eligibility for admission to the Television and Film Creation program requires the applicant to meet one of the following academic criteria:

### 1. High School

Provincial High School Graduation Diploma with a 60% average in nine level 3000 credits or equivalent

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (CAS) Transition Certificate

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile) with an average pass mark of 60%

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore, international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## Applicant Portfolio Requirements

All applicants to the Television and Film Technical Production Certificate Program, the Television and Film Production Management Certificate Program, the Television and Film Post Production Certificate Program, and the Film and Television Creation Diploma Program must submit a **visual portfolio** and a **written statement** as part of the admission requirements.

A **visual portfolio** is a personal selection of the applicant's work that shows the potential to build on demonstrated skills and aptitudes when in the program.

A **written statement** is an opportunity for applicants to introduce themselves and communicate their interest, aptitude, relevant experience, and understanding of the program to which they are applying.

You will be notified how to submit your visual portfolio and written statement from the Register's Office upon processing of your application.

### The Visual Portfolio

The visual portfolio should consist of:

A sample of relevant work that relates to the stream to which you are applying in the College's Film and TV programs.

The work sample may be one selection chosen from the following four options:

1. a short film
2. an excerpt of a short film
3. a selection of excerpts comprising a reel
4. a selection of 24 photographs

In the case of the first three options, your work sample should not exceed three (3) minutes' maximum and not be less than sixty (60) seconds minimum. It should be submitted in one of the following file formats:

- MP4
- MOV
- MKV
- QuickTime
- Mpeg
- PDF

In the case of the fourth option, please use:

- JPEG
- Tiff

You will include a signed and witnessed declaration that you are the author of your submitted work. In the case where there are collaborators, you will state your role and likewise include a signed and witnessed declaration that the credit you are claiming is yours.

### **How to submit your Visual Portfolio**

#### **Video Link**

The preferred methodology is to provide our Admissions team with a video link to your portfolio. This can be achieved at vimeo.com, youtube.com, google docs, or any video sharing platform of your choice.

**This link should be included at the end of your Written Statement.**

If you are unable to provide a link, please contact Admissions and we will provide you with further direction.

#### **Photos Link**

The preferred methodology is to provide our Admissions team with a photo link to your portfolio. This can be achieved at google docs, one drive, or any video sharing platform of your choice.

**This link should be included at the end of your Written Statement.**

If you are unable to provide a link, please contact Admissions and we will provide you with further direction.

#### **The Written Statement**

It is not necessary to have prior experience in film and TV to be suitable candidate for this program. With that in mind, please write a statement between 250 and 500 words in your own voice giving us a brief introduction to yourself and your interests.

Outline your current goals within the film and tv industry. This is an opportunity for you to present your unique life experience and personality as well as your value to the program. It is not a business letter. The document must be submitted as a PDF.



### Application Portfolio Rubric for this program

	Excellent	Good	Fair	Poor
	20 Points	15 Points	10 Points	5 Points
<b>Visual Skill</b> (Video Submission)	Student created a representation directly related to assigned topic. Video reflects complete understanding of topic	Student created a representation related to assigned topic. Video reflects understanding of topic.	Student created a representation that is somewhat related to assigned topic. Video reflects little to no understanding of topic.	Student created a representation that is somewhat or not at all related to assigned topic. Video reflects student does not understand the topic.
<b>Creativity and Unique Voice</b> (Video Submission)	The work was done well to the best of the learner's ability. Quality time and effort was put into the creation and story.	The work was done with good effort that shows what the learner is capable of. It is evident that time was put into the creation and story.	Work is done with fair effort, but the quality is still not what the learner is capable of. It is evident that the work was rushed or done with lack of effort.	Lack of effort on the learners' part. Work is incomplete. Learner is capable of doing better.
<b>Storytelling Skill</b> (Written Statement)	The Statement is engaging with good use of narrative.	The statement is understandable with some use of narrative	Overall, the statement is interesting, but needs improvement.	Overall, the statement is not understandable.
<b>Ability to Communicate Clearly</b> (Written Statement)	Statement was very creative. Appearance is neat, and clear representation of topic.	Statement was somewhat creative. Appearance is acceptable.	Statement was somewhat creative. Appearance is not thought out. More time was needed to show effort was made to create representation of topic.	Statement was not creative. Appearance is only somewhat neat or not neat at all. Not thought out or evidence of effort was not shown.
<b>Passion for Subject</b> (Both Video and Written Statement)	Representation was very creative. Appearance is neat, well thought out, and engaging. Interest and effort was made to create the content.	Representation was somewhat creative. Appearance is neat, thought out, and some effort was made to create content.	Representation was somewhat creative. Appearance is neat but not thought out. More time was needed to show effort was made to create content.	Representation was not creative. Appearance is only somewhat neat or not neat at all. Not thought out or evidence of effort was not made to create representation of topic.

### Courses

#### Semester 1

Code	Title	Cr	Le	La
TF1135	Acting for TV & Film Fundamentals	4	3	2
TF1210	Acting on Camera I	4	3	3
TF1010	TV & Film Industry Foundations	4	3	2
CM1450	Writing Fundamentals	3	3	0
TF1015	TV & Film Analysis	3	3	0
CP2115	Computer Applications	3	2	2

#### Semester 2

Code	Title	Cr	Le	La
TF1020	Screenwriting Fundamentals	4	3	2
TF2130	Acting on Camera II	4	3	3
TF1215	Directing I	4	3	2
TF2140	Production Scheduling	4	3	2
CM1115	Communications for TV & Film	3	3	0

#### Semester 3 - Intersession I

Code	Title	Cr	Le	La
TF1310	Film Project - TV & Film Creation	6	3	10

#### Semester 4

Code	Title	Cr	Le	La
TF1220	Acting on Camera III	4	3	2
TF2225	TV & Film Finance & Budget	4	3	2
TF2135	Scripts I	4	3	2
TF1025	Post-Production Process	3	3	1
TF3010	Career Development	3	3	0
TF2230	Directing II	4	3	2

#### Semester 5

Code	Title	Cr	Le	La
TF1225	Acting on Camera IV	4	3	2
TF2145	Scripts II	4	3	2
TF2235	Directing III	4	3	2
TF2240	Business of TV & Film	4	3	2
TF1230	TV Writing & Story Editing	4	3	2

#### Semester 6 - Intersession II

Code	Title	Cr	Le	La
TF3120	Capstone Project - TV & Film Creation	6	3	10

# Television and Film Post-Production

**Start Date:** September

**Credential:** Certificate

**Program Length:** One Year

**School:** Academics, Applied Arts, and Tourism

## **Locations & Delivery Modes:**

- Prince Philip Drive - On Campus delivery

## **PROGRAM DESCRIPTION**

### **That's a wrap!**

When you hear those words from the director, now it's time for the final phase of movie magic: post-production. Creative editing of footage at this stage propels the story and engages the audience. These finishing touches can include various elements of visual modifications and enhancement of the audio experience through foley sound and music. Doors slamming, glass breaking, and spine-tingling, suspenseful music that keeps us on the edge of our seats – that's post-production alchemy.

For film and television, this is where a story completes its journey from script to screen. Skillful editing creates a compelling, cohesive multisensory experience and brings the story to life. Without post-production, there is no finished product.

This exciting program is your full access pass to the post-production world of film and television. Through in-depth instruction and project-based delivery, you'll have the opportunity to apply and practice sound and picture editing, colour grading, compositing and effects, sound design and mixing, and sound effects creation.

Teamwork is essential for this work, and you'll have a chance to build on that through collaboration with our other departments in film/television production. You will be immersed in the production chain and apply techniques to fully realize a professional quality film edit.

Your future, in frame.

### **Program Highlights**

- The opportunity to learn across multiple television and film disciplines and then specialize in one
- The most current program in its field designed and delivered by industry experts
- Participation in a multi-discipline television and film project
- Program focuses on the practical application ensuring you have job-ready skills
- Equipment mimics what you will be using in the real-world
- From the first semester, students will participate in realistic studio and outside shoots
- Completion of a field placement with industry

### **Did You Know?**

- Canada is known as Hollywood North and is home to many large studio films and TV productions.
- In 2021, a cast and crew of approximately 150, including many local film workers, technicians, and artists, worked on the Walt Disney live-action adventure-fantasy, *Peter Pan & Wendy*, which was filmed on the Bonavista Peninsula.
- The filming of television show *Frontier* in NL (from 2016-2018) starring Jason Momoa, generated an economic output of more than \$63 million, and created 539 full-time equivalent positions in NL. It also later led to Momoa's major motion picture, *Aquaman*, being partially filmed in NL.
- Canadian content (film and television) production volume reached an all-time high in 2019-2020 of \$9.3 billion and demand for content continues to rise.
- The industry in Newfoundland and Labrador is growing rapidly, as national and international production companies are seeking out exotic locations that add to production value.

- Canadian TV and film productions account for \$5 billion in revenue and employ more than 244,500 people on a full-time basis.
- The Newfoundland and Labrador Film Development Corporation was created in 1997 with a mandate to grow and develop the provincial film and television industry and has since generated over \$570 million in total production activity and more than 8,000 full time equivalent jobs.

## **OBJECTIVES**

Upon successful completion of this program, graduates will be able to:

1. Communicate a knowledge of post-production for television and film productions
2. Work collaboratively in a team environment on a post-production project
3. Manage post-production teams while facilitating a project to ensure successful completion
4. Prepare dailies for review and discussion
5. Edit picture and sound using industry standard techniques and processes
6. Create titles and credits
7. Design sound for a post-production project
8. Edit audio for a post-production project
9. Create sound effects for a post-production project
10. Finalize a picture and sound edit according to industry standards

## **CERTIFICATIONS**

In addition to the formal courses listed in the program of studies, students will acquire the following industry certifications throughout the program:

- WHMIS
- Mental Health First Aid Training
- Standard First Aid & CPR
- Occupational Health & Safety Committee

\*Students should be aware that additional fees may apply to external certifications.

## **FUTURE OPPORTUNITIES**

Television and film productions can fall into two categories – unionized or non-unionized. All graduates would qualify for all entry level positions in the department of their choosing for unionized work. Work opportunities can include a broad range of budget and project types such as: commercials, industrials, web series, broadcasting, marketing, branding, content for social media, educational materials, etc.

Upon successful completion of the program, graduates will be prepared for employment in post-Production in television and film in a variety of roles, including, but not limited to:

- Assistant ADR Technician
- Assistant Colour Correction
- Assistant Dialogue Editor
- Assistant Editor
- Assistant Foley Artist
- Assistant Mixer
- Assistant Sound Designer
- Assistant Sound Editor
- Assistant Sound Effects Editor
- Digital Imaging Technician

## **ENTRANCE REQUIREMENTS**

Eligibility for admission to the Television and Film Post-Production program requires the applicant to meet one of the following academic criteria:

### **1. High School**

Provincial High School Graduation Diploma with a 60% average in nine level 3000 credits or equivalent

### **2. Comprehensive Arts and Science (CAS) Transition**

Comprehensive Arts and Science (CAS) Transition Certificate

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile) with an average pass mark of 60%

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore, international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

### Applicant Portfolio Requirements

All applicants to the Television and Film Technical Production Certificate Program, the Television and Film Production Management Certificate Program, the Television and Film Post Production Certificate Program, and the Film and Television Creation Diploma Program must submit a **visual portfolio** and a **written statement** as part of the admission requirements.

A **visual portfolio** is a personal selection of the applicant's work that shows the potential to build on demonstrated skills and aptitudes when in the program.

A **written statement** is an opportunity for applicants to introduce themselves and communicate their interest, aptitude, relevant experience, and understanding of the program to which they are applying.

You will be notified how to submit your visual portfolio and written statement from the Register's Office upon processing of your application.

### The Visual Portfolio

The visual portfolio should consist of:

A sample of relevant work that relates to the stream to which you are applying in the College's Film and TV programs.

The work sample may be one selection chosen from the following four options:

1. a short film
2. an excerpt of a short film
3. a selection of excerpts comprising a reel
4. a selection of 24 photographs

In the case of the first three options, your work sample should not exceed three (3) minutes' maximum and not be less than sixty (60) seconds minimum. It should be submitted in one of the following file formats:

- MP4
- MOV
- MKV
- QuickTime
- Mpeg
- PDF

In the case of the fourth option, please use:

- JPEG
- Tiff

You will include a signed and witnessed declaration that you are the author of your submitted work. In the case where there are collaborators, you will state your role and likewise include a signed and witnessed declaration that the credit you are claiming is yours.

### **How to submit your Visual Portfolio**

#### **Video Link**

The preferred methodology is to provide our Admissions team with a video link to your portfolio. This can be achieved at vimeo.com, youtube.com, google docs, or any video sharing platform of your choice.

**This link should be included at the end of your Written Statement.**

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#### **Photos Link**

The preferred methodology is to provide our Admissions team with a photo link to your portfolio. This can be achieved at google docs, one drive, or any video sharing platform of your choice.

**This link should be included at the end of your Written Statement.**

If you are unable to provide a link, please contact Admissions and we will provide you with further direction.

#### **The Written Statement**

It is not necessary to have prior experience in film and TV to be suitable candidate for this program. With that in mind, please write a statement between 250 and 500 words in your own voice giving us a brief introduction to yourself and your interests.

Outline your current goals within the film and tv industry. This is an opportunity for you to present your unique life experience and personality as well as your value to the program. It is not a business letter. The document must be submitted as a PDF.

### Application Portfolio Rubric for this program

	Excellent	Good	Fair	Poor
	20 Points	15 Points	10 Points	5 Points
<b>Visual Skill</b> (Video Submission)	Student created a representation directly related to assigned topic. Video reflects complete understanding of topic	Student created a representation related to assigned topic. Video reflects understanding of topic.	Student created a representation that is somewhat related to assigned topic. Video reflects little to no understanding of topic.	Student created a representation that is somewhat or not at all related to assigned topic. Video reflects student does not understand the topic.
<b>Creativity and Unique Voice</b> (Video Submission)	The work was done well to the best of the learner's ability. Quality time and effort was put into the creation and story.	The work was done with good effort that shows what the learner is capable of. It is evident that time was put into the creation and story.	Work is done with fair effort, but the quality is still not what the learner is capable of. It is evident that the work was rushed or done with lack of effort.	Lack of effort on the learners' part. Work is incomplete. Learner is capable of doing better.
<b>Storytelling Skill</b> (Written Statement)	The Statement is engaging with good use of narrative.	The statement is understandable with some use of narrative	Overall, the statement is interesting, but needs improvement.	Overall, the statement is not understandable.
<b>Ability to Communicate Clearly</b> (Written Statement)	Statement was very creative. Appearance is neat, and clear representation of topic.	Statement was somewhat creative. Appearance is acceptable.	Statement was somewhat creative. Appearance is not thought out. More time was needed to show effort was made to create representation of topic.	Statement was not creative. Appearance is only somewhat neat or not neat at all. Not thought out or evidence of effort was not shown.
<b>Passion for Subject</b> (Both Video and Written Statement)	Representation was very creative. Appearance is neat, well thought out, and engaging. Interest and effort was made to create the content.	Representation was somewhat creative. Appearance is neat, thought out, and some effort was made to create content.	Representation was somewhat creative. Appearance is neat but not thought out. More time was needed to show effort was made to create content.	Representation was not creative. Appearance is only somewhat neat or not neat at all. Not thought out or evidence of effort was not made to create representation of topic.

### Courses

#### Semester 1

Code	Title	Cr	Le	La
TF1025	Post-Production Process	3	3	1
TF2150	Post-Production Audio	4	3	2
TF1140	Picture Editing I	4	3	2
TF1145	Colour Grading	4	3	2
CM1115	Communications for TV & Film	3	3	0
TF1015	TV & Film Analysis	3	3	0

#### Semester 2

Code	Title	Cr	Le	La
TF2010	Post-Production Supervision	3	3	1
TF2155	Dialogue Editing & Recording	4	3	2
TF2245	Picture Editing II	4	3	2
TF2160	Compositing & Effects	3	2	2
TF2250	Sound Effects & Foley	3	2	2
TF2255	Audio Mixing for TV & Film	3	2	2

#### Semester 3 - Intersession

Code	Title	Cr	Le	La
TF3220	Capstone Project	6	3	10

# Television and Film Production Management

**Start Date:** September 2023

**Credential:** Certificate

**Program Length:** One Year

**School:** Academics, Applied Arts, and Tourism

**Locations & Delivery Modes:**

- Prince Philip Drive - On Campus Delivery

## PROGRAM DESCRIPTION

### Expect the unexpected

There's not much behind the scenes that the production team doesn't manage, and with the whirlwind of activity on a film or television production – whether on set or on location – you can never be quite sure what may come your way. You could be filming on a windy beach, working with an animal wrangler and furry star, or rewriting the day's schedule after your talent has been delayed.

The television and film production management team is vital to the success of the project. This type of management requires skilled individuals to help ensure all the moving pieces are in the right place at the right time and the production gets made on budget and on schedule.

The script is your guide as you plan pre-production tasks such as developing schedules and budget. The production team keeps everyone connected and serves as the liaison between local authorities, director, and crew. During filming, the production unit generally splits its time between the production office and the set. They ensure all permits are in place for each respective location, that all safety ordinances are being followed, and that transportation, accommodations, and suppliers are in place. They make sure that everything comes together, and they know who to call if it doesn't.

If you are fascinated by the workings of live production, have exceptional organizational, communication and planning skills, and have a desire for new challenges every day, this program is your training ground. You'll be introduced to the process of coordinating a film or television series, and use resources innovatively to develop budgets, shooting schedules, locations criteria, and the day-to-day business of a production. You'll work collaboratively with all departments and have opportunities to explore each role within a production unit team.

That's your call.

### Program Highlights

- The most current program in its field designed and delivered by industry experts
- Participation in a multi-discipline television and film project
- Program focuses on the practical application ensuring you have job-ready skills
- Use of state-of-the-art industry equipment
- From the first semester, students will participate in realistic studio and outside shoots
- Completion of a field placement with industry

### Did You Know?

- Canada is home to many large studio films and TV productions.
- In 2021, a cast and crew of approximately 150 - including many local film workers, technicians, and artists - worked on the Walt Disney live-action adventure-fantasy film *Peter Pan & Wendy*, located on the Bonavista Peninsula.
- The filming of television show *Frontier* in NL (from 2016-2018) starring Jason Momoa, generated an economic output of more than \$63 million, and created 539 full-time equivalent positions in NL. It also later led to Momoa's major motion picture, *Aquaman*, being partially filmed in NL.



- Canadian content (film and television) production volume reached an all-time high in 2019-2020 of \$9.3 billion and demand for content continues to rise.
- The industry in Newfoundland and Labrador is growing rapidly, as national and international production companies are seeking out exotic locations that add to production value.
- Canadian TV and film productions account for \$5 billion in revenue and employ more than 244,500 people on a full-time basis.
- The Newfoundland and Labrador Film Development Corporation was created in 1997 with a mandate to grow and develop the provincial film and television industry and has since generated over \$570 million in total production activity and more than 8,000 full time equivalent jobs.

## **OBJECTIVES**

Upon successful completion of the program, graduates will be able to:

1. Communicate collaboratively in a team
2. Design appropriate occupational health and safety checks
3. Demonstrate skills required for pre-production, production, and post-production of television and film projects
4. Break down a script according to the various needs of key departments
5. Create industry-standard documents, such as schedules, budgets, cash flow projections and cost reports that are required for production, funders, and financiers
6. Source locations, equipment, and resources
7. Implement projects in compliance with applicable laws, statutory obligations, regulations, and industry principles and practices
8. Meet financial, technical and organizational targets, and deadlines of projects

## **CERTIFICATIONS**

In addition to the formal courses listed in the program of studies, students will acquire the following industry certifications throughout the program:

- WHMIS
- Mental Health First Aid Training
- Standard First Aid & CPR
- Occupational Health & Safety Committee

\*Students should be aware that additional fees may apply to external certifications.

## **FUTURE OPPORTUNITIES**

Television and film productions can fall into two categories – unionized or non-unionized. All graduates would qualify for all entry level positions in the department of their choosing for unionized work. Work opportunities can include a broad range of budget and project types such as: commercials, industrials, web series, broadcasting, marketing, branding, content for social media, educational materials, etc.

Upon successful completion of the program, graduates will be prepared for employment in television and film in a variety of roles, including, but not limited to:

- 2<sup>nd</sup> Assistant Director
- 2<sup>nd</sup> Script Supervisor
- 3<sup>rd</sup> Assistant Director
- Assistant Locations Manager
- Assistant Production Coordinator (APC)
- Assistant Production Manager (APM)
- Assistant Unit Manager
- Key Office Production Assistant
- Locations Scout
- Office Production Assistant
- Production Assistant
- Production Secretary
- Script Supervisor
- Trainee Assistant director (TAD)

## ENTRANCE REQUIREMENTS

Eligibility for admission to the Television and Film Production Management program requires the applicant to meet one of the following academic criteria:

### 1. High School

Provincial High School Graduation Diploma with a 60% average in nine level 3000 credits or equivalent

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (CAS) Transition Certificate

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile) with an average pass mark of 60%

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

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**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore, international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## Applicant Portfolio Requirements

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You will be notified how to submit your visual portfolio and written statement from the Register's Office upon processing of your application.

## The Visual Portfolio

The visual portfolio should consist of:

A sample of relevant work that relates to the stream to which you are applying in the College's Film and TV programs.

The work sample may be one selection chosen from the following four options:

1. a short film
2. an excerpt of a short film
3. a selection of excerpts comprising a reel
4. a selection of 24 photographs

In the case of the first three options, your work sample should not exceed three (3) minutes' maximum and not be less than sixty (60) seconds minimum. It should be submitted in one of the following file formats:

- MP4
- MOV
- MKV
- QuickTime
- Mpeg
- PDF

In the case of the fourth option, please use:

- JPEG
- Tiff

You will include a signed and witnessed declaration that you are the author of your submitted work. In the case where there are collaborators, you will state your role and likewise include a signed and witnessed declaration that the credit you are claiming is yours.

### **How to submit your Visual Portfolio**

#### **Video Link**

The preferred methodology is to provide our Admissions team with a video link to your portfolio. This can be achieved at vimeo.com, youtube.com, google docs, or any video sharing platform of your choice.

**This link should be included at the end of your Written Statement.**

If you are unable to provide a link, please contact Admissions and we will provide you with further direction.

#### **Photos Link**

The preferred methodology is to provide our Admissions team with a photo link to your portfolio. This can be achieved at google docs, one drive, or any video sharing platform of your choice.

**This link should be included at the end of your Written Statement.**

If you are unable to provide a link, please contact Admissions and we will provide you with further direction.

#### **The Written Statement**

It is not necessary to have prior experience in film and TV to be suitable candidate for this program. With that in mind, please write a statement between 250 and 500 words in your own voice giving us a brief introduction to yourself and your interests.

Outline your current goals within the film and tv industry. This is an opportunity for you to present your unique life experience and personality as well as your value to the program. It is not a business letter. The document must be submitted as a PDF.

### Application Portfolio Rubric for this program

	Excellent	Good	Fair	Poor
	20 Points	15 Points	10 Points	5 Points
<b>Visual Skill</b> (Video Submission)	Student created a representation directly related to assigned topic. Video reflects complete understanding of topic	Student created a representation related to assigned topic. Video reflects understanding of topic.	Student created a representation that is somewhat related to assigned topic. Video reflects little to no understanding of topic.	Student created a representation that is somewhat or not at all related to assigned topic. Video reflects student does not understand the topic.
<b>Creativity and Unique Voice</b> (Video Submission)	The work was done well to the best of the learner's ability. Quality time and effort was put into the creation and story.	The work was done with good effort that shows what the learner is capable of. It is evident that time was put into the creation and story.	Work is done with fair effort, but the quality is still not what the learner is capable of. It is evident that the work was rushed or done with lack of effort.	Lack of effort on the learners' part. Work is incomplete. Learner is capable of doing better.
<b>Storytelling Skill</b> (Written Statement)	The Statement is engaging with good use of narrative.	The statement is understandable with some use of narrative	Overall, the statement is interesting, but needs improvement.	Overall, the statement is not understandable.
<b>Ability to Communicate Clearly</b> (Written Statement)	Statement was very creative. Appearance is neat, and clear representation of topic.	Statement was somewhat creative. Appearance is acceptable.	Statement was somewhat creative. Appearance is not thought out. More time was needed to show effort was made to create representation of topic.	Statement was not creative. Appearance is only somewhat neat or not neat at all. Not thought out or evidence of effort was not shown.
<b>Passion for Subject</b> (Both Video and Written Statement)	Representation was very creative. Appearance is neat, well thought out, and engaging. Interest and effort was made to create the content.	Representation was somewhat creative. Appearance is neat, thought out, and some effort was made to create content.	Representation was somewhat creative. Appearance is neat but not thought out. More time was needed to show effort was made to create content.	Representation was not creative. Appearance is only somewhat neat or not neat at all. Not thought out or evidence of effort was not made to create representation of topic.

### Courses

#### Semester 1

Code	Title	Cr	Le	La
TF1010	TV & Film Industry Foundations	4	3	2
TF1025	Post-Production Process	3	3	1
TF1130	Script Supervision	3	2	3
CM1115	Communications for TV & Film	3	3	0
CP2115	Computer Applications	3	2	2
TF1015	TV & Film Analysis	3	3	0

#### Semester 2

Code	Title	Cr	Le	La
OF1101	Operational Management	4	3	2
TF2260	Managing On-Set Production	4	3	2
TF2330	Production Office Management	4	3	2
TF2225	TV & Film Finance & Budget	4	3	2
TF2140	Production Scheduling	4	3	2

#### Semester 3

Code	Title	Cr	Le	La
TF3125	Film Project - Production Management	6	3	10
TF3130	Field Placement Preparation	0	20	0
TF3225	Field Placement	0	40	0

**Note:** TF3125 Film Project - Production Management and TF3130 Field Placement Preparation will be completed in the first nine (9) weeks of the semester. TF3225 Field Placement will take place during the last six (6) weeks of the semester.

# Television and Film Technical Production

**Start Date:** September

**Credential:** Certificate

**Program Length:** One Year

**School:** Academics, Applied Arts, and Tourism

**Locations & Delivery Modes:**

- Prince Philip Drive - On Campus delivery

## PROGRAM DESCRIPTION

### Lights... Camera... Action!

This is the call for everyone on set to spring into action. In live production, there are as many moving parts (or more!) happening behind the camera as in front of it. Without lighting, grip, camera, and set decoration, a film, video, or television production simply won't see the light of day.

The technical production crew works like a well-oiled machine behind the scenes to ensure seamless takes that bring the director's vision to life. Masters of integration, these technicians can often fill a number of roles on a live set, bringing together their knowledge of several disciplines to make good decisions that contribute to a project's success.

Our Television and Film Technical Production Certificate will help you gain that knowledge, as you learn the technical aspects of television and film, including camera operation, lighting, rigging, props, set decoration, and sound work. This is a hands-on program designed to provide you with the knowledge, skills and attitudes needed to effectively perform in this exciting industry.

Newfoundland and Labrador's pristine and rugged landscape has made the province a sought-after location in the television and film industry, attracting productions big and small. Currently, the province has a reputation of producing high quality productions with a dedicated work force. National and international productions such as *Hudson & Rex*, *Son of a Critch*, *Astrid and Lily Save the World*, *Frontier*, *Aquaman*, and *Peter Pan & Wendy* have put the spotlight on our province, establishing that we have the capability and capacity to fully embrace and advance this industry.

After first completing a common semester, you will have the opportunity to specialize in one of the technical areas. During the Spring semester, you'll participate in a cross-discipline film project, and a six-week field placement.

Technical production crews can work on any kind of live production project such as feature films, wildlife documentaries, sporting events or even game shows! Those who pursue this career path are able to fuse their creativity with expert technical skills to make sure what we see and hear on the screen is as colorful, lavish and powerful as possible.

Along with this certificate, all you'll need is the aptitude to make quick decisions and the ability to move between tasks in dynamic, fast-paced environments.

You'll also need a comfortable pair of shoes.

### Program Highlights

- The opportunity to learn across multiple television and film disciplines and then specialize in one
- The most current program in its field designed and delivered by industry experts
- Participation in a multi-discipline television and film project
- Focuses on the practical application for job-ready skills
- Equipment mimics that in the real-world
- From the first semester, participate in realistic studio and outside shoots
- Completion of a field placement with industry

### **Did You Know?**

- Canada is known as Hollywood North and is home to many large studio films and TV productions.
- In 2021, a cast and crew of approximately 150, including many local film workers, technicians, and artists, worked on the Walt Disney live-action adventure-fantasy, *Peter Pan & Wendy*, which was filmed on the Bonavista Peninsula.
- The filming of television show *Frontier* in NL (from 2016-2018) starring Jason Momoa, generated an economic output of more than \$63 million, and created 539 full-time equivalent positions in NL. It also later led to Momoa's major motion picture, *Aquaman*, being partially filmed in NL.
- Canadian content (film and television) production volume reached an all-time high in 2019-2020 of \$9.3 billion and demand for content continues to rise.
- The industry in Newfoundland and Labrador is growing rapidly, as national and international production companies are seeking out exotic locations that add to production value.
- Canadian TV and film productions account for \$5 billion in revenue and employ more than 244,500 people on a full-time basis.
- The Newfoundland and Labrador Film Development Corporation was created in 1997 with a mandate to grow and develop the provincial film and television industry and has since generated over \$570 million in total production activity and more than 8,000 full time equivalent jobs.

### **OBJECTIVES**

Upon successful completion of this program, graduates will be able to:

1. Communicate effectively as part of a technical production team
2. Model safe practices while operating tools and equipment
3. Utilize appropriate methods and materials to perform tasks within their technical disciplines
4. Collaborate with members of a production team to enable the creative expression of diverse ideas and concepts
5. Demonstrate proper protocols and acceptable conduct on a set
6. Break down a script according to the various needs of key departments
7. Interpret call sheets and other industry specific documentation
8. Adhere to legal principles, government legislation and regulations, copyright and contract requirements and professional and industry codes of conduct
9. Establish professional networking and business relationships in the television and film community

### **CERTIFICATIONS**

In addition to the formal courses listed in the program of studies, students will acquire the following industry certifications throughout the program:

- WHMIS
- Mental Health First Aid Training
- Fall Protection Training (16 hrs)
- Aerial Work Platform Training (8 hrs)
- Standard First Aid & CPR
- Occupational Health & Safety Committee

\*Students should be aware that additional fees may apply to external certifications.

### **FUTURE OPPORTUNITIES**

Television and film productions can fall into two categories – unionized or non-unionized. All graduates would qualify for all entry level positions in the department of their choosing for unionized work. Work opportunities can include a broad range of budget and project types such as: commercials, industrials, web series, broadcasting, marketing, branding, content for social media, educational materials, etc.

Upon successful completion of the program, graduates will be prepared for employment in television and film in a variety of roles, including, but not limited to:

## **Lighting & Grip**

- Daily Grip / Electric
- Rigging Grip / Rigging Electric
- Best Grip / Best Electric
- Dolly Grip
- Concert and conference Rigging

## **Set Design**

- Production Assistant
- Props buyer
- Assistant Props
- Assistant Props maker
- On set Props
- Set Decoration buyer
- Set decorators
- On set dresser
- Set construction
- Scenic painter
- Assistant Greensperson

## **Camera**

- Camera trainee
- 2<sup>nd</sup> Assistant Camera
- 1<sup>st</sup> Assistant Camera
- Video Assistant Operator
- Data Management Technician
- Digital Imaging Technician
- Camera Operator

## **ENTRANCE REQUIREMENTS**

Eligibility for admission to the Television and Film Technical Production program requires the applicant to meet one of the following academic criteria:

### **1. High School**

Provincial High School Graduation Diploma with a 60% average in nine level 3000 credits or equivalent

### **2. Comprehensive Arts and Science (CAS) Transition**

Comprehensive Arts and Science (CAS) Transition Certificate

### **3. Adult Basic Education (ABE)**

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile) with an average pass mark of 60%

### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### **5. International Applicants – English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore, international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## **Applicant Portfolio Requirements**

All applicants to the Television and Film Technical Production Certificate Program, the Television and Film Production Management Certificate Program, the Television and Film Post Production Certificate Program, and the Film and Television Creation Diploma Program must submit a **visual portfolio** and a **written statement** as part of the admission requirements.

A **visual portfolio** is a personal selection of the applicant's work that shows the potential to build on demonstrated skills and aptitudes when in the program.

A **written statement** is an opportunity for applicants to introduce themselves and communicate their interest, aptitude, relevant experience, and understanding of the program to which they are applying.

You will be notified how to submit your visual portfolio and written statement from the Register's Office upon processing of your application.

### **The Visual Portfolio**

The visual portfolio should consist of:

A sample of relevant work that relates to the stream to which you are applying in the College's Film and TV programs.

The work sample may be one selection chosen from the following four options:

1. a short film
2. an excerpt of a short film
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In the case of the first three options, your work sample should not exceed three (3) minutes' maximum and not be less than sixty (60) seconds minimum. It should be submitted in one of the following file formats:

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In the case of the fourth option, please use:

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You will include a signed and witnessed declaration that you are the author of your submitted work. In the case where there are collaborators, you will state your role and likewise include a signed and witnessed declaration that the credit you are claiming is yours.

### **How to submit your Visual Portfolio**

#### **Video Link**

The preferred methodology is to provide our Admissions team with a video link to your portfolio. This can be achieved at vimeo.com, youtube.com, google docs, or any video sharing platform of your choice.

**This link should be included at the end of your Written Statement.**

If you are unable to provide a link, please contact Admissions and we will provide you with further direction.

#### **Photos Link**

The preferred methodology is to provide our Admissions team with a photo link to your portfolio. This can be achieved at google docs, one drive, or any video sharing platform of your choice.

**This link should be included at the end of your Written Statement.**

If you are unable to provide a link, please contact Admissions and we will provide you with further direction.



## The Written Statement

It is not necessary to have prior experience in film and TV to be suitable candidate for this program. With that in mind, please write a statement between 250 and 500 words in your own voice giving us a brief introduction to yourself and your interests.

Outline your current goals within the film and tv industry. This is an opportunity for you to present your unique life experience and personality as well as your value to the program. It is not a business letter. The document must be submitted as a PDF.

### Application Portfolio Rubric for this program

	Excellent	Good	Fair	Poor
	20 Points	15 Points	10 Points	5 Points
<b>Visual Skill</b> <b>(Video Submission)</b>	Student created a representation directly related to assigned topic. Video reflects complete understanding of topic	Student created a representation related to assigned topic. Video reflects understanding of topic.	Student created a representation that is somewhat related to assigned topic. Video reflects little to no understanding of topic.	Student created a representation that is somewhat or not at all related to assigned topic. Video reflects student does not understand the topic.
<b>Creativity and Unique Voice</b> <b>(Video Submission)</b>	The work was done well to the best of the learner's ability. Quality time and effort was put into the creation and story.	The work was done with good effort that shows what the learner is capable of. It is evident that time was put into the creation and story.	Work is done with fair effort, but the quality is still not what the learner is capable of. It is evident that the work was rushed or done with lack of effort.	Lack of effort on the learners' part. Work is incomplete. Learner is capable of doing better.
<b>Storytelling Skill</b> <b>(Written Statement)</b>	The Statement is engaging with good use of narrative.	The statement is understandable with some use of narrative	Overall, the statement is interesting, but needs improvement.	Overall, the statement is not understandable.
<b>Ability to Communicate Clearly</b> <b>(Written Statement)</b>	Statement was very creative. Appearance is neat, and clear representation of topic.	Statement was somewhat creative. Appearance is acceptable.	Statement was somewhat creative. Appearance is not thought out. More time was needed to show effort was made to create representation of topic.	Statement was not creative. Appearance is only somewhat neat or not neat at all. Not thought out or evidence of effort was not shown.
<b>Passion for Subject</b> <b>(Both Video and Written Statement)</b>	Representation was very creative. Appearance is neat, well thought out, and engaging. Interest and effort was made to create the content.	Representation was somewhat creative. Appearance is neat, thought out, and some effort was made to create content.	Representation was somewhat creative. Appearance is neat but not thought out. More time was needed to show effort was made to create content.	Representation was not creative. Appearance is only somewhat neat or not neat at all. Not thought out or evidence of effort was not made to create representation of topic.

## Courses

### Semester 1

Code	Title	Cr	Le	La
TF1010	TV & Film Industry Foundations	4	3	2
TF1015	TV & Film Analysis	3	3	0
CP2115	Computer Applications	3	2	2
TF1110	Intro to Camera, Lighting & Grip	3	2	3
TF1115	Intro to Sound & Sound Recording	3	3	1
TF1120	Intro to Rigging & Special Effects	3	2	3

### Semester 2

Code	Title	Cr	Le	La
CM1115	Communications for TV & Film	3	3	0

Students select one (1) of the following three (3) pathways in addition to CM1115 Communications for TV and Film.

**Pathway Camera**

Code	Title	Cr	Le	La
TF2110	Location Sound Recording	3	2	3
TF2115	Camera I	4	3	3
TF2210	Camera II	4	3	3
TF2310	Camera III	4	3	3

**Pathway Grip and Lighting**

Code	Title	Cr	Le	La
TF2120	Rigging	3	2	3
TF2215	Grip I	4	3	3
TF2315	Grip II	4	3	3
TF2220	Lighting	4	3	3

**Pathway Set Design**

Code	Title	Cr	Le	La
TF2125	Props	4	3	3
TF2320	Scenic Paint	4	3	3
TF2325	Set Decoration	4	3	3

**Semester 3**

Code	Title	Cr	Le	La
TF3110	Film Project - Technical Production	6	3	10
TF3115	Field Placement Preparation	0	20	0
TF3210	Field Placement	0	40	0

**Note:** TF3110 Film Project - Technical Production and TF3115 Field Placement Preparation will be completed in the first nine (9) weeks of the semester. TF3210 Field Placement will take place during the last six (6) weeks of the semester.

# Textile and Apparel Design

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Academics, Applied Arts, and Tourism

**Locations & Delivery Modes:**

- Prince Philip Drive - On Campus Delivery

## PROGRAM DESCRIPTION

Textile & Apparel Design provides students with an opportunity to learn and create one-of-a-kind textile and apparel products through drawing, design, textile and apparel practices. Individuals with creative and artistic interests in fashion and design will gain important technical design skills and knowledge of the integral relationships among fabric, surface and apparel design.

In the program, students will nurture an appreciation for the handcrafted product with the use of natural and sustainable materials. In fabric design, students will create fabric through knit, weave and felt. In surface design, they will explore hand sewing, embroidery, quilt, print, dye, and rug hooking. In apparel design, they will design and create clothing and accessories using hand-sewing skills, machine sewing and garment construction techniques, while exploring the exciting world of fashion and apparel.

Different media and techniques are introduced in the first year of the program. Innovation and creativity are encouraged through contemporary application of traditional skills and the incorporation of innovative materials into project ideas. The relationship between a maker's intent and content will form, through discourse in contemporary and traditional practice. Technical and critical skill development will occur in progression throughout the program.

The program is designed to offer innovative training that reaches beyond the classroom with an emphasis on experiential learning during fine craft and design fairs, wholesale trade shows, gallery exhibitions, and a fashion show. The program is supported by courses in colour theory, digital design, art and craft history, communications, entrepreneurial studies, art marketing development and proposal writing. The second year is an opportunity to focus studies and further develop design and technical skills when students choose two out of the three studio areas: fabric design, surface design or apparel design. Second-year students will also enrich their learning through courses in project coordination and implementation.

Graduates of the Textile & Apparel Design program will gain the solid foundation necessary to begin building a career as an independent artist, a production crafts person, or as an employee in the craft and apparel industry. The program also offers graduates a solid foundation for exploring higher learning opportunities.

## OBJECTIVES

Upon completion of this program, graduates will be able to:

1. Create aesthetic, functional, and innovative designs and products in the textile and apparel industry.
2. Integrate learned skills and techniques in fabric, surface and apparel design towards building a career as a professional artist.
3. Solve textile and apparel design issues through research and critical analysis.
4. Apply personal style and media choices in the creation of drawings, which support conceptual and technical design work.
5. Contribute to and enrich the quality, standards and professionalism of the textile and apparel industry.
6. Utilize effective communication techniques while promoting oneself in a professional manner as an emerging artist or designer.
7. Write professional proposals, grant applications, work reviews, and critiques.

8. Employ entrepreneurial skills, art marketing and self-promotion during events such as gallery exhibitions, fashion shows, craft fairs, wholesale trade shows, workshops and conferences.
9. Plan, develop, monitor and implement a successful textile and/or apparel-based event.
10. Express the importance of the relationship between traditional and contemporary craft and art within individual studio practice.

## **ENTRANCE REQUIREMENTS**

### **1. High School**

Provincial High School Graduation Certificate with a 60% average in nine level 3000 credits or equivalent

### **2. Comprehensive Arts and Science (CAS) Transition**

Comprehensive Arts and Science Transition Certificate

### **3. Adult Basic Education (ABE)**

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile) with an average pass mark of 60%

### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program must be at least 19 years of age at the time of application and out of school for at least one year to be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### **5. International Applicants – English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

**Note:** This program is not suitable for applicants with respiratory problems or colour blindness.

## **FUTURE OPPORTUNITIES**

Working within the field of textile and apparel design offers rewarding opportunities and work experiences. Graduates of the Textile & Apparel Design program may become employed within the craft and fashion industry, which is inclusive of textile and apparel. Not only are graduates employed in their immediate area of skill and with various employers in full-time, part-time and contractual employment, but they also may become self-employed. Graduates of this program may find gainful employment working with art galleries, and during film/theatre productions.

## Courses

### Semester 1

Code	Title	Cr	Le	La
GA1130	Digital Design Fundamentals	2	2	1
HY1105	Art History	3	3	0
TX1100	Fibre & Fabric Exploration	5	4	2
TX1200	Introduction to Sewing	3	2	2
VA1100	Introduction to Drawing	2	2	1
VA1200	Elements of Design	3	3	0
VA1400	Colour Theory	3	2	2

### Semester 2

Code	Title	Cr	Le	La
HY1200	Craft History	3	3	0
TX1220	Fabric Design I	3	2	4
TX1225	Surface Design I	3	2	4
TX1400	Apparel Design I	3	2	2
VA1101	Drawing Application	3	3	1
VA1201	Principles of Design	3	3	0

### Semester 3 (Interession)

Code	Title	Cr	Le	La
CG1400	Production Fundamentals	4	3	3
CM1450	Writing Fundamentals	3	3	0
TX1210	Industrial Sewing	3	2	2

*Interession hours are actual and will not be adjusted.*

### Semester 4

Code	Title	Cr	Le	La
EP1100	Entrepreneurial Studies	4	3	2
TX2100	Art Marketing	3	3	0
VA2100	Intermediate Drawing	3	3	0
VA2250	Application of Design Theory I	3	3	1

### Studio Areas - Students select two areas from the following:

Code	Title	Cr	Le	La
ST2400	Apparel Design II	4	3	3
ST2450	Fabric Design II	4	3	3
ST2455	Surface Design II	4	3	3

### Semester 5

Code	Title	Cr	Le	La
CM1530	Proposal Writing	3	3	0
PD2110	Project Coordination	3	2	2
VA2101	Advanced Drawing	3	3	0
VA2251	Application of Design Theory II	3	3	1

### Studio Areas - Students select two areas from the following:

Code	Title	Cr	Le	La
ST2401	Apparel Design III	4	3	3
ST2460	Fabric Design III	4	3	3
ST2465	Surface Design III	4	3	3

### Semester 6 (Interession)

Code	Title	Cr	Le	La
PD2150	Project Implementation	6	4	8

*Interession hours are actual and will not be adjusted.*

# Video Game Art and Design

**Start Date:** September

**Credential:** Diploma

**Program Length:** Three Years

**School:** Academics, Applied Arts, and Tourism

**Locations & Delivery Modes:**

- Online - Asynchronous delivery

## PROGRAM DESCRIPTION

### Level Up!

Game designers and artists inspire through innovation and imagination. They merge storytelling, art, and technology to bring interactive experiences to life.

The video game industry has grown into one of the largest and most successful on the globe, generating revenue of over \$4 billion in Canada in 2021 alone.[1] With upwards of 1,000 active video game companies nation-wide (a 35 per cent increase since 2019)[2], video game artists and designers are in demand.

Our Video Game Art & Design (VGAD) program taps into this growth, providing training in the creative approaches involved in making engaging interactive experiences. In this rapidly evolving field, we prepare you for exciting work through the exploration of creative foundations and the application of game design theory, technical practices and aesthetic skills for a credential that is sought after world-wide.

Not just about providing entertainment, game designers and products are embraced by numerous industries today to improve our ability to solve the world's problems, train the workforce of tomorrow, and fuel innovative discovery through digital interactions and simulation. This innovative field is also building skills for today's technology-driven labour market through creative vision and the desire to influence the possibilities of tomorrow.

Apply now and take your career to an exciting new level!

### Program Highlights

- Mentorship with faculty who have decades worth of industry experience and credits
- Extensive training in game theory and design, 2D and 3D art, game mechanics and visual scripting, narrative and level design
- Studies in art fundamentals, serious games, design documentation, creative writing, art history, sound design, interactive and visual storytelling, virtual reality experiences, game industry business and portfolio development
- Career opportunities in games, simulation and related media can include: quality assurance game tester, game producer, game designer (entertainment, education, training and simulation, etc.), level designer, writer, 2D and 3D asset artist, texture artist, character modelling, graphic interface designer, user interface designer, animator, sound designer, cinematographer, entrepreneur for media design

### Did You Know?

- There are over 900 active video game studios in Canada (a 35% increase since 2019).
- In 2021, the gaming industry contributed \$5.5 billion to Canada's GDP (an increase of 29% since 2019).
- VGAD graduates have worked at companies and projects including Epic Games, Other Ocean Interactive, Ubisoft Halifax, Sculpin, Zorbit's Math by Carnegie Learning, Stormy Shore Studio, SMSM Mummer's Journey Gams and Kraken Robotics.
- Students have competed at Skills Canada competitions, winning gold and bronze medals on the national level, and competed internationally in the WorldSkills Competition.

- The global games market will continue to grow, expecting to exceed \$200 billion by 2023 (newzoo.com).

[1] Entertainment Software Association of Canada (theesa.ca)

[2] Canada's Video Game Industry – A National Champion Making a Global Impact (canadasvideogameindustry.ca)

## OBJECTIVES

Upon successful completion of the program, graduates will be able to:

1. Understand and utilize the theory, practices, computer software, and hardware resources needed to create video game art and design.
2. Demonstrate appropriate attitudes, behaviours, and work practices for employment in the game industry and other areas of media development.
3. Utilize effective visual, oral and written communication skills, and continue to grow personally in one-on-one communications.
4. Promote their work through portfolio development.
5. Work productively in a collaborative team environment.
6. Appreciate the role of history and art history as game art and design references.
7. Cultivate a desire for life-long learning.
8. Design original video games, art, and narrative for games.

## FUTURE OPPORTUNITIES

There are many diverse opportunities for graduates of the Video Game Art & Design program. **Graduates may choose from an array of different exciting careers, including, but not limited to:** Quality Assurance Game Tester, Game Producer, Game Designer (entertainment, education, training and simulation, etc.), Level Designer, Writer for games and related media, Concept Artist for games and related media, 2D and 3D Asset Artist for games and related media, 3D Modeller for simulation, Texture Artist for games and related media, Character Modelling for games and related media, Graphic Interface Designer, Animator for games and related media, Sound Designer for games and related media, Cinematographer for games and related media\*, Entrepreneur for media design, Marketing and Promotions for games and related media.

\*Related media includes film, digital animation, visual arts, graphic arts, simulation, music and audio production, etc.

## ENTRANCE REQUIREMENTS

Eligibility for admission to the Video Game Art & Design program requires the applicant to meet one of the following four academic criteria:

### 1. High School

Provincial High School Graduation Certificate with a 60% average in nine level 3000 credits or equivalent

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (CAS) Transition Certificate

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile) with an average pass mark of 60%

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

**Note:** It is highly recommended that those applying for the Video Game Art & Design program have an appreciation for drawing and creating art, basic computer skills as well as strong core skills in English and writing.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment. If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required. **Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## PORTFOLIO REQUIREMENTS

All applicants to the Video Game Art & Design program must submit a portfolio as part of the admission requirements. A portfolio is a collection of the applicant's work, based on detailed guidelines as described below, that shows the potential to build on demonstrated skills and aptitudes when in the program.

The applicant portfolio should consist of:

1. An essay which consists of a written personal statement explaining your reasons for wanting to be a video game artist and/or designer, your goals, and your interest in the program at College of the North Atlantic. This should be approximately 300 to 400 words.
2. A written work of creative fiction using the provided content guidelines described below. The story must be written within 600 to 1000 words (no more, no less). Be sure the story has a beginning, a climactic middle, and an ending.
3. Two pieces of art as described below by the College's Video Game Art & Design program portfolio entry detailed guidelines.

### Portfolio Entry – Detailed Guidelines

All applicants to the Video Game Art & Design program must submit the specific, assigned writing and art samples to fulfil additional program entry requirements. The additional entry requirements should consist of:

1. **An essay** which consists of a written personal statement explaining your reasons for wanting to be a video game artist and/or designer, your goals, and your interest in the program at College of the North Atlantic. This should be approximately 300 to 400 words.

Present your document as follows:

- The document must be delivered in a digital format or printed on paper from a digital format (not hand written).
- Write it in a font of Times New Roman at a font size of 12, double spaced
- Title the document: **VGAD Essay by “your name”**
- Set only the title in a bold font, no cover page
- Proper articulation of content and writing mechanics are expected and presented in paragraph form (grammar, spelling, syntax, structure, etc.)
- Save the document as a common digital file type (docx, doc, rtf) with your last name in the file name, for example: Smith\_Essay.rtf
- If word processing software is unavailable, providing the content within the body of an email is acceptable. Additionally a physical, typed print-out can be mailed.

2. **A fictional, creative story writing assignment** using the provided content guidelines. The story must be written within 600 to 1000 words (no more, no less). Be sure the story has a beginning, a climactic middle, and an ending.

Content to be included:

**Main Protagonist Character:** A scientific investigator.

**Main Setting:** The distant future on another planet at a ruined human outpost.

**Main Antagonist:** An alien entity.



**Main Plot:** Humans have been exploring the cosmos for planets to call home. Contact with some planetary outposts have either ceased or are very strange. A small team of humans, led by the protagonist, investigate one of the sites to find it devastated and in the process uncover a formidable alien presence that appears to be cause. The protagonist leads the charge to identify the real problem and solve the situation.

**Character Dialogue:** Include some sections of character dialogue within the story.

There is much room to present original creativity within the given guideline of content such as who the characters are, what they look like, describing the setting, the action, introducing more characters, and ultimately which direction the story goes. This prompt can be interpreted in many ways and can produce several different outcomes from one writer to the next. For example, why are humans looking for a new home? What really happened at the outpost? Is the alien presence good or bad? Your goal is to be creative, add depth to this brief outline, and to be descriptive in a manner that your words can inspire a visual image within the reader's imagination. Try to connect with the reader on an emotional level by providing meaningful storytelling.

Present your document as follows:

- The document must be delivered in a digital format or printed on paper from a digital format (not hand written).
- Write it in a font of Times New Roman at a font size of 12, double spaced.
- Title the document: **VGAD Story by "your name"**
- Set only the title in a bold font
- Proper articulation of content and writing mechanics are expected (grammar, syntax, structure, etc.)
- Save the document as a common file type (doc, docx, or rtf) with your last name in the file name, for example: Smith\_Story.rtf
- If word processing software is unavailable, providing the content in an email is acceptable.

**3. Two pieces of art** as outlined below by the College's Video Game Art and Design program.

Present your document as follows:

- Please sign and date each piece.
- Please include PHOTOCOPIES or DIGITAL COPIES ONLY, as the portfolio will not be returned.
- All submissions must be your own work. Any submission that contains plagiarized work, copied either manually or electronically, will be disqualified and you will be refused consideration.
- Any submission that contains inappropriate or offensive content will be refused consideration.
- ENSURE THAT YOUR NAME IS ON EACH OF THE CLEARLY LABELLED PIECES.
- Additional drawings or game ideas will not be accepted, viewed, or considered.
- Art submissions should show the applicant's current level of proficiency in the visual arts.
- All observational drawings are to be executed from real-life subject material, not from photographs, images, artwork, or other drawings.
- Drawings must be made on 8.5 x 11 sheets of plain white paper.

3a. Pencil sketch of a landscape (not based on images or photos). You may draw this from inside, looking out a window and it may include a building structure. Suggested time for completion of the final drawing, not including practice sketches: 30 – 60 minutes.

3b. Pencil or color pencil drawing of a real toy such as an action figure, collectible statue, video game console controller, teddy bear, or vehicle (not based on images or photos). The full view of the toy is visible in the drawing. Suggested time for completion of the final drawing, not including practice sketches: 30 – 60 minutes.

Application Portfolio Rubric for this program

VGAD Portfolio Scoring Rubric						
Section 1: Written Personal Statement (program fit and organization of written material)						Score
Scoring	9 to 10	7 to 8	5 to 6	1 to 4	0	
Program Fit	The reasons provided by the applicant for wanting to pursue the study of video game art and design were effectively stated to indicate an excellent program fit.	The reasons provided by the applicant for wanting to pursue the study of video game art and design were adequately stated to indicate a good program fit.	The reasons provided by the applicant for wanting to pursue the study of video game art and design were minimally stated to indicate a good program fit.	The reasons provided by the applicant for wanting to pursue the study of video game art and design were less than minimally stated to indicate a good program fit.	No reasons were provided by the applicant for wanting to pursue the study of video game art and design.	
Scoring	9 to 10	7 to 8	5 to 6	1 to 4	0	
Writing Mechanics	Little to no errors related to grammar, spelling, or punctuation. Presentation of content is clear and concise with appropriate structuring.	Minor errors related to grammar, spelling, or punctuation. Presentation of content is clear and concise with appropriate structuring.	Some errors related to grammar, spelling, or punctuation. Presentation of content is clear and concise with appropriate structuring.	Numerous errors related to grammar, spelling, or punctuation. Presentation of content is clear and concise with appropriate structuring.	The applicant showed no usage of grammar, spelling, or punctuation.	
Section 1 Total out of 20						

Section 2: Short Story (adherence to the written specifications, creative interpretation, and writing ability of the finished product)						Score
Scoring	9 to 10	7 to 8	5 to 6	1 to 4	0	
Following Project Instructions	The applicant adhered to all given instructions.	The applicant adhered to most given instructions.	The applicant adhered to a minimal amount of the given instructions.	The applicant adhered to a less than minimal amount of the given instructions.	The applicant did not follow the given instructions.	
Scoring	9 to 10	7 to 8	5 to 6	1 to 4	0	
Creativity	The project demonstrated strong creative ideas.	The project demonstrated adequate creative ideas	The project demonstrated minimal creative ideas.	The project demonstrated less than minimal creative ideas.	The project showed no creative ideas.	
Scoring	9 to 10	7 to 8	5 to 6	1 to 4	0	
Writing Mechanics	Little to no errors related to grammar, spelling, or punctuation. Presentation of content is clear and concise with appropriate structuring.	Minor errors related to grammar, spelling, or punctuation. Presentation of content is clear and concise with appropriate structuring.	Some errors related to grammar, spelling, or punctuation. Presentation of content is clear and concise with appropriate structuring.	Numerous errors related to grammar, spelling, or punctuation. Presentation of content is clear and concise with appropriate structuring.	The applicant showed no usage of grammar, spelling, or punctuation.	
Section 2 Total out of 30						

<b>Section 3: Art Pieces</b> (adherence to the written specifications, presentation of quality, and technical ability) If more than two pieces are submitted, only the two strongest pieces will be scored.						<b>Score</b>
<b>Art Piece 1</b>						
Scoring	5	4	3	1 to 2	0	
Following Project Instructions	The applicant adhered to all of the given instructions.	The applicant adhered to most of the given instructions.	The applicant adhered to a minimal amount of given instructions.	The applicant adhered to less than a minimal amount of the given instructions.	The applicant did not follow the given instructions.	
Scoring	9 to 10	7 to 8	5 to 6	1 to 4	0	
Quality and Presentation	The project was presented with a high level of quality.	The project was presented with a good level of quality.	The project was presented with an adequate level of quality.	The project was presented with a low level of quality.	The project had no presentation.	
Scoring	9 to 10	7 to 8	5 to 6	1 to 4	0	
Technical Ability	The project demonstrated strong technical skills.	The project demonstrated adequate technical skills.	The project demonstrated minimal technical skills.	The project showed below minimal technical skills.	The project showed no technical skills.	

<b>Art Piece 2</b>						
Scoring	5	4	3	1 to 2	0	
Following Project Instructions	The applicant adhered to all of the given instructions.	The applicant adhered to most of the given instructions.	The applicant adhered to a minimal amount of given instructions.	The applicant adhered to less than a minimal amount of the given instructions.	The applicant did not follow the given instructions.	
Scoring	9 to 10	7 to 8	5 to 6	1 to 4	0	
Quality and Presentation	The project was presented with a high level of quality.	The project was presented with a good level of quality.	The project was presented with an adequate level of quality.	The project was presented with a low level of quality.	The project had no presentation.	
Scoring	9 to 10	7 to 8	5 to 6	1 to 4	0	
Technical Ability	The project demonstrated strong technical skills.	The project demonstrated adequate technical skills.	The project demonstrated minimal technical skills.	The project showed below minimal technical skills.	The project showed no technical skills.	
Section 3 Total out of 50						
<b>Overall Total out of 100</b>						
A minimum score of 60 is required for acceptance into the program.						

### HOW DO I SUBMIT THESE ADDITIONAL ADMISSION REQUIREMENTS?

1. Applicants should submit only copies of their artwork, such as a photocopied drawing, or a digital scan of the drawing. No originals should be submitted. Include applicant name and contact information.
2. Do not submit any framed, fragile or 3-dimensional work. Take a photo and submit that instead. Include applicant name and contact information.
3. If applicants submit digital files, please burn them onto a disk to include with the application, or email the images and include applicant name and contact information.
4. Any physical photocopies or printed pages of work on paper should be submitted in a 9 "x12" envelope and identified with applicant name on each page. Include applicant name and contact information within.
5. Each item included should be identified with an applicant name and date, and entry requirement number at the bottom of the page. Include contact information.

**Please note:** We emphasize that while advanced levels of writing, drawing, and computer skills may be an asset, they are not necessary, nor a guarantee for admission to the program.

## Courses

### Semester 1

Code	Title	Cr	Le	La
CM1100	Writing Essentials	3	3	1
GD1130	Game Design Theory	3	3	0
HY1120	Prehistory to Renaissance	3	2	2
PY1150	Photography	3	2	2
VA1110	Drawing Methods & Media	3	2	2
VA1115	2D Design	2	1	2
VA1400	Colour Theory	3	2	2

### Semester 2

Code	Title	Cr	Le	La
CM1521	Writing for the Arts	3	3	0
GD1120	Storytelling in Games I	3	3	0
GD1140	Serious Games Theory	3	3	0
HY1130	Renaissance to 20th Century	3	2	2
VA1120	Digital Imaging	3	2	2
VA1140	Figure Drawing	3	2	2
VA1170	3D Design	3	2	2

### Semester 3

Code	Title	Cr	Le	La
CM2200	Oral Communications	2	2	0
GD1150	Game & Level Design I	4	3	2
GD1160	Art for Games I	4	3	3
GD1170	Sound Design for Games	3	2	2
GD1180	Game Industry Professionalism	3	3	0
Elective				

### Semester 4

Code	Title	Cr	Le	La
CM1400	Technical Report Writing I	3	3	0
GD1600	Business of Game Development	3	3	0
GD2110	Game & Level Design II	4	3	3
GD2130	Storytelling in Games II	3	2	2
GD2121	Art for Games II	4	3	2
Elective				

### Semester 5 (Intersession)

Code	Title	Cr	Le	La
GD2140	Game & Level Design III	4	3	3
GD2150	Art for Games III	3	2	2
GD2160	QA& Playtesting for Games	2	2	0

*Intersession hours are actual and will not be adjusted.*

### Semester 6

Code	Title	Cr	Le	La
GD3100	Game & Level Design IV	4	3	3
GD3110	Art for Games IV	4	3	3
GD3120	3D Game Character Design	4	3	3
GD3130	Visual Narrative for Games	3	2	2
EP1100	Entrepreneurial Studies	4	3	2

**Semester 7**

Code	Title	Cr	Le	La
GD3140	Game & Level Design V	4	3	2
GD3150	Interactive Storytelling	3	3	0
GD3160	Portfolio for the Game Industry	3	2	2
GD3170	Art for Games V	4	3	2
GD3190	VR & AR in Games & Simulation	3	2	2

**Semester 8 (Intersession)**

Code	Title	Cr	Le	La
GD3180	Game Design Capstone Project	7	4	8

*Intersession hours are actual and will not be adjusted.*

**\*Note:**

Electives to be offered in each semester will be made available prior to registration. Other courses may be chosen provided that:

1. All prerequisites have been met,
2. The course is offered during the semester,
3. The maximum enrolment of the course is not exceeded,
4. The student's schedule can accommodate all scheduled classes for that course.

## Visual Effects

**Start Date:** September 2023

**Credential:** Advanced Diploma

**Program Length:** One Year

**School:** Academics, Applied Arts, and Tourism

### **Locations & Delivery Modes:**

- Prince Philip Drive - On Campus delivery

### **PROGRAM DESCRIPTION**

#### **Art and technology in motion**

The art of visual effects is a fundamental part of the filmmaking process. While these effects are added after filming, the process of creating them begins early in the pre-production stage. Not only are visual effects a mainstay in movies, television shows, commercials and music videos, but they are also integral in 3D animated projects and video game cinematics.

Canada's screen-based media production industry is experiencing marked growth, and the opportunity for employment in post-production has never been greater. CNA is meeting the demand for visual effects artists in the province of Newfoundland and Labrador and nation-wide, with this exciting Visual Effects (VFX) Advanced Diploma.

The program combines the most current technology training with the artistry that will empower you to effectively conceptualize an effect and transform it into believable imagery. From the initial concepts to the final visuals, you will gain professional techniques that are essential in today's visual effects industry.

Through in-depth instruction and project-based delivery, you will learn and practice the process of creating visual effects from conceptualizing an idea to the final composite of visual effects on footage. Upon completion of the program, you will have created a professional online portfolio – including a professional demo reel and other exemplary work – that demonstrate your new skills, knowledge, and competencies in the creation of visual effects.

Advance your career with this advanced diploma!

#### **Program Highlights**

- Production of a professional visual effects portfolio to maximize opportunities for employment
- Collaborative work in a team environment for a visual effects production
- You are leveraging your first credential to launch a new career in VFX

#### **Did You Know?**

- Canada is known as Hollywood North and is home to many large studio films and TV productions
- Canadian content (film and television) production volume reached an all-time high in 2018-2019 of \$9.43 billion and demand for content continues to rise
- Canadian film and TV productions account for \$5 billion in revenue, and employ more than 117,000 people on a full-time basis<sup>1</sup>
- Canadian-based companies have created animation and effects for many box-office hits and award-nominated feature films such as Star Wars: The Force Awakens, Iron Man 3, The Martian, and Hotel Transylvania 2, and for popular television series and mini-series such as Game of Thrones, The Walking Dead, The Queen's Gambit, Arrow, Riverdale, The Handmaid's Tale, and Star Trek: Discovery
- The 20 top-grossing films of all time featured high-end visual effects or computer-generated animation, and today visual effects often represent over 30 percent of a film's production budget

## Objectives

Upon successful completion of this program, graduates will be able to:

1. Communicate artistically and confidently a knowledge of visual effects through each stage of production
2. Work collaboratively in a team environment on a visual effects production
3. Design appropriate visual effects previsualizations using art and cinematography
4. Capture reference material that is required to create visual effects
5. Produce plates for use in a visual effects production
6. Apply the 3D production process to create models for visual effects
7. Demonstrate the replication of object and camera movement
8. Produce and integrate realistic computer-generated imagery on footage by use of advanced compositing techniques
9. Create and integrate natural phenomena with the use of 3D simulations and effects.
10. Apply digital matte painting techniques to modify footage
11. Create a professional visual effects portfolio that demonstrates skills and knowledge to maximize opportunity for employment

## Future Opportunities

Upon successful completion of the program, graduates will be prepared for employment in the visual effects industry in a variety of roles, including, but not limited to:

- Visual effects artist
- Compositing artist
- Roto artist
- Match mover
- Layout artist
- Paint artist
- 3D modeler
- Texture artist

## ENTRANCE REQUIREMENTS

Eligibility for admission into the Visual Effects advanced diploma program requires the applicant to meet at least one of the following criteria:

1. Have graduated from one of the following College of the North Atlantic programs:

Digital Animation; Digital Filmmaking; Graphic Communications; Graphic Design; Textile & Apparel Design; Video Game Art & Design

**OR**

2. Have earned a recognized two- or three-year post-secondary diploma or a degree in one of the following areas:

Animation; Art & Design; Film/Television Production; Graphic Arts; Motion Graphics; Multimedia Arts/Production; Video Game Art & Design; Visual Arts.

**OR**

3. Have a combination of other post-secondary education and/or industry experience acceptable to the college as an entrance requirement.

## Courses

### Semester 1

Code	Title	Cr	Le	La
FX1010	VFX Fundamentals	3	2	2
FX1015	2D Digital Production	2	1	2
FX1020	VFX Photography	2	1	2
FX1030	3D for VFX I	3	2	2
FX1035	3D Simulations & FX I	3	2	2

### Semester 2

Code	Title	Cr	Le	La
FX1210	Digital Matte Painting	3	2	2
FX1215	Procedural Animatio	3	2	2
FX1220	VFX Compositing II	3	2	2
FX1225	3D for VFX II	3	2	2
FX1230	3D Simulations & FX II	3	2	2
FX1235	Independent VFX Project	2	1	2

### Semester 3

Code	Title	Cr	Le	La
FX1310	VFX Portfolio	1	1	1
FX1315	VFX Capstone Project	4	1	8



## Cultural Culinary Arts and Tourism

**Start Date:** To be determined

**Credential:** Advanced Diploma

**Program Length:** Two Years

**School:** Academics, Applied Arts, and Tourism

### **Locations & Delivery Modes:**

- Bonavista - On Campus delivery

### **Note:**

Applications are now being accepted for year 2 - Cultural Culinary Arts & Tourism program. By applying you acknowledge you have already completed, or in the process of completing a certificate, diploma, or degree in the area of Cook or Culinary Arts.

College of the North Atlantic (CNA) is excited to offer a joint program of Cook, and Cultural Culinary Arts & Tourism (CCAT) at our Bonavista campus. This offering in Bonavista will allow students to develop their culinary skills in a prime tourism destination where culture, history, place and cuisine come together to create unique opportunities.

College of the North Atlantic currently provides training in the culinary sector by offering training in the Cook apprenticeship program at other campuses. The Cook program will be offered at Bonavista, and Cook graduates will transition to the other component of this joint program offering by enrolling in the Cultural Culinary Arts & Tourism program in the second year. This joint program expands on the basic technical knowledge acquired in the pre-employment Cook program and advances into unique cultural food preparation and developing relationships between the cultural and culinary sectors of the tourism industry.

Interested persons can apply online to the Cultural Culinary Arts & Tourism joint offering program offered at Bonavista. These applicants will do the Cook program in the first year (commencing September 2021) and will be conditionally accepted into the Cultural Culinary Arts & Tourism program for the second year (commencing September 2022) of the joint offering (pending successful completion of the Cook program). Other applicants with a certificate, diploma or degree in the area of Cooking or Culinary Arts may be considered for eligibility for the second year only if space permits in September 2022.

Graduates who successfully complete the first and second year of this joint offering will receive two parchments – a Certificate for the successful completion of Cook and an Advanced Diploma for the successful completion of Cultural Culinary Arts & Tourism.

CNA is very pleased to introduce this exciting joint program offering that will allow graduates to possess the skills and training necessary to meet the cultural culinary and tourism needs in the province!

### **PROGRAM DESCRIPTION**

Culinary tourism and cultural tourism are two of the fastest growing sectors in the hospitality tourism industry in North America. The Cultural Culinary Arts & Tourism program connects culture and food, and provides students with the opportunity to acquire skills to create unique and memorable culinary experiences that capitalize on the unique cultural heritage of various destinations. Students will gain an understanding of the important role food can play in providing people with an introduction to the heritage and culture of destinations. Students will also gain an appreciation of the importance of the supply chain in creating successful culinary tourism experiences. Graduates will be well positioned and prepared to support an ever expanding cultural-culinary field and exploit entrepreneurial opportunities.

### **OBJECTIVES**

Upon successful completion of the program, graduates will be able to:

1. Develop a cultural culinary tourism experience.
2. Implement a cultural culinary tourism experience.
3. Access local foods and food products.
4. Market local foods and food products.
5. Cook and present local foods in a cultural culinary tourism experience.
6. Create a cultural culinary tourism product.
7. Demonstrate advanced culinary skills in the production of culturally significant foods.
8. Demonstrate the technical skills and proficiency in computer software to create cultural menus.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment provincially, nationally and internationally in food establishments, hotels and private tourism business operations including bed and breakfasts, resorts and on cruise ships.

## ENTRANCE REQUIREMENTS

**Year One (Cook program):** Applicants must meet the entrance requirements to CNA's Cook program offering.

**Year Two (Cultural Culinary Arts & Tourism):** Graduation from a recognized College or University with a certificate, diploma or degree in the area of Cook or Culinary Arts.

## Courses

**YEAR 1 - Refer to Cook Entry Level (Block 1) <http://www.cna.nl.ca/program/cook>**

### Semester 1

#### YEAR 2 COURSES

Code	Title	Cr	Le	La
HM1121	The Culinary Manager	2	2	1
HM1141	Culinary Tourism Business	2	2	2
HM1160	Culinary Tourism Experiences	2	1	3
HM1260	The Business of Food	3	2	2
HS1360	Intro to Cultural Cuisine	4	1	8
HS1370	Fall: Grow & Cook Local	3	1	5

### Semester 2

Code	Title	Cr	Le	La
CM2200	Oral Communications	2	2	0
HM1330	Creating Cultural Menus	3	2	4
HS1171	Winter: Grow & Cook Local	3	1	5
HS1361	Intermed. Cultural Cuisine	3	1	7
HS1380	Food and Beverage Service for Chefs	2	2	1
MR1170	Culinary Tourism Marketing	2	2	1

### Semester 3 - Intersession

Code	Title	Cr	Le	La
HS2170	Spring: Grow & Cook Local	2	1	3
HS2360	Advanced Cultural Cuisine	2	0	5
PR1200	CCAT Capstone Project	2	1	4

**Note:** Lecture and Lab hours will be doubled during the Intersession only.

# Tourism and Hospitality

**Start Date:** September

**Credential:** Certificate/Diploma

**Program Length:** One Year/Two Years

**School:** Academics, Applied Arts, and Tourism

**Locations:**

- Prince Philip Drive - On Campus delivery

The Tourism and Hospitality programs are looking for “people-oriented” individuals with a desire to work in a fast-paced environment. Tourism is the world’s fastest growing industry and a dynamic part of our economy as one of Canada’s largest employers, accounting for 10% of all jobs. There are over 400 different tourism career opportunities, and an increasing demand for management level personnel.

**Choose a career today in the diverse and dynamic tourism industry!**

Flexible schedules and shift work are integral parts of many jobs within this occupation. Students should be prepared for this and other physical demands within the program and industry. Students with food allergies and sensitivities to environmental conditions, please be aware that frequent exposure to substances may affect these sensitivities.

## PROGRAM DESCRIPTION

### TOURISM & HOSPITALITY MANAGEMENT - DIPLOMA

Prepare for management and leadership roles in the major industries of tourism: accommodations, food & beverage, recreation & entertainment, transportation and travel services with a Tourism & Hospitality Management diploma awarded to students who successfully complete the two-year program. The first year of the Tourism & Hospitality Management diploma is a common year with the Tourism & Hospitality Services certificate. In the second year of the program, students are further prepared for careers that may quickly lead to supervisory and management roles in the major industries of tourism.

The emphasis of the Diploma program is acquiring the necessary supervisory and management skills required in the global tourism industry. The program provides students with practical, theoretical and experiential learning, field trips and two six-week field placements. Students will attain the skills, competencies, and attitudes necessary to manage expanding and increasingly sophisticated tourism operations. Students develop excellent teamwork, decision-making, critical thinking, communication, and leadership skills throughout the program. They are also exposed to human resources, marketing, law, events, facilities, and food and beverage management methodologies and current industry trends.

The curriculum is designed to meet the standards established by the Canadian Tourism Human Resource Council and the provincial tourism industry. Graduates of this program pursue careers with a wide variety of tourism organizations, agencies or associations dedicated to tourism such as government and non-government agencies, community and tourism development associations, resorts, cruise ships, restaurants, and hotels, while working as a destination developer, tour guide, event planner, restaurant or bar manager, manager of a hotel or international resort, or employee for an airline or cruise ship. Graduates may also decide to take the entrepreneurial route and start their own businesses.

## OBJECTIVES

Upon successful completion of the program, graduates will be able to:

1. Summarize the role and social, cultural and economic importance that tourism has in society.
2. Discuss the tourism industry sectors and interpret their interdependence.
3. Explain the various components of the tourism industry and how these components work together.
4. Communicate effectively and with confidence with peers, staff and customers in person, on the telephone, and via email or social media.
5. Demonstrate effective interpersonal and customer service skills in a professional manner.
6. Demonstrate management skills in leadership, team building and problem solving.

7. Contribute to the effective daily operations of a tourism business as a talented team member.
8. Perform all duties for front-line positions to prepare for possible management roles in tourism businesses.
9. Develop strategies to establish working relationships with clients and suppliers in order to maintain and strengthen their loyalty to the business.
10. Apply accounting and financial knowledge and skills, including cost control techniques, to the operation of a tourism business.
11. Apply operation and management principles to a tourism business.
12. Create memorable authentic tourism experiences to engage customers.

## **FUTURE OPPORTUNITIES**

The growth of the tourism sector globally offers exciting employment opportunities throughout the world, and graduates will be well qualified to seek opportunities provincially, nationally and internationally. Graduates of this diploma program should have career goals that include supervisory positions. Employment opportunities exist as tourism and hospitality professionals in front-line or managerial positions with corporations, non-profit tourism organizations, tourism associations, hotels, resorts, attractions, and private businesses.

## **CERTIFICATIONS**

Students in the Tourism & Hospitality Management Diploma program are required to complete nine certifications during their two-year program. These certifications are included in TR1120 – Professional Certifications I & TR1130 – Professional Certifications II.

**Note:** Students should be aware that additional fees apply for the certifications, field trips and tours. Additional expenses will be incurred for the purchase of items of clothing which are required for the program.

## **TOURISM & HOSPITALITY SERVICES – CERTIFICATE**

The Tourism & Hospitality Services program focuses on tourism knowledge, skills, and modern trends, with an emphasis on the core skills and characteristics of the major industry sectors. Topics of interest include accommodations, food & beverage, cultural tourism & the arts, sustainability, social media, customer service, communications, and practical mathematics, etc. Students are required to complete semesters 1, 2 and 3 which includes a six-week field placement that will provide valuable work experience and additional knowledge of what is required to successfully compete in this sector.

## **OBJECTIVES**

Upon successful completion of the certificate program, graduates will be able to:

1. Explain the role and social, cultural and economic importance that tourism has in society.
2. Identify the tourism industry sectors and explain their interdependence.
3. Explain the various components of the tourism industry and how these components work together.
4. Communicate effectively and with confidence with peers, supervisors and customers in person, on the telephone, and via email or social media.
5. Demonstrate entry-level skills in front office, housekeeping, and food and beverage.
6. Demonstrate effective interpersonal and customer service skills in a professional manner.
7. Contribute to the effective daily operations of a tourism and hospitality organization or business as a skilled team member.

## **FUTURE OPPORTUNITIES**

The growth of the tourism sector globally offers exciting employment opportunities throughout the world, and graduates will be well qualified to seek opportunities within tourism and hospitality services provincially, nationally and internationally. Graduates of this certificate program should have career goals for entry-level employment. They will be able to seek meaningful employment within the major industry sectors: food & beverage, accommodations, recreation & entertainment, transportation and travel services.

## CERTIFICATIONS

Students in the Tourism & Hospitality Services certificate program are required to complete five certifications during their one-year program. These certifications are included in TR1120 – Professional Certifications I.

**Note:** Students should be aware that additional fees apply for the certifications, field trips and tours. Additional expenses will be incurred for the purchase of items of clothing which are required for the program.

## ENTRANCE REQUIREMENTS

Eligibility for admission to the Tourism & Hospitality requires the applicant to meet one of the following four academic criteria:

### 1. High School

Provincial High School Graduation Diploma with a 60% average in nine Level 3000 credits or equivalent

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science Transition Certificate

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile) with an overall average pass mark of 60%.

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

**PLEASE NOTE:** Basic computer literacy skills, as well as strong core skills in English and Mathematics are definite assets for this program. These skills are important for success in the program.

## PROGRAM TRANSFERABILITY

The Tourism and Hospitality program offer exit points after Year 1 and Year 2:

\* Students can graduate at the end of Year 1 with a Tourism and Hospitality Services Certificate.

\* Students graduate at the end of Year 2 with a Tourism and Hospitality Management Diploma.

Graduates of the Tourism and Hospitality Management Diploma have the opportunity to transfer credits to:

• Royal Roads University: Bachelor of Arts in Global Tourism Management; or Bachelor of Arts in International Hotel Management

## Courses

### Semester 1

Code	Title	Cr	Le	La
CM1450	Writing Fundamentals	3	3	0
HS1740	Hotel Operations	3	3	1
CM1200	Oral Presentations	3	3	0
EP1100	Entrepreneurial Studies	4	3	2

Code	Title	Cr	Le	La
TR1610	Intro to Tourism	4	4	0
TR1600	NL Tourism Destinations	4	3	2
TR1100	Cultural Tourism & the Arts	3	3	0

#### Semester 2

Code	Title	Cr	Le	La
MA1160	Practical Mathematics	3	3	0
MR1270	Customer Service	3	3	0
HS1131	Dining Room Operations	4	3	4
HS1340	Bar & Beverage Operations	3	2	2
MC1850	Spreadsheet Applications	1	0	2
TR1110	Tourism & Technology	2	2	1
TR1120	Professional Certifications I	0	3	0

#### Semester 3 (Intersession)

Code	Title	Cr	Le	La
FW1130	Field Placement I	6	6 wks	0

*Intersession hours are actual and will not be adjusted.*

#### Semester 4

Code	Title	Cr	Le	La
AC1100	Bookkeeping I	4	3	2
HM2210	Tourism Marketing	3	3	0
HM2280	Supervision	4	4	0
HM2420	Facilities Management	4	4	0
HR2410	Professional Development	2	2	1
LW1130	Tourism Law	4	4	0
TR1130	Professional Certifications II	0	3	0

#### Semester 5

Code	Title	Cr	Le	La
HM2150	Food & Beverage Management	4	3	2
HM2160	Cost Control	4	4	0
HM2521	Events Management	5	4	2
HN1200	Human Resource Management	3	3	1
HS1530	Tourism Trends & Issues	3	3	0
Elective	minimum credit value of 3			

#### Semester 6 (Intersession)

Code	Title	Cr	Le	La
FW1140	Field Placement II	6	6 wks	0

*Intersession hours are actual and will not be adjusted.*

#### \*Elective Courses:

Electives to be offered in each semester will be made available prior to registration. Other courses may be chosen provided that:

1. All prerequisites have been met,
2. The course is offered during the semester,
3. The maximum enrolment for the course is not exceeded, and
4. The student's schedule can accommodate all scheduled classes for that course.

**Tourism and Hospitality Services Certificate courses are those listed in Semesters 1, 2, and 3 above.**

## Tourism and Hospitality Services

**Start Date:** September

**Credential:** Certificate

**Program Length:** One Year

**School:** Academics, Applied Arts, and Tourism

**Locations & Delivery Modes:**

- Online - Asynchronous delivery

### PROGRAM DESCRIPTION

Courses in the Tourism & Hospitality Services certificate program will be available online via Distributing Learning Service over a one-year period so that those who are interested in taking courses in this dynamic and growing field can do so in an alternative learning format. Students can choose to enroll in one or multiple courses depending on their interests. Course hours may be adjusted depending on the delivery time frames. Students who complete all 15 courses will receive a post-secondary Certificate in Tourism & Hospitality Services. This exciting learning opportunity will provide individuals with increased access to Tourism & Hospitality Services online courses which allow the flexibility of time and place. Many of the courses in the program are set up as asynchronous online learning, which allows students to learn on their own schedule within a certain timeframe outlined by the instructor. Students can view instructional materials each week at any time they choose and does not include a live lecture component. Some practical components of FW1130 – Field Placement I may have an on-site requirement. Students must follow their prescribed program plan for full time studies to ensure courses are taken in the correct sequence for graduation.

Newfoundland and Labrador has captured the attention of the world like never before and tourism has significantly contributed to the Provinces economy. In Canada, the tourism sector is one of the Nation's largest employers, accounting for 10% of all jobs. This program will provide a unique and flexible opportunity for individuals to increase their post-secondary educational credentials in Tourism & Hospitality Services. Whether you are beginning your career or simply wish to upgrade your skills, this flexible online program is the perfect fit for you.

The Tourism & Hospitality Services program focuses on tourism knowledge, skills and modern trends, with an emphasis on the core skills and characteristics of the major industry sectors. Topics of interest include accommodations, food & beverage, cultural tourism and the arts, sustainability, social media, customer service, communications and practical mathematics, etc. The program also includes a field placement for hands-on experience, as well as several professional certifications. With a number of exciting job opportunities, start planning for your future today at CNA!

### OBJECTIVES

Upon successful completion of the certificate program, graduates will be able to:

1. Explain the role and social, cultural and economic importance that tourism has in society.
2. Identify the tourism industry sectors and explain their interdependence.
3. Explain the various components of the tourism industry and how these components work together.
4. Communicate effectively and with confidence with peers, supervisors and customers in person, on the telephone, and via email or social media.
5. Demonstrate entry-level skills in front office, housekeeping, and food and beverage.
6. Demonstrate effective interpersonal and customer service skills in a professional manner.
7. Contribute to the effective daily operations of a tourism and hospitality organization or business as a skilled team member.

## FUTURE OPPORTUNITIES

The growth of the tourism sector globally offers exciting employment opportunities throughout the world, and graduates will be well qualified to seek opportunities within tourism and hospitality services provincially, nationally and internationally. Graduates of this certificate program should have career goals for entry-level employment. They will be able to seek meaningful employment within the major industry sectors: food & beverage, accommodations, recreation & entertainment, transportation and travel services. Students will be eligible to use program credits towards year one of the Tourism & Hospitality diploma program at the Prince Philip Drive Campus.

## PROFESSIONAL CERTIFICATIONS

Students in the Tourism & Hospitality Services Certificate program are required to complete professional certifications during TR1120 – Professional Certifications I.

**Note:** Students should be aware that additional fees apply for the certifications and field trips.

## ENTRANCE REQUIREMENTS

Eligibility for admission to Tourism & Hospitality Services requires the applicant to meet one of the following four academic criteria:

### 1. High School

Provincial High School Graduation Diploma with a 60% average in nine Level 3000 credits or equivalent

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science Transition Certificate

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile) with an overall average pass mark of 60%.

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements. For more information regarding the Mature Student Requirements, please refer to Procedure AC-102-PR: Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

**PLEASE NOTE:** Basic computer literacy skills, as well as strong core skills in English and Mathematics are definite assets for this program. These skills are important for success in the program.

## Courses

### Semester 1

Code	Title	Cr	Le	La
CM1200	Oral Presentations	3	3	0
EP1100	Entrepreneurial Studies	4	3	2
TR1100	Cultural Tourism & the Arts	3	3	0
CM1450	Writing Fundamentals	3	3	0
TR1610	Intro to Tourism	4	4	0
HS1740	Hotel Operations	3	3	1
TR1600	NL Tourism Destinations	4	3	2



## Semester 2

Code	Title	Cr	Le	La
TR1120	Professional Certifications I	0	3	0
HS1131	Dining Room Operations	4	3	4
HS1340	Bar & Beverage Operations	3	2	2
MC1850	Spreadsheet Applications	1	0	2
MR1250	Customer Service	2	2	0
MA1160	Practical Mathematics	3	3	0
TR1110	Tourism & Technology	2	2	1

## Semester 3 Intersession

Code	Title	Cr	Le	La
FW1130	Field Placement I	6	6 wks	0

FW1130: 6 wks (30/40 hrs per week)

Intersession hours are actual and will not be adjusted.

*School of  
Business and  
Information  
Technology*

## Atlantic Trades Business Seal

**Start Date:** September

**Credential:** Certificate

**Program Length:** 30 Weeks (Part-Time)

**School:** Business and Information Technology

### **Locations & Delivery Modes:**

- Online - Asynchronous delivery

### **PROGRAM DESCRIPTION**

The Atlantic Trades Business Seal program is designed for journeypersons to advance their business and leadership skills and to gain regional career mobility. Graduates will be prepared for a managerial role within a company or will have gained the skillset required to create and manage their own business. Existing business owners will benefit from the program by developing the skills needed to take their business to the next level.

The program provides graduates with knowledge and skills in the following functional areas of business:

- Marketing & Sales
- Operations Management
- Business Planning
- Financial Management
- Human Resource Management

### **OBJECTIVES**

Graduates of the Atlantic Trades Business Seal program will have the knowledge and skills that will allow them to:

1. Design an organizational structure for trade-related businesses
2. Write a trade-related business plan
3. Design and implement personnel policies
4. Identify and analyze trends and statistical data related to the growth and improvement of trade-related businesses
5. Identify options and alternatives for business growth and improvement
6. Interpret financial statements to make informed business decisions
7. Develop appropriate marketing strategies for trade-related businesses
8. Schedule people, materials and equipment
9. Develop feasible, competitive and profitable quotes or estimates

### **ACADEMIC ADVISING**

Each student will be assigned an academic advisor to help guide you through the college experience. The advisor is trained to counsel you on college-related issues or to make mutually agreed upon referrals for you to other college professionals.

### **EMPLOYMENT OPPORTUNITIES**

The Seal can prepare graduates for a managerial role at a company or to create their own business. Existing business owners will benefit from the program by developing the skills needed to take their business to the next level.

### **ENTRANCE REQUIREMENTS**

Applicants must hold a Red Seal Credential or Certificate of Qualification in a designated trade.

## **CERTIFICATE REQUIREMENTS**

Individuals must complete five stand-alone modules to meet the requirements for the Atlantic Trades Business Seal. Once these are successfully completed, a transcript must be submitted to the Apprenticeship and Trades Certification Division, which will issue the Atlantic Trades Business Seal.

### **Courses**

#### Semester 1

Code	Title	Cr	Le	La
TB1000	Marketing & Sales	0	30	0
TB1010	Operations Management	0	30	0
TB1020	Business Planning	0	30	0
TB1030	Human Resources Management	0	30	0
TB1040	Financial Management	0	30	0

## Business Administration (Accounting)

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Business and Information Technology

### Locations & Delivery Modes:

- Corner Brook - On Campus delivery
- Online - Asynchronous delivery
- Online - Synchronous delivery

### PROGRAM DESCRIPTION

The Business Administration (Accounting) program has been developed to provide the student with the knowledge and skills required in the field of general financial accounting. The graduate will be able to provide complex information and comprehensive reports to management. Throughout the program the student will develop a learning portfolio and career and educational plans.

**Note:** Year 2 of the Business Administration (Accounting) and the Business Management (Accounting) programs is common.

### OBJECTIVES

Upon successful completion of the program, graduates will be able to:

1. Prepare and analyze financial statements for internal and external decision making.
2. Use current technology to analyze results and generate appropriate reports.
3. Develop financial and budgetary plans based on varying business objectives, changing business environments, and underlying business assumptions.
4. Demonstrate accounting skills at an intermediate to advanced level for application in the workplace.
5. Integrate ethical accounting practices for use in performing accounting functions.
6. Demonstrate application of the Conference Board of Canada employability skills.

### ENTRANCE REQUIREMENTS

#### Academic:

Eligibility for admission to Business Administration/Business Management programs requires the applicant to meet one of the following four academic criteria:

#### 1. High School

Provincial High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English 3201 or English 3202 (60% minimum)
- ii. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Five credits at the 3000 Level

#### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. Math Fundamentals: MA1040, MA1041

#### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Business-Related College Profile including the following courses (or equivalent):

- i. English 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

#### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, must be 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

#### **International Students – Admission Requirements and Information**

##### **1. High School**

- i. Proof of senior high school/secondary school Diploma/Certificate with equivalent minimum grades for the required high school courses listed above.
- ii. India applicants only – Proof of senior high school/secondary school Diploma/Certificate with an equivalent Grade 10 Mathematics (50% min.) and Business/Commerce Stream.

##### **2. English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

#### **CAREER OPPORTUNITIES**

Graduates may obtain employment in a variety of businesses, organizations and government departments. Possible positions are: accountant, comptroller, business analyst, taxation officer, financial officer, administrative manager, payroll officer.

#### **ACCREDITATION**

Business Administration (Accounting) is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) in all campus locations. ACBSP is the leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence.

#### **PROGRAM TRANSFERABILITY**

The Business Administration/Management programs offer exit points after Year 1, Year 2, and Year 3.

- \* Students can graduate at the end of Year 1 with a Business Administration Certificate.
- \* Students graduate at the end of Year 2 with a Business Administration Diploma.
- \* Students graduate at the end of Year 3 with a Business Management Diploma.

Graduates of the Business Administration (Accounting) program may have the opportunity to transfer credits to institutions/associations such as:

- Memorial University of Newfoundland
- Cape Breton University, Sydney, Nova Scotia
- Athabasca University, Alberta
- Lakehead College, Alberta
- University of Lethbridge, Alberta
- Lakehead University, Ontario
- University of New Brunswick, Saint John campus
- Okanagan College, British Columbia
- Northwood University, Michigan, USA

Graduates may also wish to further their studies to achieve professional designations with:

- Canadian Institute of Financial Planning
- The Payroll Association of Canada
- Chartered Professional Accountants of Canada (CPA)

## Courses

### Semester 1

Code	Title	Cr	Le	La
AC1260	Financial Accounting I	5	4	3
CM1240	Business Communications I	4	4	0
HN1230	Human Resource Management I	3	3	1
FN1140	Introduction to Finance	3	3	1
MC1240	Computer Applications I	3	2	2
MR1100	Marketing I	4	4	0

### Semester 2

Code	Title	Cr	Le	La
AC2260	Financial Accounting II	5	4	3
CM1241	Business Communications II	4	4	0
HN1240	Human Resource Management II	3	3	1
LW1230	Business Law	3	3	0
MR2100	Marketing II	4	4	0
MC1242	Computer Applications II	3	2	3

### Semester 3 (Intersession)

Code	Title	Cr	Le	La
AC2230	Computerized Accounting I	3	2	3
CM2200	Oral Communications	2	2	0

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

### Semester 4

Code	Title	Cr	Le	La
AC2220	Intermediate Financial Accounting I	5	3	5
AC2250	Managerial Accounting I	4	3	2
AC2231	Computerized Accounting II	3	2	2
CM2300	Report Writing	2	2	0
EC1110	Microeconomics	4	4	0
MA1670	Statistics	4	4	1

### Semester 5

Code	Title	Cr	Le	La
AC1350	Income Tax	4	3	2
AC3220	Intermediate Financial Accounting II	5	3	5
AC3250	Managerial Accounting II	4	3	2
AC2360	Principles of Internal Auditing	3	2	2
EP2150	Entrepreneurship	3	3	0
Elective				

### Semester 6 (Intersession II)

Code	Title	Cr	Le	La
OJ1580	Work Exposure - Accounting	0	6 wks	0

OJ1580: 6 wks (40 hrs/wk or as determined by the employer)

**This program is currently under review and is subject to change.**

## Business Administration (General)

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Business and Information Technology

### Locations & Delivery Modes:

- Online - Asynchronous delivery

### PROGRAM DESCRIPTION

The successful business administrator must be an effective leader, communicator and problem solver; one who can integrate rapidly emerging technology with diverse business functions such as accounting, marketing, and human resource management.

Students in the Business Administration (General) program will develop interpersonal and organizational skills. They will use the latest computer technology in business decision making and learn practical skills which will help them to be productive members of the workforce. Graduates can expect to build on this solid base during their entire business career.

**Note:** Year 1 courses can be completed at campuses that offer the Business Administration certificate program.

### OBJECTIVES

Upon successful completion of the program, graduates will be able to:

1. Demonstrate the ability to effectively engage in research and information gathering processes.
2. Discuss general knowledge of accounting, human resources, and marketing, for application in a business environment.
3. Demonstrate entrepreneurship skills used in small- to medium-sized business environment.
4. Demonstrate application of the Conference Board of Canada employability skills.

### ENTRANCE REQUIREMENTS

#### Academic:

Eligibility for admission to Business Administration/Business Management programs requires the applicant to meet one of the following four academic criteria:

#### 1. High School

Provincial High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English 3201 or English 3202 (60% minimum)
- ii. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Five credits at the 3000 Level

#### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. Math Fundamentals: MA1040, MA1041

#### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Business-Related College Profile including the following courses (or equivalent):

- i. English 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.



#### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, must be 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

#### **International Students – Admission Requirements and Information**

##### **1. High School**

- i. Proof of senior high school/secondary school Diploma/Certificate with equivalent minimum grades for the required high school courses listed above.
- ii. India applicants only – Proof of senior high school/secondary school Diploma/Certificate with an equivalent Grade 10 Mathematics (50% min.) and Business/Commerce Stream.

##### **2. English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

#### **CAREER OPPORTUNITIES**

Graduates may find entry level job opportunities in a wide spectrum of organizations such as public institutions, small and/or large businesses, and financial institutions.

#### **ACCREDITATION**

Business Administration (General) is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) in all campus locations. ACBSP is the leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence.

#### **PROGRAM TRANSFERABILITY**

The Business Administration/Management programs offer exit points after Year 1, Year 2, and Year 3.

- \* Students can graduate at the end of Year 1 with a Business Administration Certificate.
- \* Students graduate at the end of Year 2 with a Business Administration Diploma.
- \* Students graduate at the end of Year 3 with a Business Management Diploma.

Graduates of the Business Administration/Management programs may have the opportunity to transfer credits to institutions/associations such as:

- Memorial University of Newfoundland
- Cape Breton University, Sydney, Nova Scotia
- Athabasca University, Alberta
- Lakehead College, Alberta
- University of Lethbridge, Alberta
- Lakehead University, Ontario
- University of New Brunswick, Saint John campus
- Okanagan College, British Columbia
- Northwood University, Michigan, USA

Graduates may also wish to further their studies to achieve professional designations with:

- Canadian Institute of Financial Planning
- Chartered Professional Accountants of Canada (CPA)
- Canadian Professional Sales Association
- Canadian Public Relations Society
- International Personnel Management Association (IPMA) - Canada
- The Payroll Association of Canada

## Courses

### Semester 1

Code	Title	Cr	Le	La
AC1260	Financial Accounting I	5	4	3
CM1240	Business Communications I	4	4	0
HN1230	Human Resource Management I	3	3	1
FN1140	Introduction to Finance	3	3	1
MC1240	Computer Applications I	3	2	2
MR1100	Marketing I	4	4	0

### Semester 2

Code	Title	Cr	Le	La
AC2260	Financial Accounting II	5	4	3
CM1241	Business Communications II	4	4	0
HN1240	Human Resource Management II	3	3	1
LW1230	Business Law	3	3	0
MR2100	Marketing II	4	4	0
MC1242	Computer Applications II	3	2	3

### Semester 3 (Intersession)

Code	Title	Cr	Le	La
AC2230	Computerized Accounting I	3	2	3
CM2200	Oral Communications	2	2	0

*The Course and Lab hours per week are based on a 15 weeks semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter length. Refer to course outline.*

### Semester 4

Code	Title	Cr	Le	La
CM2300	Report Writing	2	2	0
EC1110	Microeconomics	4	4	0
MA1670	Statistics	4	4	1
MR2300	Business Research	4	3	2

### One of:

Code	Title	Cr	Le	La
AC2220	Intermediate Financial Accounting I	5	3	5
AC2250	Managerial Accounting I	4	3	2

### One of:

Code	Title	Cr	Le	La
HN1100	Industrial Relations	3	3	1
HN2130	Recruitment and Selection	3	3	1
HN2150	Training and Development	3	3	1

### One of:

Code	Title	Cr	Le	La
MR1500	Consumer Behaviour	3	3	0
MR1600	Professional Selling	4	3	2

# Semester 5

Code	Title	Cr	Le	La
EP2150	Entrepreneurship	3	3	0
PS2340	Organizational Behaviour	4	4	0
Elective				

# One of:

Code	Title	Cr	Le	La
AC1350	Income Tax	4	3	2
AC3220	Intermediate Financial Accounting II	5	3	5
AC3250	Managerial Accounting II	4	3	2

# One of:

Code	Title	Cr	Le	La
HN1400	Occupational Health and Safety	3	3	1
HN2100	Collective Agreement Administration	3	3	1
LW1210	Labour and Employment Law	4	4	1

# One of:

Code	Title	Cr	Le	La
MR2200	Retailing	3	3	1
MR2350	E-Business	4	3	2
MR2400	Marketing Communications	4	3	2

# Semester 6 (Intersession II)

Code	Title	Cr	Le	La
OJ1590	Work Exposure - General	0	6 wks	0

OJ1590: 6 wks (40 hours/wk or as determined by the employer)

## **Business Administration (Human Resource Management)**

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Business and Information Technology

### **Locations & Delivery Modes:**

- Online - Asynchronous delivery

### **PROGRAM DESCRIPTION**

The Business Administration (Human Resource Management) program has been designed to provide students with insight into the theory and practice of effective Human Resource Management. In today's competitive business environment, managers recognize the importance of their human resources to the success of their organization.

The program is designed to provide students with an opportunity to pursue a career in Human Resource Management, Industrial/Labour Relations, Supervision and General Management.

**Note:** Year 2 of the Business Administration (Human Resource Management) and the Business Management (Human Resource Management) programs is common.

### **OBJECTIVES**

Upon successful completion of the program, graduates will be able to:

1. Examine and critique the key fundamentals of strategic human resource management and the employment related legislation (acts and regulations).
2. Propose and apply various human resource practices to effectively manage an organization's human resources.
3. Demonstrate effective research, negotiation, conflict resolution, and leadership skills for use in the business environment.
4. Integrate ethical human resource management practices for use in performing human resource functions.
5. Demonstrate application of the Conference Board of Canada employability skills.

### **ENTRANCE REQUIREMENTS**

#### **Academic:**

Eligibility for admission to Business Administration/Business Management programs requires the applicant to meet one of the following four academic criteria:

#### **1. High School**

Provincial High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English 3201 or English 3202 (60% minimum)
- ii. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Five credits at the 3000 Level

#### **2. Comprehensive Arts and Science (CAS) Transition**

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. Math Fundamentals: MA1040, MA1041

#### **3. Adult Basic Education (ABE)**

Adult Basic Education (Level III) Graduation with Business-Related College Profile including the following courses (or equivalent):

- i. English 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

#### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, must be 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### **International Students – Admission Requirements and Information**

#### **1. High School**

- i. Proof of senior high school/secondary school Diploma/Certificate with equivalent minimum grades for the required high school courses listed above.
- ii. India applicants only – Proof of senior high school/secondary school Diploma/Certificate with an equivalent Grade 10 Mathematics (50% min.) and Business/Commerce Stream.

#### **2. English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

### **CAREER OPPORTUNITIES**

Graduates may obtain employment in a variety of areas such as private businesses, consulting agencies, associations, unions, federal/provincial/municipal governments.

The following is a brief list of the positions that graduates may occupy after successful completion of the program: recruitment/selection officer, personnel officer, training and development officer; compensation/benefits specialist, sexual harassment officer, employee assistance coordinator, labour relations officer, professional development officer, human resource officer, personnel manager, manager of human resources, classification officer.

### **ACCREDITATION**

Business Administration (Human Resource Management) is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) in all campus locations. ACBSP is the leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence.

### **PROGRAM TRANSFERABILITY**

The Business Administration/Management programs offer exit points after Year 1, Year 2, and Year 3.

- \* Students can graduate at the end of Year 1 with a Business Administration Certificate.
- \* Students graduate at the end of Year 2 with a Business Administration Diploma.
- \* Students graduate at the end of Year 3 with a Business Management Diploma.

Graduates of the Business Administration/Management programs may have the opportunity to transfer credits to institutions/associations such as:

- Memorial University of Newfoundland
- Cape Breton University, Sydney, Nova Scotia
- Athabasca University, Alberta
- Lakehead College, Alberta
- University of Lethbridge, Alberta
- Lakehead University, Ontario
- University of New Brunswick, Saint John campus
- Okanagan College, British Columbia
- Northwood University, Michigan, USA

Graduates may also wish to further their studies to achieve professional designations with:

- Canadian Institute of Financial Planning
- Canadian Professional Sales Association
- Canadian Public Relations Society
- International Personnel Management Association (IPMA) - Canada
- The Payroll Association of Canada

## Courses

### Semester 1

Code	Title	Cr	Le	La
AC1260	Financial Accounting I	5	4	3
CM1240	Business Communications I	4	4	0
HN1230	Human Resource Management I	3	3	1
FN1140	Introduction to Finance	3	3	1
MC1240	Computer Applications I	3	2	2
MR1100	Marketing I	4	4	0

### Semester 2

Code	Title	Cr	Le	La
AC2260	Financial Accounting II	5	4	3
CM1241	Business Communications II	4	4	0
HN1240	Human Resource Management II	3	3	1
LW1230	Business Law	3	3	0
MR2100	Marketing II	4	4	0
MC1242	Computer Applications II	3	2	3

### Semester 3 (Intersession)

Code	Title	Cr	Le	La
AC2230	Computerized Accounting I	3	2	3
CM2200	Oral Communications	2	2	0

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

### Semester 4

Code	Title	Cr	Le	La
CM2300	Report Writing	2	2	0
EC1110	Microeconomics	4	4	0
HN1100	Industrial Relations	3	3	1
HN2130	Recruitment and Selection	3	3	1
HN2150	Training and Development	3	3	1
MA1670	Statistics	4	4	1
MR2300	Business Research	4	3	2

# Semester 5

Code	Title	Cr	Le	La
AC2600	Managerial Accounting for Human Resource Managers	4	3	2
HN1400	Occupational Health and Safety	3	3	1
HN2100	Collective Agreement Administration	3	3	1
LW1210	Labour and Employment Law	4	4	1
PS2340	Organizational Behaviour	4	4	0
EP2150	Entrepreneurship	3	3	0
Elective				

# Semester 6 (Intersession II)

Code	Title	Cr	Le	La
OJ1550	Work Exposure - HRM	0	6 wks	0

OJ1550: 6 wks (40 hrs/wk or as determined by the employer)

## Business Administration (Marketing)

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Business and Information Technology

### Locations & Delivery Modes:

- Online - Asynchronous delivery

### PROGRAM DESCRIPTION

The two-year program leading to a Diploma in Business Administration (Marketing) is designed to give students a broad background in business management with emphasis on the area of marketing. Graduates find employment in marketing, sales, retailing, administration, advertising, and general management.

**Note:** Year 2 of the Business Administration (Marketing) and the Business Management (Marketing) programs is common.

### OBJECTIVES

Upon successful completion of the program, graduates will be able to:

1. Analyze the marketing environment to develop a comprehensive marketing strategy with recommendations for implementation and monitoring of the strategy.
2. Critically analyze and provide business solutions to marketing product, price, promotion, and distribution decisions.
3. Integrate ethical marketing strategies and tactics for application in both domestic and global marketing environments.
4. Create support materials for use in the implementation of a marketing strategy.
5. Demonstrate application of the Conference Board of Canada employability skills.

### ENTRANCE REQUIREMENTS

#### Academic:

Eligibility for admission to Business Administration/Business Management programs requires the applicant to meet one of the following four academic criteria:

#### 1. High School

Provincial High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English 3201 or English 3202 (60% minimum)
- ii. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Five credits at the 3000 Level

#### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. Math Fundamentals: MA1040, MA1041

#### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Business-Related College Profile including the following courses (or equivalent):

- i. English 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

#### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.



## **International Students – Admission Requirements and Information**

### **1. High School**

- i. Proof of senior high school/secondary school Diploma/Certificate with equivalent minimum grades for the required high school courses listed above.
- ii. India applicants only – Proof of senior high school/secondary school Diploma/Certificate with an equivalent Grade 10 Mathematics (50% min.) and Business/Commerce Stream.

### **2. English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## **CAREER OPPORTUNITIES**

Graduates of this program may obtain employment in a variety of marketing areas such as distribution, media, advertising, retailing, and personal selling in a variety of industries and associations.

## **ACCREDITATION**

Business Administration (Marketing) is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) in all campus locations. ACBSP is the leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence.

## **PROGRAM TRANSFERABILITY**

The Business Administration/Management programs offer exit points after Year 1, Year 2, and Year 3.

- \* Students can graduate at the end of Year 1 with a Business Administration Certificate.
- \* Students graduate at the end of Year 2 with a Business Administration Diploma.
- \* Students graduate at the end of Year 3 with a Business Management Diploma.

Graduates of the Business Administration/Management programs may have the opportunity to transfer credits to institutions/associations such as:

- Memorial University of Newfoundland
- Cape Breton University, Sydney, Nova Scotia
- Athabasca University, Alberta
- Lakehead College, Alberta
- University of Lethbridge, Alberta
- Lakehead University, Ontario
- University of New Brunswick, Saint John campus
- Okanagan College, British Columbia
- Northwood University, Michigan, USA

Graduates may also wish to further their studies to achieve professional designations with:

- Canadian Institute of Financial Planning
- Canadian Professional Sales Association
- Canadian Public Relations Society
- International Personnel Management Association (IPMA) - Canada
- The Payroll Association of Canada

## Courses

### Semester 1

Code	Title	Cr	Le	La
AC1260	Financial Accounting I	5	4	3
CM1240	Business Communications I	4	4	0
HN1230	Human Resource Management I	3	3	1
FN1140	Introduction to Finance	3	3	1
MC1240	Computer Applications I	3	2	2
MR1100	Marketing I	4	4	0

### Semester 2

Code	Title	Cr	Le	La
AC2260	Financial Accounting II	5	4	3
CM1241	Business Communications II	4	4	0
HN1240	Human Resource Management II	3	3	1
LW1230	Business Law	3	3	0
MR2100	Marketing II	4	4	0
MC1242	Computer Applications II	3	2	3

### Semester 3 (Intersession)

Code	Title	Cr	Le	La
AC2230	Computerized Accounting I	3	2	3
CM2200	Oral Communications	2	2	0

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

### Semester 4

Code	Title	Cr	Le	La
CM2300	Report Writing	2	2	0
EC1110	Microeconomics	4	4	0
MA1670	Statistics	4	4	1
MR1500	Consumer Behaviour	3	3	0
MR1600	Professional Selling	4	3	2
MR2300	Business Research	4	3	2
Elective				

### Semester 5

Code	Title	Cr	Le	La
EC1210	Macroeconomics	4	4	0
EP2150	Entrepreneurship	3	3	0
MR2200	Retailing	3	3	1
MR2350	E-Business	4	3	2
MR2400	Marketing Communications	4	3	2
PR2170	Project Management	2	2	1
Elective				

### Semester 6 (Intersession II)

Code	Title	Cr	Le	La
OJ1560	Work Exposure - Marketing	0	6 wks	0

OJ1560: 6 wks (40 hrs/wk or as determined by the employer)

## Business Management (Accounting)

**Start Date:** September

**Credential:** Diploma

**Program Length:** Three Years

**School:** Business and Information Technology

### Locations & Delivery Modes:

- Grand Falls-Windsor - On Campus delivery
- Prince Philip Drive - On Campus delivery

### PROGRAM DESCRIPTION

The three-year program leading to a Diploma in Business Management (Accounting) has been developed to achieve competencies required in the field of general financial accounting. Management now requires personnel with skills to provide complex information and to produce comprehensive reports.

Upon completion of this program, students will be capable of performing many accounting functions in small and large businesses and at various levels of government.

### OBJECTIVES

Upon successful completion of the program, graduates will be able to:

1. Prepare and analyze financial statements for internal and external decision making.
2. Use current technology to analyze results and generate appropriate reports.
3. Develop financial and budgetary plans based on varying business objectives, changing business environments, and underlying business assumptions.
4. Demonstrate accounting skills at an intermediate to advanced level for application in the workplace.
5. Integrate ethical accounting practices for use in performing accounting functions.
6. Integrate business concepts for effective business planning and strategic management.
7. Demonstrate application of the Conference Board of Canada employability skills.

### ENTRANCE REQUIREMENTS

#### Academic:

Eligibility for admission to Business Administration/Business Management programs requires the applicant to meet one of the following four academic criteria:

#### 1. High School

Provincial High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English 3201 or English 3202 (60% minimum)
- ii. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Five credits at the 3000 Level

#### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. Math Fundamentals: MA1040, MA1041

#### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Business-Related College Profile including the following courses (or equivalent):

- i. English 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

#### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, must be 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

#### **International Students – Admission Requirements and Information**

##### **1. High School**

- i. Proof of senior high school/secondary school Diploma/Certificate with equivalent minimum grades for the required high school courses listed above.
- ii. India applicants only – Proof of senior high school/secondary school Diploma/Certificate with an equivalent Grade 10 Mathematics (50% min.) and Business/Commerce Stream.

##### **2. English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

#### **CAREER OPPORTUNITIES**

Graduates may obtain employment in a variety of businesses, organizations and government departments including accountant, comptroller, auditor, business analyst, taxation officer, financial officer, administrative manager, and payroll officer.

#### **ACCREDITATION**

Business Management (Accounting) is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) in all campus locations. ACBSP is the leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence.

#### **PROGRAM TRANSFERABILITY**

The Business Administration/Management programs offer exit points after Year 1, Year 2, and Year 3.

**Year 1:** The first year is a common year at the end of which students may graduate with a Business Administration Certificate.

**Year 2:** Students select one area of specialization for the second year from the following options: Accounting, General, Human Resource Management, and Marketing. Students may graduate at the end of Year 2 with a Business Administration Diploma.

**Year 3:** The third-year options are Accounting, Human Resource Management, and Marketing. Students may graduate with a Business Management Diploma at the end of Year 3.

Graduates of the Business Administration/Management programs may have the opportunity to transfer credits to institutions/associations such as:

- Memorial University of Newfoundland
- Cape Breton University, Sydney, Nova Scotia
- Athabasca University, Alberta
- Lakehead College, Alberta
- University of Lethbridge, Alberta
- Lakehead University, Ontario
- University of New Brunswick, Saint John campus
- Okanagan College, British Columbia
- Northwood University, Michigan, USA

Graduates may also wish to further their studies to achieve professional designations with:

- Chartered Professional Accountants of Canada (CPA)
- Canadian Institute of Financial Planning
- Canadian Professional Sales Association
- Canadian Public Relations Society
- International Personnel Management Association (IPMA) - Canada
- The Payroll Association of Canada

## Courses

### Semester 1

Code	Title	Cr	Le	La
AC1260	Financial Accounting I	5	4	3
CM1240	Business Communications I	4	4	0
HN1230	Human Resource Management I	3	3	1
FN1140	Introduction to Finance	3	3	1
MC1240	Computer Applications I	3	2	2
MR1100	Marketing I	4	4	0

### Semester 2

Code	Title	Cr	Le	La
AC2260	Financial Accounting II	5	4	3
CM1241	Business Communications II	4	4	0
HN1240	Human Resource Management II	3	3	1
LW1230	Business Law	3	3	0
MR2100	Marketing II	4	4	0
MC1242	Computer Applications II	3	2	3

### Semester 3 (Intersession)

Code	Title	Cr	Le	La
AC2230	Computerized Accounting I	3	2	3
CM2200	Oral Communications	2	2	0

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

### Semester 4

Code	Title	Cr	Le	La
AC2220	Intermediate Financial Accounting I	5	3	5
AC2250	Managerial Accounting I	4	3	2
AC2231	Computerized Accounting II	3	2	2
CM2300	Report Writing	2	2	0
EC1110	Microeconomics	4	4	0
MA1670	Statistics	4	4	1

#### Semester 5

Code	Title	Cr	Le	La
AC1350	Income Tax	4	3	2
AC3220	Intermediate Financial Accounting II	5	3	5
AC3250	Managerial Accounting II	4	3	2
AC2360	Principles of Internal Auditing	3	2	2
EP2150	Entrepreneurship	3	3	0
Elective				

#### Semester 6 (Interession II)

Code	Title	Cr	Le	La
OJ1580	Work Exposure - Accounting	0	6 wks	0

*OJ1580: 6 wks (40 hrs/wk or as determined by employer)*

***Year 2 courses can be completed at campuses offering the Business Administration (Accounting) diploma program.***

#### Semester 7

Code	Title	Cr	Le	La
AC2340	Principles of Auditing	4	3	3
EP2250	Small Business Development	4	3	2
FN2110	Business Finance	4	3	2
MN2600	Strategic Management	3	2	2
PS2340	Organizational Behaviour	4	4	0
Option Course				

*Option Course: minimum 3 credits, selected from list below.*

#### Semester 8

Code	Title	Cr	Le	La
AC3251	Managerial Accounting III	4	3	2
EC1210	Macroeconomics	4	4	0
EP2200	Business Planning	4	2	5
MA3700	Production and Operations Management	4	4	1
Elective				

*Options will be selected from the following list by each campus after consultation with the students and/or local industry.*

*Please note that all courses may not be available at each campus.*

#### Option Courses

Code	Title	Cr	Le	La
AC2540	Oil and Gas Production Accounting	4	3	2
AC3275	Corporate Tax and Remittance	4	3	2
AC3280	Accounting Systems	3	3	1
FN2111	Business Finance II	4	3	2
AC3270	Payroll and Commodity Taxes	4	3	2
HN2200	Strategic Compensation and Benefits	3	3	1
MN1520	Supervisory Leadership	4	4	0
FN2160	Investments - An Overview	4	4	1
BK1100	Banking Operations I	4	4	0

## **Business Management (Human Resource Management)**

**Start Date:** September

**Credential:** Diploma

**Program Length:** Three Years

**School:** Business and Information Technology

### **Locations & Delivery Modes:**

- Grand Falls-Windsor - On Campus delivery
- Prince Philip Drive - On Campus delivery
- Online - Asynchronous (3rd year only, part-time offering)

### **PROGRAM DESCRIPTION**

The Business Management (Human Resource Management) program has been designed to provide students with insight into the theory and practice of effective Human Resource Management. The program seeks to provide the student with a broad understanding of fundamental business principles and practices essential to effective and efficient management.

The Business Management (Human Resource Management) program is designed to provide students with an opportunity to pursue a career in Human Resource Management, Industrial/Labour Relations, Supervision and General Management.

### **OBJECTIVES**

Upon successful completion of the program, graduates will be able to:

1. Examine and critique the key fundamentals of strategic human resource management and the employment related legislation (acts and regulations).
2. Propose and apply various human resource practices to effectively manage an organization's human resources.
3. Demonstrate effective research, negotiation, conflict resolution, and leadership skills for use in the business environment.
4. Integrate ethical human resource management practices for use in performing human resource functions.
5. Integrate business concepts for effective business planning and strategic management.
6. Demonstrate application of the Conference Board of Canada employability skills.

### **ENTRANCE REQUIREMENTS**

#### **Academic:**

Eligibility for admission to Business Administration/Business Management programs requires the applicant to meet one of the following four academic criteria:

#### **1. High School**

Provincial High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English 3201 or English 3202 (60% minimum)
- ii. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Five credits at the 3000 Level

#### **2. Comprehensive Arts and Science (CAS) Transition**

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. Math Fundamentals: MA1040, MA1041

#### **3. Adult Basic Education (ABE)**

Adult Basic Education (Level III) Graduation with Business-Related College Profile including the following courses (or equivalent):

- i. English 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

#### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, must be 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### **International Students – Admission Requirements and Information**

#### **1. High School**

- i. Proof of senior high school/secondary school Diploma/Certificate with equivalent minimum grades for the required high school courses listed above.
- ii. India applicants only – Proof of senior high school/secondary school Diploma/Certificate with an equivalent Grade 10 Mathematics (50% min.) and Business/Commerce Stream.

#### **2. English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

### **CAREER OPPORTUNITIES**

Graduates of the program may obtain employment in a variety of areas such as private business, Federal/Provincial/Municipal Government, industry, consulting agencies, institutions, associations, and unions.

The following is a list of positions that graduates may occupy after successful completion of the program: recruitment/selection officer, personnel officer, training and development officer, compensation/ benefits specialist, sexual harassment officer, employee assistance coordinator, labour relations officer, professional development officer, human resource officer, personnel manager, manager of human resources, classification officer, and other business related occupations.

### **ACCREDITATION**

Business Management (Human Resource Management) is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) in all campus locations. ACBSP is the leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence.

### **PROGRAM TRANSFERABILITY**

The Business Administration/Management programs offer exit points after Year 1, Year 2, and Year 3.

- \* Students can graduate at the end of Year 1 with a Business Administration Certificate.
- \* Students graduate at the end of Year 2 with a Business Administration Diploma.
- \* Students graduate at the end of Year 3 with a Business Management Diploma.



Graduates of the Business Administration/Management programs may have the opportunity to transfer credits to institutions/associations such as:

- Memorial University of Newfoundland
- Cape Breton University, Sydney, Nova Scotia
- Athabasca University, Alberta
- Lakehead College, Alberta
- University of Lethbridge, Alberta
- Lakehead University, Ontario
- University of New Brunswick, Saint John campus
- Okanagan College, British Columbia
- Northwood University, Michigan, USA

Graduates may also wish to further their studies to achieve professional designations with:

- Canadian Institute of Financial Planning
- Canadian Professional Sales Association
- Canadian Public Relations Society
- International Personnel Management Association (IPMA) - Canada
- The Payroll Association of Canada

## Courses

### Semester 1

Code	Title	Cr	Le	La
AC1260	Financial Accounting I	5	4	3
CM1240	Business Communications I	4	4	0
HN1230	Human Resource Management I	3	3	1
FN1140	Introduction to Finance	3	3	1
MC1240	Computer Applications I	3	2	2
MR1100	Marketing I	4	4	0

### Semester 2

Code	Title	Cr	Le	La
AC2260	Financial Accounting II	5	4	3
CM1241	Business Communications II	4	4	0
HN1240	Human Resource Management II	3	3	1
LW1230	Business Law	3	3	0
MR2100	Marketing II	4	4	0
MC1242	Computer Applications II	3	2	3

### Semester 3 (Intersession)

Code	Title	Cr	Le	La
AC2230	Computerized Accounting I	3	2	3
CM2200	Oral Communications	2	2	0

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

### Semester 4

Code	Title	Cr	Le	La
CM2300	Report Writing	2	2	0
EC1110	Microeconomics	4	4	0
HN1100	Industrial Relations	3	3	1
HN2130	Recruitment and Selection	3	3	1
HN2150	Training and Development	3	3	1
MA1670	Statistics	4	4	1
MR2300	Business Research	4	3	2

#### Semester 5

Code	Title	Cr	Le	La
AC2600	Managerial Accounting for Human Resource Managers	4	3	2
HN1400	Occupational Health and Safety	3	3	1
HN2100	Collective Agreement Administration	3	3	1
LW1210	Labour and Employment Law	4	4	1
PS2340	Organizational Behaviour	4	4	0
EP2150	Entrepreneurship	3	3	0
Elective	minimum 3 credits			

#### Semester 6 (Intersession II)

Code	Title	Cr	Le	La
OJ1550	Work Exposure - HRM	0	6 wks	0

*OJ1550: 6 wks (40 hrs/wk or as determined by employer)*

***Year 2 courses can be completed at campuses offering the Business Administration (HRM) diploma program.***

#### Semester 7

Code	Title	Cr	Le	La
EP2250	Small Business Development	4	3	2
FN2110	Business Finance	4	3	2
HN2140	Attendance and Disability Management	3	3	1
HN2200	Strategic Compensation and Benefits	3	3	1
MN2600	Strategic Management	3	2	2
Elective	minimum 3 credits			

#### Semester 8

Code	Title	Cr	Le	La
EP2200	Business Planning	4	2	5
HN2110	Dispute Resolution	3	3	1
HN2210	Human Resource Planning	3	3	1
HN3110	Current Topics in Human Resource Management and Industrial Relations	3	3	1
MN3100	Business Ethics	3	3	1
MN3200	Performance Management	3	3	1

## Business Management (Marketing)

**Start Date:** September

**Credential:** Diploma

**Program Length:** Three Years

**School:** Business and Information Technology

### Locations & Delivery Modes:

- Prince Philip Drive - On Campus delivery

### PROGRAM DESCRIPTION

The three-year Business Management (Marketing) diploma program is designed to give students a background in business management with emphasis on the area of Marketing. Students acquire a solid understanding of the practices involved in marketing and promoting a product or service. This includes advertising, market research, professional selling, distribution, business planning, and customer relations.

### OBJECTIVES

Upon successful completion of the program, graduates will be able to:

1. Analyze the marketing environment to develop a comprehensive marketing strategy with recommendations for implementation and monitoring of the strategy.
2. Critically analyze and provide business solutions to marketing product, price, promotion, and distribution decisions.
3. Integrate ethical marketing strategies and tactics for application in both domestic and global marketing environments.
4. Create support materials for use in the implementation of a marketing strategy.
5. Integrate business concepts for effective business planning and strategic management.
6. Demonstrate application of the Conference Board of Canada employability skills.

### ENTRANCE REQUIREMENTS

#### Academic:

Eligibility for admission to Business Administration/Business Management programs requires the applicant to meet one of the following four academic criteria:

#### 1. High School

Provincial High School Graduation Certificate with a 60% overall average in the following (or equivalent):

i. English 3201 or English 3202 (60% minimum)

ii. Mathematics (4 credits) chosen from:

Advanced: 2200, 3200 (50% minimum in each course)

Academic: 2201 (50% minimum), 3201 (60% minimum)

iii. Five credits at the 3000 Level

#### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

i. Math Fundamentals: MA1040, MA1041

#### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Business-Related College Profile including the following courses (or equivalent):

i. English 3101A, 3101B, 3101C or 3102A, 3102B, 3102C

ii. Mathematics 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

#### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

## **International Students – Admission Requirements and Information**

### **1. High School**

- i. Proof of senior high school/secondary school Diploma/Certificate with equivalent minimum grades for the required high school courses listed above.
- ii. India applicants only – Proof of senior high school/secondary school Diploma/Certificate with an equivalent Grade 10 Mathematics (50% min.) and Business/Commerce Stream.

### **2. English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## **CAREER OPPORTUNITIES**

Graduates of the program may obtain employment in a variety of marketing areas such as distribution, media, advertising, retailing, and personal selling in a variety of industries and associations.

## **ACCREDITATION**

Business Management (Marketing) is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) in all campus locations. ACBSP is the leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence.

## **PROGRAM TRANSFERABILITY**

The Business Administration/Management programs offer exit points after Year 1, Year 2, and Year 3.

- \* Students can graduate at the end of Year 1 with a Business Administration Certificate.
- \* Students graduate at the end of Year 2 with a Business Administration Diploma.
- \* Students graduate at the end of Year 3 with a Business Management Diploma.

Graduates of the Business Administration/Management programs may have the opportunity to transfer credits to institutions/associations such as:

- Memorial University of Newfoundland
- Cape Breton University, Sydney, Nova Scotia
- Athabasca University, Alberta
- Lakehead College, Alberta
- University of Lethbridge, Alberta
- University of New Brunswick, Saint John campus
- Okanagan College, British Columbia
- Lakehead University, Ontario
- Northwood University, Michigan, USA

Graduates may also wish to further their studies to achieve professional designations with:

- Canadian Institute of Financial Planning
- Canadian Professional Sales Association
- Canadian Public Relations Society
- International Personnel Management Association (IPMA) - Canada
- The Payroll Association of Canada

## Courses

### Semester 1

Code	Title	Cr	Le	La
AC1260	Financial Accounting I	5	4	3
CM1240	Business Communications I	4	4	0
HN1230	Human Resource Management I	3	3	1
FN1140	Introduction to Finance	3	3	1
MC1240	Computer Applications I	3	2	2
MR1100	Marketing I	4	4	0

### Semester 2

Code	Title	Cr	Le	La
AC2260	Financial Accounting II	5	4	3
CM1241	Business Communications II	4	4	0
HN1240	Human Resource Management II	3	3	1
LW1230	Business Law	3	3	0
MR2100	Marketing II	4	4	0
MC1242	Computer Applications II	3	2	3

### Semester 3 (Intersession)

Code	Title	Cr	Le	La
AC2230	Computerized Accounting I	3	2	3
CM2200	Oral Communications	2	2	0

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

### Semester 4

Code	Title	Cr	Le	La
CM2300	Report Writing	2	2	0
EC1110	Microeconomics	4	4	0
MA1670	Statistics	4	4	1
MR1500	Consumer Behaviour	3	3	0
MR1600	Professional Selling	4	3	2
MR2300	Business Research	4	3	2
Elective	minimum 3 credits			

### Semester 5

Code	Title	Cr	Le	La
EC1210	Macroeconomics	4	4	0
EP2150	Entrepreneurship	3	3	0
MR2200	Retailing	3	3	1
MR2350	E-Business	4	3	2
MR2400	Marketing Communications	4	3	2
PR2170	Project Management	2	2	1
Elective	minimum 3 credits			

# Semester 6 (Interession II)

Code	Title	Cr	Le	La
OJ1560	Work Exposure - Marketing	0	6 wks	0

*OJ1560: 6 wks (40 hrs/wk or as determined by employer)*

***Year 2 courses can be completed at campuses offering the Business Administration (Marketing) diploma program.***

# Semester 7

Code	Title	Cr	Le	La
EP2250	Small Business Development	4	3	2
FN2110	Business Finance	4	3	2
MN2600	Strategic Management	3	2	2
MR2450	Services Marketing	3	2	2
MR2800	Business-to-Business Marketing	3	2	2
Elective	minimum 3 credits			

# Semester 8

Code	Title	Cr	Le	La
EP2200	Business Planning	4	2	5
MR2620	Sales Management	4	4	0
MR2700	International Marketing	4	4	0
MR3100	Current Topics in Marketing	3	3	1
PS2340	Organizational Behaviour	4	4	0
Elective	minimum of 3 credits			

# Executive Office Management

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Business and Information Technology

## Locations & Delivery Modes:

- Corner Brook - On Campus delivery
- Grand Falls-Windsor - On Campus delivery
- Prince Philip Drive - On Campus delivery
- Online - Asynchronous delivery
- Online - Synchronous delivery

## PROGRAM DESCRIPTION

This two-year diploma program is designed to enable students to acquire the entry level knowledge and skills needed to work as administrative professionals in today's modern office.

The major components of the program include document production, office management, personal and career growth with a service-learning element, social media management and current software programs. Related courses include communications, bookkeeping, computerized accounting, electronic spreadsheets, and organizational behaviour.

## OBJECTIVES

Upon successful completion of the Executive Office Management program, graduates will be able to:

1. Design and create business documents using integrated software at an advanced level for effective communication.
2. Integrate professional communication and office management practices for application in the office environment.
3. Apply program learning in the business environment through experiential learning opportunities for enhanced industry networking.
4. Demonstrate application of the Conference Board of Canada employability skills for successful entry into the workplace.

## CAREER OPPORTUNITIES

Graduates of the diploma program may expect to find employment opportunities in both the public and private sectors, including all levels of government, legal and medical offices, accounting firms, hospital and education facilities, and general business offices. As well as acquiring skills and knowledge necessary to become effective employees in today's electronic office, graduates may gain insight into the creation of a small business of their own. Graduates are trained for the following specific positions: administrative assistant, word processing operator, executive assistant, computerized bookkeeper, data processor, microcomputer specialist, receptionist, office assistant, as well as additional employment opportunities depending on electives selected.

## PROGRAM TRANSFERABILITY

The Office Administration programs offer exit points after Year 1 and Year 2:

- Students can graduate at the end of Year 1 with an Office Administration Certificate
- Students graduate at the end of Year 2 with an Executive Office Management Diploma

## ENTRANCE REQUIREMENTS

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation

### 2. Comprehensive Arts and Science Certificate (College Transition program)

### 3. Adult Basic Education

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile)

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## ACCREDITATION

Executive Office Management is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) in all campus locations. ACBSP is the leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence.

## Courses

### Semester 1

Code	Title	Cr	Le	La
AC1100	Bookkeeping I	4	3	2
CM1100	Writing Essentials	3	3	1
DM1200	Document Production I	6	4	6
EP1110	Introduction to Business	4	4	0
OF1105	Personal and Career Growth	3	2	3

### Semester 2

Code	Title	Cr	Le	La
AC2100	Bookkeeping II	4	3	2
CM2110	Business Writing Fundamentals	3	3	0
DM1300	Transcription	4	3	2
DM1210	Document Production II	6	4	6
OF1101	Operational Management	4	3	2

### Semester 3 (Intersession)

Code	Title	Cr	Le	La
CP2310	Electronic Spreadsheets	3	2	2
OF1305	Digital Tools for the Office	3	2	2

*The Course and Lab hours per week are based on a 15-week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*



#### Semester 4

Code	Title	Cr	Le	La
AC2230	Computerized Accounting I	3	2	3
CM2200	Oral Communications	2	2	0
CP2110	Advanced Electronic Spreadsheets	3	2	2
DM2200	Document Production III	6	4	6
OF2100	Career Planning Strategies	4	3	2
Elective	minimum 2-4 credits			

#### Semester 5

Code	Title	Cr	Le	La
CP2640	Desktop Publishing	3	2	2
DM2240	Document Production IV	6	4	6
OF2101	Office Simulation	4	3	2
PS2340	Organizational Behaviour	4	4	0
OF2700	Career Readiness	2	2	0
Elective	minimum 2-4 credits			

#### Semester 6 (Intersession II)

Code	Title	Cr	Le	La
OJ1900	Work Exposure - Executive Office Management	0	6 wks	0

OJ1900: 6 wks (40 hrs/wk or as determined by the employer)

## Legal Administration

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Business and Information Technology

### **Locations & Delivery Modes:**

- Prince Philip Drive – On Campus delivery

### **PROGRAM DESCRIPTION**

This two-year diploma program is designed to provide students with extensive knowledge of legal terminology, legal writing, court practices and document formatting. Students will obtain hands on experience through simulation exercises to prepare them for employment in the field of Legal Administration.

The major components of the program include Legal Transcription, Business Law, Office Management and Legal Document Production. Related courses include Communications (both oral and written), Bookkeeping, Digital Tools for the Office, and Medical Terminology for the Legal field.

### **OBJECTIVES**

Upon successful completion of the Legal Administration program, graduates will be able to:

1. Create legal and business documents using extensive knowledge of legal terminology, legal writing, court practices and rules, and document formatting with integrated software at an advanced level for effective communication.
2. Apply professional communication, ethical behavior, and office management practices for application in the legal office environment.
3. Apply program learning in the legal office environment through experiential learning opportunities for enhanced industry networking.
4. Demonstrate application of the Conference Board of Canada employability skills for successful entry into the workplace.

### **CAREER OPPORTUNITIES**

Graduates of the diploma program may expect to find employment opportunities in both the public and private sectors, including all levels of government, as well as legal firms, provincial and supreme courts, and other government and corporate legal departments. As well as acquiring skills and knowledge necessary to become effective employees in today's electronic office, graduates will be knowledgeable in the areas of civil litigation, incorporation, real estate, wills, estates, and family law.

Graduates are trained for the following specific positions: legal administrative assistant, legal assistant, court clerk I, court officer I, judicial assistant, legal transcriptionist, and administrative officer.

### **PROGRAM TRANSFERABILITY**

The Office Administration programs offer exit points after Year 1 and Year 2.

- \* Students can graduate at the end of Year 1 with an Office Administration Certificate
- \* Students graduate at the end of Year 2 with a Legal Administration Diploma

## ENTRANCE REQUIREMENTS

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation

### 2. Comprehensive Arts and Science Certificate (College Transition program)

### 3. Adult Basic Education

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile)

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## ACCREDITATION

Legal Administration is accredited by the Accreditation Council for Business Schools and Programs (ACBSP). ACBSP is the leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence.

### Courses

#### Semester 1

Code	Title	Cr	Le	La
AC1100	Bookkeeping I	4	3	2
CM1100	Writing Essentials	3	3	1
DM1200	Document Production I	6	4	6
EP1110	Introduction to Business	4	4	0
OF1105	Personal and Career Growth	3	2	3

#### Semester 2

Code	Title	Cr	Le	La
AC2100	Bookkeeping II	4	3	2
CM2110	Business Writing Fundamentals	3	3	0
DM1300	Transcription	4	3	2
DM1210	Document Production II	6	4	6
OF1101	Operational Management	4	3	2

#### Semester 3 Intersession

Code	Title	Cr	Le	La
CP2310	Electronic Spreadsheets	3	2	2
OF1305	Digital Tools for the Office	3	2	2

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

#### Semester 4

Code	Title	Cr	Le	La
TM1301	Medical Terminology for the Legal Field	2	2	0
CM2200	Oral Communications	2	2	0
DM1311	Legal Transcription I	3	2	2
DM2200	Document Production III	6	4	6
LW1100	Business Law	2	2	1
OF2505	Legal Office Procedures I	4	3	2

#### Semester 5

Code	Title	Cr	Le	La
DM2421	Legal Transcription II	3	2	2
DM3251	Legal Document Production II	6	4	7
OF2531	Legal Office Procedures II	4	3	2
OF2700	Career Readiness	2	2	0
LW1235	Business Law II	2	2	1

#### Semester 6 Intersession II

Code	Title	Cr	Le	La
OJ1910	Work Exposure - Legal	0	6 wks	0

OJ1910: 6 wks (40 hrs/wk or as determined by the employer)

# Medical Office Management

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Business and Information Technology

## Locations & Delivery Modes:

- Prince Philip Drive - On Campus delivery
- Online - Asynchronous delivery
- Online - Synchronous delivery

## PROGRAM DESCRIPTION

This two-year diploma program is designed to provide students with a focused study of medical office management theories and practices through hands on learning and simulation exercises needed to be successful in a medical office environment.

The major areas of the program include confidentiality, empathetic patient care, efficient medical office management practices, effective communications, document production, medical transcription, medical terminology, ethics, and medical office management. Students also utilize current software and medical office practices for document production, electronic and paper medical records, effective human relations skills, scheduling methods, patient record information management, medical billing, and various current computer applications.

## OBJECTIVES

Upon successful completion of the Medical Office Management program, graduates will be able to:

1. Create advanced medical and business documents using extensive knowledge of medical terminology and integration of current software for professional and effective communication between patients, visitors, health care professionals and all stakeholders.
2. Manage a medical office by integrating current technologies to perform duties adhering to industry standards of ethics, confidentiality, professionalism, and compassionate patient care while applying effective office management practices.
3. Apply program learning in a medical office environment through experiential learning opportunities for enhanced industry networking and development of skills.
4. Demonstrate application of the Conference Board of Canada employability skills for successful entry into the workplace.

## CAREER OPPORTUNITIES

Graduates of the diploma program may expect to find employment opportunities in various medical environments including hospital departments, long-term care facilities, general practitioners' and specialists' clinics, health boards, government departments, as well as in allied health care facilities such as chiropractics, physiotherapy, occupational therapy, massage therapy, mental health, and counselling services. Graduates are also prepared to work in community clinics, public health, dental, and optometry practices. As well as acquiring skills and knowledge necessary to become effective employees in today's electronic office, graduates will have extensive knowledge and skills in document production, medical transcription, medical terminology, anatomy, MCP Billing, electronic medical records, medical office management, and other related areas. Graduates are trained for the following specific positions: medical administrative assistant, medical office assistant, dental office assistant, medical receptionist, medical records clerk, and medical transcriptionist.

## PROGRAM TRANSFERABILITY

The Office Administration programs offer exit points after Year 1 and Year 2.

- \* Students can graduate at the end of Year 1 with an Office Administration Certificate
- \* Students graduate at the end of Year 2 with a Medical Office Management Diploma

## ENTRANCE REQUIREMENTS

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation

### 2. Comprehensive Arts and Science Certificate (College Transition program)

### 3. Adult Basic Education

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile)

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## ACCREDITATION

Medical Office Management is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) in all campus locations. ACBSP is the leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence.

## Courses

### Semester 1

Code	Title	Cr	Le	La
AC1100	Bookkeeping I	4	3	2
CM1100	Writing Essentials	3	3	1
DM1200	Document Production I	6	4	6
EP1110	Introduction to Business	4	4	0
OF1105	Personal and Career Growth	3	2	3

### Semester 2

Code	Title	Cr	Le	La
AC2100	Bookkeeping II	4	3	2
CM2110	Business Writing Fundamentals	3	3	0
DM1300	Transcription	4	3	2
DM1210	Document Production II	6	4	6
OF1101	Operational Management	4	3	2

### Semester 3 (Intersession)

Code	Title	Cr	Le	La
CP2310	Electronic Spreadsheets	3	2	2
OF1305	Digital Tools for the Office	3	2	2

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

### Semester 4

Code	Title	Cr	Le	La
BL1330	Anatomy	4	4	0
CM2200	Oral Communications	2	2	0
DM1400	Medical Transcription I	3	2	4
DM2200	Document Production III	6	4	6
OF2400	Medical Office Management I	3	3	1
TM1100	Medical Terminology I	2	2	0

### Semester 5

Code	Title	Cr	Le	La
DM2240	Document Production IV	6	4	6
OF2300	MCP Billing	2	2	1
OF2401	Medical Office Management II	4	4	1
TM2100	Medical Terminology II	2	2	0
OF2700	Career Readiness	2	2	0
DM1405	Medical Transcription II	4	3	3

### Semester 6 (Intersession II)

Code	Title	Cr	Le	La
OJ1920	Work Exposure - Medical Office Management	0	6 wks	0

OJ1920: 6 wks (40 hrs/wk or as determined by the employer)

# Records and Information Management

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Business and Information Technology

## Locations & Delivery Modes:

- Prince Philip Drive - On Campus delivery
- Online - Asynchronous delivery
- Online - Synchronous delivery

## PROGRAM DESCRIPTION

This two-year diploma program is designed to provide students with an intense study of records and information theories and practices. Students will obtain hands on experience through simulation exercises to prepare them for employment in the field of Records and Information Management.

The major components of the program include Management and Control of Records, File Management and Information Security, Archives Principles, and Classification Systems. Related courses include Communications, Document Production, Office Management, Bookkeeping, Digital Tools for the Office, and Advanced Electronic Spreadsheets. Students will also receive participatory training with an Electronic Document Management System.

## OBJECTIVES

Upon successful completion of the Records and Information Management program, graduates will be able to:

1. Manage records using extensive knowledge of information management principles ensuring quality control and improvement.
2. Demonstrate ability to administer records management systems in accordance with retention policies by verifying accuracy and adherence to current legislation.
3. Design and create business documents using integrated software at an advanced level for effective communication in the office environment.
4. Demonstrate application of the Conference Board of Canada employability skills for successful entry into the workplace.

## CAREER OPPORTUNITIES

Graduates of the diploma program may expect to find employment opportunities in public and private sectors including government, oil and gas, healthcare, legal offices, educational facilities, and general offices. As well as acquiring skills and knowledge necessary to become effective employees in today's electronic office, graduates will have extensive knowledge and skills in information protection, management and control of records, confidentiality and security, document production, office management, plus other related areas. Graduates are trained for the following specific positions: information management technician (IM Tech I, II, or III), document control clerk, document control technician, information management coordinator, and archives assistant.

## PROGRAM TRANSFERABILITY

The Office Administration programs offer exit points after Year 1 and Year 2.

\* Students can graduate at the end of Year 1 with an Office Administration Certificate

\* Students graduate at the end of Year 2 with a Records and Information Management Diploma



## ENTRANCE REQUIREMENTS

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation

### 2. Comprehensive Arts and Science Certificate (College Transition program)

### 3. Adult Basic Education

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile)

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## ACCREDITATION

Records and Information Management is accredited by the Accreditation Council for Business Schools and Programs (ACBSP) in all campus locations. ACBSP is the leading specialized accreditation association for business education supporting, celebrating, and rewarding teaching excellence.

## Courses

### Semester 1

Code	Title	Cr	Le	La
AC1100	Bookkeeping I	4	3	2
CM1100	Writing Essentials	3	3	1
DM1200	Document Production I	6	4	6
EP1110	Introduction to Business	4	4	0
OF1105	Personal and Career Growth	3	2	3

### Semester 2

Code	Title	Cr	Le	La
AC2100	Bookkeeping II	4	3	2
CM2110	Business Writing Fundamentals	3	3	0
DM1300	Transcription	4	3	2
DM1210	Document Production II	6	4	6
OF1101	Operational Management	4	3	2

### Semester 3 (Intersession)

Code	Title	Cr	Le	La
CP2310	Electronic Spreadsheets	3	2	2
OF1305	Digital Tools for the Office	3	2	2

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

## Semester 4

Code	Title	Cr	Le	La
CM2200	Oral Communications	2	2	0
DM2200	Document Production III	6	4	6
OF2100	Career Planning Strategies	4	3	2
RP1100	Introduction to Records Management	3	3	1
RP1200	Archives Principles	2	2	0
RP1301	Document Control Processes	2	2	0
CP1010	File Management and Security	2	1	2

## Semester 5

Code	Title	Cr	Le	La
DM2240	Document Production IV	6	4	6
RP1400	Information Security and Procedures	2	2	0
RP2200	Classification Systems	2	2	1
OF2700	Career Readiness	2	2	0
CP2110	Advanced Electronic Spreadsheets	3	2	2
RP1205	Document Management Systems and Records Control	4	4	0

## Semester 6 (Intersession)

Code	Title	Cr	Le	La
OJ1930	Work Exposure - RIM	0	6 wks	0

OJ1930: 6 wks (40 hrs/wk or as determined by the employer)

# **Bachelor of Applied Information Technology - Systems and Network Cybersecurity**

**Start Date:** September

**Credential:** Applied Degree

**Program Length:** Four Years

**School:** Business and Information Technology

## **Locations & Delivery Modes:**

- Prince Philip Drive - On Campus delivery

## **Note:**

Applicants who have a Computer Systems and Networking diploma for CNA (or equivalent), may apply directly to year 3 of the Applied Degree program. Applicants who do not have this diploma should apply to year 1 of Computer Systems and Networking.

## **PROGRAM DESCRIPTION**

Cyber-criminal activity is the fastest-growing crime in the nation and globally. Organizations are challenged with having to detect and respond to cybersecurity breaches as, or before, they happen and employers are in dire need of trained, educated cyber professionals. The Bachelor of Applied Information Technology: Systems and Network Cybersecurity is designed to meet the needs of this rapidly growing field.

Building on the existing two-year Diploma in Computer Systems and Networking, students will have the option to complete an additional two years to obtain a specialized Applied Degree titled: Bachelor of Applied Information Technology: Systems and Network Cybersecurity.

The student will learn how to protect against unauthorized access ensuring confidentiality, integrity and availability of resources shielding an organization from internal and external infiltration and attacks. Hands-on activities will prepare students with the skills to safeguard and monitor IT infrastructures, edge devices, networks, and data. This will be accomplished by:

- Utilizing specialized tools
- Applying information security practices
- Creating incident management policies and procedures; and,
- Implementing security risk management procedures.

These skills will ensure that the individual, and the organization, can effectively respond to dynamic security threats and adversaries.

Students will complete an applied degree that balances the hands-on training and theory required by employers. Courses incorporating personal development, communication, and leadership skills will enable the student to advance their career allowing them to take on more responsibility

## **OBJECTIVES**

The Bachelor of Applied Information Technology: Systems and Network Cybersecurity degree will specialize in the field of Systems and Network Cybersecurity enabling the graduate to:

1. Execute a vision for security aligned with a company's IT strategy
2. Communicate short- and long-term organizational security strategies and policies
3. Design an organization's infrastructure
4. Securely manage an organization's infrastructure
5. Implement security risk management strategies
6. Conduct active and passive network monitoring
7. Analyze the cybersecurity needs of an organization
8. Develop the appropriate safeguards to ensure delivery of critical services

9. Implement the appropriate safeguards to ensure delivery of critical services
10. Create organizational policies and procedures for security incidents
11. Implement policies and procedures for security incidents
12. Utilize forensics software and tools to detect incidents
13. Execute offensive and defensive technologies to protect a network infrastructure
14. Perform continuous network monitoring to provide real-time security solutions
15. Interpret security reports to educate the organization about existing and emerging security risks

Graduates will be positioned to pursue industry certifications such as Cisco certifications, EC-Council certifications and certifications offered by the SANs institute.

### **EMPLOYMENT OPPORTUNITIES**

Graduates of the program will be able to fill roles in industry such as:

- Cyber Security Expert (Defensive)
- IT Security Specialist
- Security Operations Specialist
- Penetration Tester
- Cyber Security Specialist
- Cybersecurity-Security Architect
- Cybersecurity Analyst
- Information Security Advisor
- Cloud Security Analyst

### **ENTRANCE REQUIREMENTS**

Admittance to the applied degree program will be based on competitive entry and applicants will be required to provide certified criminal record checks or equivalent documentation.

**Eligibility for direct admission to Year-3 of the Bachelor of Applied Information Technology: Systems and Network Cybersecurity program requires the applicant to meet the following academic criteria:**

Completion of the College of the North Atlantic's Computer Systems and Networking (CSN) Diploma or the Computing Systems Engineering (CSE) Diploma or equivalent program provided they:

1. Have graduated within the last five (5) academic years from date of application
- or:
2. Have graduated previous to the last five (5) academic years and have recent related and verifiable experience in the industry

Graduation from a recognized College or University with a diploma or degree in the area of Information Technology with a concentration in operating systems, networking and infrastructure may also be considered for advanced standing. A combination of other post-secondary and industry experience acceptable to the college as an entrance requirement will be considered on a case-by-case basis.

<b>Competitive Admissions Rubric – Year 3</b>		
<b>Bachelor of Applied Information Technology: Systems and Network Cybersecurity</b>		
Notes:		
<ul style="list-style-type: none"> <li>If applying directly from pre-requisite program, answer 1 through 4</li> <li>If applying through an approved Prior Learning Assessment Recognition (PLAR) application, answer 1, 2, 5, 6, 7</li> </ul>		
Criteria		# Points
1.	A resident of Newfoundland and Labrador	1
2.	Previously applied to the program (<5 years)	1
3.	Academic average (%) in Year 1 of pre-requisite program	
	60 – 64.9	1
	65 – 69.9	2
	70 – 74.9	3
	75 – 79.9	4
	80 – 84.9	5
	85 – 89.9	6
	90 – 94.9	7
	95 – 100	8
4.	Academic average (%) in Year 2 Fall semester and Year 2 Winter semester of pre-requisite program combined	
	60 – 64.9	1
	65 – 69.9	2
	70 – 74.9	3
	75 – 79.9	4
	80 – 84.9	5
	85 – 89.9	6
	90 – 94.9	7
	95 – 100	8
5.	If accepted through the PLAR process, academic average (%) overall of the Information Technology program previously completed	
	60 – 64.9	1
	65 – 69.9	2
	70 – 74.9	3
	75 – 79.9	4
	80 – 84.9	5
	85 – 89.9	6
	90 – 94.9	7
	95 – 100	8
6.	If accepted through the PLAR process, points for each documented and confirmed work experience in Information Technology	
	One to two years	2
	Three to four years	3
	Five to six years	4
	Seven years or more	5
7.	If accepted through the PLAR process, points awarded based upon the PLAR suitability interview (maximum 3)	
<b>TOTAL</b>		<b>/18</b>

## Courses

Semesters 1 to 6 - Refer to Computer Systems and Networking

### Semester 7

Code	Title	Cr	Le	La
CR4100	Foundations of InfoSec	3	2	2
CR4105	OS Security: Windows	4	3	2
CR4110	OS Security: Linux	4	3	2
CR4415	Network Security I	3	2	3
CP1855	Introduction to Programming with Python	6	5	3

### Semester 8

Code	Title	Cr	Le	La
CR4120	Management of InfoSec	3	2	2
CR4200	Wireless & Mobile Security	3	3	2
CR4205	Virtualization and Cloud Security	4	3	2
CR4210	Network Security II	3	3	2
MN1520	Supervisory Leadership	4	4	0

### Semester 9 - Intersession

Code	Title	Cr	Le	La
CR4215	Defensive/Offensive Strategies I	4	3	2
CP4450	Research and Statistics	3	3	0
PD4400	Work Term II Seminar	0	1	0

The Lecture and Lab hours per week are based on a 15 week semester. In intersession, the Lecture and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.

### Semester 10

Code	Title	Cr	Le	La
WT4300	Work Term II	5	0	15 weeks

### Semester 11

Code	Title	Cr	Le	La
CR4305	Defensive/Offensive Strategies II	4	3	2
CR4220	Incident Response	4	3	2
CR4310	Applied Cybersecurity Project	4	3	3
EP4000	Entrepreneurship	4	3	2
Elective				

# Computer Systems and Networking

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Business and Information Technology

## **Locations & Delivery Modes:**

- Corner Brook - On Campus delivery
- Prince Philip Drive - On Campus delivery

## **PROGRAM DESCRIPTION**

The Computer Systems and Networking two-year program focuses on the skills, competencies and attitudes required to research, design, install and maintain computer systems and network infrastructure in a highly available and secure computing environment. The program combines theoretical and practical learning experiences in a team-oriented setting encompassing front-line computer systems, back-end server environments and the local and wide-area network infrastructure. The Infrastructure Support industry is customer-oriented and requires a high level of customer interaction and professionalism. These critical skills are developed through a number of courses in this program.

The program includes course work, team-oriented projects, and a final 15-week work term focusing on areas of technical learning, team building, communications, interpersonal skills, ethics, and best practices. This diversity provides opportunities for the student to acquire the skills, professionalism and adaptability required to succeed in the dynamic and challenging field of Information Technology infrastructure support.

The capstone project will enable the student to demonstrate the application of knowledge and skills developed throughout the program by performing an in-depth study of a problem, design, or technological application and fully documenting and presenting the findings.

## **OBJECTIVES**

The aim of the Computer Systems and Networking program is to graduate a student with the theoretical and practical skills in information technology infrastructure support. This will enable her/him to:

1. provide computer technical assistance, support, and advice to customers and other users
2. install, modify and repair computer hardware and software
3. support local-area networks (LAN), wide-area networks (WAN), network segments, and Internet and intranet systems
4. design an organization's computer system in which all of the components including computers, the network, and software, work properly together
5. plan, coordinate, and implement the organization's information security policy
6. interpret and effectively apply industry procedures and policies in the workplace
7. incorporate the social, interpersonal and communication skills necessary to be a productive member of a team
8. apply the self-awareness and reflective skills required to create, evaluate and modify personal growth and career plans

College of the North Atlantic is a Cisco Networking Academy. Students have the opportunity to complete courses in the Academy program which provide a strong foundation in computer networking knowledge and skills utilizing the equipment of the industry's leading provider. As well, College of the North Atlantic is the only accredited Cisco Academy Instructor Training Center in Atlantic Canada.

## **EMPLOYMENT OPPORTUNITIES**

Interconnected computing systems are an integral part of every business and the Computer Systems and Networking graduates are well suited to a broad range of computing infrastructure roles. These roles can be included, but not limited to:

Computer Support Specialist  
Network Specialist  
Computer Support Technician  
LAN Team Member  
I.T. Support Technician  
Help Desk Technician  
Server Support Analyst/Technician  
Help Desk Analyst  
Technology Support Analyst

## **ENTRANCE REQUIREMENTS**

Eligibility for admission to Computer Systems and Networking program requires the applicant to meet one of the following four academic criteria:

### **1. High School**

Provincial High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English 3201 or English 3202 (60% minimum)
- ii. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Five credits at the 3000 Level

### **2. Comprehensive Arts and Science (CAS) Transition**

Comprehensive Arts and Science (Transition) Certificate with the following courses:

Math Fundamentals: MA1040, MA1041

### **3. Adult Basic Education (ABE)**

Adult Basic Education (Level III) Graduation with Business-Related College Profile including the following courses (or equivalent):

- i. English 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C

Applicants with Adult Basic Education (Level III) Graduation with a different profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

### **4. Mature Student Requirements**

Applicants who do not meet the educational prerequisites for this program, must be at least 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### **5. International Applicants – English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.



## Courses

### Semester 1

Code	Title	Cr	Le	La
CM1400	Technical Report Writing I	3	3	0
MA1521	Applied Mathematics for CSN	3	3	1
CP1923	Computer Hardware and Troubleshooting I	4	3	3
CR1107	Network Fundamentals	4	3	3
CR1020	Desktop Application Support	3	2	2
CP3125	Command Line and PowerShell	3	2	2
CR1120	Introduction to the Field of IT and Ethics	0	1	0

### Semester 2

Code	Title	Cr	Le	La
CM1401	Technical Report Writing II	3	3	0
CR1030	Linux Server Administration	3	2	3
CP1465	Windows Server Administration	4	3	2
CR2402	Switching, Routing & Wireless	4	3	3
CR1260	Client Service for the IT Industry	2	2	1
CP1927	Computer Hardware and Troubleshooting II	4	3	3

### Semester 3 (Intersession)

Code	Title	Cr	Le	La
CR2241	Information Systems Security	4	3	2
EP1130	Business for Information Systems	3	3	0
CR3456	Scripting with Bash	3	2	2

*The Lecture and Lab hours per week are based on a 15 week semester. In intersession, the Lecture and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

### Semester 4

Code	Title	Cr	Le	La
CM2200	Oral Communications	2	2	0
CP1332	Advanced Windows Enterprise Server	3	2	3
CR2231	Microsoft Exchange Server	4	3	3
CR2903	Enterprise Network Security & Automation	4	3	3
CP2730	Project Management and Analysis	3	2	2
CR2511	Advanced Linux Server Administration	3	2	3

### Semester 5

Code	Title	Cr	Le	La
CR2950	Emerging Trends in IT Infrastructure	3	2	2
CR2252	Intro to Amazon Web Services	4	3	3
CR2265	Virtualization	4	3	2
CR2130	Enterprise Client Management	4	3	2
CR2970	Capstone Project	4	3	2
CR2270	CSN WT Orientation	0	2	0

### Semester 6

Code	Title	Cr	Le	La
WT1185	Work Term	5	0	15 wks

# Enterprise Web Development

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Business and Information Technology

**Locations & Delivery Modes:**

- Online - Synchronous delivery

## PROGRAM DESCRIPTION

The web development and e-commerce fields are experiencing unprecedented growth as companies shift their businesses online. Professionals in this industry use software development skills and business knowledge to build, program and manage websites to attract customers and increase e-commerce revenue. The need exists for a technology program that focuses on a combination of Business and IT training to prepare graduates for the increased automation of the global marketplace.

The six-semester Enterprise Web Development diploma is an entry-level program designed for students to develop the competencies to program, design, configure, and maintain secure transaction-based websites on the Internet. Students will be able to build a web presence utilizing different frameworks and software to create a professional, efficient website where clients and customers can interact.

Students will learn how to utilize customer relationship management (CRM) systems, content management systems (CMS), social media management systems and enterprise resource planning (ERP) systems to strengthen and streamline how end-to-end transactions occur in both large corporations and small-medium sized companies.

Students will be able to monitor the day-to-day activity and overall performance of websites to improve user experience and increase traffic while executing ad campaigns on search engines using the latest digital marketing tools and strategies.

The applied e-commerce website project in semester six (6) will give students the opportunity to demonstrate the application of knowledge by conducting an in-depth study of a problem, design, or industry project and documenting, and presenting the results. The final semester also includes a seven-week work exposure which gives the students an opportunity to apply their knowledge and skills in the workplace.

## OBJECTIVES

Upon successful completion of the Enterprise Web Development diploma program, graduates will be able to:

1. Execute a vision for commerce sites aligned with a company's business strategy
2. Apply effective communication strategies to written and verbal output
3. Utilize critical thinking skills in analysis of day-to-day tasks
4. Develop secure e-commerce web software platforms
5. Maintain e-commerce websites and software platforms
6. Ensure e-commerce sites are properly integrated with backend systems including pricing inventory and customer relationship databases
7. Enable business transactions to be conducted on commercial websites
8. Implement a website solution based upon a set of business requirements or client specifications
9. Utilize content management systems (CMS) integrating databases and scripting languages
10. Develop data-driven websites for multiple platforms in accordance with best practices, security, usability, accessibility, and personalization
11. Implement customer relationship management (CRM) and social media management systems
12. Integrate enterprise resource planning (ERP) solutions
13. Implement UI/UX (User experience design/User interface design) cross-browser compatibility
14. Create a web presence utilizing programming languages such as Python, HTML, CSS, JavaScript, and API's

## ENTRANCE REQUIREMENTS

Eligibility for admission to the Web Development program requires the applicant to meet one of the following four academic criteria:

### 1. High School

Provincial High School Graduation Certificate with 60% overall average in the following (or equivalent):

i. English 3201 or English 3202(60% minimum)

ii. Mathematics (4 credits) chosen from:

Advanced: 2200, 3200 (50% minimum in each course)

Academic: 2201 (50% minimum), 3201 (60% minimum)

iii. 5 credits from 3000 Level

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

i. Math Fundamentals: MA1040, MA1041

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Business-Related College Profile including the following courses (or equivalent):

i. English 3101A, 3101B, 3101C or 3102A, 3102B, 3102C

ii. Mathematics 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

Note: Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## Courses

### Semester 1

Code	Title	Cr	Le	La
CM1400	Technical Report Writing I	3	3	0
CP1855	Introduction to Programming with Python	6	5	3
MA1900	Problem Solving for Information Technology	4	4	1
CR1511	Website Development	3	2	2
EP1130	Business for Information Systems	3	3	0
CP1212	Introduction to JavaScript	3	2	2

### Semester 2

Code	Title	Cr	Le	La
CM1401	Technical Report Writing II	3	3	0
CP3510	Relational Database Design	3	2	2
CP1895	Advanced Python Programming	4	3	2
CP1501	Business & E-Commerce	3	2	2
CP1292	JavaScript and NodeJS	3	2	2
CP1410	E-Commerce Web Analysis and Design	4	3	2

Semester 3				
Code	Title	Cr	Le	La
CP1505	Designing Effective E-Commerce Sites	4	3	3
CP1580	Using Internet APIs	3	2	2
Semester 4				
Code	Title	Cr	Le	La
CR1355	OS and Network Technologies	3	2	3
CP2426	PHP	3	2	3
CR2805	Application Security	3	3	0
CP2010	Frameworks	3	2	3
CP2030	AWS Cloud Development	3	2	2
CP2070	Social Media Management	3	2	2
Semester 5				
Code	Title	Cr	Le	La
CP2080	Salesforce Development	4	3	2
CP2205	Advanced PHP Laravel	3	2	3
CP2075	Digital Analytics	3	2	3
CP3105	WordPress	3	2	3
CP3155	UI/UX Design	3	2	3
Semester 6				
Code	Title	Cr	Le	La
PR3000	Applied E-Commerce Website Project	3	2	3
CP4475	Emerging Trends and Innovation	3	2	2
CP2085	Orientation to the EWeb Work Exposure	0	1	0
OJ3106	EWeb Work Exposure	0	0	7 wks

Semester 6 – Spring will be 14 weeks. Students will complete PR3000, CP4475, and CP2085 in the first seven (7) weeks of the semester. The seven (7) week EWeb Work Exposure (OJ3106) will commence following successful completion of these three (3) courses.

# Information Management

**Start Date:** September

**Credential:** Post Diploma

**Program Length:** One Year

**School:** Business and Information Technology

**Locations & Delivery Modes:**

- Online - Asynchronous delivery

## PROGRAM DESCRIPTION

### A career at your command

Did you know that professionals spend up to 50 per cent of their time searching for information? Today's workplace relies on the accurate, efficient and secure management of information to meet operational demands, demonstrate legal compliance and maintain competitive advantage. Information Management (IM) is the processes and technology that controls the storage, structure, processing, access and usage of the information required for organizational and business intelligence.

IM professionals organize and manage all activities involved in the information life cycle, automating processes, reducing operating costs and improving efficiencies for an organization's bottom line. They have the technical competencies needed to effectively analyze business processes and utilize IM tools and systems.

In CNA's three-semester online Information Management post-diploma program, we provide the training ground for you to build a career in this field. You will be able to implement IM best practices in training and consultation to ensure everyone in the organization adheres to regulatory standards, including the security, legal and privacy regulations required. The program will prepare you to meet the demand in today's rapidly changing world, and in the last semester you will have a chance to apply your knowledge in a seven-week work exposure and a capstone project. The future is at your fingertips!

### Program Highlights:

- Only IM post-diploma program in Newfoundland and Labrador
- Engagement with industry experts and professional organizations
- The most current knowledge in the field, designed and delivered online by industry experts
- Includes national and international standards and important governance and compliance regulations
- Learn how to implement information management policies and programs transforming companies to compete in a global environment
- You are leveraging your first credential – whether it is a diploma or degree – to launch a new career in Information Management

### Did You Know?

- Information helps businesses gain a competitive advantage
- Demand for IM professionals is growing for both public and private sectors and our graduates are filling those roles
- There is an increasing need to incorporate privacy and security in business processes
- Instructors are members of industry organizations such as Association of Records Management and Administrators (ARMA) and International Association of Privacy Professionals (IAPP)

## OBJECTIVES

The objective of the Information Management program is to develop graduates with the ability to:

1. conduct themselves in an ethical and professional manner
2. participate as a member of a team providing information management services
3. manage all activities involved in the information life cycle
4. analyze information to inform the decision-making processes in order to support the organization

5. advocate the importance of and advise on Information Management policies and procedures throughout the organization through education, training and consultation
6. maximize technology to manage information in an efficient and effective manner

## ACADEMIC ADVISING

Each student will be assigned an academic advisor to help guide you through the college experience. They are trained to advise you on college-related issues or to make mutually agreed upon referrals for you to other college professionals.

Students intending to complete the program on a part-time basis (less than four courses per semester) will be contacted by their advisor to create an academic plan that will enable them to complete the program. A part-time student must complete the program within five years from the date of program enrolment.

## EMPLOYMENT OPPORTUNITIES

Graduates of the Information Management program can expect to find employment as Information Management Analysts, Records Analysts, and Records Management Consultants in industries such as oil & gas, healthcare and in government agencies.

Due to the nature of this field, employers may require a clear Certificate of Conduct from the Royal Newfoundland Constabulary (RNC), the Royal Canadian Mounted Police (RCMP) or local provincial/municipal police force prior to hiring.

## ENTRANCE REQUIREMENTS

Graduation from a recognized two or three year post-secondary diploma or degree, or a combination of other post-secondary work and industry experience acceptable to the College.

### Courses

#### Semester 1

Code	Title	Cr	Le	La
OP1390	Information Management I	4	3	2
IM2100	IM Business Principles & Practices	4	3	2
CR1050	IM Computer Technologies	3	2	2
LW1280	IM Legal & Regulatory Framework	3	3	0
IM1370	Information Analysis & Communication	4	4	0
PR2700	Project Management	4	3	2

#### Semester 2

Code	Title	Cr	Le	La
OP1401	Information Management II	4	3	2
CP3470	IM Systems Analysis and Design	6	5	3
OP1600	Electronic Records Management	4	3	2
OP1410	Information Life Cycle	4	3	2
IM2110	Information Privacy and Security	4	3	2

#### Semester 3

Code	Title	Cr	Le	La
CR3540	Capstone Project	4	0	6
IM2115	IM Strategic Documentation	3	3	0
IM3010	Orientation to the IM Work Exposure	0	1	0
OJ3040	IM Work Exposure	0	0	7 wks

**Note:** CR3540 Capstone Project, IM2115 IM Strategic Documentation and IM3010 Orientation to the IM Work Exposure will be completed in the first seven (7) weeks of the semester. OJ3040 IM Work Exposure will be completed in the second seven (7) weeks of the semester.

# Software Development (Co-op)

**Start Date:** September

**Credential:** Diploma

**Program Length:** Three Years

**School:** Business and Information Technology

## **Locations & Delivery Modes:**

- Corner Brook - On campus delivery
- Prince Philip Drive - On campus delivery

## **PROGRAM DESCRIPTION**

The Software Development (Co-op) three-year program focuses on the competencies required to design, implement, and maintain software systems that operate in a secure business networked environment containing stationary and mobile devices. The program combines theoretical and practical learning experiences in a team-oriented setting.

The program includes course work, team projects, and three co-op placements. The program focuses on application development, database design and development, systems analysis, team building, communications, interpersonal skills, ethics, and best practices. This diversity provides opportunities for the student to acquire the skills, professionalism and adaptability required to succeed in the dynamic and challenging field of programming.

This is a co-operative education program that offers the student work term placements in May of the first academic year, in January of the second academic year and in September of the third academic year.

## **OBJECTIVES**

Graduates of the Software Development (Co-op) program will have the knowledge and skills that will allow them to:

1. work effectively and efficiently in the Information and Communication Technology industry
2. be knowledgeable of the ethics, professionalism, safety and diversity in the work environment
3. demonstrate effective communications skills, a capacity for leadership, adaptability, responsible teamwork, quality assurance and co-operation in problem solving
4. write and maintain secure, customized web applications based on user requirements
5. analyze, design, develop, test, deploy and maintain full stack applications
6. possess practical programming skills enabling them to function as an entry level programmer in an object-oriented, database-oriented business programming environment
7. have in-depth understanding of object-oriented programming practices including database layer development on all dominate mobile and cloud ecosystems
8. understand and apply application security best practices when developing applications

## **EMPLOYMENT OPPORTUNITIES**

Software Development graduates may find employment in both the private and public sectors.

Graduates of the program will be able to fill roles in industry such as:

- Application Developer
- Business Developer
- Software Developer
- Web Developer
- Computer Programmer
- Mobile App Developer
- Database Developer

## ENTRANCE REQUIREMENTS

Eligibility for admission to Software Development (Co-op) program requires the applicant to meet one of the following four academic criteria:

### 1. High School

Provincial High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English 3201 or English 3202(60% minimum)
- ii. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. 5 credits from 3000 Level

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. Math Fundamentals: MA1040, MA1041

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Business-Related College Profile including the following courses (or equivalent):

- i. English 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, and 3101C

Applicants with Adult Basic Education (Level III) Graduation with a different profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years of age or older, and have been out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## Courses

### Semester 1

Code	Title	Cr	Le	La
CM1400	Technical Report Writing I	3	3	0
CP1850	Procedural Programming	6	5	3
MA1900	Problem Solving for Information Technology	4	4	1
CR1130	Intro to the Field of SD	1	1	0
CP1420	Web & Mobile App Development	2	2	1
CP1555	Database Management Systems I	3	2	2
CP1461	Operating Systems	3	2	2

### Semester 2

Code	Title	Cr	Le	La
CM1401	Technical Report Writing II	3	3	0
CP3416	Database Management Systems II	4	3	2
CP1935	Systems Analysis I	4	3	2
CP1890	Object-Oriented Programming	4	3	3
CP1520	Web Development	3	2	2



Code	Title	Cr	Le	La
CR2805	Application Security	3	3	0
PD1105	Prof. Development I	1	1	0

#### Semester 3

Code	Title	Cr	Le	La
WC1155	Work Term I	5	0	0

WC1155: 12-16 weeks in duration

#### Semester 4

Code	Title	Cr	Le	La
EP2410	Business Solutions for App Developers	4	4	0
CM2200	Oral Communications	2	2	0
CP1210	JavaScript	4	3	2
CP2280	Object-Oriented Programming in Java	4	3	2
CP4485	Emerging Trends in DB and Web Dev	3	2	2
CP1945	Systems Analysis II	4	3	3
PD2310	Prof. Development II	1	1	0

#### Semester 5

Code	Title	Cr	Le	La
WC2151	Work Term II	5	0	0

#### Semester 6

Code	Title	Cr	Le	La
CP4471	Emerging Trends in Software	3	2	2
CP2561	Java Programming II	4	3	2
CP4281	Programming for Mobile Devices	3	2	3
CR1350	Computer and Network Technologies	3	2	2
CP2845	Database Programming with .NET	4	3	3
CP1290	Advanced JavaScript	2	1	2

#### Semester 7

Code	Title	Cr	Le	La
WC3151	Work Term III	5	0	0

WC2151: 12-16 weeks in duration

#### Semester 8

Code	Title	Cr	Le	La
CP3000	Emerging Trends in Applied SD	3	2	2
CR2980	Capstone Project	4	3	2
CP2285	Big Data Programming with Java	4	3	3
CP3010	Server Side Programming	4	3	2
PD2140	Work Term Seminar	0	1	0
CP3566	Applied Java Programming	4	3	2

*School of*  
*Engineering Technology*

# Architectural Engineering Technology

**Start Date:** September

**Credential:** Diploma

**Program Length:** Three Years

**School:** Engineering Technology

**Locations & Delivery Modes:**

- Ridge Road - On Campus delivery

## PROGRAM DESCRIPTION

Buildings are an exciting and vital part of our physical environment. Not only must they provide shelter, but they must do it in a way which provides safe, healthy, and comfortable environments which can be built and operated within given cost guidelines. To achieve these goals buildings have become complex structures requiring teams of specialists. An important member of the design and construction team is the Architectural Engineering Technology program graduate.

The Architectural Engineering Technology program has been developed in response to provincial needs with input from professionals associated with the design and construction of buildings. Projects and assignments are designed to be as close as possible to the type of work graduates will encounter when entering the workforce.

Every effort is made to expose the student to the latest technology. Computers are used as a tool in problem solving in many technical courses. Microcomputers, computer aided drafting (CAD) equipment, and a variety of architectural and engineering software packages are made available to students to carry out their projects and assignments.

Graduates completing this program are automatically eligible for membership in the Association of Engineering Technicians and Technologists of Newfoundland and Labrador (AETTNL), as well as any similar association in Canada.

Upon completion of this program graduates may choose to further their education by completing a bachelor degree in technology or engineering at one of several institutions that have articulation agreements with College of the North Atlantic.

## ACCREDITATION

This program is accredited by the Canadian Technology Accreditation Board under the mandate of the Canadian Council of Technicians and Technologists.

The academic credentials of graduates of accredited technology programs are recognized internationally by the signatories of the Sydney Accord.

## OBJECTIVES

As a graduate of the Architectural Engineering Technology program, graduates will have the knowledge and skill that will allow him/her to:

1. Prepare complete sets of architectural drawings and related documentation for residential and commercial construction/renovation projects.
2. Have a complete understanding of the basic architectural principles in building design and detailing.
3. Apply the principles of building science and construction engineering to analyze and solve technical problems for construction projects.
4. Understand the relationship between architectural, structural, mechanical, electrical, and environmental building systems.
5. Apply the principles of project management to planning, scheduling, and monitoring of project development.
6. Communicate effectively with clients, contractors, other building professionals and municipal authorities during the design and construction of the building project.

7. Apply knowledge of applicable codes, zoning bylaws, and regulations to the building project.

## CURRICULUM

**General education** consisting of Project Management Skills (theoretical and applied), Communication Skills (oral and written), Mathematics, Physics, Chemistry, Electrical and Magnetic Theory, Engineering Graphics, Engineering Technology Awareness.

**Specific education** in various aspects (theory and principles) of the Architectural profession including building services, site supervision, project management and construction management.

**Practical education** in various aspects of working drawings, architectural utility systems, and architectural graphics layouts.

## CAREER OPPORTUNITIES

The need is growing for people trained in building technology. Graduates may find employment in a variety of areas such as architectural firms, engineering firms, government departments, crown corporations, construction firms, manufacturing industries, and supply and sales companies.

Graduates with two years of progressive work experience may be eligible to receive the designation of Professional Technologist (P. Tech) upon completion of a Professional Practice and Ethics Exam.

## CERTIFICATIONS

In addition to the formal courses listed in the program of studies, students in the Architectural Engineering Technology program are required to obtain a certificate of completion of Standard First Aid/Heart Start and WHMIS/OHS over their three-year period of studies.

**\*Students should be aware that additional fees may apply to external certifications.**

## ENTRANCE REQUIREMENTS

Eligibility for admission to an Engineering Technology program requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation Certificate with 60% overall average in the following (or equivalent):

- English (2 credits) (minimum 60%) from: 3201
- Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- Science (4 credits) two of which must be selected from:  
Biology: 3201  
Physics: 3204  
Chemistry: 3202  
Earth Systems: 3209

**Note:** The remaining two Science credits to be chosen from the highest Science mark in level 1, 2 or 3.

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- Math (60% MINIMUM) MA1040, MA1041
- Two Science courses chosen from one of the following three combinations:
  - Introductory Biology: BL1020, BL1021
  - Introductory Chemistry: CH1030, CH1031
  - Introductory Physics: PH1050, PH1051

**Note:** It is strongly recommended that CAS students who intend to enroll in Engineering Technology programs complete both of the Chemistry courses and both of the Physics courses.

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Degree and Technical Profile including the following courses (or equivalent):

- English (60% minimum) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- Mathematics (60% minimum) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C

iii. Science from one of the following sections:

- a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C
- c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

#### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

#### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

#### Courses

Semester 1 and 2

Refer to Engineering Technology (First Year)

Semester 3 (Intersession)

Code	Title	Cr	Le	La
CF2610	Building Materials I	2	2	1
DR1400	Wood Frame Construction	1	1	0
DR2150	Architectural Drawings	2	1	3
EG1240	Architectural Graphics I	2	1	3
BU2130	Service Learning	1	1	0

**The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.**

Semester 4 (Fall)

Code	Title	Cr	Le	La
BU2250	Electrical Systems	3	2	3
BU2300	Building Codes I	2	2	0
BU2410	Building Science I	3	3	0
CM2800	Oral / Written Communication Skills	3	3	0
DR3110	Working Drawings I	6	4	6
EG1250	Architectural Graphics II	3	2	4

#### Semester 5 (Winter)

Code	Title	Cr	Le	La
BU2301	Building Codes II	2	2	0
BU2411	Building Science II	3	3	0
CF2611	Building Materials II	3	3	1
DR3111	Working Drawings II	6	4	6
EG2250	Architectural Graphics III	2	1	3
MA2100	Mathematics	5	5	0

#### Semester 6 (Intersession)

Code	Title	Cr	Le	La
BU2260	Plumbing Systems	2	2	1
CG1700	Environmental Design	2	2	0
CG1800	Building Site Development	4	3	4

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

#### Semester 7 (Fall)

Code	Title	Cr	Le	La
BU2270	HVAC	5	4	3
CF3620	Building Materials III	2	2	0
CG3230	Procurement & Contract Administration	5	5	0
DR4120	Working Drawings III	5	3	7
MA1530	Statistics	2	2	1
PR2750	Capstone Project I (Seminar)	0	1	0

*PR2750: The credit hour from PR2750 Capstone Project I (Seminar) in Semester 7 is allotted to PR2751 Capstone Project II in Semester 8.*

#### Semester 8 (Winter)

Code	Title	Cr	Le	La
BU3300	Building Specifications	3	3	1
CF3440	Structural Design	4	3	2
CG3320	Estimating for Buildings	4	3	3
DR4111	Working Drawings IV	4	2	6
LW1610	Management & Construction Law	2	2	0
PR2751	Capstone Project II	4	3	0

*PR2751: The credit hour from PR2750 Capstone Project I (Seminar) in Semester 7 is allotted to PR2751 Capstone Project II in Semester 8.*

# Chemical Process Engineering Technology (Co-op)

**Start Date:** September

**Credential:** Diploma

**Program Length:** Three Years

**School:** Engineering Technology

**Locations & Delivery Modes:**

- Ridge Road - On Campus delivery

## PROGRAM DESCRIPTION

Chemical Process Engineering Technologists play a vital role in the monitoring, operation, control and maintenance of equipment in a variety of industries including oil & gas. The program equips graduates with both the knowledge and practical skills necessary to begin their career as competent process operators and chemical engineering technologists.

The program covers safe work practices, process operations, chemical engineering principles and regulatory processes, process stream analysis, instrumentation and process control. Students will also acquire valuable work experience through the completion of a co-op work term.

Upon completion of this program graduates may choose to further their education by completing a bachelor degree in technology or engineering at one of several institutions that have articulation agreements with College of the North Atlantic.

## ACCREDITATION

This program is currently accredited by the Canadian Technology Accreditation Board (CTAB), which was acquired by Technology Accreditation Canada (TAC) in November 2019. TAC operates under the mandate of the Canadian Council of Technicians and Technologists, and is now the only national accreditation body for Engineering Technician and Technologist Programs.

The academic credentials of graduates of both CTAB and TAC accredited technology programs are currently recognized internationally by the signatories of the Sydney Accord.

## OBJECTIVES

As a chemical process engineering technologist, the graduate will have the knowledge and skills that will allow him/her to:

1. Assist in safe and efficient design, operation, troubleshooting, and maintenance of chemical process equipment.
2. Monitor and optimize petroleum, petrochemical, water and wastewater treatment processes.
3. Establish and maintain a safe work environment by adhering to and enforcing established safety standards, policies and procedures.
4. Work with other technologists, engineers and skilled trades persons to develop innovative solutions to problems in chemical process industries.
5. Work and communicate as members of a team with other professionals, as well as supervise the work of skilled professionals and trades persons in a variety of chemical processes and procedures.

## CURRICULUM

**General education** consisting of Project Management Skills (theoretical and applied), Communication Skills (oral and written), Mathematics, Physics, Chemistry, Electrical and Magnetic Theory, Engineering Graphics, Engineering Technology Awareness.

**Specific education** in various aspects (theory and principles) of the chemical process control discipline including industrial chemistry, fluid mechanics, and mechanical systems.

**Practical education** in various aspects of chemical process applications including process controls, chemical reactors, and separation processes.

**Work exposure** consisting of field experience, gained from compensated work terms, in the field of chemical processes.

## CAREER OPPORTUNITIES

Graduates of the Chemical Process Engineering Technology (Co-op) program can expect to find employment as process operators and technologists in areas such as oil & gas extraction and refining, offshore petroleum production installations, petrochemical industries, primary metal manufacturing, thermal power plants and water & waste treatment facilities.

Graduates with two years of progressive work experience may be eligible to receive the designation of Professional Technologist (P. Tech) upon completion of a Professional Practice and Ethics Exam.

**Note:** Students will also be required to complete a number of non-credit co-op education seminars throughout the program (resume writing, job search skills and interview preparation).

## CERTIFICATIONS

Students in the Chemical Process Engineering Technology (Co-op) program are required to obtain the following external certifications throughout the program:

- Workplace Hazardous Materials Information System (WHMIS)
- Standard First Aid/Heart Start
- Transportation of Dangerous Goods
- H2S Awareness

**\*Students should be aware that additional fees may apply to external certifications.**

## ENTRANCE REQUIREMENTS

Eligibility for admission to an Engineering Technology program requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation Certificate with 60% overall average in the following (or equivalent):

- i. English (2 credits) (minimum 60%) from: 3201
- ii. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Science (4 credits) two of which must be selected from:

Biology: 3201

Physics: 3204

Chemistry: 3202

Earth Systems: 3209

**Note:** The remaining two Science credits to be chosen from the highest Science mark in level 1, 2 or 3.

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. Math (60% minimum) MA1040, MA1041
- ii. Two Science courses chosen from one of the following three combinations:
  - a. Introductory Biology: BL1020, BL1021
  - b. Introductory Chemistry: CH1030, CH1031
  - c. Introductory Physics: PH1050, PH1051

**Note:** It is strongly recommended that CAS students who intend to enroll in Engineering Technology programs complete both of the Introductory Chemistry courses and both of the Introductory Physics courses.

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Degree and Technical Profile including the following courses (or equivalent):



- i. English (60% minimum) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics (60% minimum) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- iii. Science from one of the following sections:
  - a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
  - b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C
  - c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

#### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and have been out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

#### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

#### Courses

##### Semester 1 and 2

Refer to Engineering Technology (First Year)

##### Semester 3 (Intersession)

Code	Title	Cr	Le	La
SE2150	Safety Certifications	0	0	0
SE1530	Occupational Health and Safety	4	4	0
PO1170	Industrial Chemical Processes	2	1	2
CF3205	Materials and Corrosion	3	3	1
MC1850	Spreadsheet Applications	1	0	2

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

##### Semester 4 (Fall)

Code	Title	Cr	Le	La
CM2800	Oral / Written Communication Skills	3	3	0
FM2102	Fluid Mechanics	3	3	1
MA2100	Mathematics	5	5	0
CL1110	Material Balancing	4	3	2
CH2451	Industrial Chemistry I	4	3	2
PE2801	Industrial Mechanical Systems	4	3	2

##### Semester 5 (Winter)

Code	Title	Cr	Le	La
TD2100	Thermodynamics	3	3	1
PO1180	Unit Operations and Process Design I	4	3	2
CI1130	Process Control I	4	3	2
CH3450	Industrial Chemistry II	4	3	3
SP1420	Asset Maint. & Reliability	3	2	2
PO2010	Water and Wastewater Treatment Operations	4	3	2

#### Semester 6 (Spring)

Code	Title	Cr	Le	La
WC1830	Work Term	5	0	0

*WC1830: (Co-op) (Minimum 10/11 weeks)*

#### Semester 7 (Fall)

Code	Title	Cr	Le	La
PR3150	Project Management and Financial Analysis	4	4	0
CI1150	Process Control II	4	3	2
PO1190	Natural Gas Processing	4	3	2
PR2810	Capstone Project I (Seminar)	0	1	0
TD2120	Thermodynamics	3	3	1
PO1000	Mineral Processing I	5	4	2

*PR2810: The credit hour from PR2810 Capstone Project I (Seminar) in Semester 7 is allotted to PR2811 Capstone Project II in Semester 8.*

#### Semester 8 (Winter)

Code	Title	Cr	Le	La
SE3310	Process Safety and Risk Management	5	4	2
PO1210	Oil Refining	4	3	2
PO1220	Unit Operations and Process Design II	4	3	2
PR2811	Capstone Project II	4	3	0
PO2000	Mineral Processing II	5	4	2

*PR2811: The credit hour from PR2810 Capstone Project I (Seminar) in Semester 7 is allotted to PR2811 Capstone Project II in Semester 8.*

#### Semester 9 (Spring)

Code	Title	Cr	Le	La
CI3821	Process Analyzers	4	3	3
EN3400	Environmental Management and Protection	3	3	0
CI3200	Statistical Process Control	3	3	1

# Civil Engineering Technology (Co-op)

**Start Date:** September

**Credential:** Diploma

**Program Length:** Three Years

**School:** Engineering Technology

**Locations & Delivery Modes:**

- Corner Brook - On Campus delivery
- Ridge Road - On Campus delivery

## PROGRAM DESCRIPTION

The field of civil design and construction plays a central role in the economic viability of many industries and the province as a whole. The civil field includes such areas as residential, commercial, and industrial buildings; harbours, airports, roads, and other transportation facilities; and municipal infrastructure.

Natural resource development projects (hydropower, oil and gas, mineral processing, etc.) will continue to create substantial employment opportunities for Civil Engineering Technology (Co-op) graduates.

The Civil Engineering Technology (Co-op) program will enable graduates to play an important role in the professional team which is responsible for the translation of ideas into the finished product. The program will ensure that the graduates understand the need for, and have the skills to contribute to, the cost effective and efficient planning of construction projects from concept to completion.

Graduates completing this program are automatically eligible for membership in the Association of Engineering Technicians and Technologists of Newfoundland and Labrador (AETTNL), as well as any similar association in Canada.

## ACCREDITATION

This program has been accredited since 1996 (Corner Brook) and 1997 (St. John's) by the Canadian Technology Accreditation Board (CTAB) under the mandate of the Canadian Council of Technicians and Technologists. In 2019, Technology Accreditation Canada (TAC) became the sole accrediting body of engineering technology programs in Canada. TAC will recognize CTAB accredited programs until the accreditation transition period is complete. For this reason, accreditation for the Civil Engineering Technology (Co-op) program in St. John's is extended until March 2021, while the program in Corner Brook is accredited until March 2022.

Graduates with two years of progressive work experience may be eligible to receive the designation of Professional Technologist (P. Tech) upon completion of a Professional Practice and Ethics Exam.

This program is also CEWIL (Co-operative Education and Work-Integrated Learning) accredited.

The academic credentials of graduates of accredited technology programs are recognized internationally by the signatories of the Sydney Accord.

## OBJECTIVES

A graduate of the Civil Engineering Technology (Co-op) program will have the knowledge and skills that will allow him/her to:

1. Analyze the structural reactions of engineering work.
2. Participate in the scheduling of civil engineering projects and monitor the work.
3. Assist in planning, designing, inspecting, supervising, and constructing civil engineering projects.
4. Plan and design municipal infrastructure projects.
5. Assist with designing, inspecting and troubleshooting of transportation infrastructure.

6. Design, calculate and test asphalt and concrete mixes to industry standards and specifications.
7. Carry out engineering survey and construction layouts using conventional survey instruments and GPS systems.

## CURRICULUM

**General education** consisting of Project Management Skills (theoretical and applied), Communication Skills (oral and written), Mathematics, Physics, Chemistry, Electrical and Magnetic Theory, Engineering Graphics, Engineering Technology Awareness.

**Specific education** in various aspects (theory and principles) of the civil discipline including strength of materials, structures, fluid mechanics, soils & foundations, building codes & services and planning & estimating.

**Practical education** in various aspects of the civil discipline including CADD drawings, material testing, highway technology, construction surveying, BIM and GIS.

**Work exposure** consisting of field experience, gained from a compensated work term, in the field of civil engineering technology.

## CAREER OPPORTUNITIES

Graduates may find employment with contractors, consultants, house builders, manufacturers, suppliers, municipalities, provincial and federal governments and their agencies, and many others involved in such projects as the design of off-shore and on-shore structures and facilities, testing and inspection of structural components, estimation, sales, construction surveying, and project management.

## CERTIFICATIONS

In addition to the formal courses listed in the program of studies, students in the Civil Engineering Technology (Co-op) program are required to obtain a certificate of completion of Standard First Aid/Heart Start and WHMIS over their three-year period of studies.

## ENTRANCE REQUIREMENTS

Eligibility for admission to an Engineering Technology program requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation Certificate with 60% overall average in the following (or equivalent):

- i. English (2 credits) (minimum 60%) from: 3201
- ii. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Science (4 credits) two of which must be selected from:  
Biology: 3201  
Physics: 3204  
Chemistry: 3202  
Earth Systems: 3209

**Note:** The remaining two Science credits to be chosen from the highest Science mark in level 1, 2 or 3.

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. Math (60% MINIMUM) MA1040, MA1041
- ii. Two Science courses chosen from one of the following three combinations:
  - a. Introductory Biology: BL1020, BL1021
  - b. Introductory Chemistry: CH1030, CH1031
  - c. Introductory Physics: PH1050, PH1051

**Note:** It is strongly recommended that CAS students who intend to enroll in Engineering Technology programs complete both of the Chemistry courses and both of the Physics courses.

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Degree and Technical Profile including the following courses (or equivalent):

- i. English (60% minimum) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics (60% minimum) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- iii. Science from one of the following sections:
  - a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
  - b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C
  - c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## ARTICULATION

Graduates of Civil Engineering Technology (Co-op) may continue their studies at Memorial University of Newfoundland in the Bachelor of Technology program or may wish to pursue studies at Cape Breton University in the Bachelor of Engineering Technology degree in Environmental Studies. Program graduates may also apply to Lakehead University's to complete a Bachelor of Engineering degree.

### Courses

#### Semester 1 and 2

Refer to Engineering Technology (First Year)

#### Semester 3 (Intersession)

Code	Title	Cr	Le	La
CB2420	Construction Methods	4	4	0
DR1220	Engineering Drawing	2	1	4
SU1200	Plane Surveying	3	1	5

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

#### Semester 4 (Fall)

Code	Title	Cr	Le	La
BU2120	Building Codes and Services	4	4	0
CF2530	Strength of Materials I	4	3	2
CF2710	Materials and Testing I	4	3	2
CM2800	Oral / Written Communication Skills	3	3	0
MA2100	Mathematics	5	5	0
SU1210	Construction Surveying	4	3	3

#### Semester 5 (Winter)

Code	Title	Cr	Le	La
CA2500	Highway Technology	4	3	2
CF2531	Strength of Materials II	4	3	2
CF2711	Materials and Testing II	4	3	2
DR1250	CADD Drawings	2	1	4
MA1530	Statistics	2	2	1
WA1160	Fluid Mechanics	4	4	0
WA1230	Hydrology	2	2	0

#### Semester 6 (Spring)

Code	Title	Cr	Le	La
WC1460	Work Term	5	0	0

*WC1460: 12 weeks minimum*

#### Semester 7 (Fall)

Code	Title	Cr	Le	La
CA2110	Structures I	4	3	2
CA2320	Urban Development I	4	3	2
CA2810	Soils & Foundations I	4	3	2
CG2330	Planning and Estimating I	4	3	2
EN3110	Environmental Engineering	4	4	0
LW1600	Construction Law	3	3	0
PR2250	Capstone Project I (Seminar)	0	1	0

*PR2250: The credit hour from PR2250 Capstone Project I (Seminar) in Semester 7 is allotted to PR2251 Capstone Project II in Semester 8.*

#### Semester 8 (Winter)

Code	Title	Cr	Le	La
CA2111	Structures II	4	3	2
CA2321	Urban Development II	4	3	2
CA2811	Soils & Foundations II	4	4	0
CG2331	Planning & Estimating II	4	3	2
EC1750	Construction Economics	3	3	0
HR2230	Human Relations	3	3	0
PR2251	Capstone Project II	4	3	0

*PR2251: The credit hour from PR2250 Capstone Project I (Seminar) in Semester 7 is allotted to PR2251 Capstone Project II in Semester 8.*

# Computing Systems Engineering Technology (Co-op)

**Start Date:** September

**Credential:** Diploma

**Program Length:** Three Years

**School:** Engineering Technology

**Locations & Delivery Modes:**

- Ridge Road - On Campus delivery

## PROGRAM DESCRIPTION

The Computing Systems Engineering Technology (Co-op) program prepares students for the field of scientific and engineering computing. A combination of programming theory and practice, networking, and electronics ensures the graduate will be prepared to work in the fields of cloud computing and mobile device application development, as well as develop the foundation for the emerging fields of machine learning and Big Data. Graduates will obtain theoretical foundations as well as practical hands on experience with analog electronics, digital systems, including logic, microprocessor interfacing, and embedded microcontrollers and applications. Students will work with mobile devices, robotic systems, and wireless control. Specialized skills in the software stream include, but will not be limited to, object-oriented programming, databases, networking, and modern web technologies. Graduates of this three year program receive the Diploma of Computing Systems Engineering Technology (Co-op).

Graduates completing this program are automatically eligible for membership in the Association of Engineering Technicians and Technologists of Newfoundland and Labrador (AETTNL), as well as any similar association in Canada.

Upon completion of this program graduates may choose to further their education by completing a bachelor degree in technology or engineering at one of several institutions that have articulation agreements with College of the North Atlantic.

Graduates enrolled in this program will also complete courses in the Cisco Networking Academy program which will place them on the path to Cisco certification at the CCNA level.

**Note:** This program may not be suitable for applicants who do not have normal colour perception.

## ACCREDITATION

This program is accredited by the Canadian Technology Accreditation Board under the mandate of the Canadian Council of Technicians and Technologists.

This program is also CEWIL Canada (Co-operative Education and Work-Integrated Learning Canada) accredited.

The academic credentials of graduates of accredited technology programs are recognized internationally by the signatories of the Sydney Accord.

## OBJECTIVES

As engineering technologists, graduates of this program will have the knowledge and skills that will allow them to:

1. Analyze, build, implement, and maintain computing systems and applications.
2. Design, develop, and implement relational database management systems.
3. Develop applications using object-oriented programming methods and practices.
4. Design and develop applications for mobile devices such as smart phones and tablets.
5. Prepare a quality assurance plan for testing and evaluation of software.
6. Design and implement computing systems suitable for cloud computing applications.
7. Specify, select, design, build, and troubleshoot micro-processor or micro-controller based systems.

## CURRICULUM

**General Education** consisting of Project Management Skills (theoretical and applied), Communication Skills (oral and written), Mathematics, Physics, Chemistry, Electrotechnology, Engineering Graphics, Technology Awareness and Student Success.

**Specific education** in various aspects (theory and principles) of the computing engineering discipline including database design, Internet application development, embedded system development, graphical programming, and mobile application development, in addition to digital logic systems, microcontrollers, and IP networking.

**Practical education** in various aspects of the theory and principles of computing and programming.

**Work exposure** Laboratory and field experience, gained from compensated work terms, in the application embedded electronics and computing systems.

## CAREER OPPORTUNITIES

The graduate from the program will be a technologist who specializes in integrating computing technology into consumer and industrial products, who finds employment with hi-tech companies utilizing computers in new and innovative ways.

Graduates with two years of progressive work experience may be eligible to receive the designation of Professional Technologist (P. Tech) upon completion of a Professional Practice and Ethics Exam.

**Note: Students will also be required to complete a number of non-credit co-op education seminars throughout the 3-year program (resume writing, job search skills and interview preparation).**

## CERTIFICATIONS

Students in the Computing Systems Engineering Technology (Co-op) program are required to obtain the following external certifications throughout the program:

- Workplace Hazardous Materials Information System (WHMIS)
- Standard First Aid/Heart Start

**\*Students should be aware that additional fees may apply to external certifications.**

## ENTRANCE REQUIREMENTS

Eligibility for admission to an Engineering Technology program requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation Certificate with 60% overall average in the following (or equivalent):

- English (2 credits) (minimum 60%) from: 3201
- Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- Science (4 credits) two of which must be selected from:  
Biology: 3201  
Physics: 3204  
Chemistry: 3202  
Earth Systems: 3209

**Note:** The remaining two Science credits to be chosen from the highest Science mark in level 1, 2 or 3.

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- Math (60% MINIMUM) MA1040, MA1041
- Two Science courses chosen from one of the following three combinations:



- a. Introductory Biology: BL1020, BL1021
- b. Introductory Chemistry: CH1030, CH1031
- c. Introductory Physics: PH1050, PH1051

**Note:** It is strongly recommended that CAS learners who intend to enroll in Engineering Technology programs complete both of the Chemistry courses and both of the Physics courses.

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Degree and Technical Profile including the following courses (or equivalent):

- i. English (60% minimum) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics (60% minimum) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- iii. Science from one of the following sections:
  - a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
  - b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C
  - c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years of age or older, and have been out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## Courses

### Semester 1 and 2

Refer to Engineering Technology (First Year)

### Semester 3 (Intersession)

Code	Title	Cr	Le	La
CI1110	Signals & Measurements	3	2	2
CP1270	Programming Fundamentals	3	2	2
CI1313	Fabrication Techniques/Network Cabling	3	2	3

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

### Semester 4 (Fall)

Code	Title	Cr	Le	La
AE2330	Analog Electronics I	6	5	2
CP1340	Object Oriented Programming	4	3	2
DP1110	Digital Systems I(Logic)	4	3	2
MA2100	Mathematics	5	5	0
MP2140	Circuit Analysis I	4	3	2

#### Semester 5 (Winter)

Code	Title	Cr	Le	La
CM2800	Oral / Written Communication Skills	3	3	0
CP2530	Data Structures & Algorithms	4	3	3
DP2120	Digital Systems II (Interfacing)	5	4	3
CT2530	POSIX Operating Systems	3	3	1
MA1530	Statistics	2	2	1
CR1107	Network Fundamentals	4	3	3

#### Semester 6 (Spring)

Code	Title	Cr	Le	La
WC1700	Work Term I	5	0	0

*WC1700: 12 weeks minimum*

#### Semester 7 (Fall)

Code	Title	Cr	Le	La
AE3130	Active Circuit Applications	4	3	2
CP3490	Software Engineering	3	2	3
CP3520	Databases	4	3	3
DP3200	Embedded Controller Applications	4	3	2
PR2760	Capstone Project I (Seminar)	0	1	0
CR2402	Switching, Routing & Wireless	4	3	3

*PR2760: The credit hour from PR2760 Capstone Project I (Seminar) in Semester 7 is allotted to PR2761 Capstone Project II in Semester 9.*

#### Semester 8 (Winter)

Code	Title	Cr	Le	La
WC1701	Work Term II	5	0	0

#### Semester 9 (Spring)

Code	Title	Cr	Le	La
CP3521	Web Programming	4	3	3
CP3810	iPhone Application Development	4	3	3
CP3831	Computer Graphics and Game Development	3	2	2
PR3150	Project Management and Financial Analysis	4	4	0
PR2761	Capstone Project II	4	3	0
CR2903	Enterprise Network Security & Automation	4	3	3

*PR2761: The credit hour from PR2760 Capstone Project I (Seminar) in Semester 7 is allotted to PR2761 Capstone Project II in Semester 9.*

# Electrical Engineering Technology (Power and Controls) Co-op

**Start Date:** September

**Credential:** Diploma

**Program Length:** Three Years

**School:** Engineering Technology

**Locations & Delivery Modes:**

- Ridge Road - On Campus delivery

## PROGRAM DESCRIPTION

Electrical Engineering Technology (Power & Controls) Co-op is a three-year cooperative education program providing a comprehensive coverage of the electrical power discipline with emphasis on power systems, control systems and electrical design. The theoretical aspects of this program are complemented by extensive practical components that allow students to gain invaluable experience with installation, operation and maintenance practices. This is further supplemented with real-world experience provided by two work terms.

Graduates completing this program are automatically eligible for membership in the Association of Engineering Technicians and Technologists of Newfoundland and Labrador (AETTNL), as well as any similar association in Canada.

Upon completion of this program graduates may choose to further their education by completing a bachelor degree in technology or engineering at one of several institutions that have articulation agreements with College of the North Atlantic.

**Note:** This program may not be suitable for applicants who do not have normal colour perception.

## ACCREDITATION

This program is accredited by the Canadian Technology Accreditation Board under the mandate of the Canadian Council of Technicians and Technologists.

The academic credentials of graduates of accredited technology programs are recognized internationally by the signatories of the Sydney Accord.

## OBJECTIVES

Upon successful completion of the Electrical Engineering Technology (Power & Controls) Co-op program the graduate will be able to:

1. Evaluate, design and specify facility electrical systems such as power, lighting, heating, control and protection.
2. Design and specify electrical generation, transmission and distribution systems.
3. Design, test, analyze and commission industrial electrical power control systems.
4. Coordinate, plan, direct and interface with other electrical industry professionals as part of a technical support team.
5. Analyze, configure and assist in the electrical design of control systems in commercial and industrial applications employing Programmable Logic Controllers (PLC).
6. Design and specify electrical systems found in electrical utilities and industrial plants.
7. Maintain and troubleshoot electrical equipment such as motors, generators, transformers, protection and control devices.
8. Employ the use of power electronic circuits in the electrical design of commercial and industrial systems utilized by the electrical power industry.
9. Apply knowledge of current applicable codes, practices and safety standards.

## CURRICULUM

**General education** consisting of Communication Skills (oral and written), Mathematics, Physics, Chemistry, Electrotechnology, Engineering Graphics and Technology Awareness.

**Specific education** in various aspects of the electrical power discipline including power systems, analysis, control systems, equipment and techniques and building electrical design.

**Practical education** in various aspects of the electrical workshop including shop tools, electrical wiring, installation and maintenance of electrical equipment and correct application of the Canadian Electrical Code.

**Work exposure** consisting of field experience, gained from compensated work terms, in the field of electrical engineering technology.

## **CAREER OPPORTUNITIES**

Graduates of the Electrical Engineering Technology (Power & Controls) Co-op program can find employment with a wide variety of companies involved in the electrical industry. Typical employers include production plants, oil and gas exploration production companies, refineries, offshore servicing companies, power utilities, pulp and paper mills, electrical sales and service groups, shipyards, provincial and federal government departments and consulting engineering companies.

Graduates with two years of progressive work experience may be eligible to receive the designation of Professional Technologist (P. Tech) upon completion of a Professional Practice and Ethics Exam.

## **CERTIFICATIONS**

In addition to the formal courses listed in the program of studies, students in the Electrical Engineering Technology (Power & Controls) Co-op program are required to obtain the following external certifications prior to start of Work Term I:

- Workplace Hazardous Materials Information System (WHMIS)
- Standard First Aid/Heart Start
- Arc Flash Awareness

**\*Students should be aware that additional fees may apply to external certifications.**

## **ENTRANCE REQUIREMENTS**

Eligibility for admission to an Engineering Technology program requires the applicant to meet one of the following academic criteria:

### **1. High School**

High School Graduation Certificate with 60% overall average in the following (or equivalent):

- i. English (2 credits) (minimum 60%) from: 3201
- ii. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Science (4 credits) two of which must be selected from:  
Biology: 3201  
Physics: 3204  
Chemistry: 3202  
Earth Systems: 3209

**Note:** The remaining two Science credits to be chosen from the highest Science mark in level 1, 2 or 3.

### **2. Comprehensive Arts and Science (CAS) Transition**

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. Math (60% MINIMUM) MA1040, MA1041
- ii. Two Science courses chosen from one of the following three combinations:
  - a. Introductory Biology: BL1020, BL1021
  - b. Introductory Chemistry: CH1030, CH1031
  - c. Introductory Physics: PH1050, PH1051

**Note:** It is strongly recommended that CAS students who intend to enroll in Engineering Technology programs complete both of the Chemistry courses and both of the Physics courses.

### **3. Adult Basic Education (ABE)**

Adult Basic Education (Level III) Graduation with Degree and Technical Profile including the following courses (or equivalent):

- i. English (60% minimum) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics (60% minimum) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- iii. Science from one of the following sections:
  - a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
  - b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C
  - c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

#### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

#### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

#### Courses

##### Semester 1 and 2

Refer to Engineering Technology (First Year)

##### Semester 3 (Intersession)

Code	Title	Cr	Le	La
ET2100	Electrotechnology	3	2	2
AE1240	Electronic Devices	5	4	2
CI1313	Fabrication Techniques/Network Cabling	3	2	3

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

##### Semester 4 (Fall)

Code	Title	Cr	Le	La
DR2320	Engineering Graphics for Electrical	2	1	2
MA2100	Mathematics	5	5	0
MP2300	AC Circuits	4	3	3
MP2910	DC Machines	4	3	2
DP1310	Introduction to Programmable Logic Controllers	4	3	3
PE2105	Electrical Practices	2	1	3

##### Semester 5 (Winter)

Code	Title	Cr	Le	La
MA1670	Statistics	4	4	1
CM2800	Oral / Written Communication Skills	3	3	0
DP2540	Advanced Programmable Logic Controllers	4	3	3
MP2350	Transformers	4	3	3
MP2920	AC Machines	4	3	2
PE2500	Electrical Practices	2	1	3

#### Semester 6 (Spring)

Code	Title	Cr	Le	La
MP2230	Power System Harmonics	2	3	2
AE2260	Electronic Power Devices and Circuits	5	7	4
MP1700	Control Engineering	2	3	2
PE2501	Electrical Practices	2	1	3

*Students in Electrical Engineering Technology (Power & Controls) Co-op completed MP2230, AE2260, MP1700, and PE2501 (6 weeks) prior to beginning their Work Term.*

#### Required

Code	Title	Cr	Le	La
WC1200	Work Term I	5	0	0

*WC1200: minimum 11 weeks*

*The Course and Lab hours per week are based on a 15 week semester. The Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

#### Semester 7 (Fall)

Code	Title	Cr	Le	La
PR1415	Capstone Project I (Seminar)	0	1	0
MP3250	Emergency Standby Systems and Alternative Energy Sources	3	3	0
MP3215	Power Systems: Analysis	4	3	3
MP3110	Motor Control Systems	4	3	3
CI1210	Instrumentation Controls & Automation	3	2	2
PE3101	Electrical Practices (Facility Design)	4	3	2
PR3150	Project Management and Financial Analysis	4	4	0

*PR1415: The credit hour for PR1415 Capstone Project I (Seminar) is transferred to PR1425 Capstone Project II in Semester 9.*

#### Semester 8 (Winter)

Code	Title	Cr	Le	La
WC1201	Work Term II	5	0	0

#### Semester 9 (Spring)

Code	Title	Cr	Le	La
PR1425	Capstone Project II	4	3	0
MP3225	Power Systems: Analysis & Operation	4	3	3
MP3150	Power Devices and Motor Drives	4	3	3
CI3600	Industrial Process Control	4	3	3
PE4110	Electrical Practices (Facility Design)	4	3	3

*PR1425: The credit hour for PR1415 Capstone Project I (Seminar) is transferred to PR1425 Capstone Project II in Semester 9.*

# Electronic Systems Engineering Technology (Co-op)

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Engineering Technology

**Locations & Delivery Modes:**

- Corner Brook - On Campus delivery

## PROGRAM DESCRIPTION

The Electronic Systems Engineering Technology (Co-op) program focuses on planning, designing, commissioning, servicing, troubleshooting, and decommissioning electronic systems. This general program enables graduates the opportunity to seek careers in a wide variety of technology areas, including electronic communications systems, computer network systems, industrial control systems, and surveillance and navigation systems.

The program is designed to provide graduates with the skills and knowledge required to implement and work with modern communication systems using digital and fiber optics principles, embedded microcontrollers, applications including robotic controls, artificial intelligence, wireless control and industrial instrumentation & controls. Thanks to the widespread proliferation of sophisticated systems around the world, the demand for well-qualified electronics technologists is, and will be, high for years to come.

Graduates of this accredited program automatically satisfy the academic requirements for membership in the Association of Engineering Technicians and Technologists of Newfoundland and Labrador (AETTNL), and qualify for certification with the appropriate work experience and references. Students enrolled in this program are eligible for full student membership after the first year. Certification credentials are transferrable across provincial associations.

Upon completion of this program, graduates may choose to further their education by completing a bachelor degree in technology or engineering at one of several institutions that have articulation agreements with College of the North Atlantic.

## ACCREDITATION

This program is currently accredited by the Canadian Technology Accreditation Board (CTAB), which was acquired by Technology Accreditation Canada (TAC) in November 2019. TAC operates under the mandate of the Canadian Council of Technicians and Technologists, and is now the only national accreditation body for Engineering Technician and Technologist Programs.

The academic credentials of graduates of both CTAB- and TAC- accredited engineering technology programs are currently recognized internationally by the signatories of the Sydney Accord.

**Note:** This program may not be suitable for applicants who do not have normal colour perception.

## OBJECTIVES

As an Electronic Systems Engineering Technologist, the graduate will have the knowledge and skill that will allow him/her to:

1. Demonstrate a high level of skill in the application of electronics principles.
2. Produce electrical and electronics drawings, layouts and reports.
3. Apply the skills and techniques to troubleshoot logic and digital circuits, and embedded microprocessor-based and microcontroller-based systems, including assembly and high-level language programs.
4. Design, assemble, maintain, and troubleshoot analog and digital communication systems.
5. Install, analyze and maintain industrial instrumentation and process control equipment.

6. Apply appropriate troubleshooting techniques to electronic circuits or systems, and generate and perform test procedures.
7. Determine, select, recommend and justify the purchase of electronic equipment, components and systems.
8. Modify, maintain, repair and recommend electronic equipment and systems.
9. Design, build, test and troubleshoot electronic circuits, equipment, systems and subsystems.
10. Analyze and troubleshoot computer networks.
11. Apply current industry practices of project management and business principles.

## **CURRICULUM**

**General education** consisting of Project Management Skills (theoretical and applied), Communication Skills (oral and written), Mathematics, Physics, Electrical and Magnetic Theory, Engineering Graphics, Engineering Technology Awareness.

**Specific education** in various aspects (theory and principles) of the Electronic Systems Engineering Technology profession including the theory and application of analog and digital electronics with specialized emphasis on Analog and Digital Communication Systems, Computer Programming, Microprocessor Interfacing Systems, Industrial Process Control Systems, and Networking.

**Practical education** employing labs and shops focused on installation, configuration, operation and maintenance training associated with digital communications, wireless communications systems, microcontrollers, computer networks, cabling systems, and industrial process control systems.

## **CAREER OPPORTUNITIES**

Job prospects for the electronics industry are expected to be strong in the foreseeable future. The Electronics Systems Engineering Technology program is designed to produce a well-rounded graduate who will be capable of working in a variety of electronic related fields. Graduates of the program will find rewarding employment in both the service and support side of the electronics industry as well as the consumer side. They will obtain employment in the areas of telecommunications, manufacturing sales, service, and support, computer sales, service and support, provincial and federal agencies, consulting firms, business equipment sales and service, industrial sales and service, aircraft surveillance and navigation, R&D and utility companies.

Graduates with two years of progressive work experience may be eligible to receive the designation of Professional Technologist (P. Tech) upon completion of a Professional Practice and Ethics Exam.

**Note: Students will be required to complete one-day non-credit educational seminars throughout the program in: Program Solving and Decision Making, Environmental Citizenship and Ethics, and Technology Awareness.**

## **CERTIFICATIONS**

In addition to the formal courses listed in the program of studies, students in the Electronic Systems Engineering Technology (Co-op) program are required to obtain the following certificates of completion prior to WC1310 Co-op Work Term, Semester 3:

- Standard First Aid/Heart Start
- Workplace Hazardous Materials and Information Systems (WHMIS)
- Power Line Hazards Awareness
- Confined Space
- Fall Protection

## **ENTRANCE REQUIREMENTS**

Eligibility for admission to Electronic Systems Engineering Technology (Co-op) program requires the applicant to meet one of the following academic criteria:



## 1. High School

High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English (2 credits) (minimum 60%) from: 3201
- ii. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (70% minimum), 3201 (70% minimum)
- iii. Science (4 credits) two of which must be selected from:

Biology: 3201

Physics: 3204

Chemistry: 3202

Earth Systems: 3209

**Note:** The remaining two Science credits to be chosen from the highest Science mark in level 1, 2 or 3.

## 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. Math (70% minimum) MA1040, MA1041
- ii. Two Science courses chosen from one of the following three combinations:
  - a. Introductory Biology: BL1020, BL1021
  - b. Introductory Chemistry: CH1030, CH1031
  - c. Introductory Physics: PH1050, PH1051

**Note:** It is strongly recommended that CAS learners who intend to enroll in Engineering Technology programs complete both of the Chemistry courses and both of the Physics courses.

## 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Degree and Technical Profile including the following courses (or equivalent):

- i. English (60% minimum) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics (70% minimum) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- iii. Science from one of the following sections:
  - a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
  - b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C
  - c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

## 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

## 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

## Courses

### Semester 1 (Fall)

Code	Title	Cr	Le	La
ET1140	AC/DC Fundamentals	9	8	4
MA1101	Mathematics	5	5	0
CM1460	Writing for the Workplace	2	2	0
CI1321	Electrical/Electronic Fabrication Techniques	3	2	3
PH1140	Applied Physics	4	3	2

#### Semester 2 (Winter)

Code	Title	Cr	Le	La
AE2360	Analog Electronics I	6	5	2
DP1110	Digital Systems I(Logic)	4	3	2
CR1107	Network Fundamentals	4	3	3
CT2300	Applied Programming	4	3	2
CI1110	Signals & Measurements	3	2	2
MC1850	Spreadsheet Applications	1	0	2

#### Semester 3 (Spring)

Code	Title	Cr	Le	La
CE3430	Network Cabling	4	3	3
WC1310	Co-op Work Term	5	0	0

Students in Electronic Systems Engineering Technology (Co-op) complete CE3430 (3 weeks) prior to beginning their Work Term.

### CERTIFICATIONS

In addition to the formal courses listed in the program of studies, students in the Electronic Systems Engineering Technology (Co-op) program are required to obtain the following certificates of completion prior to WC1310 Co-op Work Term,

Semester 3:

- Standard First Aid/Heart Start
- Workplace Hazardous Materials and Information Systems (WHMIS)
- Power Line Hazards Awareness
- Confined Space
- Fall Protection

**\*Students should be aware that additional fees may apply to external certifications.**

#### Semester 4 (Fall)

Code	Title	Cr	Le	La
EG2120	Applied Engineering Drafting	2	1	2
PR3150	Project Management and Financial Analysis	4	4	0
CM2800	Oral / Written Communication Skills	3	3	0
AE2365	Analog Electronics II	5	4	2
DP2110	Digital Systems II (Interfacing)	5	4	3
CE2730	RF Transmission & Antennas	4	3	2
PR2790	Capstone Project I (Seminar)	0	1	0

#### Semester 5 (Winter)

Code	Title	Cr	Le	La
MA2100	Mathematics	5	5	0
AE3300	Industrial Electronics	4	3	2
DP3200	Embedded Controller Applications	4	3	2
CP2000	Embedded Linux	3	2	2
CE2280	Modulation and Encoding	5	4	2
PR2791	Capstone Project II	4	3	0

#### Semester 6 (Intersession)

Code	Title	Cr	Le	La
AE3301	Process Control	5	4	2
CE3110	Wireless Communications Systems	5	4	3
MA1530	Statistics	2	2	1

The Course and Lab hours per week are based on a 15-week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.

# Electronics Engineering Technology (Biomedical)

**Start Date:** September

**Credential:** Diploma

**Program Length:** Three Years

**School:** Engineering Technology

**Locations & Delivery Modes:**

- Ridge Road - On Campus delivery

## PROGRAM DESCRIPTION

Health care environments have become more dependent on electronic medical diagnostic and therapeutic equipment that must be operated and maintained with great accuracy. Graduates of this program are part of an integrated health care team who install and maintain this equipment as well as their supporting computer systems. Graduates also assist other health care professionals in the optimization of equipment usage. The coordinated use and maintenance of this equipment must be completed in accordance with applicable codes, statutes and associated regulations.

The Electronics Engineering Technology (Biomedical) program is a biomedical engineering technology program with a strong foundation in electronics. Students enrolled in this program also receive training in the areas of biomedical instrumentation, microprocessor applications in the health care setting, anatomy and physiology, chemistry, biochemistry, health care and safety. This comprehensive program concludes with a practicum where students are provided with the opportunity to work in hospital-based biomedical departments or with medical equipment sales and service companies.

**Note:** This program may not be suitable for applicants who do not have normal colour perception.

## ACCREDITATION

This program is currently accredited by the Canadian Technology Accreditation Board (CTAB), which was acquired by Technology Accreditation Canada (TAC) in November 2019. TAC operates under the mandate of the Canadian Council of Technicians and Technologists, and is now the only national accreditation body for Engineering Technician and Technologist Programs. The academic credentials of graduates of both CTAB and TAC accredited technology programs are recognized internally by the signatories of the Sydney Accord.

## OBJECTIVES

As engineering technologists, graduates of this program will have the knowledge and skill that will allow him/her to:

1. Employ specialized biomedical test instrumentation including patient parameter simulators and analyzers, pressure and flow measurement devices, electrosurgical analyzers and electrical safety analyzers.
2. Troubleshoot, maintain, and calibrate complex, electro-medical equipment utilizing industry recognized techniques and protocols.
3. Demonstrate proficiency in the safe operation of electro-medical devices including patient care monitoring systems, defibrillators, electro-surgery units, diagnostic medical imaging systems, clinical laboratory instrumentation, dialysis delivery systems, respiratory care devices and other diagnostic, therapeutic and patient care instruments.
4. Modify, design, and construct medical electronic devices through the application of electronic and patient data-acquisition principles.
5. Apply an engineering approach to problem solving with respect to medical equipment systems, to enable the graduate to readily upgrade their knowledge and skills.
6. Demonstrate an awareness of and concern for patient and staff safety in the health care environment.
7. Maintain and operate Linux-based instrumentation within a wireless networking environment.

## CURRICULUM

**General education** consisting of Communication Skills (oral and written), Mathematics, Physics, Chemistry, Electrotechnology, Engineering Graphics, Technology Awareness and Student Success.

**Specific education** in the theory and application of analog and digital electronics with a specialized emphasis on biomedical instruments, equipment and techniques and the interconnected computer systems associated with a modern healthcare environment.

**Practical education** in a Health Care environment through curriculum integrated labs.

**Work exposure** consisting of field experience, gained from the biomedical practicum.

## **CAREER OPPORTUNITIES**

The graduates of this program may enter the work force in the employment of hospital biomedical engineering departments, with manufacturers and distributors of biomedical instrumentation, as well as independent sales and service organizations. Employment may include design and development of medical instrumentation, as well as purchase evaluation, acceptance testing, preventive and demand maintenance and operator training.

Graduates with two years of progressive work experience may be eligible to receive the designation of Professional Technologist (P. Tech) upon completion of a Professional Practice and Ethics Exam.

Upon recognition as a P.Tech and supplemental relevant experience in the field of biomedical engineering technology the graduate may be eligible to write certification examinations to be recognized as a Certified Biomedical Engineering Technologist (CBET). In many jurisdictions of Canada this certification is a requirement for advanced practice of the profession.

## **CERTIFICATIONS**

In addition to the formal courses listed in the program of studies, students in the Electronics Engineering Technology (Biomedical) program are required to obtain a certificate of completion of Standard First Aid/Heart Start and WHMIS over their three-year period of studies.

**\*Students should be aware that additional fees may apply to external certifications.**

## **ENTRANCE REQUIREMENTS**

Eligibility for admission to an Engineering Technology program requires the applicant to meet one of the following academic criteria:

### **1. High School**

High School Graduation Certificate with 60% overall average in the following (or equivalent):

- i. English (2 credits) (minimum 60%) from: 3201
- ii. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Science (4 credits) two of which must be selected from:  
Biology: 3201  
Physics: 3204  
Chemistry: 3202  
Earth Systems: 3209

**Note:** The remaining two Science credits to be chosen from the highest Science mark in level 1, 2 or 3.

### **2. Comprehensive Arts and Science (CAS) Transition**

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. Math (60% MINIMUM) MA1040, MA1041
- ii. Two Science courses chosen from one of the following three combinations:
  - a. Introductory Biology: BL1020, BL1021
  - b. Introductory Chemistry: CH1030, CH1031
  - c. Introductory Physics: PH1050, PH1051

**Note:** It is strongly recommended that CAS students who intend to enroll in Engineering Technology programs complete both of the Chemistry courses and both of the Physics courses.

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Degree and Technical Profile including the following courses (or equivalent):

- i. English (60% minimum) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics (60% minimum) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- iii. Science from one of the following sections:
  - a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
  - b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C
  - c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

### Courses

Semester 1 and 2

Refer to Engineering Technology (First Year)

Semester 3 (Intersession)

Code	Title	Cr	Le	La
CI1110	Signals & Measurements	3	2	2
CI1313	Fabrication Techniques/Network Cabling	3	2	3
CT2300	Applied Programming	4	3	2

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

Semester 4 (Fall)

Code	Title	Cr	Le	La
MP2140	Circuit Analysis I	4	3	2
AE2330	Analog Electronics I	6	5	2
DP1110	Digital Systems I (Logic)	4	3	2
MA2100	Mathematics	5	5	0
CM2800	Oral / Written Communication Skills	3	3	0
CG1205	Health Care and Safety	3	2	2

Semester 5 (Winter)

Code	Title	Cr	Le	La
AE2331	Analog Electronics II	4	3	2
CE2280	Modulation and Encoding	5	4	2
DP2120	Digital Systems II (Interfacing)	5	4	3
ET2150	Advanced Circuit Analysis	5	5	0
CR1107	Network Fundamentals	4	3	3

**Semester 6 (Intersession)**

Code	Title	Cr	Le	La
CI1221	BET Electromechanical Systems	3	2	3
MA1530	Statistics	2	2	1
BL1300	Anatomy & Physiology	3	3	0

**Semester 7 (Fall)**

Code	Title	Cr	Le	La
AE3130	Active Circuit Applications	4	3	2
CI3400	Biomedical Instrumentation I	4	3	4
DP3200	Embedded Controller Applications	4	3	2
PR2830	Capstone Project I (Seminar)	0	1	0
PR3150	Project Management and Financial Analysis	4	4	0
CR2402	Switching, Routing & Wireless	4	3	3

*PR2830: The credit hour from PR2830 Capstone Project I (Seminar) in Semester 7 is allotted to PR2831 Capstone Project II in Semester 8.*

**Semester 8 (Winter)**

Code	Title	Cr	Le	La
TM1111	Medical Terminology	2	2	0
CP2000	Embedded Linux	3	2	2
CI3412	Biomedical Instrumentation II	5	4	4
CI3510	Advanced Medical Systems	4	3	4
PR2831	Capstone Project II	4	3	0
CR2903	Enterprise Network Security & Automation	4	3	3

*PR2831: The credit hour from PR2830 Capstone Project I (Seminar) in Semester 7 is allotted to PR2831 Capstone Project II in Semester 8.*

**Semester 9 (Intersession)**

Code	Title	Cr	Le	La
WT1700	Biomedical Practicum	0	0	7 wks

**Note:** The final semester of year 3 is a 7 week practicum. As well, in the third year of the program, there are regular site visits to health care facilities. While the requirements for all Health Boards are not the same, it is standard for any government position to provide a letter of conduct from local law enforcement (typically RNC or RCMP). Due to the nature of the work in Health care and its inherent risk, it is also required that health vaccination records be updated and any outstanding vaccinations be received prior to commencement of the practicum. As well as any allergies or sensitivities should be identified at this time. These requirements are initiated and need to be completed during Semester 8 (winter semester, year 3).

A letter of conduct will also be required for registration in some courses in semesters 7 and 8.

## Engineering Technology (First Year)

**Start Date:** September

**Credential:** Courses only

**Program Length:** Two Semesters

**School:** Engineering Technology

### **Locations & Delivery Modes:**

- Burin - On Campus delivery
- Carbonear - On Campus delivery
- Corner Brook - On Campus delivery
- Gander - On Campus delivery
- Ridge Road - On Campus delivery

### **SELECTION PROCESS**

The college offers a common first year in the Engineering Technology. This allows students to complete the first two semesters of the engineering technology program that they have been accepted to at one of four CNA campuses that offer first year engineering technology. After completing the first two semesters, students must enter the campus which offers the program of their choice to complete the seven week Intersession (May, June), and the subsequent years of their program.

Individuals must submit their application to the campus where they intend to complete the first two semesters of their program. This begins a first come, first served provincial process which reserves a seat at the designated campus for the appropriate Intersession, and subsequent years of program study.

After successful completion of the first two semesters students progress to the Intersession in the program for which a seat has already been reserved. Any student who, after registration, wishes to change his/her original program choice **MUST** apply for a Program Transfer (see below).

### **CERTIFICATIONS**

In addition to the formal semester courses listed in the program of studies, students may be required to obtain a certificate of completion of Standard First Aid/Heart Start over their three-year period of studies.

**\*Students should be aware that additional fees may apply to external certifications.**

### **TRANSFER PROCESS**

If a student wishes to change his/her original program choice, he/she **MUST** request a program transfer and complete the appropriate form (Request to Transfer Form) which is available through the Registrar's Office.

Applicants cannot request a change in program prior to entry into the first year. A request to transfer does not guarantee entry into one's alternate, "new" program choice. Program transfer will be granted only if sufficient space is available. The following conditions apply:

1. The Request to Transfer Form must be received at the Registrar's Office by the second Friday of February.
2. Transfers are granted based on 1) space availability and 2) the student's weighted average at the end of semester one. In cases where the student has been exempted from courses in the first semester, the mark(s) obtained by the student at another postsecondary institution or high school will be used in calculating the weighted average.

## ENTRANCE REQUIREMENTS

Eligibility for admission to an Engineering Technology program requires the applicant to meet one of the following four academic criteria:

### 1. High School

High School Graduation Certificate with a 60% overall average in the following (or equivalent):

i. English (2 credits) (minimum 60%) from: 3201

ii. Mathematics (4 credits) chosen from:

Advanced: 2200, 3200 (50% minimum in each course)

Academic: 2201 (50% minimum), 3201 (60% minimum)

**Note:** Students who received a combined average of 70% in high school Academic Mathematics 2201 and 3201, or a pass in both high school

Advanced Mathematics 2200 and 3200 can be exempted from Math 1700. Students must apply for the exemption.

iii. Science (4 credits) two of which must be selected from:

Biology: 3201

Physics: 3204

Chemistry: 3202

Earth Systems: 3209

**Note:** The remaining two Science credits to be chosen from the highest Science mark in level 1, 2 or 3.

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

i. Math (60% minimum) MA1040, MA1041

ii. Two Science courses chosen from one of the following three combinations:

a. Introductory Biology: BL1020, BL1021

b. Introductory Chemistry: CH1030, CH1031

c. Introductory Physics: PH1050, PH1051

**Note:** It is strongly recommended that CAS students who intend to enroll in Engineering Technology programs complete both of the Chemistry courses and both of the Physics courses.

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Degree and Technical Profile including the following courses (or equivalent):

i. English (60% minimum) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C

ii. Mathematics (60% minimum) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C

iii. Science from one of the following sections:

a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C

b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C

c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.



## TRANSFERABILITY

Currently there are a number of agreements in place with other colleges and universities where students can obtain advanced standing into Engineering and Bachelor of Engineering Technology Programs.

- Memorial University – Bachelor of Technology
- Lakehead University – Bachelor of Engineering
- Cape Breton University – Bachelor of Engineering Technology
- Athabasca University – Bachelor of Science (Post Diploma)
- Camosun College - Engineering Bridge Programs for:
- University of Victoria - Bachelor of Engineering
- University of British Columbia – Bachelor of Engineering
- College of the North Atlantic – Other engineering technology programs (on a course by course basis). Every effort has been made to ensure that the maximum numbers of transfer credits are attainable by articulating new and revised courses for common curriculum areas.

### Courses

#### Semester 1 (Fall)

Code	Title	Cr	Le	La
CM1400	Technical Report Writing I	3	3	0
ET1100	Electrotechnology	4	3	2
MA1700	Mathematics	4	3	2
PH1100	Physics	4	3	2
EG1110	Engineering Graphics	3	2	2
CH1120	Chemistry	4	3	2
SD1170	Technology Awareness I	0	1	0

*MA1700: Admission into the appropriate Mathematics course will be decided by the grade in high school math.*

*Students who received a combined average of 70% in high school Academic Mathematics 2201 and 3201, or a pass in both high school Advanced Mathematics 2200 and 3200 can be exempted from MA1700 Mathematics. Students must apply for the exemption.*

*Note: Students may apply for an exemption from MA1700 provided they meet the appropriate high school level in Mathematics as noted above.*

#### Semester 2 (Winter)

Code	Title	Cr	Le	La
CH1121	Chemistry	4	3	2
PH1101	Physics	4	3	2
MA1101	Mathematics	5	5	0
ET1101	Electrotechnology	4	3	2
CM1401	Technical Report Writing II	3	3	0
EG1430	AutoCAD Essentials	3	2	2
SD1171	Technology Awareness II	2	1	0

*MA1101: Admission into the appropriate Mathematics course will be decided by the grade in high school math.*

# Environmental Engineering Technology (Co-op)

**Start Date:** September 2023

**Credential:** Diploma

**Program Length:** Two Years

**School:** Engineering Technology

**Locations & Delivery Modes:**

- Corner Brook - On Campus delivery

**Note:**

Alternate year intake.

## PROGRAM DESCRIPTION

The Environmental Industry is one of the fastest growing sectors of the economy. The industry needs a supply of skilled technical people to meet the challenges of the 21st century by reducing environmental pollution and maintaining the well-being of ecosystems. Students of the Environmental Engineering Technology program will receive multidisciplinary training in chemical, biological, and soil science and apply these skills using engineering principles for the protection and improvement of public health and the environment, including air, water, land resources, and sustainable development.

Environmental Engineering Technology graduates have advanced skills in the use of environmental sampling, monitoring & testing, data analysis, and information technology tools. They have the ability to manage environmental projects from planning through to implementation and the maintenance phase. They have applied knowledge of health, safety and environmental requirements and can contribute to risk assessment and environmental systems management.

Environmental Engineering Technologists are involved in water treatment, water and air pollution control, recycling, waste disposal, and public health issues. They are concerned with land protection and reclamation, industrial & hazardous waste containment and treatment, and municipal solid waste management, including the recycling of materials and energy recovery. They conduct hazardous-waste management studies, and help develop regulations for environmental protection. They conduct research on the environmental impact of proposed infrastructure and resource development projects, analyze scientific data, and perform quality-control checks. Many Environmental Engineering Technologists work as consultants, helping their clients to comply with regulations and to clean up hazardous sites.

The college offers a two year Co-operative education diploma program in Environmental Engineering Technology. The co-operative education component affords graduates the opportunity to combine practical work experience with academic learning.

Upon completion of this program graduates may choose to further their education by completing a bachelor degree in technology or engineering at one of several institutions that have articulation agreements with College of the North Atlantic. Graduates completing this program are automatically eligible for membership in the Association of Engineering Technicians and Technologists of Newfoundland and Labrador and Labrador (AETTNL), as well as any similar association in Canada.

## ACCREDITATION

College of the North Atlantic will seek accreditation for this program from Technology Accreditation Canada.

## OBJECTIVES

As an Environmental Engineering Technologist, the graduate will have the knowledge and skill that will allow him/her to:

1. Perform and interpret environmental procedures for air and water pollution control, and hazardous waste management.
2. Apply basic principles of science and engineering to environmental processes.
3. Select, evaluate, operate, calibrate, test, troubleshoot and maintain instrumentation common to the discipline.
4. Plan, design and implement environmental impact, assessment and remediation programs.

5. Demonstrate the methods of recognition, evaluation and control of hazards to people, facilities, equipment and the environment.
6. Collect representative environmental samples, perform routine and specialized tests and interpret results, using current and relevant tools.
7. Carry out work responsibilities adhering to the standards of professional conduct and principles of professional ethics.
8. Contribute to the development, implementation and maintenance of environmental management systems.
9. Apply the knowledge, techniques, skills, and modern tools of the discipline to broadly-defined environmental engineering technology activities.
10. Establish and maintain a safe work environment by following and enforcing environmental and safety standards and adhering to established legislation, practices, and procedures.

## CURRICULUM

**General education** consisting of Project Management Skills (theoretical and applied), Communication Skills (oral and written), Mathematics, Chemistry, Biology, Soils, Environmental Law, Environmental Sustainability and Occupational Health and Safety.

**Specific education** in various aspects (theory and principles) of the Environmental Engineering discipline including Environmental Sampling, Industrial Hygiene, Air and Water Pollution Control, Environmental Engineering, Geographic Information Systems (GIS), Environmental Processes and Auditing, and Environmental Impact, Assessment and Remediation.

**Practical education** in various aspects of Environmental Engineering applications including Health Safety and Environmental (HSE) Audits, Environmental Sampling, Environmental Analysis and Environmental Assessment procedures.

**Work exposure** consisting of field experience, gained from a compensated work terms, in the field of HSE and Environmental Engineering.

Graduates are able to enter the work force as highly skilled employees with the capability to manage environmental and municipal infrastructure projects and to analyze and remediate urban environments.

## CAREER OPPORTUNITIES

Graduates are prepared to take a proactive approach to all aspect of Environmental Engineering Technology and Occupational Health and Safety management. They may find employment in a wide range of environmental careers, such as:

Environmental Consultants, Watershed Specialists, Environmental Engineering Technologists, Environmental Protection Officers, Groundwater Specialists, Industrial and Municipal Water/Wastewater Plant Operators, Landfill Site Technologist, Water Quality Specialists, Environmental Basement Supervisor, Environmental Auditor, Industrial Hygienist, HSE advisor, Safety Coordinators, and Occupational Health and Safety Officers. Potential employment opportunities include health care, construction, waste management, oil and gas, pulp and paper, mining, manufacturing, government, and engineering consulting firms.

## PROGRAM TRANSFERABILITY

Graduates of the Environmental Engineering Technology (Co-op) program who wish to pursue additional post-secondary studies can apply for entry with advanced standing at a number of Canadian Universities that the College has established credit transfer agreements with. Please refer to the Department of Advanced Education and Skills transfer guide, or contact your intended university or college.

Transfer Agreements:

- University of New Brunswick - Fredericton, NB

## CERTIFICATIONS

In addition to the formal courses listed in the program of studies, students in the Environmental Engineering Technology (Co-op) program are required to obtain the following certificates of completion prior to the work term in Semester 6:

- Standard First Aid/Heart Start
- Workplace Hazardous Materials and Information Systems (WHMIS)
- Transportation of Dangerous Goods (TDG)
- Powerline Hazards Awareness
- OHS/Back Injury Prevention
- Pleasure Craft Operator

**\*Students should be aware that additional fees may apply to external certifications.**

Students will also be required to complete a number of non-credit co-op education seminars throughout the first year of the program to prepare for their co-op work placement.

## ENTRANCE REQUIREMENTS

Eligibility for admission to the Environmental Engineering Technology (Co-op) program requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English (2 credits) (minimum 60%) from: 3201
- ii. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Science (4 credits) two of which must be chosen from:  
Biology: 3201  
Physics: 3204  
Chemistry: 3202  
Earth Systems: 3209

Note: The remaining two Science credits to be chosen from the highest Science mark in level 1, 2 or 3.

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. Math MA1040, MA1041
- ii. Two Science courses chosen from one of the following three combinations:
  - a. Introductory Biology: BL1020, BL1021
  - b. Introductory Chemistry: CH1030, CH1031
  - c. Introductory Physics: PH1050, PH1051

Note: It is recommended that CAS learners who intend to enroll in the Environmental Engineering Technology (Co-op) Diploma program complete both of the Introductory Chemistry courses and both of the Introductory Biology courses.

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Degree and Technical Profile including the following courses (or equivalent):

- i. English 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- iii. Science from one of the following sections:
  - a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
  - b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C
  - c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular

programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## SPECIAL REQUIREMENTS

Because of the extensive field and laboratory exposure incorporated into this program, students will be required to obtain specialized clothing and equipment that includes a lab coat, safety glasses, graphics calculator, compass, CSA Safety Boots, CSA hardhat, rain gear, and other clothing appropriate for outdoor work.

## Courses

### Semester 1

Code	Title	Cr	Le	La
BL1100	Biology	4	3	2
CM1460	Writing for the Workplace	2	2	0
MA1100	Mathematics	5	4	2
EN1210	Geomatics I (Practical)	1	0	2
EN1520	Environmental Sampling Techniques	3	2	2
EN1110	Soil Fundamentals	4	3	2
CH1120	Chemistry	4	3	2

### Semester 2

Code	Title	Cr	Le	La
MA1140	Applied Mathematics	5	4	2
EN2300	Environmental Law	3	3	0
CH1121	Chemistry	4	3	2
EN2321	Occupational Health and Safety	3	2	2
CM2800	Oral / Written Communication Skills	3	3	0
EN3200	Environmental Impact Assessment	3	3	0
MC1850	Spreadsheet Applications	1	0	2

### Semester 3

Code	Title	Cr	Le	La
WC1520	Co-op Work Term	5	0	0

### Semester 4

Code	Title	Cr	Le	La
CH2715	Analytical Chemistry	4	3	3
EY2110	Ecology	4	3	2
EN1220	Industrial Hygiene	4	3	2
MA1670	Statistics	4	4	1
EN2410	Environmental Sustainability	2	2	0
EN3111	Environmental Engineering I	4	3	2
PR1410	Capstone Project I (Seminar)	0	1	0

\*The credit hour from PR1410 Capstone Project I (Seminar) in Semester 4 is allotted to PR1420 Capstone Project II in Semester 6.

### Semester 5

Code	Title	Cr	Le	La
EN1230	Geomatics II (GIS)	3	2	3
EN1600	Environmental Assessment	3	2	2
EN3120	Environmental Engineering II	4	3	2

Code	Title	Cr	Le	La
EN1531	Water Quality	4	3	2
EN3300	Environmental Auditing	4	3	2
PR3150	Project Management and Financial Analysis	4	4	0

#### Semester 6

Code	Title	Cr	Le	La
EN2545	Water and Waste Water Treatment	4	3	2
EN1601	Environmental Assessment II	4	3	2
PR1420	Capstone Project II	4	3	0

The Course and Lab hours per week are based on a 15-week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.

# Environmental Engineering Technology - Advanced Diploma

**Start Date:** May 2024

**Credential:** Advanced Diploma

**Program Length:** One Year

**School:** Engineering Technology

**Locations & Delivery Modes:**

- Corner Brook - On Campus delivery

**Note:**

Alternate year intake.

## PROGRAM DESCRIPTION

The Environmental Engineering Technology - Advanced Diploma program recognizes the wide range of science and engineering backgrounds associated with this industry and is structured to accommodate the needs of a diverse range of applicants. The combination of common core topics, management courses, specialty courses, industry-sponsored project and liberal studies courses provides a unique balance of skill sets that prepares candidates for a broad range of career opportunities. While many participants pursue this advanced diploma for the credential, others are seeking professional development to complement their existing professional and university credentials.

This accelerated program allows students who already have a university degree or college diploma to obtain the Environmental Engineering Technology – Advanced Diploma in one year.

The Environmental Engineering Technology - Advanced Diploma program is intended to provide the additional skills and knowledge that engineering and science graduates require to successfully work on environmental assignments such as contaminated sites, water treatment facilities, sustainability management, contaminant hydrogeology, integrated solid waste management, environmental impact assessment, air quality, climate change, resource management, green energy technology projects and health safety and environmental compliance. Environmental engineering technologists are on the front lines of environmental protection. They apply science, ecology and engineering to minimize the adverse impacts of human activity on the natural world. Graduates will have the skills to work in pollution monitoring, environmental audits, environmental management, site assessment and remediation, project management and waste management.

## ACCREDITATION

College of the North Atlantic will seek accreditation for this program from Technology Accreditation Canada (TAC) under the mandate of the Canadian Council of Technicians and Technologists.

The college will also seek recognition for graduates including:

1. CCEP (Canadian Certified Environmental Practitioner) and CEPIT (Canadian Environmental Practitioner-in-training) through ECO Canada (Environmental Careers Organization).
2. Certified Environmental Site Assessor (C.E.S.A.) with the Association of Environmental Site Assessors of Canada (AESAC).

Students may also have the opportunity to obtain the certification as a Canadian Registered Safety Professional (CRSP) upon further studies.

## OBJECTIVES

Graduates of the Environmental Engineering Technology- Advanced Diploma program, will have the knowledge and skills that will allow him/her to:

1. Perform and interpret environmental procedures for air and water pollution control, and hazardous waste management.
2. Apply basic principles of science and engineering to environmental processes.

3. Select, evaluate, operate, calibrate, test, troubleshoot and maintain instrumentation and analytical equipment common to the discipline.
4. Plan, design and implement environmental impact, assessment and remediation programs.
5. Understand the methods of recognition, evaluation and control of hazards to people, facilities, equipment and the environment.
6. Collect representative environmental samples, perform routine and specialized tests and interpret results, using current and relevant tools
7. Carry out work responsibilities adhering to the standards of professional conduct and principles of professional ethics.
8. Contribute to the development, implementation and maintenance of environmental management systems.
9. An ability to select and apply the knowledge, techniques, skills, and modern tools of the discipline to broadly-defined environmental engineering technology activities.
10. Establish and maintain a safe work environment by following and enforcing environmental and safety standards and adhering to established legislation, practices, and procedures.

## CURRICULUM

**General education** consisting of Project Management Skills (theoretical and applied), Communication Skills (oral and written), Mathematics, Chemistry, Biology, Soils, Environmental Law, Environmental Sustainability and Occupational Health and Safety.

**Specific education** in various aspects (theory and principles) of the Environmental Engineering discipline including Environmental Sampling, Industrial Hygiene, Air and Water Pollution Control, Environmental Engineering, Geographic Information Systems (GIS), Environmental Processes and Auditing, and Environmental Impact, Assessment and Remediation .

**Practical education** in various aspects of Environmental Engineering applications including Health Safety and Environmental(HSE) Audits, Environmental Sampling, Environmental Analysis and Environmental Assessment procedures.

Graduates are able to enter the work force as highly skilled employees with the capability to manage environmental and municipal infrastructure projects and to analyze and remediate urban environments.

## CAREER OPPORTUNITIES

Graduates are prepared to take a proactive approach to all aspect of Environmental Engineering Technology and occupational health and safety management. They may find employment in a wide range of environmental careers, such as: Environmental Consultants, Watershed Specialists, Environmental Engineering Technologists, Environmental Protection Officers, Groundwater Specialists, Industrial and Municipal Water/Wastewater Plant Operators, Landfill Site Technologist, Water Quality Specialists, Environmental Assessment Supervisor, Environmental Auditor, Industrial Hygienist, HSE Advisor, Safety Coordinators, and Occupational Health and Safety Officers. Potential employment opportunities include health care, construction, waste management, oil and gas, pulp and paper, mining, manufacturing, government, and engineering consulting firms.

## PROGRAM TRANSFERABILITY

Graduates of the Environmental Engineering Technology Advanced Diploma program who wish to pursue additional post-secondary studies can apply for entry with advanced standing at a number of Canadian Universities that the College has established credit transfer agreements with. Please refer to the Department of Advanced Education and Skills transfer guide, or contact your intended university or college.

Transfer Agreements:

- University of New Brunswick - Fredericton, NB

## CERTIFICATIONS

In addition to the formal courses listed in the program of studies, learners in the Environmental Engineering Technology Advanced Diploma program are required to obtain a certificate of completion of Standard First Aid & CPR/AED, Workplace Hazardous Materials and Information Systems (WHMIS), Transportation of Dangerous Goods (TDG), Powerline Hazards



Awareness, Back Injury Prevention, and Pleasure Craft Operator upon graduation.

**Note:** Students should be aware that additional fees and expenses apply for some of the certifications, field trips, and tours throughout the program.

## ENTRANCE REQUIREMENTS

Eligibility for admission to the Environmental Engineering Technology – Advanced Diploma program requires the applicant to have a university degree in science courses to include Calculus, Statistics, Chemistry and Biology from an institution recognized by the College of the North Atlantic (OR a combination of other post-secondary and industry experience acceptable to the college as an entrance requirement).

## SPECIAL REQUIREMENTS

Because of the extensive field and laboratory exposure incorporated into this program, students will be required to obtain specialized clothing and equipment that includes a lab coat, safety glasses, graphics calculator, compass, CSA Safety Boots, CSA hard hat, rain gear, and other clothing appropriate for outdoor work.

### Courses

#### Semester 1 Intersession

Code	Title	Cr	Le	La
EN1520	Environmental Sampling Techniques	3	2	2
EN2300	Environmental Law	3	3	0
EN2321	Occupational Health and Safety	3	2	2
EN3200	Environmental Impact Assessment	3	3	0

#### Semester 2 Fall

Code	Title	Cr	Le	La
CH2715	Analytical Chemistry	4	3	3
EY2110	Ecology	4	3	2
EN1220	Industrial Hygiene	4	3	2
EN1110	Soil Fundamentals	4	3	2
EN1210	Geomatics I (Practical)	1	0	2
EN3111	Environmental Engineering I	4	3	2
PR1410	Capstone Project I (Seminar)	0	1	0

**\*The credit hour from PR1410 Capstone Project I (Seminar) in Semester 2 is allotted to PR1420 Capstone Project II in Semester 4.**

#### Semester 3 Winter

Code	Title	Cr	Le	La
EN1230	Geomatics II (GIS)	3	2	3
EN1600	Environmental Assessment	3	2	2
EN3120	Environmental Engineering II	4	3	2
EN1531	Water Quality	4	3	2
EN3300	Environmental Auditing	4	3	2
PR3150	Project Management and Financial Analysis	4	4	0

#### Semester 4 Intersession

Code	Title	Cr	Le	La
EN2545	Water and Waste Water Treatment	4	3	2
EN1601	Environmental Assessment II	4	3	2
PR1420	Capstone Project II	4	3	0

The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length.

## Geomatics/Surveying Engineering Technology (Co-op)

**Start Date:** September

**Credential:** Diploma

**Program Length:** Three Years

**School:** Engineering Technology

**Locations & Delivery Modes:**

- Ridge Road - On Campus delivery

### PROGRAM DESCRIPTION

Geomatics is a comprehensive discipline that uses arts, science, and technology to gather, store, process, model, analyze, and deliver spatially referenced or location information. It encompasses the fields of geodesy, Global Navigation Satellite Systems (GNSS), land surveying, hydrography, mapping, remote sensing (often called earth observation), photogrammetry, and Geographic Information Systems (GIS). Mainstream technologies, such as Google Earth, smartphones, 3D movies, and self-driving cars, are all based on geomatics technologies.

The Geomatics/Surveying Engineering Technology (Co-op) program prepares students for successful careers in their chosen branch of geomatics. Using state-of-the-art equipment and software, students acquire the skills and knowledge to excel in an ever-advancing industry.

Graduates of the program will be able to apply their skills and knowledge to any number of unique projects, including combating climate change, urban planning, constructing pipelines, operating and troubleshooting navigation systems, investigating lost property boundaries, seafloor structure installation and commissioning, and preserving tangible and intangible cultural heritage, to name just a few.

The Geomatics/Surveying Engineering Technology (Co-op) program boasts nearly a 100 percent employment rate, with graduates working all over the world and receiving competitive starting salaries ranging from \$40,000 up to \$100,000 annually, depending on the field and geographical location of employment. Recent graduates report immediate and sustained employment within the geomatics field.

With rapid advancements in technology from location-based mobile devices, data capture with drones or Remotely Piloted Aircraft Systems (RPAS), cloud computing, augmented and virtual reality, and 3D modelling for construction, preservation, and renovations, the need for geomatics professionals is increasing at an accelerated pace.

### CAREER OPPORTUNITIES

The diverse subject matter of geomatics allows graduates of the Geomatics/Surveying Engineering Technology (Co-op) program to obtain jobs in a number of different areas, including:

- Land Surveying and Cadastral Mapping
- Municipal Design
- Construction Engineering
- Ocean Mapping and Marine Construction
- Marine Seismic Survey
- Infrastructure and Resource Management
- Utilities Management and Mapping
- Environmental Monitoring
- Oil and Gas Development
- Mining Surveying and Mapping
- Cultural Preservation

Graduates of the program may also find themselves:

- using Remotely Piloted Aircraft Systems (RPAS) and Global Navigation Satellite Systems (GNSS) for topographic mapping

- providing technical support for spatial data collection and integration for infrastructure management
- travelling the globe providing technical support
- producing 3D models
- using Geographic Information Systems (GIS) and remote sensing to provide advice on green mining projects
- providing offshore navigation and positioning for the installation of marine structures and the completion of marine seismic surveys
- conducting boundary retracement surveys for the production of legal land survey plans

Graduates with two years of progressive work experience may be eligible to receive the designation of Professional Technologist (P. Tech) upon completion of a Professional Practice and Ethics Exam.

Graduates who have obtained a certificate of completion from the Canadian Board of Examiners for Professional Surveyors (CBEPS) may become members of provincial survey associations, such as the Association of Newfoundland Land Surveyors (ANLS), and begin their training to become professional land surveyors. They may also become student members of the Association of Canada Lands Surveyors (ACLS) and members of Professional Surveyors Canada (PSC).

## **SKILL SETS ACQUIRED**

Graduates of the Geomatics/Surveying Engineering Technology (Co-op) program will have employable skills in:

- Land Surveying
- Construction Surveying
- Geodetic Surveying
- Hydrographic Surveying
- Topographic Mapping
- Remote Sensing
- Photogrammetry
- Geographic Information Systems (GIS)
- Global Navigation Satellite Systems (GNSS)
- Robotic Total Station Applications
- Terrestrial and Mobile 3D Laser Scanning
- Remotely Piloted Aircraft Systems (RPAS)

## **ACCREDITATION**

The Geomatics/Surveying Engineering Technology (Co-op) program is accredited by:

- the Canadian Technology Accreditation Board (CTAB) under the mandate of the Canadian Council of Technicians and Technologists (CCTT)
- Co-operative Education and Work-Integrated Learning Canada (CEWIL Canada)

The academic credentials of graduates of accredited technology programs are recognized internationally by the signatories of the Sydney Accord.

The Geomatics/Surveying Engineering Technology (Co-op) program also receives several specific exam exemptions from the Canadian Board of Examiners for Professional Surveyors (CBEPS), which establishes, assesses, and certifies the academic qualifications of individuals who apply to become professional land surveyors and/or geomatics professionals in Canada.

Graduates of the Geomatics/Surveying Engineering Technology (Co-op) program:

- are automatically eligible for membership in the Association of Engineering Technicians and Technologists of Newfoundland and Labrador (AETTNL), as well as any similar association in Canada
- are eligible to further their education by completing a Bachelor of Technology (B. Tech) at Memorial University, which has an articulation agreement with the College of the North Atlantic
- can further their careers in geomatics by attending the University of New Brunswick, which awards graduates of the Geomatics/Surveying Engineering Technology (Co-op) program a limited number of credits toward a Bachelor of Science in Engineering (BScE) in Geomatics Engineering

## OBJECTIVES

Graduates of the Geomatics/Surveying Engineering Technology (Co-op) program will be able to:

1. Assemble, manage, collect, process, and interpret geomatics project data.
2. Design and establish horizontal and vertical survey networks, including error analysis and adjustments.
3. Analyze, translate, and present processed geomatics data.
4. Work in teams to plan and monitor various parts of geomatics projects.
5. Evaluate and apply geomatics equipment and techniques to complete various geomatics projects.
6. Identify and analyze physical features using various remote sensing techniques.
7. Perform various engineering surveys for design, construction, and layout.
8. Interpret, process, and analyze geomatics data to produce digital plans, drawings, and reports.
9. Correctly apply principles of reference systems and reference frames, time systems, and earth properties when performing geodetic computations and surveys.
10. Use aerial photogrammetry to produce various photogrammetric products.

## CURRICULUM

**General education** consisting of Communications (oral or written), Mathematics, Physics, Chemistry, Electrotechnology, Computers, and Engineering Graphics.

**Specific education** in all aspects of Geomatics.

**Practical education** employing extensive field training to provide experience with instrumentation and software, through Surveying Camps and practical lab sessions.

**Work exposure** consisting of field experience, gained from compensated work terms, in the field of geomatics/surveying.

## HANDS-ON LEARNING

The Geomatics/Surveying Engineering Technology (Co-op) program provides students with opportunities for hands-on learning through the following:

- course laboratories
- two work terms
- two field camps

## CERTIFICATIONS

In addition to the formal courses listed in the program of studies, students in the Geomatics/Surveying Engineering Technology (Co-op) program are required to obtain a certificate of completion, valid upon graduation, for the following:

- Standard First Aid/Heart Start
- Workplace Hazardous Materials Information System (WHMIS)

Additionally, students may have the option of obtaining the following certificate (when offered):

- Small Remotely Piloted Aircraft Systems (RPAS), Visual Line-of-Sight (VLOS) Advanced Operations Certificate

**Students should be aware that additional fees may apply for field camp activities as well as any external certifications required throughout the program.**

## ENTRANCE REQUIREMENTS

Eligibility for admission to an Engineering Technology program requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation Certificate with a 60% overall average in the following (or equivalent):

i. English (2 credits) (minimum 60%) from: 3201

ii. Mathematics (4 credits) chosen from:

Advanced: 2200, 3200 (50% minimum in each course)

Academic: 2201 (50% minimum), 3201 (60% minimum)

iii. Science (4 credits) two of which must be selected from:

Biology: 3201

Physics: 3204

Chemistry: 3202

Earth Systems: 3209

**Note:** The remaining two Science credits to be chosen from the highest Science mark in level 1, 2 or 3.

## **2. Comprehensive Arts and Science (CAS) Transition**

Comprehensive Arts and Science (Transition) Certificate with the following courses:

i. Math (60% MINIMUM) MA1040, MA1041

ii. Two Science courses chosen from one of the following three combinations:

a. Introductory Biology: BL1020, BL1021

b. Introductory Chemistry: CH1030, CH1031

c. Introductory Physics: PH1050, PH1051

**Note:** It is strongly recommended that CAS students who intend to enroll in Engineering Technology programs complete both of the Chemistry courses and both of the Physics courses.

## **3. Adult Basic Education (ABE)**

Adult Basic Education (Level III) Graduation with Degree and Technical Profile including the following courses (or equivalent):

i. English (60% minimum) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C

ii. Mathematics (60% minimum) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C

iii. Science from one of the following sections:

a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C

b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C

c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

## **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

## **5. International Applicants – English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## **Courses**

Semester 1 and 2

Refer to Engineering Technology (First Year)

Semester 3 (Intersession)

Code	Title	Cr	Le	La
SU1320	Plane Surveying I	4	3	4
EN1120	Environmental Management	3	2	2
SU1500	Cartography	3	2	2

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

#### Semester 4 (Fall)

Code	Title	Cr	Le	La
FT1240	Surveying Field Camp	1	50	0
CM2800	Oral / Written Communication Skills	3	3	0
SU1321	Plane Surveying II	7	4	8
MA2100	Mathematics	5	5	0
SU1360	Graphics for Geomatics Engineering Technology	3	2	2
SU2500	Photogrammetry	4	3	2

#### Semester 5 (Winter)

Code	Title	Cr	Le	La
MA2180	Applied Geomatics Mathematics	4	4	1
SU1450	Geographic Information Systems (GIS) I	3	2	3
SU1540	Hydrography I	4	3	3
SU2330	Geodesy and Geodetic Positioning I	4	3	3
SU2540	Cadastral Surveying I	3	2	2
CP1640	Visual Basic Applications for ACAD	2	1	2

#### Semester 6 (Spring)

Code	Title	Cr	Le	La
WC1300	Work Term I	5	0	0

#### Semester 7 (Fall)

Code	Title	Cr	Le	La
CA2900	Municipal Engineering	3	2	2
SU1460	Geographic Information Systems (GIS) II	3	2	3
SU2570	GNSS and Spatial Referencing	4	3	3
SU3500	Adjustments	4	3	3
PR2890	Capstone Project I (Seminar)	0	1	0
MA3130	Advanced Geomatics Mathematics	3	3	0
GE1240	Geology for Geomatics/Surveying ET	3	2	2

#### Semester 8 (Winter)

Code	Title	Cr	Le	La
WC1301	Work Term II	5	0	0

#### Semester 9 (Spring)

Code	Title	Cr	Le	La
FT1260	Multidisciplinary Field Camp	1	5	0
PR3150	Project Management and Financial Analysis	4	4	0
PR2891	Capstone Project II	4	3	0
SU1570	Remote Sensing	3	2	2
SU3300	Geodesy and Geodetic Positioning II	4	3	3
SU2541	Cadastral Surveying II	3	2	2
SU1541	Hydrography II	4	3	3

# Instrumentation and Controls Engineering Technology

**Start Date:** September

**Credential:** Diploma

**Program Length:** Three Years

**School:** Engineering Technology

**Locations & Delivery Modes:**

- Ridge Road - On Campus delivery

## PROGRAM DESCRIPTION

The International Society of Automation (ISA) defines instrumentation as "the art and science of measurement and control". It involves using and/or working with instruments used to measure, record, and control process variables (such as level, flow, temperature, and pressure). Complex process control and measurement systems are found in the oil and gas industries, chemical processing industry, food processing operations, power generation, and the pulp and paper industry. Control systems are becoming increasingly used in automating industrial processes to improve productivity, conserve energy, and reduce pollution. This has created a strong demand for trained instrumentation professionals. As our provincial industrial sector grows, instrumentation and controls continue to be an extremely important field of technology.

Graduates completing this program are automatically eligible for membership in the Association of Engineering Technicians and Technologists of Newfoundland and Labrador (AETTNL), as well as any similar association in Canada.

Upon completion of this program graduates may choose to further their education by completing a bachelor degree in technology or engineering at one of several institutions that have articulation agreements with College of the North Atlantic.

## ACCREDITATION

This program is accredited by the Canadian Technology Accreditation Board under the mandate of the Canadian Council of Technicians and Technologists.

The academic credentials of graduates of accredited technology programs are recognized internationally by the signatories of the Sydney Accord.

**Note:** This program may not be suitable for applicants who do not have normal colour perception.

## OBJECTIVES

As engineering technologists, graduates of this program will have the knowledge and skills that will allow them to:

1. Design, install, troubleshoot and maintain process automation field and control room devices and systems such as distributed control systems (DCS), programmable logic controllers (PLC), and emergency shutdown systems.
2. Design and program control system interfaces, human machine interfaces (HMI) and graphical interfaces.
3. Use basic engineering principles and knowledge of industrial control systems to help design the control and safety systems for an industrial process.
4. Apply principles of process control to analyze the performance of industrial processes.
5. Apply concepts of measurement and sensor selection to specify, install, configure, calibrate, troubleshoot, and maintain various process instruments commonly used in industry, including electronic transmitters, pneumatic devices, and control valves.
6. Maintain, calibrate and troubleshoot various analytical instruments and analyzer sampling systems found in industrial process.
7. Demonstrate an understanding of industry standards, best practices, and workplace procedures related to safety and professionalism.
8. Prepare technical reports and presentations for effective communications in the workplace.

## CURRICULUM

**General education** consisting of Communication Skills (oral and written), Mathematics, Physics, Chemistry, Electrotechnology, Engineering Graphics, and Technology Awareness.

**Specific education** focuses on various aspects of process measurement and control, including process control system design incorporating programmable control systems (PLC / DCS / ESD), human machine interfaces (HMI), and machine control and condition monitoring. Specific emphasis is also placed on industrial process analyzers and analyzer sampling systems.

**Practical education** through curriculum integrated labs employing industrial equipment, techniques and practices relating to the installation, operation and maintenance of transducers, transmitters, measurement and control instruments, and microprocessor-based instrumentation.

## CAREER OPPORTUNITIES

Enrolment in the Instrumentation Controls Engineering Technology program results in making a very multifaceted career choice. It prepares graduating students for opportunities in employment locally and internationally in industries such as oil and gas, chemical processing, pulp and paper, power generation, food processing, and manufacturing. Typical positions for a graduate are instrumentation technologist, technical sales/service representative, consultant, plant maintenance person, testing & commissioning technologist, instrument designer, or control systems technologist.

Graduates with two years of progressive work experience may be eligible to receive the designation of Professional Technologist (P. Tech) upon completion of a Professional Practice and Ethics Exam.

## CERTIFICATIONS

In addition to the formal courses listed in the program of studies, students in the Instrumentation and Controls Engineering Technology program are required to obtain the following external certifications throughout the program:

- Workplace Hazardous Materials Information System (WHMIS)
- Standard First Aid/Heart Start

**\*Students should be aware that additional fees may apply to external certifications.**

Graduates of the program may be eligible to receive a "Hazardous Areas Training Certificate." This certification is industry recognized and is designed for personnel carrying out installations, inspection and maintenance of electrical apparatus in potentially hazardous explosive areas in the onshore and offshore oil and gas industries.

## ENTRANCE REQUIREMENTS

Eligibility for admission to an Engineering Technology program requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- English (2 credits) (minimum 60%) from: 3201
- Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- Science (4 credits) two of which must be selected from:  
Biology: 3201  
Physics: 3204  
Chemistry: 3202  
Earth Systems: 3209

**Note:** The remaining two Science credits to be chosen from the highest Science mark in level 1, 2 or 3.

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- Math (60% MINIMUM) MA1040, MA1041



ii. Two Science courses chosen from one of the following three combinations:

- a. Introductory Biology: BL1020, BL1021
- b. Introductory Chemistry: CH1030, CH1031
- c. Introductory Physics: PH1050, PH1051

**Note:** It is strongly recommended that CAS students who intend to enroll in Engineering Technology programs complete both of the Chemistry courses and both of the Physics courses.

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Degree and Technical Profile including the following courses (or equivalent):

- i. English (60% minimum) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics (60% minimum) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- iii. Science from one of the following sections:
  - a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
  - b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C
  - c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## Courses

### Semester 1 and 2

Refer to Engineering Technology (First Year)

### Semester 3 (Intersession)

Code	Title	Cr	Le	La
AE1265	Analog Electronics	3	2	2
CI1313	Fabrication Techniques/Network Cabling	3	2	3
CI1360	Basic Process Automation	2	1	2
ET2100	Electrotechnology	3	2	2

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

### Semester 4 (Fall)

Code	Title	Cr	Le	La
CI2110	Pressure and Level Measurement and Control	4	3	3
DP1110	Digital Systems I(Logic)	4	3	2
MA2100	Mathematics	5	5	0
MP2170	AC Circuits and Machines	4	3	3
CR1107	Network Fundamentals	4	3	3

#### Semester 5 (Winter)

Code	Title	Cr	Le	La
CE2810	Industrial Communication Systems	4	3	2
CI2230	Flow and Temperature Measurement and Control	4	3	2
DP2435	Digital Systems II	4	3	2
DP3110	PLC	4	3	3
DR2350	Engineering Graphics for Instrumentation	2	1	2
MP3170	Industrial Motor Controls	4	3	2

#### Semester 6 (Intersession)

Code	Title	Cr	Le	La
CE2940	HMI & SCADA	4	3	2
CI2120	Final Control Elements and Instrument Air Systems	3	2	2
PE2730	Industrial Instrumentation Practices	2	1	3

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

#### Semester 7 (Fall)

Code	Title	Cr	Le	La
CI1520	Process Analyzers I	4	3	2
CI2310	Advanced Control Strategies	4	3	3
CI3860	DCS	4	3	3
CM2800	Oral / Written Communication Skills	3	3	0
PR2740	Capstone Project I (Seminar)	0	1	0
PR3150	Project Management and Financial Analysis	4	4	0

*The credit hour from PR2740 Capstone Project I (Seminar) in Semester 7 is allotted to PR2741 Capstone Project II in Semester 8.*

#### Semester 8 (Winter)

Code	Title	Cr	Le	La
FM3100	Fluid Power	3	3	1
CI3120	Safety Shutdown & Machine Monitoring Systems	4	3	2
CI3822	Process Analyzers II	4	3	3
PE2240	Hazardous Areas	3	2	2
PR2741	Capstone Project II	4	3	0

*The credit hour from PR2740 Capstone Project I (Seminar) in Semester 7 is allotted to PR2741 Capstone Project II in Semester 8.*

# Management Systems Engineering Technology (Co-op)

**Start Date:** September

**Credential:** Diploma

**Program Length:** Three Years

**School:** Engineering Technology

**Locations & Delivery Modes:**

- Ridge Road - On Campus delivery

## PROGRAM DESCRIPTION

Management Systems Engineering Technologists are the link between engineering and business. Relying on strong technical ability, good business judgment, and superior people skills, Management Systems Engineering Technologists improve profitability, productivity, quality and safety in the production and service sectors. This unique combination of skills makes graduates attractive to employers in a wide variety of industries including oil and gas, energy, mining, manufacturing, food processing, fabrication, construction, government, consulting, and health care.

## ACCREDITATION

This program is accredited by the Canadian Technology Accreditation Board under the mandate of the Canadian Council of Technicians and Technologists.

Graduates completing this program are automatically eligible to apply for membership in the Association of Engineering Technicians and Technologists of Newfoundland and Labrador (AETTNL), as well as any similar association in Canada.

Upon completion of this program graduates may choose to further their education by completing a bachelor degree in technology or engineering at one of several institutions that have articulation agreements with College of the North Atlantic.

This program is also a CEWIL (Co-operative Education and Work-integrated Learning) accredited program.

## OBJECTIVES

As a management systems engineering technologist, the graduate will have the knowledge and skill that will allow him/her to:

1. Analyze engineering and business processes, using industrial engineering principles, to improve productivity.
2. Optimize process designs that are both safe and productive while ensuring quality standards are met at minimal cost.
3. Plan and control projects using project and cost management techniques and superior documentation and communication skills.
4. Employ problem solving and management strategies that are fundamental to success in various industry and business settings.
5. Create quality assurance / quality control procedures, in an industrial environment, to improve the effectiveness of the business.
6. Formulate efficiency improvement plans using lean manufacturing techniques.

## CURRICULUM

**General education** consisting of Communication Skills, Mathematics, Physics, Chemistry, Electrotechnology, and Engineering Graphics (CAD).

**Specific education** in engineering technology consisting of computer based analysis and design, materials science, machine design, business management, project management and control, and supply chain management.

**Practical education** employing labs and shops focused on management systems engineering technology such as ergonomics, work measurement, plant layout, facility planning, production planning, and computer integrated manufacturing.

**Work exposure** consisting of field experience, gained from compensated work terms, in the field of industrial engineering.

## **CAREER OPPORTUNITIES**

Graduates of this program may obtain employment in a wide variety of industries. Previous graduates have been successful in obtaining employment with oil and gas, energy, servicing, aerospace, mining, ship building, manufacturing and health services industries.

Graduates with two years of progressive work experience may be eligible to receive the designation of Professional Technologist (P. Tech) upon completion of a Professional Practice and Ethics Exam.

## **CERTIFICATIONS**

In addition to the formal courses listed in the program of studies, students in the Management Systems Engineering Technology (Co-op) program are required to obtain the following certifications of completion over their three-year period of study:

- Standard First Aid/Heart Start
- WHMIS/OHS

**\*Students should be aware that additional fees may apply to external certifications.**

## **ENTRANCE REQUIREMENTS**

Eligibility for admission to an Engineering Technology program requires the applicant to meet one of the following academic criteria:

### **1. High School**

High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English (2 credits) (minimum 60%) from: 3201
- ii. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Science (4 credits) two of which must be selected from:  
Biology: 3201  
Physics: 3204  
Chemistry: 3202  
Earth Systems: 3209

**Note:** The remaining two Science credits to be chosen from the highest Science mark in level 1, 2 or 3.

### **2. Comprehensive Arts and Science (CAS) Transition**

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. Math (60% MINIMUM) MA1040, MA1041
- ii. Two Science courses chosen from one of the following three combinations:
  - a. Introductory Biology: BL1020, BL1021
  - b. Introductory Chemistry: CH1030, CH1031
  - c. Introductory Physics: PH1050, PH1051

**Note:** It is strongly recommended that CAS students who intend to enroll in Engineering Technology programs complete both of the Chemistry courses and both of the Physics courses.

### **3. Adult Basic Education (ABE)**

Adult Basic Education (Level III) Graduation with Degree and Technical Profile including the following courses (or equivalent):

- i. English (60% minimum) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics (60% minimum) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- iii. Science from one of the following sections:
  - a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
  - b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C
  - c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

#### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

#### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

### Courses

#### Semester 1 and 2

Refer to Engineering Technology (First Year)

#### Semester 3 (Intersession)

Code	Title	Cr	Le	La
CG1500	Work Methods and Measurement	4	3	2
TM1310	Technical Modeling - Mechanical Drawings	2	1	2
SP2450	OHS Management Systems	3	3	0
SP1210	Machine Shop Practice	2	1	2

*The Course and Lab hours per week are based on a 15 week semester. In intersession the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to the course outline.*

#### Semester 4 (Fall)

Code	Title	Cr	Le	La
CF1100	Materials and Processes I	3	3	1
CF2100	Mechanics of Solids: Statics	3	3	1
SP2325	Quality Assurance	3	3	0
MA2100	Mathematics	5	5	0
CG2110	Supply Chain Management	3	3	1
CG2160	Lean Methods	3	3	1
SE1041	Ergonomics	3	3	1

#### Semester 5 (Winter)

Code	Title	Cr	Le	La
DE1110	Applied Research	3	3	0
DE2350	Project Management	3	2	2
SP2510	Plant and Facility Layout	4	3	2
PS1330	Organizational Behaviour	3	3	0
AC2280	Accounting	4	4	0
EC1700	Economics	2	2	0
CF1120	Materials and Processes II	3	3	1
FM3100	Fluid Power	3	3	1

#### Semester 6 (Spring)

Code	Title	Cr	Le	La
WC1400	Work Term I	5	0	0

#### Semester 7 (Fall)

Code	Title	Cr	Le	La
CG3501	Production Planning	3	3	1
LW1500	Law & Ethics	3	3	0
DE3110	Project Controls	3	2	2
DE3300	Information Systems Design	3	2	2
ME1400	Mechatronics I - PLC	3	2	2
ME3400	Mechatronics III - Robotics	3	2	2
MA1670	Statistics	4	4	1
PR3600	Capstone Project I (Seminar)	0	1	0

*The credit hour from PR3600 Capstone Project I (Seminar) in Semester 7 is allotted to PR3725 Capstone Project II in Semester 9.*

#### Semester 8 (Winter)

Code	Title	Cr	Le	La
WC1401	Work Term II	5	0	0

#### Semester 9 (Spring)

Code	Title	Cr	Le	La
DE1200	Operations Research	3	3	1
FM3200	Machine Design I	3	3	1
SP1420	Asset Maint. & Reliability	3	2	2
CF3100	Mechanics of Solids: Dynamics	3	3	1
PR3725	Capstone Project II	4	3	0
DE3505	Decision Making in Engineering	3	2	3
SP1805	Metrology & Quality Control I	4	3	2

# Mechanical Engineering Technology

**Start Date:** September

**Credential:** Diploma

**Program Length:** Three Years

**School:** Engineering Technology

**Locations & Delivery Modes:**

- Ridge Road - On Campus delivery

## PROGRAM DESCRIPTION

Mechanical Engineering Technologists develop a diverse technical background, good "hands-on" skills, and excellent people skills. Students will be engaging in emerging trends and the latest innovations in new technologies, building design and building operations. Students will be immersed in Mechatronics, Technical Modeling, Building Operations, Mechanical Building Systems and Machine Design.

These attributes make them well suited to employment in a wide variety of industries in both field and management related roles.

Graduates completing this program are automatically eligible for membership in the Association of Engineering Technicians and Technologists of Newfoundland and Labrador (AETTNL), as well as any similar association in Canada.

Upon completion of this program, graduates may choose to further their education by completing a bachelor degree in technology or engineering at one of several institutions that have articulation agreements with College of the North Atlantic.

## ACCREDITATION

This program is accredited by the Canadian Technology Accreditation Board under the mandate of the Canadian Council of Technicians and Technologists. The academic credentials of graduates of accredited technology programs are recognized internationally by the signatories of the Sydney Accord.

## OBJECTIVES

Upon successful completion of the Mechanical Engineering Technology program, graduates will have the knowledge and skill that will allow him/her to:

1. Apply fundamental principles for machine design and operation.
2. Create mechanical working drawings and computer based models of mechanical systems using AutoCAD and related engineering analysis software including REVIT.
3. Assist in the design, installation, implementation, operation, maintenance, and management of power generation systems, Heating Ventilation and Air Conditioning (HVAC) systems, and general mechanical support systems which are required for petroleum production systems, petroleum refineries, processing plants, office buildings and residences.
4. Design and create components using vacuum forming, 3D printing, injection molding and laser cutting processes.
5. Program and perform maintenance on robotics for automation applications.

## CURRICULUM

**General education** consisting of Project Management Skills (theoretical and applied), Communication Skills (oral and written), Mathematics, Physics, Chemistry, Electrotechnology, Computers, Engineering Graphics, Technology Awareness, and Student Success.

**Specific education** consisting of discipline-specific courses such as Mechanics, Strengths, Thermodynamics, , Machine Design, Hydraulics and Pneumatics, Economics, Engineering Management, Quality Assurance, Maintenance, Machining Process Controls and Technological Thesis (Design Project).

**Practical education** employing labs and shops focused on Engineering Graphics, Materials & Processes, Machine Shop Practices, and Computer Numerical Control (CNC).

## **CAREER OPPORTUNITIES**

The broad base of competencies acquired through this program of study prepares graduates for careers in a wide variety of industries including the petroleum sector, mining, electrical power generation, food processing, manufacturing, and engineering consulting.

Graduates with two years of progressive work experience may be eligible to receive the designation of Professional Technologist (P. Tech) upon completion of a Professional Practice and Ethics Exam.

## **CERTIFICATIONS**

In addition to the formal courses listed in the program of studies, students in the Mechanical Engineering Technology program are required to obtain the following external certifications throughout the program:

- Workplace Hazardous Materials Information System (WHMIS)
- Standard First Aid/Heart Start

**\*Students should be aware that additional fees may apply to external certifications.**

## **ENTRANCE REQUIREMENTS**

Eligibility for admission to an Engineering Technology program requires the applicant to meet one of the following academic criteria:

### **1. High School**

High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English (2 credits) (minimum 60%) from: 3201
- ii. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Science (4 credits) two of which must be selected from:  
Biology: 3201  
Physics: 3204  
Chemistry: 3202  
Earth Systems: 3209

**Note:** The remaining two Science credits to be chosen from the highest Science mark in level 1, 2 or 3.

### **2. Comprehensive Arts and Science (CAS) Transition**

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. Math (60% MINIMUM) MA1040, MA1041
- ii. Two Science courses chosen from one of the following three combinations:
  - a. Introductory Biology: BL1020, BL1021
  - b. Introductory Chemistry: CH1030, CH1031
  - c. Introductory Physics: PH1050, PH1051

**Note:** It is strongly recommended that CAS students who intend to enroll in Engineering Technology programs complete both of the Chemistry courses and both of the Physics courses.

### **3. Adult Basic Education (ABE)**

Adult Basic Education (Level III) Graduation with Degree and Technical Profile including the following courses (or equivalent):

- i. English (60% minimum) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics (60% minimum) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C



iii. Science from one of the following sections:

- a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C
- c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

#### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

#### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

#### Courses

##### Semester 1 and 2

Refer to Engineering Technology (First Year)

##### Semester 3 (Intersession)

Code	Title	Cr	Le	La
TM1310	Technical Modeling - Mechanical Drawings	2	1	2
TM1320	Technical Modeling - 3D Modeling	2	1	2
MH1300	Building Operations I	2	2	1
SP2450	OHS Management Systems	3	3	0
SP1200	Machine Shop Practice	1	0	5

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

##### Semester 4 (Fall)

Code	Title	Cr	Le	La
CF1100	Materials and Processes I	3	3	1
CF2100	Mechanics of Solids: Statics	3	3	1
ME1400	Mechatronics I - PLC	3	2	2
MA2100	Mathematics	5	5	0
MH2100	Building Operations II	3	3	1
SP1730	CNC Machining I	3	3	1
TD2100	Thermodynamics	3	3	1

##### Semester 5 (Winter)

Code	Title	Cr	Le	La
CF1120	Materials and Processes II	3	3	1
FM2100	Fluid Mechanics	3	3	1
FM3100	Fluid Power	3	3	1
MA2130	Applied Mathematics	5	5	0
CF2511	Strength of Materials	3	3	1
MH2830	Mechanical Building Systems I - HVAC	3	3	1
TD2140	Thermodynamics	3	3	1

#### Semester 6 (Intersession)

Code	Title	Cr	Le	La
FM3200	Machine Design I	3	3	1
ME2400	Mechatronics II - Automation	3	2	2
FM2340	Fluid Dynamics	3	3	1

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

#### Semester 7 (Fall)

Code	Title	Cr	Le	La
SP1835	Applied Statistics and Quality Control	4	3	2
PR2770	Capstone Project I (Seminar)	0	1	0
CF3100	Mechanics of Solids: Dynamics	3	3	1
TD3140	Heat Transfer	3	3	1
MH3350	Mechanical Building Systems II	4	4	1
CM2800	Oral / Written Communication Skills	3	3	0
SP1420	Asset Maint. & Reliability	3	2	2

#### Semester 8 (Winter)

Code	Title	Cr	Le	La
PR3150	Project Management and Financial Analysis	4	4	0
ME3400	Mechatronics III - Robotics	3	2	2
FM3220	Machine Design II	3	3	1
SP2370	Quality Assurance	3	3	0
SE1010	Fire Protection	3	3	0
MH4610	Mechanical Building Systems III	3	3	0
PR2772	Capstone Project II	4	3	0
TD3100	Thermodynamics	3	3	1

# Mechanical Engineering Technology (Manufacturing) Co-op

**Start Date:** September

**Credential:** Diploma

**Program Length:** Three Years

**School:** Engineering Technology

**Locations & Delivery Modes:**

- Ridge Road - On Campus delivery

## PROGRAM DESCRIPTION

Mechanical Engineering Technologists, who complete studies focused on manufacturing, are proficient in the specification, implementation, operation, maintenance and supervision of manufacturing systems and personnel. These technologists are prepared to assume the role of decision-maker early in their careers in both the traditional and advanced manufacturing sectors. The knowledge of core mechanical engineering principles, above average problem-solving ability, and superior "hands-on" skills also make these graduates well suited to employment in related industries.

Students in this program utilize the advanced technology resources available through the College's Manufacturing Technology Center (MTC). The MTC is mandated to provide both direct and indirect support to industry through activities such as product and process prototyping.

Graduates completing this program are automatically eligible for membership in the Association of Engineering Technicians and Technologists of Newfoundland and Labrador (AETTNL), as well as any similar association in Canada.

Upon completion of this program graduates may choose to further their education by completing a bachelor degree in technology or engineering at one of several institutions that have articulation agreements with College of the North Atlantic.

## ACCREDITATION

This program has been accredited since 1998 by the Canadian Technology Accreditation Board (CTAB) under the mandate of the Canadian Council of Technicians and Technologists. In 2019, Technology Accreditation Canada (TAC) became the sole accrediting body of engineering technology programs in Canada. TAC will recognize CTAB accredited programs until the accreditation transition period is complete.

Graduates with two years of progressive work experience may be eligible to receive the designation of Professional Technologist (P. Tech) upon completion of a Professional Practice and Ethics Exam

This program is also CEWIL (Co-operative Education and Work-Integrated Learning) accredited.

The academic credentials of graduates of accredited technology programs are recognized internationally by the signatories of the Sydney Accord.

## OBJECTIVES

Upon the successful completion of the Mechanical Engineering Technology (Manufacturing) Co-op program the graduate will be able to:

1. Utilize Computer Aided Design and Computer Aided Manufacturing (CAD/CAM) software as per industry standards.
2. Design mechanical components/assemblies and create engineering drawings and specifications through the use of 2D and 3D CAD and Modeling software.
3. Develop electro-pneumatic and other automation systems, through hands-on practical experience with programming and operating Computer Numerical Control (CNC) equipment, Robotics, Programmable Logic Controllers (PLC's).
4. Operate Computer Integrated Manufacturing (CIM) systems drawing on the knowledge learned through core-engineering concepts of materials science, strength of materials, and machine design.

5. Apply quality assurance standards and practical quality control techniques in precision measurement.
6. Manage projects, resources and people in a supervisor role through the use of problem solving and related skills.

## CURRICULUM

**General education** consisting of Project Management Skills (theoretical and applied), Communication Skills (oral and written), Mathematics, Physics, Chemistry, Electrotechnology, Computers, Engineering Graphics, Technology Awareness, and Student Success.

**Specific education** consisting of discipline specific courses such as Mechanics, Strengths of Materials, Materials and Processes, Machine Design, Hydraulics and Pneumatics, Engineering Management, Quality Assurance, and Maintenance.

**Practical education** employing labs and shops focused on Computer Numerical Control (CNC), Tool Design, and Computer Integrated Manufacturing.

**Work exposure** consisting of field experience, gained from compensated work terms, in the field of manufacturing.

## CAREER OPPORTUNITIES

Career opportunities for graduates of this program exist with consulting firms, manufacturing firms, shipbuilding yards, oil & gas servicing industry, food processing plants, research institutions and government departments.

## CERTIFICATIONS

In addition to formal semester courses listed in the program of studies, students in the Mechanical Engineering Technology (Manufacturing) Co-op program are required to obtain a certificate of completion in Standard First Aid/Heart Start and WHMIS, over their three-year period of studies.

**\*Students should be aware that additional fees may apply to external certifications.**

## ENTRANCE REQUIREMENTS

Eligibility for admission to an Engineering Technology program requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English (2 credits) minimum 60% from: 3201
- ii. Mathematics (4 credits) chosen from:
  - Advanced: 2200, 3200 (50% minimum in each course)
  - Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Science (4 credits) two of which must be selected from:
  - Biology: 3201
  - Physics: 3204
  - Chemistry: 3202
  - Earth Systems: 3209

**Note:** The remaining two Science credits to be chosen from the highest Science mark in level 1, 2 or 3.

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. Math (60% MINIMUM) MA1040, MA1041
- ii. Two Science courses chosen from one of the following three combinations:
  - a. Introductory Biology: BL1020, BL1021
  - b. Introductory Chemistry: CH1030, CH1031
  - c. Introductory Physics: PH1050, PH1051

**Note:** It is strongly recommended that CAS students who intend to enroll in Engineering Technology programs complete both the Chemistry courses and both of the Physics courses.

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Degree and Technical Profile including the following courses (or equivalent):

- i. English (60% minimum) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics (60% minimum) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- iii. Science from one of the following sections:
  - a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
  - b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C
  - c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## ARTICULATION

Graduates of Mechanical Engineering Technology (Manufacturing) Co-op may continue their studies at Memorial University of Newfoundland in the Bachelor of Technology program or may apply to Lakehead University's post diploma Bachelor of Engineering program.

### Courses

Semester 1 and 2

Refer to Engineering Technology (First Year)

Semester 3 (Intersession)

Code	Title	Cr	Le	La
CG1500	Work Methods and Measurement	4	3	2
TM1310	Technical Modeling - Mechanical Drawings	2	1	2
SP1200	Machine Shop Practice	1	0	5
TM1320	Technical Modeling - 3D Modeling	2	1	2

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

Semester 4 (Fall)

Code	Title	Cr	Le	La
CF1100	Materials and Processes I	3	3	1
CF2100	Mechanics of Solids: Statics	3	3	1
SP2450	OHS Management Systems	3	3	0
SP1730	CNC Machining I	3	3	1
SP2131	Applied Metrology I	4	1	3
MA2100	Mathematics	5	5	0
MA1670	Statistics	4	4	1

## Semester 5 (Winter)

Code	Title	Cr	Le	La
ME1400	Mechatronics I - PLC	3	2	2
CM2800	Oral / Written Communication Skills	3	3	0
CF1120	Materials and Processes II	3	3	1
FM2100	Fluid Mechanics	3	3	1
FM3100	Fluid Power	3	3	1
SP2132	Applied Metrology II	2	1	3
SP1731	CNC Machining II	4	3	2

## Semester 6 (Spring)

Code	Title	Cr	Le	La
WC1900	Work Term I	5	0	0

## Semester 7 (Fall)

Code	Title	Cr	Le	La
TD2100	Thermodynamics	3	3	1
LW1500	Law & Ethics	3	3	0
PR3620	Capstone Project I (Seminar)	0	1	0
FM3200	Machine Design I	3	3	1
ME3400	Mechatronics III - Robotics	3	2	2
CG3501	Production Planning	3	3	1
DR3720	Tool Design I	3	3	1
DR3810	Advanced Processes	3	2	3

*The credit hour from PR3620 Capstone Project I (Seminar) in Semester 7 is allotted to PR3621 Capstone Project II in Semester 9*

## Semester 8 (Winter)

Code	Title	Cr	Le	La
WC1901	Work Term II	5	0	0

## Semester 9 (Spring)

Code	Title	Cr	Le	La
CF3100	Mechanics of Solids: Dynamics	3	3	1
SP2325	Quality Assurance	3	3	0
PR3150	Project Management and Financial Analysis	4	4	0
PR3621	Capstone Project II	4	3	0
FM3220	Machine Design II	3	3	1
SP1420	Asset Maint. & Reliability	3	2	2
DR3721	Tool Design II	3	2	2
ME2400	Mechatronics II - Automation	3	2	2

# Petroleum Engineering Technology (Co-op)

**Start Date:** September

**Credential:** Diploma

**Program Length:** Three Years

**School:** Engineering Technology

**Locations & Delivery Modes:**

- Ridge Road - On Campus delivery

## PROGRAM DESCRIPTION

The world demand for energy is growing and the oil and gas industry will supply much of this energy for decades to come. The sustained discoveries of oil and gas along the East Coast coupled with continued oil and gas discoveries on the Grand Banks of Newfoundland and Labrador, and in the Arctic Regions, renews Canada's commitment to become self-sufficient in its fossil energy needs. As a result, the industry continues to demand highly skilled engineering technologists to fulfill many roles. The three-year TAC Accredited Petroleum Engineering Technology (Co-op) program is designed to train technologists for lucrative careers in the oil and gas industry, which is supported by the increased interest in sustainable methods of further enhancing science and technology to develop these reservoirs.

## ACCREDITATION

This program is accredited by the Canadian Technology Accreditation Board under the mandate of the Canadian Council of Technicians and Technologists.

The academic credentials of graduates of accredited technology programs are recognized internationally by the signatories of the Sydney Accord.

Graduates completing this program are automatically eligible for membership in the Association of Engineering Technicians and Technologists of Newfoundland and Labrador (AETTNL), as well as any similar association in Canada.

Upon completion of this program graduates may choose to further their education by completing a bachelor degree in technology or engineering at one of several institutions that have articulation agreements with College of the North Atlantic.

## OBJECTIVES

As a petroleum engineering technologist, the graduate will have the knowledge and skill that will allow him/her to:

1. Demonstrate the knowledge, skills and attitudes required to participate in finding solutions to sustainable Oil and Gas development.
2. Construct and interpret maps and sections using surface geology, subsurface (drill hole) geology and geophysical data.
3. Interpret topographic maps & profiles, geologic maps & sections, and seismic data to assist in land-based and offshore resource exploration and development.
4. Analyze drill cuttings, drill core, and data from open-hole & cased-hole logging tools in order to evaluate reservoir formations in terms of porosity, permeability, fluid saturation and net pay.
5. Assist in planning, designing, inspecting, supervising, and constructing oil and gas wells.
6. Assist in estimating petroleum reserves and optimizing productivity using petroleum engineering principles.
7. Select, operate, troubleshoot and maintain the equipment associated with the separation of the produced gas/oil/water fluids.

## CURRICULUM

**General education** consisting of Project Management Skills (theoretical and applied), Communication Skills (oral and written), Mathematics, Physics, Chemistry, Electrotechnology, Computers, Engineering Graphics, Technology Awareness, and Student Success.

**Specific education** consisting of technical courses covering Mechanics, Fluid Mechanics, Thermodynamics, Materials and Processes, Instrumentation and Capstone Project.

**Practical education** employing labs and shops focused on Drilling, Production, Facilities, Reservoir and Geology.

**Work exposure** consisting of field experience, gained from a minimum 12 week work term which provides students the opportunity to gain valuable related work experience.

## **CAREER OPPORTUNITIES**

Graduates of this program may obtain employment in all aspects of the petroleum industry. These opportunities include but are not limited to oil and natural gas exploration, production and processing, refining, oil and gas pipeline construction, gas utilities, as well as a variety of related activities associated with refining and transportation.

Graduates with two years of progressive work experience may be eligible to receive the designation of Professional Technologist (P. Tech) upon completion of a Professional Practice and Ethics Exam.

## **CERTIFICATIONS**

Students in Petroleum Engineering Technology (Co-op) program will be required to complete the following safety certifications throughout their three-years of study:

- H2S Awareness
- WHMIS
- Standard First Aid/Heart Start
- Transportation of Dangerous Goods (TDG) - **during the second year of studies.**

**\*Students should be aware that additional fees may apply to external certifications.**

### **Note:**

Students will also be required to complete a number of non-credit co-op education seminars throughout the program (resume writing, job search skills and interview preparation).

## **ENTRANCE REQUIREMENTS**

Eligibility for admission to an Engineering Technology program requires the applicant to meet one of the following academic criteria:

### **1. High School**

High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English (2 credits) (minimum 60%) from: 3201
- ii. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Science (4 credits) two of which must be selected from:  
Biology: 3201  
Physics: 3204  
Chemistry: 3202  
Earth Systems: 3209

**Note:** The remaining two Science credits to be chosen from the highest Science mark in level 1, 2 or 3.

### **2. Comprehensive Arts and Science (CAS) Transition**

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. Math (60% MINIMUM) MA1040, MA1041
- ii. Two Science courses chosen from one of the following three combinations:
  - a. Introductory Biology: BL1020, BL1021
  - b. Introductory Chemistry: CH1030, CH1031
  - c. Introductory Physics: PH1050, PH1051

**Note:** It is strongly recommended that CAS students who intend to enroll in Engineering Technology programs complete both of the Chemistry courses and both of the Physics courses.



### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Degree and Technical Profile including the following courses (or equivalent):

- i. English (60% minimum) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics (60% minimum) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- iii. Science from one of the following sections:
  - a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
  - b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C
  - c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

### Courses

#### Semester 1 (Fall)

Code	Title	Cr	Le	La
CH1120	Chemistry	4	3	2
PH1150	Applied Physics	5	4	2
EG1110	Engineering Graphics	3	2	2
MC1850	Spreadsheet Applications	1	0	2
MA1700	Mathematics	4	3	2
CM1400	Technical Report Writing I	3	3	0
LW1540	Law, Ethics & Sustainability	3	3	0

#### Semester 2 (Winter)

Code	Title	Cr	Le	La
CH1121	Chemistry	4	3	2
EG1430	AutoCAD Essentials	3	2	2
MA1101	Mathematics	5	5	0
CM1401	Technical Report Writing II	3	3	0
FM2102	Fluid Mechanics	3	3	1
GE1520	Physical Geology	3	2	2
CI2250	Hydraulics	1	1	1

#### Semester 3 (Intersession)

Code	Title	Cr	Le	La
CF3201	Materials and Corrosion	3	3	1
GE1520	Physical Geology	3	2	2
SP2455	Petroleum OHS Management	3	3	0
SE2150	Safety Certifications	0	0	0

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

#### Semester 4 (Fall)

Code	Title	Cr	Le	La
CH2330	Petroleum Organic Chemistry	3	2	2
MA2100	Mathematics	5	5	0
CM2800	Oral / Written Communication Skills	3	3	0
TD2100	Thermodynamics	3	3	1
GE2510	Petroleum Geology II	4	3	2
CF2545	Mechanics of Solids	3	3	1
CF1125	Process Instrumentation and Control Systems	2	2	1

#### Semester 5 (Winter)

Code	Title	Cr	Le	La
CH2335	Petroleum Chemistry	3	2	2
MA1670	Statistics	4	4	1
TD3140	Heat Transfer	3	3	1
PM2130	Drilling	4	3	2
PM2230	Completions	4	3	2
PM2321	Reservoir Estimates	4	3	2

#### Semester 6 (Spring)

Code	Title	Cr	Le	La
WT1400	Work Term	5	0	0

*The Course and Lab hours per week are based on a 15 week semester. The Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

#### Semester 7 (Fall)

Code	Title	Cr	Le	La
PR3150	Project Management and Financial Analysis	4	4	0
PM2420	Logging and Formation Evaluation	5	4	3
PM2140	Well Planning	4	3	2
PM2520	Oil Facilities	3	3	1
PM2222	Production	4	3	2
PM2330	Reservoir Analysis	4	3	2
PR2880	Capstone Project I (Seminar)	0	1	0

*The credit hour from PR2880 Capstone Project I (Seminar) in Semester 7 is allotted to PR2881 Capstone Project II in Semester 8.*

#### Semester 8 (Winter)

Code	Title	Cr	Le	La
PR3110	Petroleum Risk Assessment	2	2	1
PM2402	Production Logging & Applications	3	2	2
PM2180	Well Control	2	1	3
PM2530	Gas Facilities	3	3	1
PM2600	Intervention	4	3	2
EN3400	Environmental Management and Protection	3	3	0
PR2881	Capstone Project II	4	3	0

*The credit hour from PR2880 Capstone Project I (Seminar) in Semester 7 is allotted to PR2881 Capstone Project II in Semester 8.*

*School of  
Health Sciences*

## Advanced Care Paramedicine

**Start Date:** September

**Credential:** Post Diploma

**Program Length:** 4 Semesters

**School:** Health Sciences

### **Locations & Delivery Modes:**

- Bay St. George - Blended delivery
- Prince Philip Drive - Blended delivery

### **PROGRAM DESCRIPTION**

The provision of emergency medical services (EMS) is a unique and vital community service. Paramedics are highly skilled members of a health care team who function in the realm of EMS, initiating medical treatment for individuals in urgent and non-urgent situations. Based on sound knowledge, paramedics demonstrate rational problem-solving abilities and excellent decision-making skills. This program addresses not only the operational/procedural skills of the advanced care paramedic but also ethical and professional behaviors essential to practice, such as effective communication.

The Advanced Care Paramedicine Program is a four-semester post-diploma program offering training in advanced emergency care to Primary Care Paramedics who are presently practicing in one of the four regional health authorities in the province of Newfoundland and Labrador. Mental/physical fitness and healthy lifestyles are emphasized throughout the program, as paramedics must be fit to perform the requirements of the occupation.

This post-diploma program is designed to allow advancement of practice from the PCP level to the ACP level while allowing students to maintain employment in their respective communities. The program utilizes a blended delivery and part-time structure with a combination of D2L based learning, clinical simulation, and clinical practicum to allow students to meet the requirements for entry to practice at the ACP level in accordance with the National Occupational Competency Profile for Paramedics (NOCP).

This is a challenging program that provides the student with extensive learning experiences while also allowing currently employed PCPs the opportunity to advance their skills. Graduates of this post-diploma program will be prepared to work competently and skillfully, providing advanced out-of-hospital care in accordance with the national standards for advanced care paramedics.

Students who have advanced to semester 4 will be given the opportunity to complete their clinical practicum (PA3410) over 1, 2, or 3 semesters in consultation with the School of Health Sciences.

### **PROGRAM OBJECTIVES**

Upon successful completion of the Advanced Care Paramedicine program, graduates will be able to:

1. Perform advanced skills in respiratory, cardiac, trauma, obstetric care, paediatrics, pharmacology, and medical emergencies.
2. Meet the entry-to-practice competencies and requirements of an Advanced Care Paramedic (ACP) as defined by the National Occupational Competency Profile for Paramedics.
3. Contribute productively as a member of the health care team.
4. Use judgement and critical thinking skills to reach decisions that will best benefit the patient, and work autonomously in their areas of responsibility.
5. Use critical thinking and problem-solving skills that promote logical and independent decision-making in the provision of ACP care.

## CLINICAL PLACEMENTS

Clinical placements are a required element of this program and students will be assigned placements at approved training sites. Additional sites may be considered in consultation with program faculty. There is no guarantee that students will receive their preferred placement. All expenses associated with the completion of clinical placement will be the responsibility of the student.

Students require a clear Certificate of Conduct (Criminal Record Check and Vulnerability Sector Check) to be permitted into a clinical placement. Students with an unclear Certificate of Conduct are advised to speak with program faculty at the beginning of the program.

For programs with competitive admissions, clinical placements are not affected by ranking in the competitive admissions process and will be determined under institutional guidelines.

## ENTRANCE REQUIREMENTS

Due to the nature of the ACP advanced scope of practice and the critical nature of the professional role, candidates must demonstrate the appropriate proficiency at the PCP level before beginning the ACP program. Eligibility for consideration of admission to the ACP post-diploma program requires the applicant to meet the following criteria:

- Completion of a two-year paramedic diploma or equivalent
- Minimum of 60% in two 3000 level sciences (Biology and Chemistry preferred)
- Successful completion of national COPR examination (PCP) or provincial equivalent
- A minimum of 3500 hours of work experience within the last five years with a licensed paramedic service that must be demonstrated by providing letter(s) from current or recent employers.
- A minimum grade of 60% on a comprehensive entrance exam based on prerequisite PCP knowledge and skills administered by CNA
- Letter of support from the employer indicating commitment for release time and clinical time to complete the program
- Upon admission, applicants must hold and must maintain an active license to practice as a PCP in the province of NL for the duration of the program.
- Current Certificate of Conduct (including Vulnerable Sector Check)
- Immunization Record

(See the Additional Information for Health Sciences Applicants (Definitions and Regulations) section of the calendar or under the Admissions Regulations section of our website for details.)

### NOTE:

**This program is not open for application as it requires working experience / recommendation from an employer.**

### Courses

#### Semester 1

Code	Title	Cr	Le	La
PA3110	Advanced Care for Medical Emergencies I	8	6	3 + 1 wk clinical
PA3115	Foundations for Advanced Care	6	5	3
CM3020	Evidenced Based Practice & Oral Communications	4	4	0

#### Semester 2

Code	Title	Cr	Le	La
PA3220	Advanced Care for Medical Emergencies II	8	5	3 + 2 wks clinical
PA3225	Advanced Care for Special Considerations	6	5	3
PA3230	Advanced Care for Trauma	6	5	3

## Semester 3

Code	Title	Cr	Le	La
PA3310	Advanced Care for Medical Emergencies III	6	5	3
PA3320	Advanced Care for Obstetrics and Pediatrics	9	6	3 + 3 wks clinical
PA3330	Interagency Relations & Introduction to Critical Care	6	5	3

## Semester 4

Code	Title	Cr	Le	La
PA3410	Final Practicum	14	0	14 wks

# **Diagnostic Ultrasonography**

**Start Date:** September

**Credential:** Post Diploma

**Program Length:** 13 Months

**School:** Health Sciences

**Locations & Delivery Modes:**

- Prince Philip Drive - On Campus delivery

## **PROGRAM DESCRIPTION**

Ultrasonography encompasses the medical use of sound waves to evaluate internal anatomy in real time and to produce diagnostic images. With the continuously expanding applications of ultrasound in today's technologically advanced society, it has made for an exciting and demanding career field. Ultrasound images are used by Radiologists to retrieve critical information regarding the patient and their subsequent diagnosis and treatment. Ultrasound has grown to include applications in abdomen, obstetrics, gynecology, vascular and superficial structures.

## **OBJECTIVES**

Upon successful completion of the Diagnostic Ultrasonography program, graduates will be able to:

1. Utilize academic knowledge as outlined in the Sonography Canada Competency Profile and apply learned knowledge in clinical practice.
2. Apply critical thinking and problem solving skills that promote competence in the performance of ultrasound procedures.
3. Communicate effectively and work collaboratively with other members of the health care team to serve patients and employers with the highest degree of competence.
4. To maintain a high level of professional conduct in the performance of all duties.

## **CURRICULUM**

This is a thirteen month program, which includes training at the college and Eastern Regional Health Authority. Graduates of the program will be eligible to write the certification examinations set by the American Registry of Diagnostic Medical Sonographers (ARDMS) and the examinations set by Sonography Canada.

## **ACCREDITATION**

The program at the Prince Philip Drive Campus is accredited by Accreditation Canada.

## **PROGRAM TRANSFERABILITY**

Graduates may elect to further their studies and obtain a Bachelor of Technology degree from Memorial University of Newfoundland or a Bachelor of Science (Post Diploma, Human Science) from Athabasca University.

## **CERTIFICATIONS**

Students must possess valid Standard First Aid with Cardiopulmonary Resuscitation (CPR) /Basic Life Support (BLS) certification to be eligible for graduation from the College.

## CLINICAL PLACEMENTS

Clinical placements are a required element of this program and students will be assigned placements at approved training sites. Additional sites may be considered in consultation with program faculty. There is no guarantee that students will receive their preferred placement. All expenses associated with the completion of clinical placement will be the responsibility of the student.

Students require a clear Certificate of Conduct (Criminal Record Check and Vulnerability Sector Check) to be permitted into a clinical placement. Students with an unclear Certificate of Conduct are advised to speak with program faculty at the beginning of the program.

For programs with competitive admissions, clinical placements are not affected by ranking in the competitive admissions process and will be determined under institutional guidelines.

## ENTRANCE REQUIREMENTS

To be accepted into the Diagnostic Ultrasonography program, an individual must have successfully completed an accredited program in Medical Radiation Technology (Medical Radiography, Radiation Therapy or Nuclear Medicine) and possess a certificate of registration with the Canadian Association of Medical Radiation Technologists (CAMRT).

Interested applicants must submit an official application form along with a certified copy of: (1) high school marks (2) Medical Radiation Technology program marks (3) results of CAMRT examinations and (4) proof of current registration with the CAMRT.

Students meeting academic entrance requirements are accepted on a first come, first served basis. Before final acceptance is granted, additional documentation must be submitted; see the Additional Information for Health Sciences Applicants section of the calendar or under the Admissions Regulations section of our website for details.

## Courses

### Semester 1

Code	Title	Cr	Le	La
UL4110	Ultrasound Physics	4	4	0
UL4310	Basic Scanning I	0	2	14
UL4420	Abdomen	4	4	0
UL4430	Abdomen Pathology	2	2	0

**Note: UL4310 has a Clinical Component of 2.5 hours per week for 9 weeks.**

### Semester 2

Code	Title	Cr	Le	La
UL4210	Obstetrics	6	6	0
UL4230	Gynecology	2	2	0
UL4311	Basic Scanning II	0	0	3
UL4610	Clinical Training	0	0	21

### Semester 3 (22 weeks, May-October)

Code	Title	Cr	Le	La
UL4510	Superficial Structures	2	2	0
UL4611	Clinical Training	0	0	35



# Medical Laboratory Assistant

**Start Date:** September

**Credential:** Certificate

**Program Length:** One Year

**School:** Health Sciences

**Locations & Delivery Modes:**

- Grand Falls-Windsor - On Campus delivery

## PROGRAM DESCRIPTION

### Drawing on sharp skills.

Medical laboratory assistants play an essential role in healthcare. These laboratory professionals collect patient specimens, carry out pre-analytical procedures to prepare specimens for analysis and perform data entry, clerical and reception duties. As an integral member of the health care team, the medical laboratory assistant is part of the front-line laboratory staff and is often the first person with whom patients/clients interact. This requires strong communication, critical thinking and organizational/time management skills as well as professional conduct.

These are dedicated professionals, serving the health care needs of the patient with respect for an individual's diversity, dignity, values and beliefs, ensuring everyone's safety and protecting the confidentiality of patient information.

College of the North Atlantic's (CNA) Medical Laboratory Assistant program provides a quality learning environment that blends academic study and hands-on training with clinical training for those aspiring to a career in laboratory health sciences. A 36-week program, Semesters 1 and 2 (15 weeks each in duration) take place on campus and in Semester 3 you complete a six-week clinical placement at a hospital or clinic in Newfoundland Labrador. Upon graduation, you will be eligible to write the certification examination set by the Canadian Society for Medical Laboratory Science.

This certificate qualifies you for work in hospital laboratories, public health laboratories, clinics, research labs, reference labs, insurance companies, private laboratories, Canadian Blood Services and manufacturing. While this is a demanding field, it is an extremely rewarding career worth pursuing.

If you are intrigued by the science of blood, this career is for you!

### Program Highlights

- Robust training to become an integral part of the healthcare community and fill the identified occupational need.
- The Medical Laboratory Assistant program is accredited by Accreditation Canada.
- You can leverage your certificate for transition into the Medical Laboratory Technologist program at CNA.
- Prepares graduates to challenge the Canadian Society of Medical Laboratory Science (CSMLS) certification exam.
- The CSMLS provides portability to most provinces and territories.

### Did You Know?

- There is a rising need for this type of program across Canada.
- Today's healthcare system would not function as efficiently and effectively without the work performed by MLAs every day.
- Some 70% of all medical decisions depend on laboratory results.

## OBJECTIVES

Upon successful completion of Medical Laboratory Assistant program, the graduate will:

1. Utilize academic knowledge as outlined in the Canadian Society for Medical Laboratory Science (CSMLS) competency profile and apply the learned knowledge in clinical practice.
2. Perform pre-analytical clinical laboratory procedures using appropriate equipment and instruments in accordance with established protocols.

3. Communicate and interact effectively with clients, family members, and members of the health care team.
4. Maintain a high level of professional practice, meeting legal and ethical requirements, while following established protocols, safety guidelines, and existing legislation in the performance of duty.
5. Use quality management / continuous improvement principles to investigate, evaluate, and problem solve in a rapidly changing environment.

## **CURRICULUM**

This is a 36 week program, which includes training at the College as well as clinical placements at various hospitals/clinics throughout Newfoundland and Labrador. Semesters 1 and 2 (15 weeks each in duration) take place at the College whereas Semester 3 consists of a 6-week clinical placement. Graduates of the program will be eligible to write the certification examination set by the Canadian Society for Medical Laboratory Science.

## **ACCREDITATION**

The Medical Laboratory Assistant (MLA) program is accredited by Accreditation Canada until December 2023.

## **CERTIFICATIONS**

Students must possess valid Standard First Aid with Cardiopulmonary Resuscitation (CPR) /Basic Life Support (BLS) certification to be eligible for graduation from the College.

## **CLINICAL PLACEMENTS**

Clinical placements are a required element of this program and students will be assigned placements at approved training sites. Additional sites may be considered in consultation with program faculty. There is no guarantee that students will receive their preferred placement. All expenses associated with the completion of clinical placement will be the responsibility of the student.

Students require a clear Certificate of Conduct (Criminal Record Check and Vulnerability Sector Check) to be permitted into a clinical placement. Students with an unclear Certificate of Conduct are advised to speak with program faculty at the beginning of the program.

For programs with competitive admissions, clinical placements are not affected by ranking in the competitive admissions process and will be determined under institutional guidelines.

## **ENTRANCE REQUIREMENTS for 2022 – 2023 Academic Year**

Eligibility for admission to the Medical Laboratory Assistant program requires the applicant to meet one of the following academic criteria:

### **1. High School**

High School Graduation Certificate with a 60% overall average in the following (or equivalent):

1. English 3201 or 3202 (minimum 60%)
2. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
3. Science (4 credits) chosen from two of:  
Biology: 3201  
Physics: 3204  
Chemistry: 3202  
Earth Systems: 3209
4. Electives (2 additional credits) chosen from any of the remaining 3000 level courses offered in the Senior High School Program.

### **2. Comprehensive Arts and Science (CAS) Transition**

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- 1 English (minimum 60%): CM1060, CM1061
- 2 Math (minimum 60%): MA1040, MA1041
- 3 Four Science courses chosen from two of the following three combinations:

- a. Biology: BL1020, BL1021
- b. Chemistry: CH1030, CH1031
- c. Physics: PH1050, PH1051

**Note:** It is strongly recommended that CAS students who intend to enroll in the Medical Laboratory Assistant program complete the Biology and Chemistry courses.

### **3. Adult Basic Education (ABE)**

Adult Basic Education (Level III) Graduation with Degree and Technical Profile (overall 60% average) including the following courses (or equivalent):

- 1 English (minimum of 60%) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- 2 Mathematics (minimum of 60%) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- 3 Science from two of the following sections:
  - a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
  - b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C
  - c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile (and appropriate grades) may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, must be at least 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### **5. International Applicants – English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## **ENTRANCE REQUIREMENTS effective 2023 – 2024 Academic Year**

Eligibility for admission to the Medical Laboratory Assistant program requires the applicant to meet one of the following five academic criteria:

### **1. High School**

High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English 3201 or 3202 (minimum 60%)
- ii. Mathematics (4 credits) chosen from:
  - Advanced: 2200, 3200 (50% minimum in each course)
  - Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Science (4 credits):
  - Biology: 3201 (minimum 60%)
  - Chemistry: 3202 (minimum 60%)
- iv. Electives (2 additional credits) chosen from any of the remaining 3000 level courses offered in the Senior High School Program.

### **2. Comprehensive Arts and Science (CAS) Transition**

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- 1 English (minimum 60%): **CM1060, CM1061**
- 2 Math (minimum 60%): **MA1040, MA1041**
- 3 Four Science courses chosen from two of the following three combinations:
  - a. Biology: **BL1020, BL1021**
  - b. Chemistry: **CH1030, CH1031**

### **3. Adult Basic Education (ABE)**

Adult Basic Education (Level III) Graduation with Degree and Technical Profile (overall 60% average) including the following courses (or equivalent):

1 English (minimum of 60%) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C

2 Mathematics (minimum of 60%) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C

3 Science from two of the following sections:

a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C

b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile (and appropriate grades) may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, must be at least 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### **5. International Applicants – English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

**Note:** Students meeting academic entrance requirements are accepted on a first come, first served basis. Before final acceptance is granted, additional documentation must be submitted; see the Additional Information for Health Sciences Applicants section of the calendar or under the Admissions Regulations section of our website for details.

### **Additional Entrance Requirements**

- Valid\*\* Certificate of Conduct, including Criminal Record and Vulnerable Sector Check.
- Students will require a current Certificate of Conduct (Criminal Record and Vulnerable Sector Check) prior to starting their program. Applicants with a criminal offense listed on their Certificate of Conduct (Criminal Record and Vulnerable Sector Check) may be denied access to clinical placement by the College's clinical partners and may be unable to complete their program.
- Students will need to complete a Student Pre-Placement Immunizations and Communicable Diseases Screening with their Health Care Provider. Completing the immunization record will require physician's visits, blood tests, and a TB screening test; detailed instructions are included on the Student Pre-Placement Immunizations and Communicable Diseases Screening. The applicant is responsible for ensuring that all medical requirements are fulfilled, and the screening form complete before submission. Certain vaccinations require a series of immunizations over a period; therefore, it is essential to start the process as early as possible. The applicant is also responsible for all associated costs (vaccinations, laboratory testing, physician fees, certificate of conduct fees, etc.).

(See the Additional Information for Health Sciences Applicants (Definitions and Regulations) section of the calendar or under the Admissions Regulations section of our website for details.)

## Courses

### Semester 1

Code	Title	Cr	Le	La
ML1000	General Laboratory Knowledge	3	2	2
ML1010	Orientation and Medical Laboratory Skills	3	2	2
ML1025	Laboratory Calculations	3	3	0
MC1130	Computer Studies	2	2	0
TM1130	Medical Terminology	3	3	0
BL1600	Human Biology	4	3	2
HG1500	Working in Healthcare	3	3	0

### Semester 2

Code	Title	Cr	Le	La
ML1030	Practical Clinical Chemistry	3	2	2
ML1040	Practical Hematology	3	2	2
ML1050	Practical Microbiology	3	2	2
ML1060	Practical Histotechnology/Cytology	3	2	2
ML1070	Specimen Collection	3	2	2
CM2201	Oral Communications	2	2	0

### Semester 3 (Intersession)

Code	Title	Cr	Le	La
ML1080	Clinical Practicum	6	0	6 wks

*ML1080: 6 wks (35 hrs/wk)*

**Note:** In Semester 3 students will be assigned to one of the program's affiliated clinical locations.

# Medical Laboratory Technology

**Start Date:** September

**Credential:** Diploma

**Program Length:** Three Years

**School:** Health Sciences

**Locations & Delivery Modes:**

- Prince Philip Drive - On Campus delivery

## PROGRAM DESCRIPTION

Medical laboratory technologists are integral members of the health care team who perform diagnostic laboratory testing on blood, body fluids and tissues to aid the physician in the diagnosis, treatment and prevention of disease. It is a fast-paced and challenging profession that will appeal to students with a fascination for biological science. It requires manual dexterity, visual color discrimination, a keen eye for detail, organizational/time management skills and judgment/decision-making ability.

Medical laboratory technologists perform a wide array of diagnostic tests including examining bacterial cultures for identification and antibiotic sensitivity, assuring the compatibility of blood for transfusion, identifying abnormal cells, and analyzing the chemical composition of body fluids. As one of Canada's largest group of health care professionals, MLTs play a critical role in the health care system, as up to 80% of decisions related to patient diagnosis and treatment are based on laboratory test results.

This program develops not only the technical skills of the medical laboratory technologist but also the ethical and professional behaviours required of the profession. It is a challenging program that provides the student with extensive classroom, laboratory and clinical/practicum experience. Graduates will be prepared to work in a competent manner providing accurate diagnostic testing in accordance with the national standards for medical laboratory technologists.

## OBJECTIVES

Upon successful completion of the Medical Laboratory Technology program, graduates will be able to:

1. Demonstrate required knowledge, skills and abilities, as prescribed by the Canadian Society for Medical Laboratory Science (CSMLS) competency profile, with timelines, accuracy and proficiency.
2. Practice and promote the principles of quality management and the efficient utilization of resources.
3. Apply critical thinking and problem-solving skills that promote competence in the performance of laboratory procedures.
4. Demonstrate research skills to constructively solve problems.
5. Communicate effectively and work collaboratively with other members of the health care team to serve patients and employers with the highest degree of competence.
6. Demonstrate a high level of professional conduct in the performance of duty.

## CURRICULUM

The curriculum for this program is designed to encompass three years of training. The first three semesters are spent at the college and emphasis is placed on academic and theoretical training. During the fourth semester the student will have an introduction to the clinical application through a two week practicum at an affiliated clinical site. During the second program year an emphasis is placed on theoretical knowledge unique to the program's disciplines and application of this knowledge in a simulated laboratory environment. The program's third and final year encompasses practical training and clinical experience conducted in affiliated health care institutions.

Graduates of the program at the Prince Philip Drive Campus will be eligible to sit the certification examination set by the Canadian Society for Medical Laboratory Science (CSMLS). The CSMLS is the national professional body for medical laboratory technologists.

## PROGRAM TRANSFERABILITY

Graduates may elect to further their studies and obtain a Bachelor of Technology degree from Memorial University of Newfoundland (MUN) or a Bachelor of Sciences (Post Diploma, Human Science) from Athabasca University.

## ACCREDITATION

This program is accredited by Accreditation Canada.

## CERTIFICATIONS

Students must possess valid Standard First Aid with Cardiopulmonary Resuscitation (CPR) /Basic Life Support (BLS) certification to be eligible for graduation from the College.

## CLINICAL PLACEMENTS

Clinical placements are a required element of this program and students will be assigned placements at approved training sites. Additional sites may be considered in consultation with program faculty. There is no guarantee that students will receive their preferred placement. All expenses associated with the completion of clinical placement will be the responsibility of the student.

Students require a clear Certificate of Conduct (Criminal Record Check and Vulnerability Sector Check) to be permitted into a clinical placement. Students with an unclear Certificate of Conduct are advised to speak with program faculty at the beginning of the program.

For programs with competitive admissions, clinical placements are not affected by ranking in the competitive admissions process and will be determined under institutional guidelines.

## ENTRANCE REQUIREMENTS

Eligibility for admission to the Medical Laboratory Technology program requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English 3201 or 3202 (minimum 60%)
- ii. Mathematics (4 credits) chosen from:
  - Advanced: 2200, 3200 (50% minimum in each course)
  - Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Science (4 credits):
  - Biology: 3201 (minimum 60%)
  - Chemistry: 3202 (minimum 60%)

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. English (minimum 60%): CM1060, CM1061
- ii. Math (minimum 60%): MA1040, MA1041
- iii. Four Science courses:
  - Biology: BL1020, BL1021 (minimum 60%)
  - Chemistry: CH1030, CH1031 (minimum 60%)

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Degree and Technical Profile (overall 60% average) including the following courses (or equivalent):

- i. English (minimum of 60%) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics (minimum of 60%) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- iii. Science:
  - Biology (minimum 60%) 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
  - Chemistry (minimum 60%) 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C

**Note:** Applicants with Adult Basic Education (Level III) Graduation with a different Profile (and appropriate grades) may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

#### **Additional Entrance Requirements**

- Completion of the Casper Admissions Exam.
  - The Casper Admissions Exam official score will be used as part of the points-based system to determine ranking in the competitive entry process
  - All applicants are required to complete Casper\* Admissions Exam (CSP-10201 – Canadian Professional Health Sciences) as part of their application for the 2022/2023 admissions cycle. To complete Casper, visit TakeAltus.com.
- Valid\*\* Certificate of Conduct, including Criminal Record and Vulnerable Sector Check.
- Students will require a clear and current Certificate of Conduct (Criminal Record and Vulnerable Sector Check) prior to clinical practicum. Applicants with a criminal offense listed on their Certificate of Conduct (Criminal Record and Vulnerable Sector Check) may be denied access to clinical placement and may be unable to complete their program.
- Immunization Record providing evidence that the applicant has received the required vaccinations/screening tests. Completing the immunization record will require physician's visits, blood tests, and a TB screening test; detailed instructions are included on the School of Health Sciences Student Information and Program Awareness Form. The applicant is responsible for ensuring that all medical requirements are fulfilled, and the immunization record complete before submission. Certain vaccinations require a series of immunizations over a period; therefore, it is essential to start the process as early as possible. The applicant is also responsible for all associated costs (vaccinations, laboratory testing, physician fees, certificate of conduct fees, etc.).
- ESL students only – one of the following:
  - IELTS: minimum overall band score of 7
  - TOEFL Score: minimum score of 94

(See the Additional Information for Health Sciences Applicants (Definitions and Regulations) section of the calendar or under the Admissions Regulations section of our website for details.)

**\*Casper.** The Casper test comprises 12 sections of video and written scenarios. Following each scenario, you will be required to answer a set of probing questions under a time contract. The test typically takes between 75-90 minutes to complete. Each response is graded by a different rater, giving a very robust and reliable view of personal and professional characteristics important to our program. No studying is required for Casper, although you may want to familiarize yourself with the test structure at TakeAltus.com, and ensure you have a quiet environment to take the test. We strongly urge you to take advantage of the 12-section practice test, which will not only immerse you in the test environment but will also ensure you meet the technical requirements to access and complete the test.

Casper test results are valid for one admissions cycle. Applicants who have already taken the test in previous years will therefore be expected to re-take it.

For a more detailed look at the Casper test, please see [this video](#).

**\*\*Acceptance of the Certificate of Conduct (Criminal Record and Vulnerable Sector Check)** is at the discretion of the Health Authority of which clinical practicum is being sought.

#### **COMPETITIVE ENTRY APPLICATION PROCESS - FALL 2023**

Program Start Date September 2023

The competitive admissions process is points-based and includes:



## The Competitive Entry Application Process for this program

<b>Competitive Admissions Rubric – Medical Laboratory Technology</b>		
Criteria		# Points
1.	A resident of Newfoundland and Labrador	1
2.	Previously applied to the program (<5 years)	1
3.	Successful completion of post-secondary courses*	1
	The equivalent of one CNA full-time semester (4 courses)	2
	The equivalent of two CNA full-time semesters (8 courses)	
4.	Academic average (%) in courses specified as program pre-requisites**	
	60 – 64.9	1
	65 – 69.9	2
	70 – 74.9	3
	75 – 79.9	4
	80 – 84.9	5
	85 – 89.9	6
	90 – 94.9	7
	95 – 100	8
5.	Admissions Exam Official Calculated Score	
	60 – 64.9	1
	65 – 69.9	2
	70 – 74.9	3
	75 – 79.9	4
	80 – 84.9	5
	85 – 89.9	6
	90 – 94.9	7
	95 – 100	8
<p><b>*Official transcripts are required.</b></p> <p><b>**Academic averages for the program's pre-requisite courses will be calculated as follows:</b></p> <p>High School, Adult Basic Education and Comprehensive Arts and Science (Transition) Graduates: The academic average will be calculated using final marks in the courses required for admission to the program.</p> <p>Current High School, Adult Basic Education, and Comprehensive Arts and Science (Transition) students enrolled in their final year: The academic average will be calculated from marks available by the deadline date. An up-to-date transcript must be submitted, and conditional acceptance may be granted based on this information. Confirmation of acceptance is dependent on ranking after final grades are confirmed.</p> <p>Marks from equivalent post-secondary courses may be substituted for high school marks for evaluation purposes.</p>		

Deadline for receipt of application

March 3rd 2023

Deadline for receipt of ALL supporting documentation\*

March 10th 2023

Initial round of acceptances

April 30th 2023

\*Documentation received after the deadline **WILL NOT** be considered

**\*\*Candidates not accepted for the intake to which they applied must re-apply for admission to future offerings. Applications WILL NOT be kept on file.**

## Courses

### Semester 1

Code	Title	Cr	Le	La
CM2201	Oral Communications	2	2	0
TM1130	Medical Terminology	3	3	0
ML1035	Immunology and Hematology	3	2	2
MA1021	Basic Laboratory Calculations	3	3	0
BL1600	Human Biology	4	3	2
ML1090	Medical Lab Knowledge	3	2	2
ML1011	Orientation to MLT	3	2	2

### Semester 2

Code	Title	Cr	Le	La
PS1420	Health Care Organization and Structure	3	3	0
BL2601	Intro to Microbiology	4	3	2
ML1335	Histology	4	3	2
CH2340	Biochemistry	2	2	0
HG1681	Ethics in Health Care	3	3	0
ML1070	Specimen Collection	3	2	2
CS2311	Research Methods and Statistics	3	3	0

### Semester 3 (8 weeks)

Code	Title	Cr	Le	La
CH1350	Urinalysis	2	0	30
ML1213	Hematology 1	2	0	30
BL2425	Clinical Microbiology 1	2	0	30
ML1360	Histotechnology 1	2	0	30
HG1300	Professional Practice	3	3	0
ML1660	Clinical Practicum 1	2	0	2 wks

*Students must successfully complete all pre-requisite Semester 3 courses for ML1660 Clinical Practicum 1 in order to be eligible for this course.*

*Clinical Practicums in Semesters 3 and 8 will take place in a hospital-based setting.*

### Semester 4

Code	Title	Cr	Le	La
ML2100	Hematology 2	3	2	2
CH2252	Clinical Chemistry 1	3	2	2
BL2431	Clinical Microbiology 2	3	2	3
ML2120	Histotechnology 2	3	2	2
ML2401	Intro to Blood Banking	3	2	2
ML1140	Intro to Quality Management	3	3	0

### Semester 5

Code	Title	Cr	Le	La
CH2513	Clinical Chemistry 2	4	3	2
ML2225	Hematology 3	4	3	2
BL2441	Clinical Microbiology 3	3	2	3
ML1520	Intro to Transfusion Medicine	3	2	2
ML2230	Histotechnology 3	4	3	2

**Semester 6 (6 weeks)**

Code	Title	Cr	Le	La
BL3410	Clinical Microbiology Sim 1	2	0	30
CH3510	Clinical Chemistry Sim 1	2	0	30
ML2210	Hematology Sim 1	2	0	30
ML2310	Histotechnology Sim 1	2	0	30
ML2510	Transfusion Medicine Sim 1	2	0	30
ML2320	Molecular Diagnostics Sim 1	2	0	30

**Semester 7**

Code	Title	Cr	Le	La
BL3411	Clinical Microbiology Sim 2	3	0	30
CH3511	Clinical Chemistry Sim 2	3	0	30
ML2211	Hematology Sim 2	3	0	30
ML2311	Histotechnology Sim 2	3	0	30
ML2511	Transfusion Medicine Sim 2	3	0	30

**Semester 8**

Code	Title	Cr	Le	La
BL4410	Microbiology Practicum	3	0	3 wks
CH4510	Clinical Chemistry Practicum	3	0	3 wks
ML3210	Hematology Practicum	3	0	3 wks
ML3310	Histotechnology Practicum	3	0	3 wks
ML3510	Transfusion Practicum	3	0	3 wks

*Clinical Practicums in Semesters 3 and 9 will take place in a hospital-based setting.*

**Semester 9 (5 weeks)**

Code	Title	Cr	Le	La
ML2610	Interdisciplinary Studies	5	0	5 wks
ML1160	Laboratory Pathophysiology	3	3	0

**Notes:**

Courses with 30 hrs lab to be delivered in condensed block format over a period of 5 days.

Students in the 3<sup>rd</sup> and 8<sup>th</sup> semester of the program will be assigned to one of the affiliated hospitals: Burin Peninsula Health Care Centre, Carbonear General Hospital, Central Newfoundland Regional Health Centre, Dr. G. B. Cross Memorial Hospital, Health Sciences Centre, St. Clare's Mercy Hospital, James Paton Memorial Hospital, Charles S. Curtis Memorial Hospital, Labrador Health Centre, and Western Memorial Regional Hospital. Smaller rural sites may also be utilized in Semester 3.

# Medical Radiography

**Start Date:** September

**Credential:** Diploma

**Program Length:** Three Years

**School:** Health Sciences

**Locations & Delivery Modes:**

- Prince Philip Drive - On Campus delivery

## PROGRAM DESCRIPTION

Medical Radiological Technologists (MRTs) play a vital role in the diagnosis and treatment of many injuries and illnesses. At a physician's request, MRTs operate equipment that emits x-rays to produce images of a body part or system. Their work involves a wide variety of procedures and specialties, including routine general radiography, mammography, angiography, fluoroscopy, and computed tomography. Committed to providing the highest standard of care, MRTs use professional judgment and critical thinking to reach decisions, anticipate outcomes, and respond appropriately to individual patient needs and varying contexts of practice.

This is a challenging program consisting of theory courses, psychomotor skill laboratories, and clinical practicum based courses. The program provides the student with extensive classroom and clinical experience. Graduates of this program will be prepared to work competently and skillfully, providing diagnostic imaging care per the national standards for MRT practice. Furthermore, graduates of the program will be well-positioned to challenge the national competency examination as directed through the Canadian Association of Medical Radiation Technologists.

## OBJECTIVES

Upon successful completion of the Medical Radiography program, graduates will be able to:

1. Demonstrate the required skills, knowledge, and abilities, as prescribed by the Canadian Association of Medical Radiation Technologists in relation to development as a professional, communicator, collaborator, care provider, leader, scholarly practitioner, and clinical expert.
2. Contribute productively as a member of the health care team
3. Use judgement and critical thinking skills to reach decisions which will best benefit the patient, and work autonomously in their areas of responsibility
4. Use critical thinking and problem-solving skills that promote logical and independent decision-making in the provision of MRT care.
5. Communicate effectively and work collaboratively with other members of the health care team to serve patients and employers with the highest degree of competence.
6. Reflect professionalism through personal deportment and public interactions.
7. Demonstrate ethical behavior, empathy, and respect for individuals expected of an entry level-MRT.

## ACCREDITATION

The Medical Radiography program is accredited until 2023/08/21. Program modifications will require submission of an update to Equal Canada regarding cross-referencing. This cross-referencing has been completed, and the program accreditation is unlikely to be affected until renewal in 2023. It is expected that in the next accreditation cycle, the program will receive a temporary 2-year accreditation due to the length of the program and the potential in having limited graduates from the revised program. This outcome is expected but should not affect future full 6-year accreditation following the completion of the temporary 2-year cycle.

## PROGRAM TRANSFERABILITY

Graduates may elect to further their studies and obtain a Bachelor of Technology degree from Memorial University of Newfoundland or a Bachelor of Sciences (Post Diploma, Human Science) from Athabasca University.

## CERTIFICATIONS

Students must possess valid Standard First Aid with Cardiopulmonary Resuscitation (CPR) /Basic Life Support (BLS) certification to be eligible for graduation from the College.

## CLINICAL PLACEMENTS

Clinical placements are a required element of this program and students will be assigned placements at approved training sites. Additional sites may be considered in consultation with program faculty. There is no guarantee that students will receive their preferred placement. All expenses associated with the completion of clinical placement will be the responsibility of the student.

Students require a clear Certificate of Conduct (Criminal Record Check and Vulnerability Sector Check) to be permitted into a clinical placement. Students with an unclear Certificate of Conduct are advised to speak with program faculty at the beginning of the program.

For programs with competitive admissions, clinical placements are not affected by ranking in the competitive admissions process and will be determined under institutional guidelines.

## ENTRANCE REQUIREMENTS

Eligibility for consideration of admission to the Medical Radiography program requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English 3201 or 3202 (minimum 60%)
- ii. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Science (4 credits):  
Biology: 3201  
Physics: 3204

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- 1. English (minimum 60%): CM1060, CM1061
- 2. Math (minimum 60%): MA1040, MA1041
- 3. Four Science courses:
  - a. Biology: BL1020, BL1021
  - b. Physics: PH1050, PH1051

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Degree and Technical Profile (overall 60% average) including the following courses (or equivalent):

- 1. English (minimum of 60%) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- 2. Mathematics (minimum of 60%) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- 3. Science from the following sections:
  - a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
  - b. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

**Note:** Applicants with Adult Basic Education (Level III) Graduation with a different Profile (and appropriate grades) may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

### **Additional Entrance Requirements**

- Completion of the Casper Admissions Exam.
  - The Casper Admissions Exam official score will be used as part of the points-based system to determine ranking in the competitive entry process
  - All applicants are required to complete Casper\* Admissions Exam (CSP-10201 – Canadian Professional Health Sciences) as part of their application for the 2023/2024 admissions cycle. To complete Casper, visit TakeAltus.com.
- Valid\*\* Certificate of Conduct, including Criminal Record and Vulnerable Sector Check.
- Students will require a clear and current Certificate of Conduct (Criminal Record and Vulnerable Sector Check) prior to clinical practicum. Applicants with a criminal offense listed on their Certificate of Conduct (Criminal Record and Vulnerable Sector Check) may be denied access to clinical placement and may be unable to complete their program.
- Immunization Record providing evidence that the applicant has received the required vaccinations/screening tests. Completing the immunization record will require physician's visits, blood tests, and a TB screening test; detailed instructions are included on the School of Health Sciences Student Information and Program Awareness Form. The applicant is responsible for ensuring that all medical requirements are fulfilled, and the immunization record complete before submission. Certain vaccinations require a series of immunizations over a period; therefore, it is essential to start the process as early as possible. The applicant is also responsible for all associated costs (vaccinations, laboratory testing, physician fees, certificate of conduct fees, etc.).
- ESL students only – one of the following:
  - IELTS: minimum overall band score of 7
  - TOEFL Score: minimum score of 94

(See the Additional Information for Health Sciences Applicants (Definitions and Regulations) section of the calendar or under the Admissions Regulations section of our website for details.)

**\*Casper.** The Casper test comprises 12 sections of video and written scenarios. Following each scenario, you will be required to answer a set of probing questions under a time contract. The test typically takes between 75-90 minutes to complete. Each response is graded by a different rater, giving a very robust and reliable view of personal and professional characteristics important to our program. No studying is required for Casper, although you may want to familiarize yourself with the test structure at TakeAltus.com, and ensure you have a quiet environment to take the test. We strongly urge you to take advantage of the 12-section practice test, which will not only immerse you in the test environment but will also ensure you meet the technical requirements to access and complete the test.

Casper test results are valid for one admissions cycle. Applicants who have already taken the test in previous years will therefore be expected to re-take it.

For a more detailed look at the Casper test, please see [this video](#).

**\*\*Acceptance of the Certificate of Conduct (Criminal Record and Vulnerable Sector Check)** is at the discretion of the Health Authority of which clinical practicum is being sought.

### **COMPETITIVE ENTRY APPLICATION PROCESS - FALL 2023**

Program Start Date September 2023

The competitive admissions process is points-based and includes:

## The Competitive Entry Application Process for this program

<b>Competitive Admissions Rubric – Medical Radiography</b>		
Criteria		# Points
1.	A resident of Newfoundland and Labrador	1
2.	Previously applied to the program (<5 years)	1
3.	Successful completion of post-secondary courses*	1
	The equivalent of one CNA full-time semester (4 courses)	2
	The equivalent of two CNA full-time semesters (8 courses)	
4.	Academic average (%) in courses specified as program pre-requisites**	
	60 – 64.9	1
	65 – 69.9	2
	70 – 74.9	3
	75 – 79.9	4
	80 – 84.9	5
	85 – 89.9	6
	90 – 94.9	7
	95 – 100	8
5.	Admissions Exam Official Calculated Score	
	60 – 64.9	1
	65 – 69.9	2
	70 – 74.9	3
	75 – 79.9	4
	80 – 84.9	5
	85 – 89.9	6
	90 – 94.9	7
	95 – 100	8
<p><b>*Official transcripts are required.</b></p> <p><b>**Academic averages for the program's pre-requisite courses will be calculated as follows:</b></p> <p>High School, Adult Basic Education and Comprehensive Arts and Science (Transition) Graduates: The academic average will be calculated using final marks in the courses required for admission to the program.</p> <p>Current High School, Adult Basic Education, and Comprehensive Arts and Science (Transition) students enrolled in their final year: The academic average will be calculated from marks available by the deadline date. An up-to-date transcript must be submitted, and conditional acceptance may be granted based on this information. Confirmation of acceptance is dependent on ranking after final grades are confirmed.</p> <p>Marks from equivalent post-secondary courses may be substituted for high school marks for evaluation purposes.</p>		

Deadline for receipt of application

March 3rd 2023

Deadline for receipt of ALL supporting documentation\*

March 10th 2023

Initial round of acceptances

April 30th 2023

\*Documentation received after the deadline **WILL NOT** be considered

**\*\*Candidates not accepted for the intake to which they applied must re-apply for admission to future offerings. Applications WILL NOT be kept on file.**

## Courses

### Semester 1

Code	Title	Cr	Le	La
BL1600	Human Biology	4	3	2
CM1270	Communications in Health Care	3	3	0
HG1110	Applied Science for Allied Health	4	3	2
MA1700	Mathematics	4	3	2
PH1110	Foundational Physics	5	4	2
TM1130	Medical Terminology	3	3	0

### Semester 2

Code	Title	Cr	Le	La
CM2201	Oral Communications	2	2	0
CS2311	Research Methods and Statistics	3	3	0
MX2102	Radiographic Anatomy I	4	4	0
MX2311	Apparatus and Accessories	4	3	2
MX2415	Patient Care I	4	3	2
PS1420	Health Care Organization and Structure	3	3	0
PH2205	Radiation Physics	3	3	0

### Semester 3

Code	Title	Cr	Le	La
HG1300	Professional Practice	3	3	0
MX2105	Radiographic Anatomy II	3	3	0
MX2500	Radiation Protection and Radiobiology	3	3	0
MX1300	Digital Imaging I - CR Systems	3	2	2

### Semester 4

Code	Title	Cr	Le	La
HG1681	Ethics in Health Care	3	3	0
MX1620	Clinical Orientation I	0	0	3
MX2110	Radiographic Technique I	5	4	4
MX2210	Digital Imaging II: DDR Systems	4	3	2
MX2320	Introduction to CT and Specialized Imaging	3	3	1
MX2420	Radiographic Anatomy III	3	3	0
MX2430	Radiographic Image Analysis I	2	2	0

### Semester 5

Code	Title	Cr	Le	La
MX1621	Clinical Orientation II	0	0	3
MX2121	Radiographic Technique II	5	4	4
MX2201	Image Recording: Quality Management	2	2	1
MX2505	CT: Imaging Procedures and Protocols	3	3	1
MX2510	Pathology for Imaging Professionals	3	3	0
MX2515	Patient Care II	4	3	2
MX2520	Radiographic Image Analysis II	2	2	0

### Semester 6

Code	Title	Cr	Le	La
MX1510	Clinical Radiography I	16	0	16 wks



Semester 7				
Code	Title	Cr	Le	La
MX3250	Clinical Radiography II	16	0	16 wks
Semester 8				
Code	Title	Cr	Le	La
MX3260	Clinical Radiography III	16	0	16 wks

## Personal Care Attendant (PCA)

**Start Date:** September

**Credential:** Certificate

**Program Length:** 2 Semesters (30 Weeks)

**School:** Health Sciences

### Locations & Delivery Modes:

- Carbonear - On Campus delivery
- Clarenville - On Campus delivery
- Corner Brook - On Campus delivery
- Grand Falls-Windsor - On Campus delivery
- Happy Valley-Goose Bay - On Campus delivery
- Prince Philip Drive - On Campus delivery

### PROGRAM DESCRIPTION

As integral members of the interdisciplinary healthcare team, Personal Care Attendants are responsible for providing support to clients in all aspects of daily living through companionship, physical, spiritual and psychosocial care. Through the use of classroom instruction, skills development laboratories, and supervised practicums; the PCA educational program provides learners with the necessary skills to work with clients in a variety of institutionalized settings.

### OBJECTIVES

Upon successful completion of the Personal Care Attendant (PCA) program, graduates will be able to:

1. Provide holistic, client-centered care across the life-span.
2. Provide safe, competent, and ethical care that adheres to legislation, employer policies and procedures, scope of employment, educational program, evidence-informed practice, and ethical principles.
3. Adhere to workplace safety legislation, employer policies for maintaining a safe working environment, and procedures for responding to and reporting workplace safety concerns.
4. Communicate effectively with clients, families, and the health care team.
5. Respect cultural diversity of the client, family, colleague, and community.
6. Document in a clear, concise manner that is consistent with legal requirements, employer policies, and the provision of care.
7. Report pertinent information in a timely manner to appropriate health care team professionals.
8. Recognize the significance of professionalism, life-long learning, self-care, well-being, and safety in the role of the PCA.

### FUTURE OPPORTUNITIES

Graduates will have potential employment opportunities to work as part of a multidisciplinary team in a variety of institutionalized health care settings within Newfoundland and Labrador.

### CERTIFICATIONS

Students must possess valid Standard First Aid with Cardiopulmonary Resuscitation (CPR) /Basic Life Support (BLS) certification to be eligible for graduation from the College.

In addition, students must complete on-line modules in Gentle Persuasive Approach (GPA) as well as Workplace Hazardous Materials Information System (WHMIS).

**Note:** Students may be expected to incur costs associated with completion of the First Aid/CPR certification and the on-line modules in GPA and WHMIS.

## CLINICAL PLACEMENTS

Clinical placements are a required element of this program and students will be assigned placements at approved training sites. Additional sites may be considered in consultation with program faculty. There is no guarantee that students will receive their preferred placement. All expenses associated with the completion of clinical placement will be the responsibility of the student.

Students require a clear Certificate of Conduct (Criminal Record Check and Vulnerability Sector Check) to be permitted into a clinical placement. Students with an unclear Certificate of Conduct are advised to speak with program faculty at the beginning of the program.

For programs with competitive admissions, clinical placements are not affected by ranking in the competitive admissions process and will be determined under institutional guidelines.

## ENTRANCE REQUIREMENTS

Eligibility for admission to the Personal Care Attendant program requires the applicant to meet one of the following criteria:

### 1. High School

Provincial High School Graduation Certificate, possess a Grade 12 diploma or Grade 12 equivalency documentation.

Note: Preference will be given to students who have successfully completed a Grade 12 English course.

### 2. Adult Basic Education (ABE)

Adult Basic Education (Level III)

Note: Preference will be given to students who have successfully completed a Grade 12 English course.

### 3. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program must be at least 19 years of age at the time of application and out of school for at least one (1) year and demonstrate Grade 12 literacy and numeracy equivalency to be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 4. International Applicants – English Proficiency

Demonstrate English proficiency on the IELTS (International English Language Testing System – Academic version) with an overall score of 7.0 and scores of 7.0 speaking, 7.5 listening, 6.5 reading and 7.0 writing. For more information visit:

IELTS: [www.ielts.org](http://www.ielts.org)

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

Note: Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

**Note:** Before final acceptance is granted, the applicant must also complete the School of Health Sciences Student Information and Program Awareness Form, and submit the requested documentation, including:

1. **Current Certificate of Conduct** obtained from the Royal Newfoundland Constabulary, the Royal Canadian Mounted Police, or local provincial/municipal forces, including the “**Vulnerable Sector Check**”. Documents must be within **no more than two months prior to registration**. Applicants with a criminal offence listed on their Certificate of Conduct may be denied admission.
2. **Student Immunization Record**, providing evidence that the applicant has received the required vaccinations / screening tests. Completion of the immunization record will require physician’s visits, blood tests, and a TB screening test (2 step); detailed instructions are included on the School of Health Sciences Student Information and Program Awareness Form. The applicant is responsible for ensuring that all medical requirements are fulfilled, and the immunization record complete, before submission. Certain vaccinations require a series of immunizations over a period of time; it is therefore important to start the process as early as possible. The applicant is also responsible for all associated costs (vaccinations, laboratory testing, physician fees, certificate of conduct fees, etc.).
1. Provide two reference letters supporting entrance into the program. References cannot be provided by family members or friends. References may be provided by individuals such as:
  - Employers
  - Teachers/instructors
  - Representative from a volunteer agency

2. Perform 20 volunteer service hours within the past two years. Volunteer service may include, but is not limited to:
  - Community agencies
  - School programs
  - Church groups
  - Charitable organizations
 Written verification is required for all volunteer hours.
3. Complete a one page written personal statement. Personal statements must address the following:
  - Reason(s) for interest in the program
  - Personal characteristics/skills/abilities that applicants bring to the program
  - Knowledge gained from volunteer experience(s)

## Courses

### Semester 1

Code	Title	Cr	Le	La
PC1120	Foundations for Practice	3	3	0
CM1170	Essentials for Communication & Documentation	3	3	0
PC1130	Workplace Safety	2	2	0
PC1141	Understanding Aging, Dementia & Dying	3	3	1
PC1145	Fundamentals I: Care Basics	6	5	3
PC1150	Clinical Practice I	4	4 wks	0

### Semester 2

Code	Title	Cr	Le	La
PC1210	Basic Concepts in Medication Awareness	2	2	0
CM1215	Personal & Career Development Seminars	1	1	0
PC1220	Mental Health Concepts	2	2	0
PC1225	Fundamentals II: Body Systems Approach to Care	6	5	2
PC1230	Clinical Practice II	5	5 wks	0
PC1235	Clinical Preceptorship	3	3 wks	0

## Practical Nursing

**Start Date:** September

**Credential:** Diploma

**Program Length:** 19 Months

**School:** Health Sciences

### Locations & Delivery Modes:

- Bay St. George - On Campus delivery
- Burin - On Campus delivery
- Carbonear - On Campus delivery
- Clarenville - On Campus delivery
- Corner Brook - On Campus delivery
- Gander - On Campus delivery
- Grand Falls-Windsor - On Campus delivery
- Happy Valley-Goose Bay - On Campus delivery
- St. Anthony - On Campus delivery

### PROGRAM DESCRIPTION

College of the North Atlantic brokers the Practical Nursing program from the Centre for Nursing Studies, delivering it in regions, outside St. John's, with a demonstrated labor market need. To access information for the offering in St. John's please refer to [cns.easternhealth.ca](http://cns.easternhealth.ca).

This program is designed to prepare graduates to provide nursing services for clients across the lifespan in institutional and community based settings within the approved scope of practice for licensed practical nurses in Newfoundland and Labrador. It introduces the student to the role of practical nurse in promoting, protecting, restoring, maintaining and supporting the health status of individuals across the health and developmental continuum.

The program encompasses classroom work supplemented with skills lab and nursing practice components.

### CLINICAL PLACEMENTS

Clinical placements are a required element of this program and students will be assigned placements at approved training sites. Additional sites may be considered in consultation with program faculty. There is no guarantee that students will receive their preferred placement. All expenses associated with the completion of clinical placement will be the responsibility of the student.

Students require a clear Certificate of Conduct (Criminal Record Check and Vulnerability Sector Check) to be permitted into a clinical placement. Students with an unclear Certificate of Conduct are advised to speak with program faculty at the beginning of the program.

For programs with competitive admissions, clinical placements are not affected by ranking in the competitive admissions process and will be determined under institutional guidelines.

#### PN Bursary

The Province of Newfoundland and Labrador provides a Practical Nursing Bursary Program for students enrolled in the Practical Nursing program. The program provides up to a \$5,000 bursary to selected students, which covers the education program costs. For more information visit the Department of Health and Community Services website.

“All students in the Practical Nursing Program must demonstrate their capacity to meet the entry-level practical nurse competencies. Please review the CLPNNL Becoming a Licensed Practical Nurse in Canada: Requisite Skills and Abilities document at [www.clpnnl.ca](http://www.clpnnl.ca). The purpose of this document is to provide potential practical nursing students with information on the requisite skills and abilities of a Licensed Practical Nurse.”

## ENTRANCE REQUIREMENTS

### 1. Applicants who have followed the High School Curriculum of Newfoundland and Labrador

Applicants shall have completed Graduation Requirements for high school as set down by the Department of Education and obtained an overall average of not less than 65% in 3000 level courses.

#### OR

Applicants in their final year of high school who will complete the graduation requirements for high school as set by the Department of Education and obtained an overall average of not less than 65% in 3000 level courses may be conditionally accepted prior to the writing of final exams. This conditional acceptance will be subject to verification that the applicant has obtained an overall average of not less than 65% in 3000 level courses, when final examination results are released.

### 2. Applicants who have followed the High School Curriculum of other Provinces of Canada // International Applicants

Applicants from other provinces of Canada or International applicants shall have successfully completed Graduation Requirements for high school as set by the home province/country or equivalent to Newfoundland and Labrador Department of Education in 3000 level courses and obtained an overall average of not less than 65%.

### 3. Applicants who have followed the Adult Basic Education Program (ABE)

Applicants shall have completed the Level III Adult Basic Education (ABE) Certificate with the approved combination of thirty-six (36) credits as set by the Department of Education.

### 4. Applicants for Mature Student Status

An applicant, 21 years or older who has not fulfilled the admission criteria outlined previously. These candidates are expected to provide an official transcript.

**\*\*Note: All applicants must follow the Application Process outlined below and must supply all documentation described therein.**

## General Admission Requirements

### English Language Requirement

Applicants must be competent in the English Language. A test of English language will be required for applicants whose first language is not English AND/OR applicants who have completed high school in a language other than English. Applicants who do not meet the criteria above but have post-secondary courses completed in English should contact the campus for further instruction regarding testing.

The tests with the acceptable scores are:

- IELTS (International English Language Testing System – Academic version). Scores: overall score of 7.0 with scores of 7.0 speaking, 7.5 listening, 6.5 reading and 7.0 writing.
- CELBAN (Canadian English Language Benchmark Assessment for Nurses). Scores: 8 speaking, 10 listening, 8 reading and 7 writing. The official results of test score must be submitted before a decision will be made on your application. Test scores are valid for two years from the testing date. All cost associated with the English language requirements are the responsibility of the applicant.

### Interviews

The College of the North Atlantic reserves the right to interview applicants in any of the admission categories.

### Application Process

Applications to the Practical Nursing Program at the College of the North Atlantic will be reviewed for admission **only** when **all** of the following have been provided **within the identified time frames**. Incorrect and/or missing information may jeopardize an applicant's inclusion in the selection process.

- **Online** application form (and applicable fee) submitted.
- Certified copy of the **official birth certificate** from the Department of Vital Statistics.
- **Official** high school transcript from the Department of Education or equivalency certificate.
- **Certified copy** of Level II grades and Level III Term 1 results (for current high school students).
- **Official transcript** of all post-secondary courses/programs (if applicable).
- Personal Statement.

- **Two references** (forms provided) \*Please note that *references from family, friends, relatives or co-workers will be deemed unsatisfactory*. If possible, references should come from previous or current employers and/or instructors/teachers/professors. Referees must forward the Reference Form directly to the campus.
- A personal interview (if requested by the College).

**Once an applicant receives a letter of acceptance, the following documentation must be submitted by July 30<sup>th</sup>.**

- Certificate for Basic Life Support (BLS); BLS/Health Care Provider/AED; or Cardio-Pulmonary Resuscitation – Health Care Provider (CPR/HCP) and Standard First Aid course. Both to be completed after **January 2021**. Annual BLS / CPR-HCP re-certification will be required.
- Current Criminal Record Screening Certificate/Police Records Check and Vulnerable Sector Check in satisfactory standing (**dated no earlier than July 2021**).
- Child Protection Records (may be required)

**Once an applicant receives a letter of acceptance, the following documentation must be submitted by November 15<sup>th</sup>.**

- Immunization documentation

### Courses

SEMESTER ONE – SEPTEMBER TO DECEMBER (2022) (15 WEEKS)						
COURSE	HOURS PER SEMESTER					
	Simulation	Theory	Clinical	Lab	Final Exams	Total Hours
<b>PN1100</b> Introduction to Nursing		36		26	2	64
<b>PN1109</b> Anatomy and Physiology I		36			2	38
<b>PN1130</b> Communication and Therapeutic Relationships		36		20	2	58
<b>PN1225</b> Gerontological Nursing		36			2	38
<b>PN1110</b> Introduction to Nursing Practice			80			80
<b>TOTAL</b>	0	144	80	46	8	278

SEMESTER TWO – JANUARY TO APRIL (2023) (15 WEEKS)						
COURSE	HOURS PER SEMESTER					
	Simulation	Theory	Clinical	Lab	Final Exams	Total Hours
<b>PN1200</b> Mental Health Nursing		36			2	38
<b>PN1290</b> Pharmacology I		22		14	2	38
<b>PN1241</b> Anatomy and Physiology II		36			2	38
<b>PN1251</b> Health Assessment		36		21	2	59
<b>PN1210</b> Mental Health Nursing Practice			80			80
<b>PN1215</b> Pharmacology & Leadership Nursing Practice in the Gerontological Setting			80			80
<b>TOTAL</b>	0	130	160	35	8	333

SEMESTER THREE – APRIL TO JULY (2023) (15 WEEKS)						
COURSE	HOURS PER SEMESTER					
	Simulation	Theory	Clinical	Labs	Final Exams	Total Hours
PN1300 Maternal-Child Nursing		36		4	2	42
PN1170 Medical-Surgical Nursing I		36		19	2	57
PN1360 Pharmacology II		18		12	2	32
PN1325 Maternal-Child Health Nursing Practice			72			72
PN1271 Medical-Surgical Nursing Practice I			80			80
<b>TOTAL</b>	0	90	152	35	6	283

SEMESTER FOUR – SEPTEMBER TO DECEMBER (2023) (15 WEEKS)						
COURSE	HOURS PER SEMESTER					
	Simulation	Theory	Clinical	Labs	Final Exams	Total Hours
PN1330 Community Health Nursing		36			2	38
PN1380 Medical-Surgical Nursing II	8	36		18	2	64
PN1305 Leadership in Nursing	2	36			2	40
PN1375 Medical-Surgical Nursing Practice II			80			80
<b>TOTAL</b>	10	108	80	18	6	222

SEMESTER FIVE – JANUARY TO APRIL (2024) (15 WEEKS)						
COURSE	HOURS PER SEMESTER					
	Simulation	Theory	Clinical	Labs	Final Exams	Total Hours
PN1400 Nursing Practice for Professional Development			160			160
PN1410 Preceptorship			280			280
PN1403 Community Health Nursing Practice	4		80			84
<b>TOTAL</b>	4	0	520	0	0	524

TOTAL PROGRAM HOURS						
	Simulation	Theory	Clinical	Lab	Final Exams	TOTAL HOURS
<b>CURRICULUM TOTALS</b>	14	472	992	134	28	1640



# Primary Care Paramedicine

**Start Date:** September

**Credential:** Diploma

**Program Length:** 68 Weeks

**School:** Health Sciences

## **Locations & Delivery Modes:**

- Bay St. George - On Campus delivery
- Prince Philip Drive - On Campus delivery

## **PROGRAM DESCRIPTION**

Provision of emergency medical services (EMS) is a unique and vital community service. Paramedics are highly skilled members of a health care team who function within the discipline of emergency and pre-hospital care. Paramedics initiate medical treatment for individuals in urgent and non-urgent situations. Based on sound knowledge, these practitioners demonstrate rational problem-solving abilities and excellent decision-making skills. This program addresses the operational/procedural skills of the primary care paramedics, as well as the ethical and professional behaviours such as effective communication. Mental/physical fitness and healthy lifestyles are emphasized throughout the program, as paramedics must be fit to perform the requirements of the occupation.

This is a challenging program that provides the student with extensive classroom and clinical/practicum experience. Graduates of this program will be prepared to work in a competent and skillful manner providing pre-hospital care in accordance with the national standards for paramedics.

## **OBJECTIVES**

Upon successful completion of the Primary Care Paramedicine program, graduates will be able to:

1. Demonstrate required skills, knowledge, and abilities, as prescribed by the Paramedic Association of Canada National Occupational Competency Profile with consistency, independence, timeliness, accuracy, and appropriateness.
2. Integrate assessment, diagnostic, and treatment procedures into the holistic management of patients in the out-of-hospital setting.
3. Use critical thinking and problem-solving skills that promote logical and independent decision-making in the provision of paramedic care.
4. Maintain a level of physical and mental health necessary to perform the bona fide occupational requirements.
5. Communicate effectively and work collaboratively with other members of the health care team to serve patients and employers with the highest degree of competence.
6. Reflect professionalism through personal deportment and public interactions.
7. Demonstrate ethical behaviour, empathy and respect for individuals.

## **ACCREDITATION**

This program is accredited by Accreditation Canada.

## **CLINICAL PLACEMENTS**

Clinical placements are a required element of this program and students will be assigned placements at approved training sites. Additional sites may be considered in consultation with program faculty. There is no guarantee that students will receive their preferred placement. All expenses associated with the completion of clinical placement will be the responsibility of the student.

Students require a clear Certificate of Conduct (Criminal Record Check and Vulnerability Sector Check) to be permitted into a clinical placement. Students with an unclear Certificate of Conduct are advised to speak with program faculty at the beginning of the program.

For programs with competitive admissions, clinical placements are not affected by ranking in the competitive admissions process and will be determined under institutional guidelines.

### **ENTRANCE REQUIREMENTS (Effective FALL 2022)**

Eligibility for consideration of admission to the Primary Care Paramedicine program requires the applicant to meet one of the following three academic criteria:

#### **1. High School**

High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- I. English: 3201 or 3202 (minimum 60%)
- II. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- III. Two Science courses:  
Biology: 3201  
Chemistry: 3202

#### **2. Comprehensive Arts and Science (CAS) Transition**

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- I. English (minimum 60%): CM1060, CM1061
- II. Math (minimum 60%): MA1040, MA1041
- III. Four Science courses:  
Biology: BL1020, BL1021  
Chemistry: CH1030, CH1031

#### **3. Adult Basic Education (ABE)**

Adult Basic Education (Level III) Graduation with Degree and Technical Profile (overall 60% average) including the following courses (or equivalent):

- I. English (minimum of 60%) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- II. Mathematics (minimum of 60%) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- III. Science :  
Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C  
Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile (and appropriate grades) may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

### **Additional Entrance Requirements**

- Completion of the Casper Admissions Exam.
  - The Casper Admissions Exam official score will be used as part of the points-based system to determine ranking in the competitive entry process
  - All applicants are required to complete Casper\* Admissions Exam (CSP-10201 – Canadian Professional Health Sciences) as part of their application for the 2023/2024 admissions cycle. To complete Casper, visit TakeAltus.com.
- Current Cardiopulmonary Resuscitation (CPR) or Basic Life Support (BLS)
- Current First Aid Certificate (Standard)
- Class 05 Learner (Level 1) Driver's License (minimum)
  - **Note: Employers may require that Paramedics have a Class 04 driver's license which can be obtained through a Provincial Motor Vehicle Registration Office.**
- Valid\*\* Certificate of Conduct, including Criminal Record and Vulnerable Sector Check
- Students will require a clear and current Certificate of Conduct (Criminal Record and Vulnerable Sector Check) prior to clinical practicum. Applicants with a criminal offense listed on their Certificate of Conduct (Criminal Record and Vulnerable Sector Check) may be denied access to clinical placement and may be unable to complete their program.
- Immunization Record providing evidence that the applicant has received the required vaccinations/screening tests. Completing the immunization record will require physician's visits, blood tests, and a TB screening test; detailed instructions are included on the School of Health Sciences Student Information and Program Awareness Form. The applicant is responsible for ensuring that all medical requirements are fulfilled, and the immunization record complete before submission. Certain vaccinations require a series of immunizations over a period; therefore, it is essential to start the process as early as possible. The applicant is also responsible for all associated costs (vaccinations, laboratory testing, physician fees, certificate of conduct fees, etc.).

- ESL students only – one of the following:
  - IELTS: minimum overall band score of 7
  - TOEFL Score: minimum score of 94

(See the Additional Information for Health Sciences Applicants (Definitions and Regulations) section of the calendar or under the Admissions Regulations section of our website for details.)

**\*Casper.** The Casper test comprises 12 sections of video and written scenarios. Following each scenario, you will be required to answer a set of probing questions under a time contract. The test typically takes between 75-90 minutes to complete. Each response is graded by a different rater, giving a very robust and reliable view of personal and professional characteristics important to our program. No studying is required for Casper, although you may want to familiarize yourself with the test structure at TakeAltus.com, and ensure you have a quiet environment to take the test. We strongly urge you to take advantage of the 12-section practice test, which will not only immerse you in the test environment but will also ensure you meet the technical requirements to access and complete the test.

Casper test results are valid for one admissions cycle. Applicants who have already taken the test in previous years will therefore be expected to re-take it.

For a more detailed look at the Casper test, please see this video.

**\*\*Acceptance of the Certificate of Conduct (Criminal Record and Vulnerable Sector Check) is at the discretion of the Health Authority of which clinical practicum is being sought.**

### **COMPETITIVE ENTRY APPLICATION PROCESS - FALL 2023**

Program Start Date September 2022

The competitive admissions process is points-based and includes:

The Competitive Entry Application Process for this program

**Competitive Admissions Rubric – Primary Care Paramedicine**

Criteria	# Points
1. A resident of Newfoundland and Labrador	1
2. Previously applied to the program (<5 years)	1
3. Successful completion of post-secondary courses*	1
The equivalent of one CNA full-time semester (4 courses)	2
The equivalent of two CNA full-time semesters (8 courses)	
4. Academic average (%) in courses specified as program pre-requisites**	
60 – 64.9	1
65 – 69.9	2
70 – 74.9	3
75 – 79.9	4
80 – 84.9	5
85 – 89.9	6
90 – 94.9	7
95 – 100	8
5. Admissions Exam Official Calculated Score	
60 – 64.9	1
65 – 69.9	2
70 – 74.9	3
75 – 79.9	4
80 – 84.9	5
85 – 89.9	6
90 – 94.9	7
95 – 100	8

**\*Official transcripts are required.**

**\*\*Academic averages for the program's pre-requisite courses will be calculated as follows:**

High School, Adult Basic Education and Comprehensive Arts and Science (Transition) Graduates: The academic average will be calculated using final marks in the courses required for admission to the program.

Current High School, Adult Basic Education, and Comprehensive Arts and Science (Transition) students enrolled in their final year: The academic average will be calculated from marks available by the deadline date. An up-to-date transcript must be submitted, and conditional acceptance may be granted based on this information. Confirmation of acceptance is dependent on ranking after final grades are confirmed.

Marks from equivalent post-secondary courses may be substituted for high school marks for evaluation purposes.

Deadline for receipt of application

March 3rd 2023

Deadline for receipt of ALL supporting documentation\*

March 10th 2023

Initial round of acceptances

April 30th 2023

\*Documentation received after the deadline **WILL NOT** be considered

**\*\*Candidates not accepted for the intake to which they applied must re-apply for admission to future offerings. Applications WILL NOT be kept on file.**

## Courses

### Semester 1

Code	Title	Cr	Le	La
BL1180	Anatomy and Physiology	5	5	0
HG1681	Ethics in Health Care	3	3	0
TM1130	Medical Terminology	3	3	0
CM1250	Communications in the Workplace	3	3	0
PA1210	Health & Fitness I	2	1	3
PA1370	Pharmacology I	2	2	0
PA1125	EMS Basics	5	4	4

### Semester 2

Code	Title	Cr	Le	La
PA1460	Medical Emergencies I	3	2	2
CM1270	Communications in Health Care	3	3	0
PA1211	Health & Fitness II	2	1	3
PA1520	Mental Health	2	2	1
PA1371	Pharmacology II	3	2	3
PA1230	Airway Management	2	1	3
PA1280	Cardiology	4	3	2

### Semester 3 Intersession

Code	Title	Cr	Le	La
PA1290	Community Paramedicine	2	1	2
PA1470	Medical Emergencies II	5	4	2

*Course Lecture (Le) and Lab (La) hours per week are based on a 15 week semester. In intersession the Lecture and Lab hours will be adjusted to reflect the shorter semester length.*

### Semester 4

Code	Title	Cr	Le	La
PA1440	Clinical	3	3 wks	0

### Semester 5

Code	Title	Cr	Le	La
PA2000	Traumatology	5	3	5
PA2005	Obstetrics and Pediatrics	3	2	3
PA1515	Special Considerations	2	2	0
PA1415	Interagency Relations	3	2	2
PA2020	Simulation Lab	3	0	9

### Semester 6

Code	Title	Cr	Le	La
PA2025	Practicum	14	14 wks	0

## Rehabilitation Assistant (OTA and PTA)

**Start Date:** September

**Credential:** Diploma

**Program Length:** 9 Semesters

**School:** Health Sciences

**Locations & Delivery Modes:**

- Online - Asynchronous delivery

### PROGRAM DESCRIPTION

Rehabilitation Assistants work as members of a health care team under the supervision of and in collaboration with Occupational Therapists and Physiotherapists. Rehabilitation Assistants are involved with the safe and proficient delivery of activities that have been established as a treatment plan for clients coping with temporary or permanent limitations in occupational performance and/or functional movement. The role of the Rehabilitation Assistant varies depending on the practice setting, which includes rehabilitation facilities, hospitals, long-term care facilities, community settings, and private practices. The Rehabilitation Assistant works with individuals, families, or groups, helping clients achieve optimal levels of physical, psychosocial, and/or cognitive abilities.

This part-time program is offered through distributed learning offering flexibility, collaboration, and interaction with a cohort model to minimize isolation often associated with distance education. Online courses are enhanced by laboratory sessions and structured clinical placements (nineteen weeks at 4 points throughout the program).

Graduates of this program will be equipped with the technical and theoretical skills required to work as Rehabilitation Assistants in hospitals, health centers, community organizations, rehabilitation facilities, and long-term care facilities. Rehabilitation Assistants work under the supervision of Occupational Therapists and/or Physiotherapists.

Graduates of College of the North Atlantic's Occupational Therapist Assistant or Physiotherapist Assistant Certificate program may apply to the Rehabilitation Assistant (OTA and PTA) program to receive dual certification. Graduates with one certification (OTA or PTA) from another institution are also eligible for advanced standing into the Rehabilitation Assistant program; entry point will be determined on a case-by-case basis.

### OBJECTIVES

Upon successful completion of the Rehabilitation Assistant (OTA/PTA) program, graduates will be able to:

1. Apply the academic knowledge and skills outlined in the competency profiles for Physiotherapist Assistants (Canadian Physiotherapy Association) and Occupational Therapist Assistants (Canadian Association of Occupational Therapists).
2. Apply the learned academic knowledge and skills in clinical practice.
3. Apply effective communication skills and professional behaviors.
4. Perform delegated therapeutic skills safely and effectively under the supervision of an Occupational Therapist or Physiotherapist.
5. Provide the community with skilled Rehabilitation Assistants who can serve their employers and clients with the highest degree of competence.

### ACCREDITATION

The Rehabilitation Assistant (OTA/PTA) program is accredited by Occupational Therapist Assistant & Physiotherapist Assistant Education Accreditation Program until November 30, 2023.

### CLINICAL PLACEMENTS

Clinical placements are a required element of this program and students will be assigned placements at approved training sites. Additional sites may be considered in consultation with program faculty. There is no guarantee that students will receive their preferred placement. All expenses associated with the completion of clinical placement will be the responsibility of the student.

Students require a clear Certificate of Conduct (Criminal Record Check and Vulnerability Sector Check) to be permitted into a clinical placement. Students with an unclear Certificate of Conduct are advised to speak with program faculty at the beginning of the program.

## **ENTRANCE REQUIREMENTS**

Eligibility for admission to the Rehabilitation Assistant program requires the applicant to meet one of the following four academic criteria:

### **1. High School**

High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English 3201 or 3202 (minimum 60%)
- ii. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Science – (2 credits) chosen from one of:  
Biology: 3201  
Physics: 3204  
Chemistry: 3202  
Earth Systems: 3209
- iv. Electives (2 additional credits) chosen from any of the remaining 3000 level courses offered in the Senior High School Program.

### **2. Comprehensive Arts and Science (CAS) Transition**

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. English (minimum 60%): CM1060, CM1061
- ii. Math (minimum 60%): MA1040, MA1041
- iii. Two Science courses chosen from one of the following three combinations:
  - a. Biology: BL1020, BL1021
  - b. Chemistry: CH1030, CH1031
  - c. Physics: PH1050, PH1051

**Note:** It is strongly recommended that CAS students who intend to enroll in the Rehabilitation Assistant (OTA/PTA) program complete both of the Introductory Biology courses.

### **3. Adult Basic Education (ABE)**

Adult Basic Education (Level III) Graduation with Degree and Technical Profile (overall 60% average) including the following courses (or equivalent):

- i. English (minimum of 60%) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics (minimum of 60%) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- iii. Science from one of the following sections:
  - a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
  - b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C
  - c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile (and appropriate grades) may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, must be at least 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### **5. International Applicants – English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

Students meeting academic entrance requirements are accepted on a first come, first served basis. Before final acceptance is granted, additional documentation must be submitted; see the Additional Information for Health Sciences Applicants section of the calendar or under the Admissions Regulations section of our website for details.

### Additional Entrance Requirements

- Valid\*\* Certificate of Conduct, including Criminal Record and Vulnerable Sector Check.
- Students will require a current Certificate of Conduct (Criminal Record and Vulnerable Sector Check) prior to starting their program. Applicants with a criminal offense listed on their Certificate of Conduct (Criminal Record and Vulnerable Sector Check) may be denied access to clinical placement by the College's clinical partners and may be unable to complete their program.
- Students will need to complete a Student Pre-Placement Immunizations and Communicable Diseases Screening with their Health Care Provider. Completing the immunization record will require physician's visits, blood tests, and a TB screening test; detailed instructions are included on the Student Pre-Placement Immunizations and Communicable Diseases Screening. The applicant is responsible for ensuring that all medical requirements are fulfilled, and the screening form complete before submission. Certain vaccinations require a series of immunizations over a period; therefore, it is essential to start the process as early as possible. The applicant is also responsible for all associated costs (vaccinations, laboratory testing, physician fees, certificate of conduct fees, etc.).

(See the Additional Information for Health Sciences Applicants (Definitions and Regulations) section of the calendar or under the Admissions Regulations section of our website for details.)

### Courses

#### Semester 1

Code	Title	Cr	Le	La
TA1150	Intro to Musculoskeletal Anatomy	4	3	2
TM1130	Medical Terminology	3	3	0
CM1270	Communications in Health Care	3	3	0

#### Semester 2

Code	Title	Cr	Le	La
PS1420	Health Care Organization and Structure	3	3	0
TA1142	Orientation to Rehabilitation	5	4	1 wk
TA1395	Anatomy & Physiology for Rehabilitation Assistants	4	3	2

#### Semester 3

Code	Title	Cr	Le	La
HG1300	Professional Practice	3	3	0
TA1601	Introduction to Clinical Skills	2	1	3
TA2221	Communication Disorders in Rehabilitation	2	2	0

#### Semester 4

Code	Title	Cr	Le	La
TA1231	Human Movement and Kinesiology	4	3	2
TA1612	Advanced Clinical Skills	3	2	3
TA2140	Disease, Injury, and Intervention I	4	4	0



## Semester 5

Code	Title	Cr	Le	La
TA1701	Clinical Placement I	2	0	2 wks
TA2141	Disease, Injury and Intervention II	4	4	0
TA2521	Mental Health Concepts and Techniques	2	2	0

*Course Lecture (Le) and Lab (La) hours per week are based on a 15 week semester. In semester 5 the Lecture and Lab hours will be adjusted to account for the clinical training component.*

## Semester 6

Code	Title	Cr	Le	La
TA2685	Therapeutic Skills I for PTA	5	4	3

## Semester 7

Code	Title	Cr	Le	La
HG1681	Ethics in Health Care	3	3	0
TA2671	Therapeutic Skills I for OTA	5	4	3
TA2751	Clinical Placement II for PTA	5	0	5 wks

## Semester 8

Code	Title	Cr	Le	La
TA2150	Community Rehabilitation and Wellness for the Older Adult	3	3	0
TA2615	Therapeutic Skills II for the Rehabilitation Assistant (OTA and PTA)	6	5	4
TA2741	Clinical Placement II for OTA	5	0	5 wks

## Semester 9

Code	Title	Cr	Le	La
TA2710	Clinical Placement III for the Rehabilitation Assistant (OTA and PTA)	6	0	6 wks

# Respiratory Therapy

**Start Date:** September

**Credential:** Diploma

**Program Length:** Three Years

**School:** Health Sciences

## **Locations & Delivery Modes:**

- Prince Philip Drive - On Campus delivery

## **PROGRAM DESCRIPTION**

Respiratory therapists are healthcare professionals who contribute to the diagnosis and management of cardiorespiratory disorders, providing such services as cardiopulmonary resuscitation, ventilator management, oxygen and aerosol therapy, patient assessment and evaluation, and diagnostic services including pulmonary function testing. Most respiratory therapists work in hospitals, neonatal nurseries, operating rooms, intensive care units, general wards, pulmonary function labs, and emergency departments. Respiratory therapists may also work in community settings such as homecare, asthma clinics, research, and medical equipment sales and service. Respiratory therapists require good judgement, excellent interpersonal skills, and the ability to maintain their composure in critical medical situations.

Respiratory Therapy (RT) is a challenging comprehensive three-year program featuring two years of classroom, laboratory, clinical simulation, and clinical practicum exposure followed by one year of clinical education in an affiliated clinical site. Program topics include anatomy and physiology, microbiology, applied sciences, pharmacology, pathophysiology, mechanical ventilation, cardiopulmonary diagnostics, and neonatal respiratory care. Clinical application courses in years 1 and 2 utilize simulation and clinical site visits to facilitate theory integration and transition to the third and final year. The clinical phase will consist of 37 weeks of training conducted at approved training facilities within the provincial Regional Health Authorities. The RT program develops the technical skills and professional behaviours required for graduates to work competently as an integral member of the health care team.

Furthermore, program graduates will be well-positioned to challenge the national competency examination as directed through the Canadian Board for Respiratory Care. After completing this exam, they will be eligible to register with the Newfoundland and Labrador Council of Health Professionals.

## **OBJECTIVES**

Upon successful completion of the Respiratory Therapy program, graduates will be able to:

1. Demonstrate the knowledge, skills, and abilities outlined in the National Alliance of Respiratory Therapy Regulatory Bodies (NARTRB) National Competency Framework (NCF) with timeliness, accuracy, and proficiency.
2. Practice and promote the principles of quality management and the efficient utilization of resources.
3. Apply critical thinking and problem-solving skills that promote competence in the performance of respiratory therapy procedures
4. Demonstrate a high level of professional conduct in the performance of duty.
5. Communicate effectively and work collaboratively with other health care team members to serve patients and employers with the highest degree of competence.

## **ACCREDITATION**

The Respiratory Therapy program is registered with Accreditation Canada and a site visit is scheduled for Spring 2022.

## **PROGRAM TRANSFERABILITY**

Graduates may elect to further their studies and obtain a Bachelor of Technology degree from Memorial University of Newfoundland or a Bachelor of Science (Post-Diploma, Human Science) from Athabasca University.

Graduates may also pursue further studies in the areas of Anesthesia Assistant, Cardiovascular Perfusion, or Polysomnography.

## **CERTIFICATIONS**

Students must possess a valid Standard First Aid with Cardiopulmonary Resuscitation/Basic Life Support (CPR or BLS) certification to be eligible for graduation from the College.

## **CLINICAL PLACEMENTS**

Clinical placements are a required element of this program and students will be assigned placements at approved training sites. Additional sites may be considered in consultation with program faculty. There is no guarantee that students will receive their preferred placement. All expenses associated with the completion of clinical placement will be the responsibility of the student.

Students require a clear Certificate of Conduct (Criminal Record Check and Vulnerability Sector Check) to be permitted into a clinical placement. Students with an unclear Certificate of Conduct are advised to speak with program faculty at the beginning of the program.

For programs with competitive admissions, clinical placements are not affected by ranking in the competitive admissions process and will be determined under institutional guidelines.

## **ENTRANCE REQUIREMENTS**

Eligibility for consideration of admission to the RT program requires the applicant to meet one of the following three academic criteria:

### **1. High School**

High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English 3201 or 3202 (minimum 60%)
- ii. Mathematics (4 credits) chosen from:
  - Advanced: 2200, 3200 (50% minimum in each course)
  - Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Two Science courses:
  - Biology: 3201
  - Chemistry: 3202

### **2. Comprehensive Arts and Science (CAS) Transition**

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. English (minimum 60%): CM1060, CM1061
- ii. Math (minimum 60%): MA1040, MA1041
- iii. Four Science courses
  - Biology: BL1020, BL1021
  - Chemistry: CH1030, CH1031

### **3. Adult Basic Education (ABE)**

Adult Basic Education (Level III) Graduation with Degree and Technical Profile (overall 60% average) including the following courses (or equivalent):

- i. English (60% minimum) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics (60% minimum) 1104A, 1104B, 1104C, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C
- iii. Science
  - Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
  - Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C

**Note:** Applicants with Adult Basic Education (Level III) Graduation with a different Profile (and appropriate grades) may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

### **Additional Entrance Requirements**

- Completion of the Casper Admissions Exam.
  - The Casper Admissions Exam official score will be used as part of the points-based system to determine ranking in the competitive entry process
  - All applicants are required to complete Casper\* Admissions Exam (CSP-10201 – Canadian Professional Health Sciences) as part of their application for the 2023/2024 admissions cycle. To complete Casper, visit TakeAltus.com.
- Valid\*\* Certificate of Conduct, including Criminal Record and Vulnerable Sector Check.
- Students will require a clear and current Certificate of Conduct (Criminal Record and Vulnerable Sector Check) prior to clinical practicum. Applicants with a criminal offense listed on their Certificate of Conduct (Criminal Record and Vulnerable Sector Check) may be denied access to clinical placement and may be unable to complete their program.
- Immunization Record providing evidence that the applicant has received the required vaccinations/screening tests. Completing the immunization record will require physician's visits, blood tests, and a TB screening test; detailed instructions are included on the School of Health Sciences Student Information and Program Awareness Form. The applicant is responsible for ensuring that all medical requirements are fulfilled, and the immunization record complete before submission. Certain vaccinations require a series of immunizations over a period; therefore, it is essential to start the process as early as possible. The applicant is also responsible for all associated costs (vaccinations, laboratory testing, physician fees, certificate of conduct fees, etc.).
- ESL students only – one of the following:
  - IELTS: minimum overall band score of 7
  - TOEFL Score: minimum score of 94

(See the Additional Information for Health Sciences Applicants (Definitions and Regulations) section of the calendar or under the Admissions Regulations section of our website for details.)

**\*Casper.** The Casper test comprises 12 sections of video and written scenarios. Following each scenario, you will be required to answer a set of probing questions under a time contract. The test typically takes between 75-90 minutes to complete. Each response is graded by a different rater, giving a very robust and reliable view of personal and professional characteristics important to our program. No studying is required for Casper, although you may want to familiarize yourself with the test structure at TakeAltus.com, and ensure you have a quiet environment to take the test. We strongly urge you to take advantage of the 12-section practice test, which will not only immerse you in the test environment but will also ensure you meet the technical requirements to access and complete the test.

Casper test results are valid for one admissions cycle. Applicants who have already taken the test in previous years will therefore be expected to re-take it.

For a more detailed look at the Casper test, please see [this video](#).

\*\*Acceptance of the Certificate of Conduct (Criminal Record and Vulnerable Sector Check) is at the discretion of the Health Authority of which clinical practicum is being sought.

### **COMPETITIVE ENTRY APPLICATION PROCESS - FALL 2022**

Program Start Date September 2022

The competitive admissions process is points-based and includes:

## The Competitive Entry Application Process for this program

<b>Competitive Admissions Rubric – Respiratory Therapy</b>		
Criteria		# Points
1.	A resident of Newfoundland and Labrador	1
2.	Previously applied to the program (<5 years)	1
3.	Successful completion of post-secondary courses*	1
	The equivalent of one CNA full-time semester (4 courses)	2
	The equivalent of two CNA full-time semesters (8 courses)	
4.	Academic average (%) in courses specified as program pre-requisites**	
	60 – 64.9	1
	65 – 69.9	2
	70 – 74.9	3
	75 – 79.9	4
	80 – 84.9	5
	85 – 89.9	6
	90 – 94.9	7
	95 – 100	8
5.	Admissions Exam Official Calculated Score	
	60 – 64.9	1
	65 – 69.9	2
	70 – 74.9	3
	75 – 79.9	4
	80 – 84.9	5
	85 – 89.9	6
	90 – 94.9	7
	95 – 100	8
<p><b>*Official transcripts are required.</b></p> <p><b>**Academic averages for the program's pre-requisite courses will be calculated as follows:</b></p> <p>High School, Adult Basic Education and Comprehensive Arts and Science (Transition) Graduates: The academic average will be calculated using final marks in the courses required for admission to the program.</p> <p>Current High School, Adult Basic Education, and Comprehensive Arts and Science (Transition) students enrolled in their final year: The academic average will be calculated from marks available by the deadline date. An up-to-date transcript must be submitted, and conditional acceptance may be granted based on this information. Confirmation of acceptance is dependent on ranking after final grades are confirmed.</p> <p>Marks from equivalent post-secondary courses may be substituted for high school marks for evaluation purposes.</p>		

Deadline for receipt of application

March 3rd 2023

Deadline for receipt of ALL supporting documentation\*

March 10th 2023

Initial round of acceptances

April 30th 2023

\*Documentation received after the deadline **WILL NOT** be considered

**\*\*Candidates not accepted for the intake to which they applied must re-apply for admission to future offerings. Applications WILL NOT be kept on file.**

## Courses

### Semester 1

Code	Title	Cr	Le	La
TM1130	Medical Terminology	3	3	0
MA1700	Mathematics	4	3	2
RT1100	Introduction to Respiratory Therapy	4	3	3
HG1110	Applied Science for Allied Health	4	3	2
CM1270	Communications in Health Care	3	3	0
BL1600	Human Biology	4	3	2

### Semester 2

Code	Title	Cr	Le	La
RT1120	Cardiopulmonary Physiology	4	4	0
RT2305	Pharmacology	3	3	0
RT1130	Cardiopulmonary Patho I	4	4	0
RT2460	RT Techniques	4	3	3
CS2311	Research Methods and Statistics	3	3	0
BL2601	Intro to Microbiology	4	3	2
CM2201	Oral Communications	2	2	0

### Semester 3 Intersession (7 weeks)

Code	Title	Cr	Le	La
RT1140	Airway Management I	4	3	3
RT1150	Clinical Application I	1	0	3
HG1300	Professional Practice	3	3	0

### Semester 4

Code	Title	Cr	Le	La
RT2110	Airway Management II	4	3	3
RT2120	Mechanical Ventilation I	4	3	3
RT2470	Neonatal Respiratory Care	4	3	2
RT2130	Clinical Application II	1	0	3
RT2140	Cardiac Diagnostics	4	3	2
RT2150	Cardiopulmonary Patho II	3	3	0

### Semester 5

Code	Title	Cr	Le	La
RT2320	Anesthesia	4	4	0
RT2160	Mechanical Ventilation II	4	3	3
RT2170	Pulmonary Diagnostics	4	3	3
RT3430	Clinical Application III	1	0	3
RT2180	Neonatal Clinical Application	1	0	3
HG1681	Ethics in Health Care	3	3	0
RT2240	Cardiopulmonary Resuscitation	3	2	2

### Semester 6 Intersession (7 weeks)

Code	Title	Cr	Le	La
RT2190	Mechanical Ventilation III	2	2	0
RT2250	Clinical Application IV	2	0	6
PS1420	Health Care Organization and Structure	3	3	0

### Semester 7

Code	Title	Cr	Le	La
RT3000	Practicum I	15	15 wks	0

Semester 8

Code	Title	Cr	Le	La
RT3010	Practicum II	15	15 wks	0

Semester 9 Intersession (7 weeks)

Code	Title	Cr	Le	La
RT3020	Practicum III	7	7 wks	0

# **X-Ray Skills for Medical Laboratory Technologists**

**Start Date:** September

**Credential:** Post Diploma

**Program Length:** 4 Semesters

**School:** Health Sciences

## **Locations & Delivery Modes:**

- Online - Asynchronous delivery

## **PROGRAM DESCRIPTION**

The X-Ray Skills for Medical Laboratory Technologists program is a four (4) semester post-diploma program offering training in basic radiography to Medical Laboratory Technologists who are presently practicing in one of the regional health authorities in the province of Newfoundland and Labrador. The program emphasizes a practical approach to developing the knowledge and skills necessary to perform limited general radiography. Students learn how to interpret requisitions from requesting physicians, provide quality patient care, and operate sophisticated radiation emitting devices to produce images of the skeletal, digestive, respiratory or urinary systems. Combined Laboratory and X-Ray (LX) Technologists practice within the standards set by the provincial Scope of Practice.

The program provides students with the theory of x-ray production, equipment use, and image optimization. Students also study radiographic anatomy, positioning techniques and radiation safety and quality procedures. Theoretical learning is supplemented by practical clinical exposure during the second semester. The third semester concentrates on providing a correlation between theory and patient care through seven (7) weeks of intensive simulation procedures. Finally, students advance to a sixteen (16) week clinical radiography placement where they participate in work-integrated learning under the direct supervision of a registered medical radiography technologist. Students gain experience by applying theoretical and practical concepts and, following attainment of clinical competence, are ready to practice as entry-level Combined Laboratory and X-Ray (LX) Technologists.

## **PROGRAM OBJECTIVES**

Upon successful completion of the X-Ray Skills for Medical Laboratory Technologists program, students will be able to:

1. Practice within the standards of the Combined Laboratory and X-Ray (LX) Technologist Scope of Practice NL.
2. Operate general diagnostic imaging equipment and correctly position patients to produce quality images that assist in diagnosis.
3. Follow radiation protection practices and legislation to minimize risk to patients, staff and visitors.
4. Maintain and assess radiographic, accessory, and image processing equipment for quality assurance and mitigation of potential risks.
5. Provide general patient care, assessments, and transfers as needed.
6. Practice independent judgment and critical thinking in the performance of duties.
7. Perform administrative and clerical duties using computer technology while ensuring compliance with legal, quality and privacy standards.

## **CLINICAL PLACEMENTS**

Clinical placements are a required element of this program and students will be assigned placements at approved training sites. Additional sites may be considered in consultation with program faculty. There is no guarantee that students will receive their preferred placement. All expenses associated with the completion of clinical placement will be the responsibility of the student.

Students require a clear Certificate of Conduct (Criminal Record Check and Vulnerability Sector Check) to be permitted into a clinical placement. Students with an unclear Certificate of Conduct are advised to speak with program faculty at the beginning of the program.



For programs with competitive admissions, clinical placements are not affected by ranking in the competitive admissions process and will be determined under institutional guidelines.

## ENTRANCE REQUIREMENTS

Entrance requirements for the X-Ray Skills for Medical Laboratory Technologists program are as follows:

- Graduation from an accredited program in Medical Laboratory Technology
- MLT Certification and membership with the Canadian Society for Medical Laboratory Science (CSMLS)
- Employed at a Regional Health Authority within the province of Newfoundland and Labrador as a Medical Laboratory Technologist and sponsored by the employer

## Courses

### Semester 1

Code	Title	Cr	Le	La
LX1110	X-Ray Physics & Radiation Protection	4	4	0
LX1010	Apparatus & Accessories	3	3	0
LX1020	Radiographic Anatomy & Pathology	4	4	0

### Semester 2

Code	Title	Cr	Le	La
LX1100	Digital Imaging & Quality Management	6	6	0
LX1050	Radiographic Technique	6	6	0
LX2000	Clinical I	0	3	0

### Semester 3

Code	Title	Cr	Le	La
LX1060	Patient Care & Safety	2	2	0
LX1070	Simulated Practical Radiography	5	0	7 wks

### Semester 4

Code	Title	Cr	Le	La
LX1080	Clinical Radiography	16	16 wks	0

***School of  
Industrial Trades  
and Natural Resources***

# Aircraft Maintenance Engineering Technician

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Natural Resources and Industrial Trades

## **Locations & Delivery Modes:**

- Gander - On Campus delivery

## **PROGRAM DESCRIPTION**

This two-year Aircraft Maintenance Engineering Technician program offers training in the inspection, maintenance, and repair of aircraft and aircraft components. Some of the duties include:

- Perform aviation safety and airworthiness inspections
- Troubleshoot and repair fixed wing aircraft and helicopters
- Safely perform ground handling and routine inspections
- Perform power plant and structural repairs
- Troubleshoot and repair aircraft systems and avionics

## **ACCREDITATION**

This program is accredited by Transport Canada as meeting the basic training requirements for the Aircraft Maintenance Engineer's license categories "M1", "M2" and "E". Transport Canada also grants qualified graduates a 21-month experience credit towards the 48 months required and credit for having completed the required knowledge exams. After successful completion of this program and the required work experience, apprentices qualify to write an exam in Aircraft Maintenance Regulations to acquire an Aircraft Maintenance Engineer's license.

## **OUTCOMES**

1. Demonstrate safety practices in the aviation industry.
2. Demonstrate skills and knowledge required to work in the aircraft maintenance field.
3. Develop and strengthen the related knowledge and skill in subjects which complement and support the technical training.
4. Demonstrate positive attitudes and behavior that will enable me to become successful in the industry.
5. Meet the requirements for three Aircraft Maintenance Engineer licenses: M1-Small aircraft, M2- Large aircraft and E-Avionics

## **ENTRANCE REQUIREMENTS**

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### **1. High School**

High School Graduation Certificate with a 60% average in nine level 3000 credits, or equivalent, including Mathematics (4 credits) chosen from:

- i. Advanced: 2200, 3200 (50% minimum in each course)
- ii. Academic: 2201 (50% minimum), 3201 (60% minimum)

### **2. Comprehensive Arts and Science (CAS) Transition**

Comprehensive Arts and Science (Transition) Certificate with MA1040 (Math Fundamentals I) and MA1041 (Math Fundamentals II) OR clearing High School course deficiencies through Comprehensive Arts and Science (Transition) individual courses.

### **3. Adult Basic Education**

Adult Basic Education (Level III) Graduation with a Degree and Technical Profile (or Business Related College Profile), including the following courses (or equivalent):

- i. Mathematics: 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B and 3101C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses, including those outlined above, have been completed.

#### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

#### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

### EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Fixed wing airlines
- Helicopter operators
- Rotary commercial airlines
- Aircraft manufacturers
- Repair and overhaul companies
- Private operators
- Flying schools
- Government departments

#### Courses

##### Semester 1

Code	Title	Hrs
MA1070	Structural Repair Shop Mathematics (M,E,S)	30
MA1072	Aircraft Maintenance Mathematics	30
GM1120	General Maintenance Procedures (M, E, S)	30
GM1130	Aircraft Servicing (M, E)	23
GM1140	Standard Work Shop Practices (M, E, S)	53
PE1100	Basic Electronics (M, E)	53
PT1115	Reciprocating Engine Fundamentals (M, E)	19
PT1110	Reciprocating Engine Fundamentals (M)	34
AF1130	Aircraft Structures and Materials (M, E, S)	53
PE1140	Basic AC Electronics (M, E)	53
PE1200	Basic Aircraft Electrical Systems (M, E)	53

Semester 2		
Code	Title	Hrs
PH1300	Physics for Aircraft Maintenance	60
PE2100	Analog Electronics (M, E)	53
GM1320	Aircraft Weight and Balance (M, E)	24
GM1420	Non-Destructive Testing (M)	29
AV1220	Basic Aircraft Instruments (M, E)	53
AS2225	Aerodynamics and Flight Controls (M, E)	24
AS2220	Aerodynamics and Flight Controls (M)	29
GM1550	Maintenance Regulations (M, E, S)	53
TS1550	Workplace Hazardous Materials Information System (WHMIS)	6
AS2520	Reciprocating Engine Fuel Metering (M)	53
AV1320	Aircraft Communication Equipment (M, E)	53
Semester 3		
Code	Title	Hrs
AF1240	Aircraft Structural Repair (M, E, S)	53
DP1840	Motors, Generators and Starting Systems (M, E)	53
AS2165	Aircraft Landing Gear System (M, E)	29
AS2160	Aircraft Landing Gear System (M)	24
AS2120	Aircraft Hydraulics and Pneumatics Systems (M)	24
AS2125	Aircraft Hydraulics and Pneumatics Systems (M, E)	29
TS1530	Standard First Aid	14
Semester 4		
Code	Title	Hrs
EG1160	Technical Graphics	60
PT2120	Reciprocating Engine Systems (M)	53
PT2210	Turbine Engine Maintenance (M, E)	53
AS2335	Aircraft Systems (M, E)	29
AS2330	Aircraft Systems (M)	24
AV2220	Aircraft Instruments II (M&E)	53
AV1500	Basic Navigation I (M, E)	29
AF1270	Composite Materials (M, S)	53
PE1300	Battery Maintenance (M, E)	24
PE1350	Electrical Power Systems (M, E)	29
Semester 5		
Code	Title	Hrs
SD1710	Job Search Techniques	15
PE2140	Digital Electronics (M, E)	53
AV2180	Integrated Navigation Systems Installation (E)	34
AS2415	Propellers and Systems (M, E)	19
AS2410	Propellers and Systems (M)	34
AF1280	Stress Skin Repair or Modification (M, E)	24
AF1290	Non-Metallic Structures (M)	11
GM1570	Corrosion Control (M, E, S)	18
RW3140	Rotary Wing Aircraft (M)	53
PT2240	Turbine Engine Systems (M)	53
AV1510	Navigation Systems Installation (E)	19
AV3110	Monitoring and Digital Systems (M, E)	53
CM2160	Communication Essentials	45

## Semester 6

Code	Title	Hrs
RW3141	Rotary Wing Aircraft Systems (M)	55
AV2510	Auto Flight Theory (M, E)	25
AV2540	Auto Flight Ramp Testing (M)	15
AV2570	Auto Flight Troubleshooting (E)	15
PT2121	Reciprocating Engine Overhaul (M)	55
AV2310	Major Communication Radio Install (E)	55

# Aircraft Structural Repair Technician

**Start Date:** September

**Credential:** Certificate

**Program Length:** One Year

**School:** Natural Resources and Industrial Trades

## **Locations & Delivery Modes:**

- Gander - On Campus delivery

## **PROGRAM DESCRIPTION**

The Aircraft Structural Repair Technician is responsible for the assessment of damage, control of corrosion, repairs, modifications, and replacement of aircraft structures and structural components. Some of the duties include:

- Use specialized tools and equipment
- Employ recognized techniques for maintenance repair and fabrication
- Perform repairs using wood, fabric, sheet metal and composite materials

## **OUTCOMES**

1. Develop techniques, standards and practices of structural repair that conforms to Transport Canada guidelines for the occupation.
2. Provide a broad overview of aircraft maintenance and repair functions with specific emphasis on safety practices in the industry.
3. Demonstrate safe work practices and personal protection.
4. Meet the requirements to become an Aircraft Maintenance Engineer category "S" - Structural Repair.

## **ACCREDITATION**

This program is accredited by Transport Canada as meeting the basic training requirements for the Aircraft Maintenance Engineer's license category "S". Transport Canada also grants qualified graduates a 10-month experience credit towards the 36 months required and credit for having completed the required knowledge exams. After successful completion of this program and the required work experience, apprentices qualify to write an exam in Aircraft Maintenance Regulations to acquire an Aircraft Maintenance Engineer's license.

## **ENTRANCE REQUIREMENTS**

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### **1. High School**

High School Graduation

### **2. Adult Basic Education**

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

### **3. Comprehensive Arts and Science (CAS) Trades**

Comprehensive Arts and Science (Trades) Certificate

### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

## 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Aircraft repair stations
- Aircraft manufacturing facilities
- Composite fabricators
- Composite repair stations
- Helicopter service centers
- Helicopter overhaul facilities
- Regional and national airlines

### Courses

#### Semester 1

Code	Title	Hrs
MA1070	Structural Repair Shop Mathematics (M,E,S)	30
GM1550	Maintenance Regulations (M, E, S)	53
GM1120	General Maintenance Procedures (M, E, S)	30
GM1105	Aircraft Plumbing (S)	24
GM1140	Standard Work Shop Practices (M, E, S)	53
AF1130	Aircraft Structures and Materials (M, E, S)	53
AF1240	Aircraft Structural Repair (M, E, S)	53
TS1550	Workplace Hazardous Materials Information System (WHMIS)	6
AF1400	Specialized Processes and Fixtures (S)	57
AF2110	Aircraft Maintenance Fundamentals (S)	57

#### Semester 2

Code	Title	Hrs
EG1160	Technical Graphics	60
SD1710	Job Search Techniques	15
GM1570	Corrosion Control (M, E, S)	18
GM1580	Corrosion Control (S)	40
AF1270	Composite Materials (M, S)	53
AF1500	Windshields, Windows and Lenses (S)	46
GM1600	Structural Damage Repair and Assembly (S)	68
AF1220	Aircraft Structure - Wood, Tubular and Fabric (S)	74
AF1340	Advanced Composite Materials (S)	57

#### Semester 3

Code	Title	Hrs
GM1525	Sheet Metal Fabrication (S)	120
TS1530	Standard First Aid	14
AF1250	Aircraft Stress Skin Repair (S)	60



# Auto Body and Collision Technician

**Start Date:** September

**Credential:** Certificate

**Program Length:** 34 Weeks

**School:** Natural Resources and Industrial Trades

## **Locations & Delivery Modes:**

- Prince Philip Drive - On Campus delivery

## **PROGRAM DESCRIPTION**

This red seal program is designed to assist you in developing sufficient basic skills and knowledge to enter the labor force as an apprentice Mechanic in Auto Body and Collision. Some of the duties include:

- Repair and replace vehicle structures and body parts
- Remove and install interior and exterior finishes
- Hammer out dents, buckles and other defects
- Operate soldering equipment and plastic filler
- Remove damaged fenders, panels and grills
- Weld replacement parts
- Straighten frames and underbodies
- File, grind, mask and tape body surfaces in preparation for painting

## **OUTCOMES**

1. Demonstrate safe work practices and personal protection.
2. Use tools and equipment.
3. Determine the type of paint; plan refinishing system; remove, prepare, seal and mask; apply coatings to vehicle.
4. Demonstrate correct use of chemicals within the shop environment.
5. Compute cost estimates for completing repairs.
6. Manage customer needs, complaints, questions and special challenges.

## **ENTRANCE REQUIREMENTS**

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### **1. High School**

High School Graduation

### **2. Adult Basic Education**

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

### **3. Comprehensive Arts and Science (CAS) Trades**

Comprehensive Arts and Science (Trades) Certificate

### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### **5. International Applicants – English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.  
 If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.  
**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Body Shops
- Frame Shops
- Garages and Dealerships
- Service Stations

## Courses

### Level 1 Pre-Employment

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
AB1600	Trade Related Documents	12
AB1610	Safety	12
AB1620	Tools and Equipment	45
AB1630	Fasteners and Adhesives	12
AB1641	Vehicle Construction	16
AB1651	Pre/Post Repair Vehicle Inspection	12
AB1660	Metallurgy	30
AB1671	Cutting and Heating	30
AB1680	Gas Metal Arc Welding (GMAW[MIG])	45
AB1690	Resistance Spot Welding	15
AB1701	Metal Working I (Mild Steel)	55
AB1711	Body Fillers & Abrasives	40
AB1721	Corrosion Protection	40
AB1732	Surface Preparation (Cleaning, Stripping and Masking)	85
AB1750	Stationary Glass	30
AB1760	Moveable Glass and Hardware	30
AB1780	Cleaning and Detailing	30
AB1790	Upholstery, Trim and Hardware	30
AB1801	Refinishing 1	75
AB1811	Batteries	10
AB1820	Primers, Surfacers & Sealers	40
AB2811	Non-Structural Components	60
AM1000	Introduction to Essential Skills	9
AM1101	Math Essentials	42
AM1241	Auto Body and Collision Math Fundamentals	42
CM2161	Communication Essentials	36
SD1761	Workplace Essentials	24
MC1062	Computer Essentials	15
AP1102	Introduction to Apprenticeship	12
OT1220	Workplace Exposure	60

*A certificate from College of the North Atlantic will be awarded upon successful completion of entry level courses.*

## APPRENTICESHIP

*Upon completion of the pre-employment certificate program, a graduate may pursue Red Seal Certification by finding employment, registering as an "Apprentice" and completing the following Advanced Level training and required work experience. The apprenticeship may take 4-5 years and would lead to Journeyman status in the trade. For more information regarding apprenticeship refer to Plans of Training (POT) - Immigration, Population Growth and Skills (gov.nl.ca).*

### Level 2 Advanced Level

Code	Title	Hrs
AB2705	Metal Working 2 - Alternative Metals	45
AB2711	Electrical Fundamentals	5
AB2720	Position Arc Welding (GMAW)	2
AB2730	Restraints Systems	2
AB2740	Structural Components	4

### Level 3 Advanced Level

Code	Title	Hrs
AB1741	Non-Metal Repair	4
AB2800	Refinishing 2	5
AB2821	Electrical & Electronic Repairs	4
AB2830	Damage Analysis of Conventional Frames and Unitized Bodies	3

### Level 4 Advanced Level

Code	Title	Hr
AB2901	Mechanical Systems & Components	5
AB2910	Steering Suspension & Braking Systems	5
AB2920	Unitized Body Repairs	0
AB2930	Conventional Frame Repair	2
AB2940	Damage Analysis & Estimating Costs	2
SV1110	Ozone Depleting Substances (32 Hours)	32

## Automotive Service Technician

**Start Date:** September

**Credential:** Certificate

**Program Length:** 35 Weeks

**School:** Natural Resources and Industrial Trades

### Locations & Delivery Modes:

- Bay St. George - On Campus delivery
- Gander - On Campus delivery
- Prince Philip Drive - On Campus delivery

### PROGRAM DESCRIPTION

This red seal program provides training in adjusting, testing and repairing engines, steering systems, braking systems, drive trains, vehicle suspensions, electrical systems and air conditioning systems, and do wheel alignments. Some of the duties include:

- Repair, rebuild and service specific parts
- Diagnose using testing equipment
- Dismantle and reassemble damaged parts
- Prepare scheduled maintenance
- Interact and advise customers

**Note:** This program may not be suitable for applicants who do not have normal color perception.

### OUTCOMES

1. Demonstrate safe work practices and personal protection.
2. Diagnose and repair engine systems.
3. Diagnose and repair engine support systems.
4. Diagnose and repair vehicle management systems.
5. Diagnose and repair drive line systems.
6. Diagnose and repair electrical systems and components.

### ENTRANCE REQUIREMENTS

Eligibility for admission requires the applicant to meet one of the following academic criteria:

#### 1. High School

High School Graduation

#### 2. Adult Basic Education

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

#### 3. Comprehensive Arts and Science (CAS) Trades

Comprehensive Arts and Science (Trades) Certificate

#### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

#### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.  
 If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.  
**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Garages
- Service Stations

## Courses

### Level 1 Pre-Employment

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
SV1105	Safety in the Shop	12
SV1165	Hand Tools	30
SV1177	Shop Tools & Equipment	24
SV1188	Fasteners, Tubing and Fittings	14
SV1158	Service Information Systems and Trade Related Documents	16
SV1217	Tires, Wheels and Hubs	24
SV1552	Body Components, Accessories and Trim	20
SV1256	Suspension I	48
SV1228	Steering Systems	64
SV1642	Brake Systems I (Non-ABS)	60
SV1132	Introduction to Electrical and Electronic Principles	90
SV1377	Batteries	18
SV1287	Drive Shafts & Axle Shafts	30
SV1306	Engine Principles (Gasoline and Diesel)	90
SV1600	Ignition Systems	30
SV1387	Introduction to Starting Systems	30
SV1396	Introduction to Charging Systems	30
SV1311	Introduction to Cooling Systems	30
SV1197	Lubrication & Fluids Servicing	24
SV1691	Introduction to Accessory Drive Systems	18
SV1681	Preventative Vehicle Maintenance Inspections (PMI)	24
SV1700	Hybrid Systems I	24
SV1125	Gaskets, Seals and Bearings	30
WD1301	Oxy-Fuel Welding/Cutting	30
SV1710	Gas Metal Arc Welding (GMAW [MIG])	30
SV2282	Pre-Delivery Inspection	18
AM1000	Introduction to Essential Skills	9
AM1101	Math Essentials	42
AM1221	Automotive Service Math Fundamentals	42
CM2161	Communication Essentials	36
SD1761	Workplace Essentials	24
MC1062	Computer Essentials	15
AP1102	Introduction to Apprenticeship	12

*A certificate from College of the North Atlantic will be awarded upon successful completion of pre-employment level courses.*

## APPRENTICESHIP

Upon completion of the pre-employment certificate program, a graduate may pursue Red Seal Certification by finding employment, registering as an "Apprentice" and completing the following Advanced Level training and required work experience. The apprenticeship may take 4-5 years and would lead to Journeyman status in the trade. For more information regarding apprenticeship refer to Plans of Training (POT) - Immigration, Population Growth and Skills (gov.nl.ca).

### Level 2 Advanced Level

Code	Title	Hrs
AST200	Cooling Systems	12
AST205	Engine Lubrication Systems	12
AST210	Accessory Drive Systems	12
AST215	Engine Repair	42
AST220	Starting Systems	12
AST225	Charging Systems	12
AST230	Lighting and Wiper Systems	18
AST235	Steering Systems II	12
AST240	Suspension Systems II	24
AST245	Braking Systems II	24
AST250	Manual Transmissions and Transaxles	0
AST255	Clutches	6
AST260	Final Drive Assemblies	18

### Level 3 Advanced Level

Code	Title	Hrs
AST300	Transfer Cases	24
AST305	Gasoline Fuel Delivery and Injection Systems	24
AST310	Gasoline Ignition Systems	24
AST315	Vehicle Networking Systems	60
AST320	Gasoline Emission Control Systems	24
AST325	Gasoline Intake and Exhaust Systems	18
AST330	Electrical Options and Accessories	30
AST335	Motor Vehicle Inspection	6

### Level 4 Advanced Level

Code	Title	Hrs
AST400	Mentoring	6
AST405	Diesel Fuel Delivery and Injection Systems	18
AST410	Diesel Emission Control Systems	18
AST415	Diesel Intake and Exhaust Systems	6
AST420	Entertainment Systems	15
AST425	Instrumentation and Information Displays	15
AST430	Restraints Systems	24
AST435	Auto Transmissions and Transaxles	48
AST440	Heating, Ventilation and Air Conditioning Systems	30
AST445	Hybrid and Electric Vehicle Systems	30
AST450	Program Review	30

# Baking and Pastry Arts

**Start Date:** September

**Credential:** Certificate

**Program Length:** One Year

**School:** Natural Resources and Industrial Trades

## Locations & Delivery Modes:

- Bay St. George - On Campus delivery

## PROGRAM DESCRIPTION

This red seal eligible program gives you great hands on skills in both baking and pastry, including cakes, tortes, cookies, frozen and cream-based desserts. It provides the foundation for a career as a lead baker or pastry chef. The courses empower students by exploring baking and ingredient theory while gaining a greater understanding of the craft. This program will challenge your artistic side by expanding your capability in the design and creation of specialized baked goods. You will work in real bakery environments where you gain experience in production of baked goods consistent with industry standards. Some of the duties include:

- Weighing, measuring and mixing ingredients according to recipes
- Cutting and forming dough, prepare fillings
- Using ovens to bake products
- Decoration of baked goods
- Stock selection and rotation ingredients and supplies
- Developing support skills as an independent Baker
- Healthy Baking

## OBJECTIVES

Upon successful completion of the Baking and Pastry Arts program, graduates will be able to:

1. Prepare yeast-raised products to include breads and yeast-leavened pastries to include laminated doughs, breakfast pastries and leavened cakes.
2. Prepare a variety of cakes, fillings and icings to include chemical and mechanical leavening techniques.
3. Prepare a variety of egg and dairy-based products, fried baked goods, and a variety of pastry products to include but not limited to meringue, fritters, and pies.
4. Identify, select and demonstrate the use of various chocolates and sugar and the common uses for the decoration processes.
5. List and explain the application of mixes and other convenience products pertaining to the baking process.
6. Describe and apply the principles of nutrition to maximize nutrient retention in baking preparation.
7. Apply communication, workplace, computer, and mathematic technical skills in simulated and real-world environments.
8. Complete the Competency and Task requirements for Baker National Occupational Analysis (NOA).

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Specialty shops
- Hotels
- Restaurants
- Bakery manufactures
- Self employed

## ENTRANCE REQUIREMENTS

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation

### 2. Adult Basic Education

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

### 3. Comprehensive Arts and Science (CAS) Trades

Comprehensive Arts and Science (Trades) Certificate

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program must be at least 19 years of age at the time of application and out of school for at least one (1) year to be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## Courses

### Semester 1

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
BA1000	Health and Safety	18
CK1107	Personal Hygiene & Kitchen Sanitation	10
BA1010	The Professional Baker	15
AM1101	Math Essentials	42
BA1015	Baker Tools and Equipment	15
BA1020	Weights and Measures	10
CK1130	Receiving and Storage	10
BA1025	Baking Methods and Principles	30
MC1062	Computer Essentials	15
BA1030	Bread Products	60
BA1035	Cakes I	60
BA1040	Cookies	60
MA1095	Baking & Pastry Arts Math	30
SD1761	Workplace Essentials	24



## Semester 2

Code	Title	Hrs
BA1050	Artisan Breads	60
BA1055	Cakes II	60
BA1061	Pastry, Fillings and Creams	105
BA1070	Advanced Pastries	45
BA1075	Creams, Custards, Fillings and Dessert Sauces	30
BA1095	Chocolate and Sugar	60
BA1085	Laminate Dough	45
CM2160	Communication Essentials	45

## Semester 3 Intersession

Code	Title	Hrs
BA1080	Dietary Baking	45
BA1100	Workplace Exposure Baking and Pastry Arts	90
AP1102	Introduction to Apprenticeship	12
BA1090	Frozen Desserts	45

# Cabinetmaker

**Start Date:** To be determined

**Credential:** Certificate

**Program Length:** 31 Weeks

**School:** Natural Resources and Industrial Trades

## Locations & Delivery Modes:

- Port aux Basques - On Campus delivery

## PROGRAM DESCRIPTION

This red seal program offers training in building and repairing custom or production-type fixtures and furniture made of wood or wood substitutes. Some of the duties include:

- Read specifications and drawings
- Create layouts and patterns
- Set up and operate woodworking equipment
- Cut, shape, mould and assemble components made of wood or wood substitutes
- Sand, stain, polish and apply veneers

## OUTCOMES

1. Demonstrate safe work practices and personal protection.
2. Use tools and equipment safely.
3. Interpret engineering drawings.
4. Machine components using automated equipment.
5. Plan sequence of operations.
6. Prepare layout operations.

## ENTRANCE REQUIREMENTS

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation

### 2. Adult Basic Education

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

### 3. Comprehensive Arts and Science (CAS) Trades

Comprehensive Arts and Science (Trades) Certificate

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Furniture manufacturers
- Cabinet making shop
- Interior finishing firms
- Residential developers

## Courses

### Level 1 Pre-Employment

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
AK1100	Blueprint I (Basic)	75
AK1120	Blueprint II (Intermediate)	60
AK1130	Construction Safety	40
AK1200	Hand Tools	45
AK1210	Fasteners and Adhesives	30
AK1220	Materials	45
AK1230	Portable Power Tools	45
AK1240	Common Stationary Equipment	60
AK1250	Joint Fabrication & Assembly	45
AK1260	Laminating	45
AK1290	Basic Casework	75
AK1301	Wood Finishing I	80
AK1320	Industry Codes and Practices	45
AK1330	Installation Procedures	45
AM1000	Introduction to Essential Skills	9
AM1101	Math Essentials	42
AM1121	Cabinetmaker Math Fundamentals	42
CM2161	Communication Essentials	36
SD1761	Workplace Essentials	24
MC1062	Computer Essentials	15
AP1102	Introduction to Apprenticeship	12

*A certificate from College of the North Atlantic will be awarded upon successful completion of pre-employment level courses.*

## APPRENTICESHIP

*Upon completion of the pre-employment certificate program, a graduate may pursue Red Seal Certification by finding employment, registering as an “Apprentice” and completing the following Advanced Level training and required work experience. The apprenticeship may take 3-4 years and would lead to Journeyman status in the trade.*

*For more information regarding apprenticeship refer to Plans of Training (POT) - Immigration, Population Growth and Skills (gov.nl.ca).*

### Level 2 Advanced Level

Code	Title	Hrs
AK1270	Specialty Stationary Equipment	60
AK1302	Wood Finishing II	50
AK1310	Stairs	90
AK2100	Blueprint II (Advanced)	40

### Level 3 Advanced Level

Code	Title	Hrs
AK1282	High Production Equipment	60
AK2102	Blueprint IV (CAD)	60
AK2202	Advanced Casework and Furniture Design	120

# Carpenter

**Start Date:** September

**Credential:** Certificate

**Program Length:** 36 Weeks

**School:** Natural Resources and Industrial Trades

## Locations & Delivery Modes:

- Carbonear - On Campus delivery
- Clarenville - On Campus delivery

## PROGRAM DESCRIPTION

This red seal program offers training in the use of hand and power tools in residential and commercial construction in accordance to National Building Codes. Some of the duties include:

- Read and interpret blueprints, drawings and sketches
- Calculate requirements and specifications
- Prepare layouts
- Use measuring tools
- Cut, shape and assemble and join materials
- Build and install foundations, floor beams, subfloors, walls and roof systems
- Install doors, stairs, moldings and hardware trims
- Operate hand and portable power tools
- Utilize various construction products
- Complete construction projects for stairs, concrete, floors, walls and roofs

## OUTCOMES

1. Demonstrate safe work practices and personal protection.
2. Use tools and equipment safely.
3. Interpret drawings and specifications.
4. Solve problems and keep a construction project on schedule.
5. Use various types of scaffolding.
6. Apply National Building Code standards and energy efficient concepts

## ENTRANCE REQUIREMENTS

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation

### 2. Adult Basic Education

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

### 3. Comprehensive Arts and Science (CAS) Trades

Comprehensive Arts and Science (Trades) Certificate

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

## 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment on the following areas:

- General contractor
- Custom woodworking shops
- Building suppliers
- Residential and commercial construction
- Industrial Maintenance

## Courses

### Level 1 Pre-Employment

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
AJ1111	Carpentry Fundamentals	74
AJ1121	Rigging	30
AJ1160	Blueprint Reading	45
AJ1170	Residential Estimating	30
AJ1201	Layout & Footings	80
AJ1211	Wall Forms	80
AJ1221	Floor & Wall Framing	90
AJ1231	Exterior Finish	60
AJ1310	Roof Fundamentals	80
AJ1410	Interior Fundamentals	60
AJ1501	Interior Trim	60
AJ1601	Stair Fundamentals	60
AJ1760	Chain Saw Safety	4
AJ2420	Post and Beam	30
AJ2430	Scaffolding	45
HE1620	Powerline Hazards	4
LA1100	Confined Space Awareness	6
LA1110	Fall Protection Awareness	6
CAR155	Concrete	12
CAR225	Deck Layout and Framing	9
AM1000	Introduction to Essential Skills	9
AM1101	Math Essentials	42
AM1131	Carpenter Math Fundamentals	42
CM2161	Communication Essentials	36
SD1761	Workplace Essentials	24
MC1062	Computer Essentials	15
AP1102	Introduction to Apprenticeship	12

*A certificate from College of the North Atlantic will be awarded upon successful completion of pre-employment level courses.*

## APPRENTICESHIP

Upon completion of the pre-employment certificate program, a graduate may pursue Red Seal Certification by finding employment, registering as an "Apprentice" and completing the following Advanced Level training and required work experience. The apprenticeship may take 4-5 years and would lead to Journey person status in the trade.

For more information regarding apprenticeship refer to Plans of Training (POT) - Immigration, Population Growth and Skills (gov.nl.ca).

### Level 2 Advanced Level

Code	Title	Hrs
CAR200	Building Science Principles	9
CAR205	Building Envelope	6
CAR170	Exterior Wall and Partition Layout and Framing	36
CAR250	Preserved Wood Foundations	3
CAR330	Exterior Wall Covering Systems	36
CAR230	Introduction to Roof and Ceiling Layout and Framing	6
CAR235	Gable Roof Layout and Framing	30
CAR240	Roof Coverings	24
CAR605	Exterior Windows	18
CAR325	Exterior Doors	18
CAR245	Straight Stairs	30
CAR210	Advanced Site Layout	24

### Level 3 Advanced Level

Code	Title	Hrs
CAR400	Stair Forms	21
CAR610	Excavation, Shoring & Underpinning	3
CAR415	Pre-Cast Concrete	6
CAR420	Suspended Slab and Beam Forms	21
CAR615	Column and Vertical Forms	21
CAR305	Hip Roof Layout and Framing	30
CAR310	Equal Slope Intersecting Roof Layout and Framing	30
CAR405	Interior Wall Systems	15
CAR410	Ceilings	15
CAR620	Interior Doors and Windows	15
CAR340	Interior Trim	18
CAR315	Fixtures and Hardware	3
CAR345	Cabinets, Countertops and Built-in Units	12

### Level 4 Advanced Level

Code	Title	Hrs
CAR445	Project Planning	27
CAR300	Building Science Practices	0
CAR425	Special Roof Layout and Framing	24
CAR435	Unequal Slope Roof Layout and Framing	33
CAR625	Finish and Geometric Stairs	45
CAR350	Flooring and Floorcoverings	15
CAR630	Panels, Tiles and Solid Wood Finishes Installation	6
CAR450	Renovation	15
CAR635	Program Review	30

## Commercial Driver

**Start Date:** September

**Credential:** Certificate

**Program Length:** 13 Weeks

**School:** Natural Resources and Industrial Trades

### **Locations & Delivery Modes:**

- Bay St. George - On Campus delivery

### **PROGRAM DESCRIPTION**

This program offers training in the safe and effective operation of Tandem trucks and Tractor Trailer units. Some of the duties include:

- Perform preventive maintenance, defensive driving, and fuel conservation
- Deliver cargo and materials
- Interpret and communicate instructions through dispatch
- Maintain a truck log and keep records of transported materials
- Clean, inspect and service vehicle
- Perform trailer operations and demonstrate defensive driving skills
- Perform pre, post and on route inspections

The program also offers certification in the Transportation of Dangerous Goods (TDG), Air Brakes (9A), WHMIS, First Aid, Powerline Hazards and Professional Driver Improvement Course (PDIC). There will be classroom, yard, off and on and highway training with low student to instructor ratios.

Students successfully completing the program qualify for a Class 1 license with Class 3 and 9A endorsements.

### **OUTCOMES**

1. Demonstrate defensive driving techniques, proper economical vehicle operation, and emergency procedures.
2. Demonstrate knowledge of types of trucks, power trains, engines, drive lines, brake systems, tires and trailers.
3. Demonstrate techniques to drive on course roads, through town and on the Trans Canada Highway.
4. Demonstrate knowledge of proper freight handling procedures and methods of preparing and handling documentation connected with transfers of cargo and monies.
5. Demonstrate safe work practices and personal protection.

### **ENTRANCE REQUIREMENTS**

Eligibility for admission requires the applicant to meet one of the following academic criteria:

#### **1. High School**

High School Graduation

#### **2. Adult Basic Education**

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

#### **3. Comprehensive Arts and Science (CAS) Trades**

Comprehensive Arts and Science (Trades) Certificate

#### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.



## 5. Driver's License and Medical

- i. You must possess an unrestricted Class 5 driver's license for one (1) year.
- ii. You must submit a Motor Registration Division - Medical Examination Report with a vision test completed by a doctor.
- iii. You must possess a Driving Abstract record showing no more than four (4) demerit points.

Government of Newfoundland and Labrador - Digital Government and Service NL | Motor Registration Division Online Appointments

Upon starting the program, students will be required to complete a commercial written test successfully. Once completed you will be issued a permit by the Department of Motor Registration Division that allows you to be instructed by a licensed commercial driver in preparation for a Class 03 license.

## 6. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Trucking companies
- Manufacturing and distribution companies
- Retail outlets
- Moving companies

## Courses

Courses		
Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
DV1100	Essential Skills	18
DV1110	Commercial Driver Orientation	6
DV1120	Codes and Regulations	12
DV1130	Vehicle Operation Safety	12
DV1140	Logbook (Hours of Service)	11
DV1210	Trip Planning	12
DV1230	Engine & Drivetrain Principles	6
DV1240	Tires, Rims and Wheels	6
DV1260	Trailer Coupling Devices	6
DV1270	Tractor Trailer Operations-In the Yard	85
DV1280	Tractor Trailer Operation	135
DV1290	Preventive Maintenance	4
DV1300	Trailers	4
DV1310	Safe Load & Securement	12
DV1320	Driver Health and Nutrition	4
DV1330	Professional Driver Improvement Course (PDIC)	6
HE1600	Air Brakes	15
HE1620	Powerline Hazards	4
HE1630	Transportation of Dangerous Goods	6

## Construction/Industrial Electrician

**Start Date:** September

**Credential:** Certificate

**Program Length:** 37 Weeks

**School:** Natural Resources and Industrial Trades

### Locations & Delivery Modes:

- Burin - On Campus delivery
- Carbonear - On Campus delivery
- Corner Brook - On Campus delivery
- Happy Valley-Goose Bay - On Campus delivery
- Labrador West - On Campus delivery
- Seal Cove - On Campus delivery

### PROGRAM DESCRIPTION

This red seal program offers training in how to install, alter and maintain electrical systems that are designed to provide heat, light, power, control, signals or fire alarms for all types of buildings and structures. Some of the duties include:

- Read and interpret electrical, mechanical and architectural drawings
- Determine code specifications for wiring layouts
- Cut, thread, bend, assemble and install conduits
- Position, maintain and install distribution and control equipment
- Safely test circuits to ensure integrity

### OUTCOMES

1. Demonstrate safe work practices and personal protection.
2. Use and maintain tools and equipment.
3. Analyze electrical theory and its application to lighting, power and control equipment.
4. Interpret instructions given in plans and specifications pertaining to electrical installations.
5. Demonstrate problem solving skills involving electrical systems.
6. Conduct trouble shooting to maintain electrical systems and equipment.

**Note:** This program may not be suitable for applicants who do not have normal color perception.

### ENTRANCE REQUIREMENTS

Eligibility for admission requires the applicant to meet one of the following academic criteria:

#### 1. High School

High School Graduation

#### 2. Adult Basic Education

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

#### 3. Comprehensive Arts and Science (CAS) Trades

Comprehensive Arts and Science (Trades) Certificate

#### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

## 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

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If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Residential electrical companies
- Industrial electrical companies
- Mining
- Pulp and Paper
- Oil and gas

## Courses

### Level 1 Pre-Employment

Code	Title	Hrs
TS1520	WHMIS	6
TS1530	Standard First Aid	14
ER1101	Hoisting, Lifting & Rigging	18
ER1105	Access Equipment	12
ER1112	Tools and Equipment	15
ER1140	DC Theory	30
ER1151	Series & Parallel DC Circuits	45
ER1161	Introduction to Canadian Electrical Code	24
ER1170	Voltage Drop & Power Loss	30
ER1180	Single Phase Theory	60
ER1190	Three Phase Theory	30
ER1202	Drawings, Schematics and Specifications	30
ER1212	Electrical Drawings & Schematics	30
ER1221	Conduit, Tubing & Fittings	30
ER1231	Conductors & Cables	30
ER1242	Fundamental Wiring	60
ER1250	Protective Devices	30
ER1262	Transformers	60
ER1271	Single-Phase Service Entrance	30
ER1281	Three-Phase Service Entrance	30
ER1341	Fire Alarms	20
ER1371	Distribution Equipment	17
ER1411	Safety	30
ER1570	Grounding and Bonding	6
ER1580	Job Planning	6
ER1590	Introduction to Communication and Trade Documentation	6
ER2001	Raceways, Wireways and Busways	30
ER2011	Lighting Systems & Controls	25
ER2022	Single-Phase Motors	30
ER2134	Communication Systems	20
ER2142	Security Systems	10
ER2351	Electric Surface Heating Systems	15

Code	Title	Hrs
ER2391	Fiber Optics	18
ELE120	Support Components	6
ELE130	Mentoring I	6
OT1150	Workplace Exposure	80
AM1000	Introduction to Essential Skills	9
AM1101	Math Essentials	42
AM1161	Electrician Math Fundamentals	42
CM2161	Communication Essentials	36
SD1761	Workplace Essentials	24
MC1062	Computer Essentials	15
AP1102	Introduction to Apprenticeship	12

*A certificate from College of the North Atlantic will be awarded upon successful completion of pre-employment level courses.*

#### **APPRENTICESHIP**

*Upon completion of the pre-employment certificate program, a graduate may pursue Red Seal Certification by finding employment, registering as an “Apprentice” and completing the following Advanced Level training and required work experience. The apprenticeship may take 4-5 years and would lead to Journey person status in the trade.*

*For more information regarding apprenticeship refer to Plans of Training (POT) - Immigration, Population Growth and Skills (gov.nl.ca).*

#### **Level 2 Advanced Level (Construction/Industrial)**

Code	Title	Hrs
ELE220	Job Planning	6
ELE225	Voltage Drop and Power Loss	30
ELE230	Environmental & Hazardous Installations	24
ELE235	DC Generating Systems	12
ELE240	Single-Phase AC Circuits II	27
ELE245	Protective Devices	24
ELE250	Extra-Low Voltage Transformers	6
ELE255	Low-Voltage Single-Phase Transformers	12
ELE260	Renewable Energy and Storage Systems I	9
ELE265	Exit and Emergency Lighting Systems	12
ELE270	Heating, Ventilation and Air-Conditioning Systems	18
ELE275	Heating, Ventilation and Air-Conditioning System Controls	12
ELE280	Electric Heating Systems	12
ELE285	Electric Heating System Controls	12
ELE290	Cathodic Protection Systems	6
ELE295	DC Motors I	12
ELE300	Motor Starters I	6
ELE305	Motor Control Devices I	12
ELE310	Drawings, Schematics and Specifications II	12
ELE315	Lightning Protection Systems	6

### Level 3 Advanced Level (Construction/Industrial)

Code	Title	Hrs
ELE320	Three-Phase Theory	30
ELE325	Ground Fault Detection Systems I	12
ELE330	Three - Phase Services	12
ELE335	Three-Phase Power Distribution Equipment	18
ELE340	AC Generating Systems	18
ELE345	Low-Voltage Three-Phase Transformers	18
ELE350	High Voltage Transformers	12
ELE355	Motor Starters II	18
ELE360	Motor Control Devices II	24
ELE365	Single-Phase Motors I	18
ELE370	Three-Phase Motors I	18
ELE375	DC Motors II	12
ELE380	AC Drives	18
ELE385	DC Drives	12

### Level 4 Advanced Level (Construction)

Code	Title	Hrs
CEL400	Mentoring II	3
CEL405	Grounding and Bonding Systems II	6
CEL410	Power Conditioning, Uninterruptible Power Supply (UPS) and Surge Suppression Systems	15
CEL415	High Voltage Equipment	12
CEL420	High Voltage Cables	12
CEL425	Renewable Energy and Storage Systems II	12
CEL430	Lighting Standards	6
CEL435	Airport Runway Lighting Systems and Controls	6
CEL440	Traffic Signal Lights and Controls	6
CEL445	Single-Phase Motors II	6
CEL450	Three-Phase Motors II	6
CEL455	DC Motors III	6
CEL460	Commissioning and Decommissioning Systems	12
CEL465	Automated Control Systems	30
CEL470	Fire Alarm Systems	12
CEL475	Security and Surveillance Systems	6
CEL480	Communication Systems (Voice/Data/Video and Community Antenna Television)	6
CEL485	Communication Systems (Public Address and Intercom Systems)	3
CEL490	Communication Systems (Nurse Call Systems)	3
CEL495	Building Automation and Control Systems	12
CEL500	Program Review	30

#### Level 4 Advanced Level (Industrial)

Code	Title	Hrs
IEL400	Mentoring II	3
IEL405	Ground Fault Detection Systems II	3
IEL410	Power Conditioning, Uninterruptible Power Supply (UPS) and Surge Suppression Systems	18
IEL415	High Voltage Equipment	18
IEL420	High Voltage Cables	12
IEL425	Renewable Energy and Storage Systems II	12
IEL430	Single-Phase Motors II	6
IEL435	DC Motors III	6
IEL440	Three-Phase Motors II	6
IEL445	Commissions and Decommissions Systems	18
IEL450	Fire Alarm Systems	12
IEL455	Security and Surveillance Systems	12
IEL460	Communication Systems (Voice/Data/Video and Community Antenna Television)	6
IEL465	Communication Systems (Public Address and Intercom Systems)	6
IEL470	Communication Systems (Nurse Call Systems)	6
IEL475	Building Automation and Control Systems	12
IEL480	Predictive/Preventative Maintenance	12
IEL485	Automated Control Systems	60
IEL490	Pneumatic Control Systems	18
IEL495	Hydraulic Circuits and Control Systems	12
IEL500	Discrete and Analog Devices	24
IEL505	Process Control	30
IEL510	Environmental Control Systems	18
IEL515	Program Review	30

# Cook

**Start Date:** September

**Credential:** Certificate

**Program Length:** 34 Weeks

**School:** Natural Resources and Industrial Trades

## **Locations & Delivery Modes:**

- Bay St. George - On Campus delivery
- Burin - On Campus delivery
- Prince Philip Drive - On Campus delivery

## **PROGRAM DESCRIPTION**

This red seal program provides training in the preparation and presentation of a variety of food for a variety of groups. Some of the duties include:

- Estimate food requirements using menus
- Retrieve food from storage and suppliers
- Wash, peel and cut vegetables
- Prepare, season and cook foods
- Evaluate nutritional values and sanitation standards

## **OUTCOMES**

1. Demonstrate safe work practices and personal protection.
2. Develop menus.
3. Practice and maintain sanitary standards.
4. Develop production procedures.

## **ENTRANCE REQUIREMENTS**

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### **1. High School**

High School Graduation

### **2. Adult Basic Education**

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

### **3. Comprehensive Arts and Science (CAS) Trades**

Comprehensive Arts and Science (Trades) Certificate

### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### **5. International Applicants – English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Hotels
- Restaurants
- Catering firms
- Cafeterias
- Health care institutions
- Specialty food outlets
- Work camps

## Courses

### Level 1 Pre-Employment

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
CK1000	The Professional Cook	15
CK1050	Food Presentation	12
CK1101	Health and Safety	10
CK1107	Personal Hygiene & Kitchen Sanitation	10
CK1115	Kitchen Tools and Equipment	10
CK1120	Weights and Measures	10
CK1126	Basic Cooking Methods and Principles	30
CK1130	Receiving and Storage	10
CK1147	Pulses, Grains & Nuts	18
CK1150	Pastas and Dumplings	10
CK1156	Stocks and Glazes	24
CK1165	Soups	30
CK1177	Principles of Meat Cooking and Handling	30
CK1178	Poultry	60
CK1188	Seafood	30
CK1195	Salad and Salad Dressings	35
CK1204	Sandwiches	20
CK1210	Dairy Products	30
CK1226	Breakfast Cookery and Eggs	30
CK1231	Introduction to Baking	18
CK1237	Bread Products	24
CK1241	Pies, Tarts, Flans & Fillings	30
CK1254	Basic Cakes and Quick Breads	30
CK1256	Cookies	20
CK1290	Fish	30
CK1310	Vegetables and Fungi	30
CK1320	Fruits	12
CK1340	Potatoes	30
CK1350	Sauces	30
CK1450	Beef and Pork	60
OT1230	Workplace Exposure	60
AM1000	Introduction to Essential Skills	9
AM1101	Math Essentials	42
AM1151	Cook Math Fundamentals	42
CM2161	Communication Essentials	36



Code	Title	Hrs
SD1761	Workplace Essentials	24
MC1062	Computer Essentials	15
AP1102	Introduction to Apprenticeship	12

*A certificate from College of the North Atlantic will be awarded upon successful completion of pre-employment level courses.*

#### **APPRENTICESHIP**

*Upon completion of the pre-employment certificate program, a graduate may pursue Red Seal Certification by finding employment, registering as an “Apprentice” and completing the following Advanced Level training and required work experience. The apprenticeship may take 3-4 years and would lead to Journey person status in the trade.*

*For more information regarding apprenticeship refer to Plans of Training (POT) - Immigration, Population Growth and Skills (gov.nl.ca).*

#### **Level 2 Advanced Level**

Code	Title	Hrs
COO200	Stocks and Soups	2
COO205	Thickening and Binding Agents	1
COO210	Sauces	2
COO215	Meat Cutting & Processing	1
COO217	Meat Cookery	1
COO220	Poultry Cutting & Processing	1
COO223	Poultry Cookery	1
COO225	Fish	1
COO230	Seafood	1
COO235	Condiments & Accompaniments	1
COO240	Pastries	1
COO245	Cookies	1
COO250	Pies, Tarts, Flans & Fillings	1

#### **Level 3 Advanced Level**

Code	Title	Hrs
COO300	Charcuterie	1
COO305	Aspics, Jellies and Glazes	1
COO310	Marinades, Rubs and Brines	1
COO315	Game Cutting and Processing	1
COO317	Game Cookery	1
COO320	Hors D'Oeuvres	1
COO325	Cakes and Tortes	12
COO330	Icing, Glazes, Meringues and Dessert Toppings	1
COO335	Creams and Custards	1
COO340	Frozen Desserts	1
COO345	Chocolate	1
COO350	Nutrition	1
COO355	Cost Control	1
COO360	Menu Planning	1
COO365	Review	2

# Hairstylist

**Start Date:** September

**Credential:** Certificate

**Program Length:** 37 Weeks

**School:** Natural Resources and Industrial Trades

## Locations & Delivery Modes:

- Bay St. George - On Campus delivery
- Gander - On Campus delivery

## PROGRAM DESCRIPTION

This red seal program offers training in how to cut and style hair to suit their clients face and lifestyle. Some of the duties include:

- Cut, trim, color, wave and style hair, wigs and hairpieces
- Shave, trim and shape beards and moustaches
- Suggest appropriate hairstyles
- Maintain supplies and equipment
- Self-educate on new hairstyles and fashions

**Note:** This program may not be suitable for persons with allergies and/or respiratory problems. Anyone with either of these conditions should check with a doctor to determine medical suitability.

## OUTCOMES

1. Demonstrate safe work practices and personal protection.
2. Use and maintain tools and equipment.
3. Demonstrate the skills required to style, cut and color hair.
4. Prepare clients for services.
5. Perform reception duties.

## ENTRANCE REQUIREMENTS

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation

### 2. Adult Basic Education

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

### 3. Comprehensive Arts and Science (CAS) Trades

Comprehensive Arts and Science (Trades) Certificate

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.  
 If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.  
**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Hair salons
- Hair shows
- Sales representative

### Courses

#### Level 1 Pre-employment

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
HT1000	Safety-Related and Hygienic Functions	12
HT1010	Tools and Equipment	9
HT1020	Client Service Preparation	12
HT1030	Communication Techniques	6
HT1040	Front Desk	18
HT1050	Business Fundamentals I	12
HT1130	Hair and Scalp Analysis and Response	30
HT1140	Shampoo and Condition Hair	6
HT1230	Wet Hair Styling I	18
HT2230	Wet Hair Styling II	18
HT1240	Dry Hair Finishing and Styling I	24
HT2240	Dry Hair Finishing and Styling II	30
HT1305	Hair Cutting	202
HT1325	Facial and Nape Hair Services	24
HT1505	Colouring	150
HT1535	Lightening	90
HT2250	Chemical Waving	42
HT2260	Chemical Relaxing	18
HT2270	Colour Correction	60
HT2280	Extensions, Wigs and Hairpieces	12
HT2290	Face and Nape Services	3
HT2295	Mentoring Techniques	6
HT2050	Business Fundamentals II	12
AM1000	Introduction to Essential Skills	9
AM1101	Math Essentials	42
CM2161	Communication Essentials	36
SD1761	Workplace Essentials	24
MC1062	Computer Essentials	15
AP1102	Introduction to Apprenticeship	12
OJ1500	On-the-Job-Training	90

### APPRENTICESHIP

*Upon completion of the pre-employment certificate program, a graduate may pursue Red Seal Certification by finding employment, registering as an "Apprentice" and completing the following Advanced Level training and required work experience. The apprenticeship may take 2-3 years and would lead to Journey person status in the trade.  
 For more information regarding apprenticeship refer to Plans of Training (POT) - Immigration, Population Growth and Skills (gov.nl.ca).*

# Heavy Duty Equipment Technician/Truck and Transport Mechanic

**Start Date:** September

**Credential:** Certificate

**Program Length:** 37 Weeks

**School:** Natural Resources and Industrial Trades

## **Locations & Delivery Modes:**

- Bay St. George - On Campus delivery
- Happy Valley-Goose Bay - On Campus delivery
- Placentia - On Campus delivery

## **PROGRAM DESCRIPTION**

This red seal program is designed to provide you with the skills and knowledge required for employment in the field of Heavy Duty Equipment Technician/Truck and Transport Mechanic. Some of the duties include:

- Interpret work orders and technical manuals
- Maintain, clean and lubricate equipment
- Diagnose faults and malfunctions
- Adjust, repair or replace defective parts
- Performance test repaired equipment
- Follow manufactures specifications and legislated regulations

## **OUTCOMES**

1. Demonstrate safe work practices and personal protection.
2. Use and maintain tools and equipment.
3. Diagnose and repair engines and engine support systems.
4. Diagnose and repair steering, suspension and brake systems.
5. Diagnose and repair hydraulic and pneumatic systems.
6. Write service reports and record analysis

## **ENTRANCE REQUIREMENTS**

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### **1. High School**

High School Graduation

### **2. Adult Basic Education**

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

Science 3101, 3102, 3103

### **3. Comprehensive Arts and Science (CAS) Trades**

Comprehensive Arts and Science (Trades) Certificate

### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, are 19 years of age or older, and have been out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### **5. International Applicants – English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Repair shops
- Maintenance companies
- Transportation companies
- Construction companies

## Courses

### Level 1 Pre-Employment

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
SV1101	Safety	30
SV1111	Ozone Depleting Substances	6
SV1121	Gaskets & Seals	5
SV1131	Electrical & Electronic Principles	55
SV1141	Introduction to Hydraulics	30
SV1151	Service Information Systems	25
SV1166	Tools & Equipment	30
SV1191	Fasteners, Tubing, Hoses and Fittings	30
SV1190	Lubrication and Fluid Servicing	30
SV1201	Start, Move and Park Vehicle	5
SV1211	Tires, Rims and Wheels	25
SV1249	Introduction to Suspension Systems	15
SV1261	Vehicle Hydraulic Brake System	60
SV1271	Basic Air Brake Systems	60
SV1281	Drive Lines	25
SV1301	Cutting, Heating and Welding	30
SV1303	Engine Principles	45
SV1310	Cooling Systems	30
SV1331	Intake & Exhaust Systems	25
SV1361	Diesel Fuel Supply Systems	25
SV1370	Batteries	15
SV1379	Introduction to Starting and Charging Systems	18
SV1401	Gauges	11
SV1451	Steering Systems	30
SV1452	Gears	12
SV1491	Conventional Lighting Systems	15
SV1501	Wiring Harnesses & Accessories	15
SV1800	Hoisting & Lifting	15
SV1810	Preventative Maintenance	5
SV1820	Bearings	6
SV1830	Metallurgy	5
SV2299	Introduction to Track Type Undercarriages	15
SV2391	Reservoirs, Coolers & Filters	15
SV2491	Pneumatic Systems	20
SV2661	Electronic Ignition Systems	30
SV2669	Introduction to Heating, Ventilation and Air Conditioning	15
SV2689	Introduction to Frames and Chassis	6

Code	Title	Hrs
SV2731	Cab Components	9
SV2779	Introduction to Hitches and Couplers	6
WD2290	Shielded Metal Arc Welding (SMAW)	15
WD2330	MIG Welding	30
AM1000	Introduction to Essential Skills	9
AM1101	Math Essentials	42
AM1370	Heavy Duty and Truck Trans Math Fundamentals	42
CM2161	Communication Essentials	36
SD1761	Workplace Essentials	24
MC1062	Computer Essentials	15
AP1102	Introduction to Apprenticeship	12

*A certificate from College of the North Atlantic will be awarded upon successful completion of pre-employment level courses.*

#### **APPRENTICESHIP**

*Upon completion of the pre-employment level certificate program, a graduate may pursue Red Seal Certification by finding employment, registering as an “Apprentice” in Heavy Duty Equipment Technician or Truck and Transport Mechanic. This is obtained by completing the following Advanced Level training and required work experience. The apprenticeship may take 5-6 years and would lead to Journeyman status in the trade.*

*For more information regarding apprenticeship refer to Plans of Training (POT) - Immigration, Population Growth and Skills (gov.nl.ca).*

#### **Level 2 Advanced Level (HDET)**

Code	Title	Hrs
HET200	Hydraulic Pumps and Motors	15
HET205	Hydraulic Cylinders	12
HET210	Control Valves	21
HET215	Accumulators	6
HET220	Hydraulic Brake Systems II	12
HET225	Hydraulic Systems Diagnostic & Testing	21
HET230	Front and Rear Suspensions	12
HET235	Track -Type Undercarriage	15
HET240	Hydrostatic Drives	6
HET245	Final Drives	6
HET250	Hydraulic Steering Systems	9
HET255	Tracked Steering Systems	15
HET260	Cabs and Protective Structures	6
HET265	Fire Suppression Units	3
HET270	Pneumatic Systems	3
HET275	Blades, Buckets and Cutting Edges	6
HET280	Winches, Wire Ropes & Accessories	9
HET285	Hydraulic Attachments	6
HET290	Frames and Structures	18
HET295	Material Handling Equipment	9

#### Level 2 Advanced Level (TTM)

Code	Title	Hrs
TTM200	Front Axles and Suspension Systems	9
TTM205	Rear Axles and Suspension Systems	18
TTM210	Wheel and Axle Alignment	12
TTM215	Frames and Chassis	9
TTM220	Power Assisted Steering	12
TTM225	Dual Air Brake Systems	30
TTM230	Anti-lock Braking and Traction Control Systems	21
TTM235	Cab Components	9
TTM240	Trailer Coupling Devices	12
TTM245	Truck Bodies and Trailers	12
TTM250	Provincial Motor Vehicle Inspection (MVI)	6
TTM255	Hydraulic Pumps	12
TTM260	Hydraulic Cylinders	6
TTM265	Hydraulic Cylinders	6
TTM270	Accumulators	3

#### Level 3 Advanced Level (HDET and TTM)

Code	Title	Hrs
CHT300	Cooling Systems	6
CHT305	Engine Lubrication Systems	9
CHT310	Drivelines	6
CHT315	Drive Axle Assemblies	18
CHT320	Engine Clutches	18
CHT325	Diesel Fuel Supply Systems	6
CHT330	Starting Systems	15
CHT335	Starting Aids	6
CHT340	Charging Systems	15
CHT345	Electronic Ignition Systems	6
CHT350	Non-Diesel Fuel Systems	30
CHT355	Manual Transmissions	18
CHT360	Pump Drives/Power Take Offs	6
CHT365	Transfer Cases	6
CHT370	Automatic/Power Shift and CVT Transmissions	36
CHT375	Torque Converters	9

#### Level 4 Advanced Level (HDET and TTM)

Code	Title	Hrs
CHT400	Base Engine Diagnostics	12
CHT405	Diesel Fuel Injection Systems	24
CHT410	Electronically-Controlled Diesel Fuel Injection Systems	27
CHT415	Intake and Exhaust Systems	12
CHT420	Emission Control Systems	27
CHT425	Engine Brakes and Retarders	12
CHT430	Diesel Engine Overhaul	30
CHT435	Gauges and Instrumentation	6
CHT440	Vehicle Management Systems	30
CHT445	Air Conditioning Systems	18
CHT450	Heating and Ventilation Systems	6
CHT455	Mentoring	6
CHT460	Program Review	30

# Heavy Equipment Operator

**Start Date:** September and October

**Credential:** Certificate

**Program Length:** 22 Weeks

**School:** Natural Resources and Industrial Trades

## Locations & Delivery Modes:

- Bay St. George - On Campus delivery
- Placentia - On Campus delivery
- St. Anthony - On Campus delivery

## PROGRAM DESCRIPTION

This program provides training in the safe and effective operation of Heavy Duty Earth Moving Equipment. Some of the duties include:

- Explore the operation of heavy equipment
- Perform preventative maintenance
- Develop skills necessary to become proficient in the use of the following heavy equipment

## EQUIPMENT CATEGORIES

- Dozer
- Front End Loader
- Grader
- Tandem Dump Truck
- Off-Highway Dump Truck
- Tractor-Loader-Backhoe (TLB)
- Excavator

## OUTCOMES

1. Demonstrate knowledge of machine capabilities and industry expectations.
2. Develop servicing procedures and techniques to maximize the life span of construction equipment.
3. Demonstrate skills in basic machine maneuvering, control and operation in work simulated projects.
4. Demonstrate knowledge of standards for road construction as well as other municipal projects.
5. Demonstrate safe work practices and personal protection.

## ENTRANCE REQUIREMENTS

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation

### 2. Adult Basic Education

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

### 3. Comprehensive Arts and Science (CAS) Trades

Comprehensive Arts and Science (Trades) Certificate

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.



## 5. Driver's License and Medical (Dump Truck-Tandem ONLY)

Students selecting the Equipment Category – Dump Truck (Tandem)

- i. You must possess an unrestricted Class 5 driver's license for one (1) year.
- ii. You must submit a Motor Registration Division - Medical Examination Report with a vision test completed by a doctor.
- iii. You must possess a Driving Abstract record showing no more than four (4) demerit points.

Government of Newfoundland and Labrador - Digital Government and Service NL | Motor Registration Division Online Appointments

Upon starting the program, students will be required to complete a commercial written test successfully. Once completed you will be issued a permit by the Department of Motor Registration Division that allows you to be instructed by a licensed commercial driver in preparation for a Class 03 license.

## 6. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- General contractors
- Paving companies
- Pipeline companies
- Logging
- Mining
- Landscaping

## Courses

### Level 1 Pre-Employment

Code	Title	Hrs
TS1520	WHMIS	6
TS1530	Standard First Aid	14
HE1110	Safety	12
HE1102	Equipment Operation Safety	15
HE1130	Heavy Equipment Certification Requirements	6
HE1601	Air Brakes	15
HE1140	Tools and Equipment	4
HE1160	Hoisting and Rigging	19
HE1170	Survey Indicators	9
HE1121	Slopes and Grades	9
HE1180	Methods of Approach for Worksite Job Planning	4
HE1190	Trade Related Documents	12
HE1210	Drawings and Plans	4
HE1220	Soil Fundamentals	4
HE1202	Scheduled and Preventative Maintenance	45
HE1230	Pre- and Post-Operational Inspections	12
HE1240	Troubleshooting and Basic Repairs	8

Code	Title	Hrs
HE1250	Transportation of Equipment	10
HE1260	Environmental Protection	8
HE1611	Introduction to Professional Driver Improvement (PDIC)	6
HE1621	Powerline Hazards	6
HE1631	Transportation of Dangerous Goods (TDG)	6
OL1605	Traffic Control Person (TCP)	6
AM1000	Introduction to Essential Skills	9
AM1101	Math Essentials	42
AM1171	Heavy Equip Operator Math Fundamentals	42
CM2161	Communication Essentials	36
SD1761	Workplace Essentials	24
MC1062	Computer Essentials	15
AP1102	Introduction to Apprenticeship	12

Three courses from the following:

Code	Title	Hrs
HE1502	Dozer	80
HE1512	Grader	80
HE1522	Tractor-Loader-Backhoe (TLB)	80
HE1532	Front End Loader	80
HE1542	Tandem Dump Truck	80
HE1552	Off-Highway Dump Truck	80
HE1562	Excavator	80

## Industrial Mechanic (Millwright)

**Start Date:** October

**Credential:** Certificate

**Program Length:** 37 Weeks

**School:** Natural Resources and Industrial Trades

### Locations & Delivery Modes:

- Corner Brook - On Campus delivery
- Labrador West - On Campus delivery
- Placentia - On Campus delivery

### PROGRAM DESCRIPTION

This red seal program offers the training required to become a mechanic for stationary industrial machinery. Some of the duties include:

- Read and interpret diagram, schematics and service manuals
- Operate rigging equipment and dollies to move equipment
- Fit, align, attach and connect: bearings, gears, shafts, motors, couplings and belts
- Test, align and adjust equipment
- Perform predictive and operational maintenance
- Employ vibration analysis
- Service and repair hydraulic, pneumatic and programmable logic controls
- Perform tack welds

### OUTCOMES

1. Demonstrate safe work practices and personal protection.
2. Use and maintain tools and equipment.
3. Interpret drawings, plans, and be able to layout and develop projects according to specifications.
4. Perform assigned tasks following quality and production standards required in industry.
5. Plan for installation and maintenance of components and systems.

### ENTRANCE REQUIREMENTS

Eligibility for admission requires the applicant to meet one of the following academic criteria:

#### 1. High School

High School Graduation

#### 2. Adult Basic Education

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

#### 3. Comprehensive Arts and Science (CAS) Trades

Comprehensive Arts and Science (Trades) Certificate

#### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

## 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Mining
- Forestry
- Oil and gas
- Private companies
- Manufacturing
- Government maintenance departments

## Courses

### Level 1 Pre-Employment

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
MS1230	Hand Tools	20
MW1240	Portable Power Tools	20
MW1251	Blueprint Reading & Sketching	15
MW1261	Equipment Assembly Blueprints	15
MW1270	Mechanical Installation Blueprint	15
MW1281	Schematics Advanced	15
MW1291	Rigging	30
MW1450	Drills, Taps and Reamers	30
MW1461	Measuring and Layout	54
MW1621	Metal Lathe	60
MW1630	Milling Machines	40
MW1470	Piping Components	30
MW1511	Power Metal Saws	15
MW1521	Pedestal Grinders	15
MW1530	Bearings	40
MW1541	Fasteners	9
MW1550	Metallurgy	30
MW1580	Static and Dynamic Seals	30
MW1591	Couplings & Clutches	20
MW1360	Shafts & Shaft Alignments	20
MW1610	Belt and Chain Drive Systems	45
MW1640	Gear Drive Systems	50
MW1650	Lubrication Practices	20
MW1670	Non-Positive Displacement Pumps	40
MW1690	Positive Displacement Pumps	50
MW1730	Electrical Fundamentals	30
MW2150	Hydraulics I	30
WD1330	Oxy-Fuel Welding	30

Code	Title	Hrs
MW2122	Plasma Arc Cutting	6
OT1150	Workplace Exposure	80
AM1000	Introduction to Essential Skills	9
AM1101	Math Essentials	42
AM1181	Industrial Mechanic Math Fundamentals	42
CM2161	Communication Essentials	36
SD1761	Workplace Essentials	24
MC1062	Computer Essentials	15
AP1102	Introduction to Apprenticeship	12

*A certificate from College of the North Atlantic will be awarded upon successful completion of pre-employment level courses.*

#### **APPRENTICESHIP**

*Upon completion of the pre-employment certificate program, a graduate may pursue Red Seal Certification by finding employment, registering as an "Apprentice" and completing the following Advanced Level training and required work experience. The apprenticeship may take 4-5 years and would lead to Journey person status in the trade. For more information regarding apprenticeship refer to Plans of Training (POT) - Immigration, Population Growth and Skills (gov.nl.ca).*

##### **Level 2 Advanced Level**

Code	Title	Hrs
IMM200	Shafts, Bearings and Seals	30
IMM205	Couplings, Clutches and Brakes	30
IMM210	Chain and Belt Drive Systems	30
IMM215	Gear Systems	30
IMM220	Shaft Alignment I	30
IMM225	Shielded Metal Arc Welding (SMAW)	20
IMM230	Gas Metal Arc Welding (GMAW)	20
IMM235	Gas Tungsten Arc Welding (GTAW)	20

##### **Level 3 Advanced Level**

Code	Title	Hrs
IMM300	Shaft Alignment II	24
IMM305	Fans and Blowers	24
IMM310	Pumps	24
IMM315	Compressors	24
IMM320	Process Piping	30
IMM325	Process Tanks and Containers	12
IMM330	Hydraulic Systems	54
IMM335	Pneumatic and Vacuum Systems	18

##### **Level 4 Advanced Level**

Code	Title	Hrs
IMM400	Prime Movers	30
IMM405	Conveying Systems	30
IMM410	Preventive and Predictive Maintenance	18
IMM415	Vibration Analysis	15
IMM420	Balancing	15
IMM425	Non-destructive Testing	12
IMM430	Fluid Analysis	12
IMM435	Commissioning and Decommissioning	6
IMM440	Robotics and Automated Equipment	6
IMM445	Mentoring	6
IMM450	Program Review	30

# Instrumentation and Control Technician

**Start Date:** September

**Credential:** Certificate

**Program Length:** 34 Weeks

**School:** Natural Resources and Industrial Trades

## Locations & Delivery Modes:

- Seal Cove - On Campus delivery

## PROGRAM DESCRIPTION

This red seal program involves automation in the production of various commodities. Complex process control and measurement systems such as those found in the oil and gas industry, chemical plants, food processing operations, and the pulp and paper industry require sensitive and accurate instruments. Some of the duties include:

- Repair, maintain, calibrate, adjust and install industrial measuring and controlling instrumentation
- Ensure plant machinery is safe and operating correctly
- Regulate water flow and air quality
- Monitor and calibrate instruments
- Read and interpret circuit diagrams, blueprints and schematics
- Inspect, test, diagnose faults
- Write maintenance reports
- Repair, calibrate components and instruments
- Perform schedule preventative maintenance
- Observe safe repair procedures according to regulated standards

## OUTCOMES

1. Demonstrate safe work practices and personal protection.
2. Interpret drawings, codes, standards and government regulations.
3. Use tools and measuring equipment.
4. Conduct new installations.
5. Use and maintain analyzers
6. Use and maintain various types of field mounted equipment.

## ENTRANCE REQUIREMENTS

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation

### 2. Adult Basic Education

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

### 3. Comprehensive Arts and Science (CAS) Trades

Comprehensive Arts and Science (Trades) Certificate

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

## 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Hydro Power Generation
- Mining, Petrochemical, and Natural Gas
- Industrial and Commercial Manufacturing
- Industrial Construction
- Industrial Instrument Servicing
- Pulp and Paper Processing

## Courses

### Level 1 Pre-Employment

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
ER1111	Tools and Equipment	45
ER1140	DC Theory	30
ER1151	Series & Parallel DC Circuits	45
ER1170	Voltage Drop & Power Loss	30
ER1390	Safety	30
ER1201	Drawings, Schematics and Specifications	30
ER1420	Introduction to Pressure Measurement and Calibration	70
ER1430	Flow Measurement	110
ER1440	Level and Density Measurement	50
ER1450	Temperature Measurement	60
ER1460	Wireways, Conduit, Electrical Metallic Tubing (EMT) and Fittings	15
ER1490	Material Handling Equipment	15
ER1500	Communication and Trade Documentation	9
ER1510	Conductors and Cables	30
ER1520	Tubing and Piping Systems	30
ER1530	Introduction to Fluids	25
ER1711	Signal Transmission Systems	30
ER1733	Electronics (Circuits and Components)	90
ER2470	Pneumatic Supply Systems I	25
ER2480	Pneumatic Supply Systems II	25
ICT145	On-Off Control Devices	30
AM1000	Introduction to Essential Skills	9
AM1101	Math Essentials	42
AM1191	Instrumentation and Control Math Fundamentals	42
CM2161	Communication Essentials	36
SD1761	Workplace Essentials	24
MC1062	Computer Essentials	15
AP1102	Introduction to Apprenticeship	12

*A certificate from College of the North Atlantic will be awarded upon successful completion of entry level courses.*

#### **APPRENTICESHIP**

*Upon completion of the pre-employment certificate program, a graduate may pursue Red Seal Certification by finding employment, registering as an “Apprentice” and completing the following Advanced Level training and required work experience. The apprenticeship may take 4-5 years and would lead to Journey person status in the trade. For more information regarding apprenticeship refer to Plans of Training (POT) - Immigration, Population Growth and Skills (gov.nl.ca).*

#### **Level 2 Advanced Level**

Code	Title	Hrs
ICT205	Introduction to Fluids	12
ICT235	Final Control Elements	42
ICT245	Alternating Current (AC) Theory	30
ICT255	Process Measurement	60
ICT260	Hydraulic Supply Systems & Control Devices	24
ICT265	Pneumatic Supply Systems	24
ICT270	Electronics Components (Circuits and Power Supplies)	48

#### **Level 3 Advanced Level**

Code	Title	Hrs
ICT300	Basic Process Control	54
ICT305	Trade Related Computer Use	6
ICT320	Variable Speed Drives (VSDs)	30
ICT325	Process Analyzers I	42
ICT330	Equipment Monitoring Devices	12
ICT335	Communications Systems and Devices	30
ICT340	Process Analyzers II	30
ICT345	Job Planning	6

#### **Level 4 Advanced Level**

Code	Title	Hrs
ICT410	Advanced Process Control	39
ICT415	Supervisory Control and Data Acquisition Systems	27
ICT420	Human Machine Interface Systems	15
ICT425	Safety Systems and Devices	21
ICT435	Programmable Logic Controller Systems	54
ICT440	Distributed Control Systems	27
ICT600	Program Review	30



## Machinist

**Start Date:** September

**Credential:** Certificate

**Program Length:** 37 Weeks

**School:** Natural Resources and Industrial Trades

### Locations & Delivery Modes:

- Placentia - On Campus delivery

### PROGRAM DESCRIPTION

This red seal program is designed to train individuals in the knowledge, skills, and experience necessary to set up and operate precision metal cutting and grinding machines such as lathes, milling machines, drills, shapers, boring mills and grinders. A variety of equipment is used to manufacture, install, operate, adjust and repair machine tools and other machines in common use. Duties of a machinist include: study specifications, charts, drawings or sample parts to determine the machining operation to be performed, calculate dimensions and tolerances, and prepare working sketches if necessary, set up and operate tools, which may be computer numerically controlled, to perform precision machining operations. Work could either be in job shops or production jobs. In job shops, you will make a wide variety of repair parts for different types of machinery and industrial equipment in different situations. In production shops, you will produce parts using mass production methods including CNC machining and other tools.

### OUTCOMES

1. Demonstrate safe work practices and personal protection.
2. Interpret specifications, charts, drawings or sample parts to determine the machining operation required.
3. Select workplace materials.
4. Calculate dimensions and tolerances, and prepare sketches if necessary.
5. Set up and operate tools.

### ENTRANCE REQUIREMENTS

Eligibility for admission requires the applicant to meet one of the following academic criteria:

#### 1. High School

High School Graduation

#### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate

#### 3. Adult Basic Education

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

#### 4. Comprehensive Arts and Science (CAS) Trades

Comprehensive Arts and Science (Trades) Certificate

#### 5. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

#### 6. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.  
 If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.  
**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Manufacturing
- Mining
- Aviation
- Machine shops
- Pulp and Paper
- Private shops

## Courses

### Level 1 Pre-Employment

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
MW1190	Machine Shop Safety	15
MW1230	Drawings and Specifications II	37
MW1370	Basic Layout	15
MW1381	Hand and Power Tools	30
MW1390	Hand Threading & Reaming	30
MW1762	Precision Measurement	35
MW1772	Drawings and Specifications I	40
MW1782	Cutting Fluids, Coolants and Lubricants	15
MW1791	Machinable Materials	9
MW1802	Angular Measurement	30
MW1841	Hoisting, Lifting & Rigging	15
MW1852	Drills and Drill Presses	45
MW1861	Introduction to Conventional Lathes	45
MW1872	Basic Conventional Lathe Operation	70
MW1881	Conventional Lathe Drilling, Boring, Reaming, Tapping and Die Threading	30
MW1900	Taper Turning	30
MW1912	Basic Threading	60
MW1921	Intro to Milling Machines	72
MW1942	Job Planning	25
MW1945	Mentoring	6
MW1951	Reciprocating Machines	45
MW2061	Computer Numerical Control (CNC) Machine-Tools	15
MW2071	Computer Numerical Control Operation I	45
MW2082	Mechanical Components	15
MW2123	Oxy Fuel Cutting and Welding	30
MW2301	Power Sawing Equipment	30
MW2311	Introduction to Grinding and Abrasives	20
MW2321	Heat Treatment I	20
MW2341	Reconditioning	15
MW2370	Material Testing	15
AM1000	Introduction to Essential Skills	9
AM1101	Math Essentials	42

Code	Title	Hrs
AM1400	Machinist Math Fundamentals	42
CM2161	Communication Essentials	36
SD1761	Workplace Essentials	24
MC1062	Computer Essentials	15
AP1102	Introduction to Apprenticeship	12

*A certificate from College of the North Atlantic will be awarded upon successful completion of pre-employment level courses.*

#### **APPRENTICESHIP**

*Upon completion of the pre-employment certificate program, a graduate may pursue Red Seal Certification by finding employment, registering as an “Apprentice” and completing the following Advanced Level training and required work experience. The apprenticeship may take 4-5 years and would lead to Journey person status in the trade. For more information regarding apprenticeship refer to Plans of Training (POT) - Immigration, Population Growth and Skills (gov.nl.ca).*

#### **Level 2 Advanced Level**

Code	Title	Hrs
MW3100	Heat Treatment II	6
MW1991	Quality Inspection	1
MW2001	Vertical Milling Machine Operation	85
MW2250	Component Refurbishment	6
MW2101	Surface Grinders	3
MW1931	Advanced Conventional Lathe Operation	3
MW2400	CNC Programming, Set Up and Operation	43

#### **Level 3 Advanced Level**

Code	Title	Hrs
MW2032	Cylindrical Grinders	35
MW2041	Cutter and Tool Grinder	1
MW2361	Horizontal/Universal Milling Machine Operation	60
MW1981	Gears and Gear Cutting	3
MW2500	CNC Programming, Set up and Operation II	80

#### **Level 4 Advanced Level**

Code	Title	Hrs
MW2090	Bevel, Helical & Worm Gears	0
MW2111	Electrical Arc Welding	35
MW2600	CNC Programming, Set Up and Operation III	80
MW3000	Program Review	30

## Marine Cook

**Start Date:** September

**Credential:** Certificate

**Program Length:** 41 Weeks

**School:** Natural Resources and Industrial Trades

**Locations:**

- Prince Philip Drive - On Campus delivery

### PROGRAM DESCRIPTION

This 41-week program prepares students for a career as a Marine Cook, working on a seafaring vessel. Students are required to complete all aspects of the program curriculum as well as the Marine Emergency Duties (MED) certification, and a 28-day sea service that involves working in the galley on an offshore vessel.

Upon completion of the training, students are required to pass two final examinations, the theory (written) portion and the practical application component, that are a requirement of Transport Canada's Marine Safety Branch. Graduates can then apply to Transport Canada for Ship's Cook certification.

In addition to a Certificate in Marine Cooking, graduates earn certificates in Marine Advanced First Aid, Security Awareness Training for Seafarers with Designated Security Duties, and BS-STCW95.

### OUTCOMES

As a graduate of the Marine Cook program, graduates will have the knowledge and skills that will allow them to:

1. Plan menus ensuring nutritional needs are met.
2. Order food and kitchen supplies for crew, with plan for duration of voyage.
3. Make optimum use of food supplies and manage inventory, reducing waste while offering high quality, and nutritious meal plans.
4. Prepare high quality foods ensuring meal service in a timely manner.
5. Offer a variety of foods to administer to food preferences, cultural desires, allergies, and other dietary needs.
6. Maintain the quality and safety of food in preparation, service, and storage.
7. Know that a well-fed crew is a productive crew.
8. Maintain galley equipment and tools in a safe and hygienic manner.
9. Participate in vessel related duties according to the requirements of ship.

### ENTRANCE REQUIREMENTS

Eligibility for admission requires the applicant to meet one of the following academic criteria:

#### 1. High School

High School Graduation

#### 2. Adult Basic Education

Adult Basic Education (Level III) Graduation with a Degree and Technical Profile (or Business Related College Profile), including the following courses (or equivalent):

- i. Mathematics: 1102A, 1102B, 1102C, 2102A, 2102B, 2102C, 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses, including those outlined above, have been completed.

#### 3. Comprehensive Arts and Science (CAS) Trades

Comprehensive Arts and Science (Trades) Certificate

#### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

#### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

#### ADDITIONAL ENTRANCE REQUIREMENT:

A medical, by a Transport Canada-approved Marine Medical Examiner is required for admission into the program.

#### ACCREDITATION

The Marine Cook program has been accredited with Transport Canada since January 2008.

#### CERTIFICATIONS

In addition to the formal semester courses listed in the program of students, students in the Marine Cook program are required to obtain certifications in the following areas:

- BS - STCW95
- Marine Advanced First Aid
- Security Awareness Training for Seafarers with Designated Security Duties

**Note:** Students should be aware that additional fees and expenses apply for these certifications.

#### EMPLOYMENT OPPORTUNITIES

Graduates may find employment opportunities on government regulated vessels and private vessels. Examples of areas with a need for Marine Cooks include the marine industry, tourism, and the military.

#### Courses

##### Semester 1

Code	Title	Hrs
MA1085	Culinary Math	60
CM2161	Communication Essentials	36
MC1062	Computer Essentials	15
TS1520	WHMIS	6
MO1100	Orientation to Professional Cooking	15
MO1110	Canadian Food Safety	12
MO1130	Receiving & Storage	10
MO1120	Basic Cooking Methods	30
MO1160	Breakfast Cookery	30
MO1170	Potatoes	30
MO1180	Stocks & Soups	30
MO1200	Poultry Handling and Preparation	45
MO1260	Orientation to baking	30
MO1340	Tools & Equipment	18
MO1350	Nutrition	12
MO1113	Sanitation & Safety	18

Code	Title	Hrs
MO1185	Sauces & Glazes	42
Semester 2		
Code	Title	Hrs
SD1761	Workplace Essentials	24
MO1190	Meat Handling & Preparation	90
MO1270	Yeast Products	24
MO1280	Pies & Pastries	30
MO1310	Desserts	24
MO1320	Cookies & Squares	24
MO1330	Marine Safety and Security Certifications	90
MO1360	Sea Service	28 days
MO1370	Menu Planning & Costing	20

**Note:** Students should be aware that additional fees and expenses apply for the certifications covered in MO1330 Marine Safety and Security Certifications. Students will be required to hold valid Certifications prior to MO1360 Sea Service.

Semester 3		
Code	Title	Hrs
MO1140	Vegetables, Mushrooms & Fruits	40
MO1220	Fish & Shellfish	40
MO1230	Food Presentation	15
MO1240	Salad & Salad Dressings	30
MO1250	Sandwiches	20
MO1290	Quick Breads	24
MO1300	Cakes & Icings	24
MO1380	Marine Cooking Theory Exam	6
MO1390	Marine Cooking Practical Exam	18
MO1301	Hors d'oeuvres	18
MO1302	Legumes, Grains, Pasta & Dumplings	30
MO1304	Cultural Cooking	30
MO1306	Dairy Products	12

# Mobile Crane Operator

**Start Date:** September

**Credential:** Certificate

**Program Length:** 25 Weeks

**School:** Natural Resources and Industrial Trades

## **Locations & Delivery Modes:**

- Bay St. George - On Campus delivery

## **PROGRAM DESCRIPTION**

This red seal program exposes you to the safe and efficient operation of Mobile Cranes. Some of the duties include:

- Become proficient in the use of 50-ton Lattice Boom Crawler, 30 Rough Terrain, 20- and 18-ton Boom Truck
- Perform safe operations and routine maintenance for mobile cranes
- Proficiently assemble and disassemble mobile cranes

## **OUTCOMES**

1. Demonstrate safe work practices and personal protection.
2. Assess site hazards.
3. Operate equipment safely.
4. Recognize and evaluate conditions which are potentially hazardous to safe operation.
5. Interpret and apply load charts, rigging procedures and related documentation.
6. Interpret and apply visual and audio communication.

## **ENTRANCE REQUIREMENTS**

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### **1. High School**

High School Graduation

### **2. Adult Basic Education**

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

### **3. Comprehensive Arts and Science (CAS) Trades**

Comprehensive Arts and Science (Trades) Certificate

### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### **5. Driver's License and Medical**

- i. You must possess an unrestricted Class 5 driver's license for one (1) year.
- ii. You must submit a Motor Registration Division - Medical Examination Report with a vision test completed by a doctor.
- iii. You must possess a Driving Abstract record showing no more than four (4) demerit points.

Government of Newfoundland and Labrador - Digital Government and Service NL | Motor Registration Division Online Appointments

Upon starting the program, students will be required to complete a commercial written test successfully. Once completed you will be issued a permit by the Department of Motor Registration Division that allows you to be instructed by a licensed commercial driver in preparation for a Class 03 license.

## 6. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following area:

- Oil Field Industries
- Construction
- Industrial
- Mining
- Cargo
- Railways

## Courses

### Level 1 Pre-Employment

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
MB1041	Shop Fundamentals for Mobile Crane Operators	60
MB1050	Introduction to Lift Planning	6
MB1055	Introduction to Rigging	6
MB1060	Introduction to Crane Components	6
MB1065	Crane Systems	6
MB1070	Mobile Crane Maintenance	45
MB1075	Specialty Crane Operations	6
MB1101	Mobile Crane Operation Safety	75
MB1130	Crane Operation Fundamentals	60
MB1140	Mobile Lattice Boom Cranes	60
MB1150	Mobile Hydraulic Boom Cranes	60
MB1250	CI 03 Drivers Licence for Mobile Crane	90
MB1261	Rigging for Mobile Crane Operators	60
AM1000	Introduction to Essential Skills	9
AM1101	Math Essentials	42
AM1341	Hoisting Math Fundamentals	42
CM2161	Communication Essentials	36
SD1761	Workplace Essentials	24
MC1062	Computer Essentials	15
AP1102	Introduction to Apprenticeship Apprenticeship	12

Upon completion of the pre-employment certificate program, a graduate may pursue Red Seal Certification by finding suitable work experience totaling 5400 hours with credit given for training hours towards Red Seal. For more information regarding apprenticeship refer to Plans of Training (POT) - Immigration, Population Growth and Skills (gov.nl.ca).



# Non-Destructive Testing Technician

**Start Date:** September

**Credential:** Certificate

**Program Length:** 37 Weeks

**School:** Natural Resources and Industrial Trades

**Locations:**

- Port aux Basques - On Campus delivery

## PROGRAM DESCRIPTION

### Integrity in practice.

This technical field is critical across many industries to test the quality of manufactured materials to ensure the safety of the public and those performing the work in those industries.

Non-destructive testing (NDT) technicians are employed to accurately test items for potential flaws or failures using various NDT test methods such as liquid penetrant inspection, magnetic particle inspection, ultrasonic testing and radiography testing. They use these techniques to evaluate the properties of a material, component, structure, or system for flaws or welding defects without causing damage to the original part.

That is the advantage of this type of testing – the pieces being tested are left undamaged by the process and allows for an item to be repaired or replaced if problems are found. It is a very accurate method of inspection and provides a cost-effective way to ensure the integrity – and therefore safety – of the item before a malfunction occurs. With Canada's stringent safety standards, companies are seeking out trained NDT technicians to enhance their quality assurance measures.

Through our Non-Destructive Testing Technician program, you will build the skills in high demand across industries such as manufacturing, construction, automotive, energy and aerospace. If you are detail-oriented, have excellent dexterity and mechanical skills and embrace the idea of physically demanding work, this program will prepare you for a productive, rewarding career.

With a commitment to excellence and innate pride in your work, you will help make the world a safer place.

### Program Highlights

- Prepares you to write the National Exams that are required by the Canadian General Standards Board
- Enhances your versatility in industry as you are trained in 4 core NDT fields including liquid penetrant inspection, magnetic particle inspection, ultrasonic testing and radiography testing
- Provides radiation safety training as required by national training standards

### Did You Know?

- The Global Non-destructive Testing (NDT) Market is expected to reach approximately USD 23 billion expanding at a CAGR of around 6%, during the forecast period, 2020 – 2026.[1]
- There is a global shortage of certified and skilled technicians to operate the advanced machinery for this testing
- There is a surging demand for NDT Technicians in the Aerospace and Oil & Gas industries

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[1] Non-Destructive Testing (NDT) Market Size, Share | Report 2020 - 2026 (dataintelo.com)

## OUTCOMES

1. Perform Liquid Penetrant Inspection.
2. Perform Magnetic Particle Inspection.
3. Carry out Ultrasonic Inspection.
4. Carry out Radiographic Inspection.
5. Demonstrate knowledge of Quality Assurance, Control Documentation and Reporting Systems for various industrial sectors.
6. Develop attitudes conducive to the successful application of skills on the job.
7. Develop an awareness and concern for good safety practices in the work place.
8. Develop academic skills and knowledge in mathematics, communications, and science.
9. Distinguish among various properties of metals with respect to their impact on NDT methods.

## ENTRANCE REQUIREMENTS

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation

### 2. Adult Basic Education

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

### 3. Comprehensive Arts and Science (CAS) Trades

Comprehensive Arts and Science (Trades) Certificate

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## Courses

### Semester 1

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
ND1010	Intro to Non-Destructive Testing	30
MA1081	Math Fundamentals for NDT	45
PH1010	Science for NDT	60
ND1130	Materials and Processes	60
ND1210	Magnetic Particle Testing II	80
ND1110	Penetrant Testing Level II	60
WD1290	SMAW for NDT	30
CM2161	Communication Essentials	36

**Semester 2**

Code	Title	Hrs
MC1062	Computer Essentials	15
DR1770	Basic Drawing and Sketching for NDT	30
ND1510	Radiation Safety and CEDO	60
ND1410	Industrial Radiography I	90
ND1411	Industrial Radiography II	90
SD1761	Workplace Essentials	24
ND1310	Industrial Ultrasonics I	120

**Semester 3**

Code	Title	Hrs
SP2355	QA/QC for NDT	45
ND1311	Industrial Ultrasonics Level II	120

# Plumber

**Start Date:** September

**Credential:** Certificate

**Program Length:** 34 Weeks

**School:** Natural Resources and Industrial Trades

## **Locations & Delivery Modes:**

- Bonavista - On Campus delivery

## **PROGRAM DESCRIPTION**

This red seal program prepares you to install and repair pipes, fixtures and other plumbing equipment for water distribution and waste water disposal in residential, commercial and industrial buildings. Some of your duties include:

- Read blueprints, drawings and specifications for plumbing systems
- Examine water supply networks, waste and drainage systems
- Install, repair and maintain domestic, commercial or industrial fixtures and systems
- Connect, bead, thread and join pipes
- Leak test utilizing air and water

## **OUTCOMES**

1. Demonstrate safe work practices and personal protection.
2. Plan work activity.
3. Use and maintain hand and portable power tools and equipment.
4. Interpret plans and specifications and prepare layouts and working drawings.
5. Prepare components and fixtures according to specifications and assume responsibility for the end product.

## **ENTRANCE REQUIREMENTS**

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### **1. High School**

High School Graduation

### **2. Adult Basic Education**

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

### **3. Comprehensive Arts and Science (CAS) Trades**

Comprehensive Arts and Science (Trades) Certificate

### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### **5. International Applicants – English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Construction contractors
- Plumbing repair shops

## Courses

### Level 1 Pre-Employment

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
PF1020	Job Site Safety	9
PF1340	Tools and Equipment	75
PF1350	Blueprint I-Basic Residential	30
PF1360	Blueprint II (Advanced Residential/Light Commercial)	30
PF1370	Rigging	39
PF1380	Introduction to Fuel Brazing and Cutting	45
PF1390	Pipe and Tubing Fundamentals	15
PF1401	Steel Piping	60
PF1410	Copper Piping	45
PF1425	Plastic Piping	75
PF1440	Piping Valves	30
PF1451	Hydronic Heating	69
PF1610	Cast Iron Piping	18
PF1620	Non-Metallic Piping	6
PF1630	Water Service	6
PF1640	Hot and Cold Water Supply	30
PF1650	Hot Water Storage Tanks and Heaters	18
PF1660	Water Treatment Systems	6
PF1670	Residential Sanitary Drainage	60
PF1680	Residential Venting	45
PF1691	Storm Systems	13
PF1700	Commercial Drainage Waste & Venting I	21
PF1710	Residential Appliances, Fixtures and Trim	30
PF1720	Rural Waste Disposal	15
PF1731	Introduction to Electric Welding and Cutting	24
AM1000	Introduction to Essential Skills	9
AM1101	Math Essentials	42
AM1261	Plumber Math Fundamentals	42
CM2161	Communication Essentials	36
SD1761	Workplace Essentials	24
MC1062	Computer Essentials	15
AP1102	Introduction to Apprenticeship	12

*A certificate from College of the North Atlantic will be awarded upon successful completion of pre-employment level courses.*

## APPRENTICESHIP

Upon completion of the pre-employment certificate program, a graduate may pursue Red Seal Certification by finding employment, registering as an “Apprentice” and completing the following Advanced Level training and required work experience. The apprenticeship may take 3-4 years and would lead to Journeyman status in the trade. For more information regarding apprenticeship refer to Plans of Training (POT) - Immigration, Population Growth and Skills (gov.nl.ca).

### Level 2 Advanced Level

Code	Title	Hrs
PLB200	Piping Valves	12
PLB205	Specialized Piping	9
PLB210	Plumbing Fixtures, Appliances and Accessories	24
PLB215	Hot Water Storage Tanks and Heaters	18
PLB220	Drawings II	30
PLB225	Drainage, Waste and Venting Systems II	36
PLB230	Hydronic Systems I	51

### Level 3 Advanced Level

Code	Title	Hrs
PLB300	Hydronic Systems II	30
PLB305	Water Service	12
PLB310	Potable Water Distribution II	36
PLB315	Commercial Drainage Systems	18
PLB320	Commercial Venting Systems	24
PLB325	Storm & Combination Drainage Systems (Sewers)	24
PLB330	Irrigation Systems	3
PLB335	Commercial/Institutional Plumbing Fixtures and Accessories	12
PLB340	Compressed Air Systems	6
PLB345	Single Family Dwelling Fire Protection Systems	3
PLB350	Hydronic System Controls	12
PLB355	Green Technology	18
PLB360	Basic Electricity	12

### Level 4 Advanced Level

Code	Title	Hrs
PLB400	Gas Piping Systems	48
PLB405	Medical Gas Systems	12
PLB410	Low Pressure Steam Systems	30
PLB415	Private Sewage Treatment Systems	12
PLB420	Commercial Sewage Treatment Systems	6
PLB425	Cross Connection Control	30
PLB430	Pressure Systems (Rural Water Supply)	36
PLB435	Water Treatment Systems	18
PLB440	Process Piping Systems	6
PLB445	Job Planning & Trade Documentation	6
PLB450	Mentoring	6
PLB455	Program Review	30

# Power Engineering Technology

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Natural Resources & Industrial Trades

## **Locations & Delivery Modes:**

- Corner Brook - On Campus delivery

## **PROGRAM DESCRIPTION**

Power Engineers, Power Plant Operators, Boiler Operators and Stationary Engineers, are some of the descriptions that summarize a technically skilled professional who may be responsible for the safe operation and maintenance of equipment such as pumps, gas compressors, generators, motors, boilers, steam turbines, air conditioning systems, heat exchangers and refrigeration equipment.

This program is intended to prepare the student for entrance into the Power Engineering field at the 4th Class level after successful completion and meeting \*SOPEEC requirements for the first year of the program and entrance into the Power Engineering field at the 3rd Class level after successful completion and meeting \*\*SOPEEC requirements for the second year of the program.

\*Upon successful completion of the **first year** program requirements a student **is** eligible to make application to the Department of Advanced Education and Skills and Labour (DAESL) for review and approval to write examinations towards 4<sup>th</sup> Class Power Engineering certification. Students will be required to complete the practical requirements and utilize the Practicum Guide endorsed by the DAESL.

\*\*Upon successful completion of the **second year** program requirements a student **is** eligible to make application to the Department of Advanced Education and Skills and Labour (DAESL) for review and approval to write examinations towards 3<sup>rd</sup> Class Power Engineering certification. Students will be required to complete the practical requirements and utilize the Practicum Guide endorsed by the DAESL.

This program includes a 6-week on the job training experience that students will be able to complete the practical requirements. Graduates of the program are expected to work in varying temperatures, environments, confined spaces, may be required to perform climbing, use hand and power tools, various specialty testers, and perform preventative maintenance of the equipment.

## **OBJECTIVES**

As graduates of the Power Engineering Technology program, graduates will have the knowledge and skills that will allow him/her to:

1. Demonstrate the practical skills necessary for a 4th Class, Power Engineer.
2. Develop and practice proper safety procedures.
3. Demonstrate problem solving skills and good work practices.
4. Utilize essential skill training to enhance their career experience and opportunities.
5. Gain knowledge of control documentation and reporting systems in Power Engineering environments.
6. Prepare for a provincial examination in Power Engineering 4th Class part "A" and "B".
7. Demonstrate the practical skills necessary for a 3<sup>rd</sup> Class, Power Engineer.

## CERTIFICATIONS

In addition to the formal courses listed in the program of studies, students in the Power Engineering Technology Diploma program are required to obtain a certificate of completion in the following upon graduation:

1. Introduction to Confined Space
2. Introduction to Fall Arrest & Protection
3. Introduction to Lock-out – Tag-out
4. Standard First Aid/Heart Start
5. WHMIS
6. Introduction to Newfoundland and Labrador Health & Safety Act

**Students should be aware that additional fees may apply for external certifications.**

Students will also be required to complete one-day non-credit educational seminars throughout the program in on the job training for the full-time Diploma program. This includes resume writing, job search, interview preparation and professionalism at the worksite.

## ENTRANCE REQUIREMENTS

### NOTE:

Students who have valid 4th Class Certification and who meet the academic entrance requirements for the Power Engineering Technology program listed below may apply for entry into year two of the program.

If students have a 4th Class Certification and do not meet the academic requirements of the Power Engineering Technology program listed below may apply as a mature student and complete the appropriate CAAT testing, or complete courses in our Comprehensive Arts & Science (CAS) Transition program to meet the academic requirements they are deficient in.

Eligibility for admission to the Power Engineering Technology Program requires the applicant to meet one of the following four academic criteria:

### 1. High School

High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English (2 credits) (minimum 60%) from: 3201
- ii. Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- iii. Science: (4 credits) two of which must be selected from:  
Biology: 3201  
Physics: 3204  
Chemistry: 3202  
Earth Systems: 3209

Note: The remaining two Science credits to be chosen from the highest Science mark in level 1, 2 or 3. **Note that it is recommended that students considering the Power Engineering program should complete High School Physics.**

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. Math (60% MINIMUM) MA1040, MA1041
- ii. Two Science courses chosen from one of the following three combinations:
  - a. Introductory Biology: BL1020, BL1021
  - b. Introductory Chemistry: CH1030, CH1031
  - c. Introductory Physics: PH1050, PH1051

Note: It is strongly recommended that CAS students who intend to enroll in Engineering Technology programs complete both of the Chemistry courses and both of the Physics courses.

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Degree and Technical Profile including the following courses (or equivalent):

- i. English (60% minimum) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C



- ii. Mathematics (60% minimum) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- iii. Science from one of the following sections:
  - a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
  - b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C
  - c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

#### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

#### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

### EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Municipal buildings
- Provincial buildings
- Federal buildings
- Health care institutions
- Educational institutions
- Manufacturing
- Mining
- Fishery
- Pulp and Paper
- Oil and Gas

#### Courses

Note: Courses are delivered sequentially in modular format.

##### Semester 1 (Fall)

Code	Title	Cr	Hrs
PW1112	Mechanics & Dynamics	2	30
PW1113	Phys. & Chem. Thermodynamics	2	30
PW1114	Canada Power Eng. Leg. & Reg.	2	30
PW1115	Intro to Plant & Fire Safety	2	30
PW1116	Plant Operation & Environment	2	30
PW1117	Mat. Science & Welding Tech.	2	30
PW1118	Fluid Handling Technology	1	15
PW1119	Electro-Technology Concepts	2	30
PW1122	Energy Plant Inst. & Controls	2	30
PW1123	Industrial Communications	1	15
PW1124	Introduction to Boiler Designs	2	30
PW1125	Elements of Boiler Systems	3	45
PW1126	Power Ops. & Maint. Lab I	6	100

#### Semester 2 (Winter)

Code	Title	Cr	Hrs
PW1201	Lubrication & Bearings	2	30
PW1202	Pumps and Compressors	2	30
PW1203	Boiler Safety Devices	2	30
PW1204	Plant Operation & Maintenance	2	30
PW1205	Energy Plant Maintenance	2	30
PW1206	Water Treatment	2	30
PW1207	Prime Movers & Heat Engines	1	15
PW1208	Plant Auxiliary Systems	2	30
PW1209	Compress. & Absorption Refrig.	3	45
PW1211	HVAC for Facility Operators	1	15
PW1212	Bldg. Enviro - Systems & Ctrl.	3	45
PW1213	Ind. Plant Configurations	3	45

#### Semester 3 (Intersession)

Code	Title	Cr	Hrs
PW1302	Power Ops. & Maint. Lab II	6	100

*An exit option exists after the first year for students who successfully complete their studies, practicum and fulfill all SOPEEC requirements.*

*Upon successful completion of Year One of the Power Engineering Technology Program, students are eligible to make application to the Department of Advanced Education Skills and Labour for review and approval to write examinations towards 4th Class Power Engineering certification.*

*NOTE: Students who have an Inter-Provincial Certificate for 4th Class Power Engineering and who meet the College of the North Atlantic entrance requirements for Power Engineering may enter into the 2nd year of the program September 2019.*

#### Semester 4 (Fall)

Code	Title	Cr	Hrs
PW2100	Applied Mathematics	3	45
PW2110	Applied Science	3	45
PW2111	Ind. Drawings, Leg. & Codes	2	30
PW2112	Code Calculations - ASME I	2	30
PW2113	Fuels, Combust. & FG Analysis	2	30
PW2114	Piping, Valves & Traps	3	45
PW2115	Electrical Theory & Calc.	3	45
PW2116	Instrumentation & Control	2	30
PW2117	Safety & Fire Prevention	1	15
PW2118	Boiler Designs	2	30
PW2119	Power Ops. & Maint. Lab III	6	100

#### Semester 5 (Winter)

Code	Title	Cr	Hrs
PW2200	Boilers & Furnace Operation	3	45
PW2201	Boiler Water Treatment	2	30
PW2202	Pumps, Welding & P. Vessels	3	45
PW2203	Steam Turbines & Auxiliaries	2	30
PW2204	Gas Turbines, Cogen. & IC Engines	3	45
PW2205	Compressors	2	30
PW2206	Refrigeration Aux & Operation	2	30
PW2207	Heat Exch. & Wastewater Treat.	2	30
PW2208	Plant Maintenance & Admin.	1	15
PW2209	Power Ops. & Maint. Lab IV	6	100

#### Semester 6 (Intersession)

Code	Title	Cr	Hrs
PW2300	On the Job Training	5	240

# Powerline Technician

**Start Date:** September

**Credential:** Certificate

**Program Length:** 35 Weeks

**School:** Natural Resources and Industrial Trades

## Locations & Delivery Modes:

- Happy Valley-Goose Bay - On Campus delivery
- Seal Cove - On Campus delivery
- St. Anthony - On Campus delivery

## PROGRAM DESCRIPTION

This red seal program will prepare you to build and repair overhead and underground power lines used to conduct electricity from generating plants to the customer. Some of the duties include:

- Erect and maintain steel, wood or concrete poles, towers and guy wires
- Install, maintain and repair overhead and underground powerlines, cables, insulators, lighting arrestors and switches
- Repair or replace transformers and street lighting
- Splice, solder and insulate conductors
- Diagnose power distribution and transmission faults

## OUTCOMES

1. Demonstrate safe work practices and personal protection.
2. Interpret occupational documents.
3. Use and maintain tools and equipment.
4. Use and maintain electrical distribution systems and their equipment.

## ENTRANCE REQUIREMENTS

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation

### 2. Adult Basic Education

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

### 3. Comprehensive Arts and Science (CAS) Trades

Comprehensive Arts and Science (Trades) Certificate

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. Driver License

Applicants are required to have a valid Class 05 license prior to acceptance into the Powerline Technician Program.

#### Notes: Driver License and Endorsements

- a) A NL Air Brake endorsement (9A) may be required to operate some vehicles within the program and upon employment.
- b) Employers may seek graduates who can obtain a Class 03 License. NL Motor Vehicle Regulations requires a valid Class 05 for a minimum of 12 months prior to applying for a Class 3 license.

## 6. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Utility companies
- Private contractors

## Courses

### Level 1 Pre-Employment

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
ER1140	DC Theory	30
ER1151	Series & Parallel DC Circuits	45
OL1250	Access Equipment	6
OL1130	Power and Energy	6
OL1140	Inductance & Capacitance	10
OL1150	Transmission Systems	5
OL1160	Steel Structure Climbing	6
OL1170	Job Planning	6
OL1180	AC Theory	6
OL1190	AC Circuits	24
OL1240	Series and Parallel Circuits	10
OL1601	Traffic Control	4
OL1631	Safety	14
OL1641	On-and Off-Road Equipment	10
OL1681	Tools and Equipment	40
OL1691	Pole Climbing	30
OL1701	Drawings, Schematics and Specifications	15
OL1714	Single-Phase Circuits	10
OL1715	Distribution Lines	30
OL1721	Conductors and Cables	30
OL1725	Overhead Distribution Structures	240
OL1741	Sagging Conductors	10
OL1751	Tree Trimming	6
OL1771	Aerial Devices & Hydraulics	30
OL1781	Transmission Structures	5
OL1791	Grounding and Bonding	30
OL1811	Transformers	30
OL1821	Street Lighting Systems	25
OL1835	Overhead Distribution Systems	30
OL1851	Rigging, Hoisting & Lifting	30
AM1000	Introduction to Essential Skills	9

Code	Title	Hrs
AM1101	Math Essentials	42
AM1271	Powerline Technician Math Fundamentals	42
CM2161	Communication Essentials	36
SD1761	Workplace Essentials	24
MC1062	Computer Essentials	15
AP1102	Introduction to Apprenticeship	12
OT1161	Workplace Exposure	60

*A certificate from College of the North Atlantic will be awarded upon successful completion of pre-employment level courses.*

#### *APPRENTICESHIP*

*Upon completion of the pre-employment certificate program, a graduate may pursue Red Seal Certification by finding employment, registering as an “Apprentice” and completing the following Advanced Level training and required work experience. The apprenticeship may take 4-5 years and would lead to Journeyperson status in the trade. For more information regarding apprenticeship refer to Plans of Training (POT) - Immigration, Population Growth and Skills (gov.nl.ca).*

#### Level 2 Advanced Level

Code	Title	Hrs
OL2521	Three-Phase Circuits	60
OL2532	Transformer Banking	60
OL2632	Underground Distribution Systems	120

#### Level 3 Advanced Level

Code	Title	Hrs
OL3700	Live Line Work	240

#### Level 4 Advanced Level

Code	Title	Hrs
OL4000	Power Transformers	25
OL4010	Three-Phase Metering	30
OL4020	Voltage Regulation and Control Devices	30
OL4030	Line Protective Devices	60
OL4040	Line Capacitors	20
OL4050	Substations, Switching Stations and Terminals	60
OL4060	Single-Phase Metering	15

# Refrigeration and Air Conditioning Mechanic

**Start Date:** September

**Credential:** Certificate

**Program Length:** 37 Weeks

**School:** Natural Resources and Industrial Trades

## **Locations & Delivery Modes:**

- Ridge Road - On Campus delivery

## **PROGRAM DESCRIPTION**

This red seal program offers training in planning, preparing and laying out any cooling system or heat-cooling system that is used in a residential, commercial, institutional or industrial refrigeration setting. Some of the duties include:

- Install and start up refrigeration and air cooling systems
- Service, repair and replace refrigeration and air conditioning piping and components
- Interpret blueprints and verbal instruction
- Assemble and install refrigeration and air conditioning components
- Install and calibrate controls
- Perform leak detection, record keeping and performance test

## **OUTCOMES**

1. Demonstrate safe work practices and personal protection.
2. Interpret mechanical and architectural drawings, acts, codes, standards, legislation, and service and operating manuals.
3. Use and maintain tools and equipment.
4. Arrange for refrigeration and air conditioning installation and maintenance.

## **ENTRANCE REQUIREMENTS**

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### **1. High School**

High School Graduation

### **2. Adult Basic Education**

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

### **3. Comprehensive Arts and Science (CAS) Trades**

Comprehensive Arts and Science (Trades) Certificate

### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### **5. International Applicants – English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates will find employment in the following areas:

- Installation companies
- Service companies

## Courses

### Level 1 Pre-Employment

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
RF1290	Ozone-Depletion Substances - ODC	6
RF1181	Trade-Related Documentation and Work Organization	12
RF1190	Residential and Commercial Compressors	48
RF1161	Safety	12
RF1611	Air Movement and Indoor Air Quality	30
RF1810	Blueprints/Drawings and Specifications	30
RF1171	Tools and Equipment	36
RF1211	Piping, Tubing, Soldering and Brazing	42
RF1221	Refrigeration Fundamentals	90
RF1241	Refrigerants, Gases and Oils	42
RF1251	Valves and Accessory Devices	30
RF1262	Leak Testing, Evacuation and Charging	36
RF1271	Electrical Fundamentals	60
RF1281	Motor Fundamentals	42
RF1321	Control Fundamentals	24
RF1331	Air Conditioning Fundamentals	18
RF1341	Hoisting, Lifting, Rigging and Access/Egress Equipment	18
RF1351	Pressure Enthalpy Diagrams and System Analysis	24
RF1361	Compressor Fundamentals	30
RF1371	Condensers	24
RF1381	Evaporators	24
RF1390	Metering Devices	30
RF1401	Refrigerant Flow Controls and Accessory Devices	30
RF1451	Refrigeration and Air Conditioning Installation	112
RF1481	Control Circuits and Wiring Diagrams	54
AM1000	Introduction to Essential Skills	9
AM1101	Math Essentials	42
AM1291	Refrigeration Math Fundamentals	42
CM2161	Communication Essentials	36
SD1761	Workplace Essentials	24
MC1062	Computer Essentials	15
AP1102	Introduction to Apprenticeship	12

*A certificate from College of the North Atlantic will be awarded upon successful completion of pre-employment level courses.*

## APPRENTICESHIP

Upon completion of the pre-employment certificate program, a graduate may pursue Red Seal Certification by finding employment, registering as an "Apprentice" and completing the following Advanced Level training and required work experience. The apprenticeship may take 4-5 years and would lead to Journeyman status in the trade. For more information regarding apprenticeship refer to Plans of Training (POT) - Immigration, Population Growth and Skills (gov.nl.ca).

### Level 2 Advanced Level

Code	Title	Hrs
RF1600	Heat Pump Systems	30
RF2000	Large Commercial/Industrial Compressors	24
RF2010	Heating Systems	30
RF2510	Split Air Conditioning Systems	30
RF2520	Refrigeration Load Calculations	24
RF2351	Refrigeration System Design	36
RF2541	Packaged Air Conditioning Systems	30
RF2731	Commercial Refrigeration Systems	36

### Level 3 Advanced Level

Code	Title	Hrs
RF1430	Fluid Dynamics and Pumps	15
RF1661	Air Conditioning Load Calculations	15
RF3030	Troubleshooting Refrigeration and Air Conditioning Electronic Controls	42
RF3040	Advanced Motors	30
RF3550	Capacity Control	30
RF3590	Air Conditioning Systems Design	36
RF3670	Duct Systems and Design	30
RF3751	Control Systems	42

### Level 4 Advanced Level

Code	Title	Hrs
RF4000	Job Coordination	19
RF4421	Evaporative Condensers, Cooling Towers and Fluid Coolers	30
RF4620	Air Measurement and System Air Balance	30
RF4640	Troubleshooting and Schematic Wiring Diagrams	45
RF4721	Chillers and Chiller Systems	40
RF4791	Industrial Refrigeration Systems	40
RF4100	Mentoring	6
RF4800	Program Review	30



## Renovation Technician

**Start Date:** To be determined

**Credential:** Certificate/Diploma

**Program Length:** 68 Weeks

**School:** Natural Resources and Industrial Trades

### **Locations & Delivery Modes:**

- Grand Falls-Windsor - On Campus delivery

### **Note:**

Alternate Year Intake

### **PROGRAM DESCRIPTION**

This two year diploma program will provide students with hands on experience and knowledge pertaining to the world of home and light commercial building renovation. Building systems, efficient building techniques, energy conserving systems, sustainable building approaches, estimating and project management are some of the topics students of the Renovation Technician program will cover.

Graduates will have the skills required to work in a variety of residential and commercial building construction settings focusing on renovation projects. Students will learn to recognize hazardous materials and the need for proper waste disposal strategies, as well as proper use of both non-renewable and renewable energy sources.

Students in the Renovation Technician program will receive a Certificate for Carpenter upon completion of the Carpenter Entry Level courses in Semesters 1, 2 and 3, providing an opportunity to register as a first-year carpenter apprentice. A Diploma in Renovation Technician will be awarded for completion of all courses listed in Semesters 1 through 6.

### **OUTCOMES**

1. Practice safety work procedures.
2. Manage a renovation project as it relates to core and sub trade practices.
3. Demonstrate problem solving skills, good work practices, strong communication skills, and utilize practical hands on experience gained directly from job placements in industry.
4. Perform with carpenter skills and knowledge in construction techniques related to building sciences, green technologies, waste management, estimation/budgeting and scheduling.
5. Solve problems with associated trades in the areas of electrical, HVAC, plumbing, painting, plastering, masonry and drafting.

### **ENTRANCE REQUIREMENTS**

Eligibility for admission requires the applicant to meet one of the following academic criteria:

#### **1. High School**

High School Graduation

#### **2. Adult Basic Education (ABE)**

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical College Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

#### **3. Comprehensive Arts and Science (CAS) Trades**

Comprehensive Arts and Science (Trades) Certificate

#### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

#### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

### EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- General contractors
- Commercial contractors
- Private contractors

#### Courses

##### Semester 1

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
AJ1221	Floor & Wall Framing	90
AM1101	Math Essentials	42
HE1620	Powerline Hazards	4
AJ1160	Blueprint Reading	45
AJ1111	Carpentry Fundamentals	74
AJ1201	Layout & Footings	80
AJ1211	Wall Forms	80
AM1000	Introduction to Essential Skills	9

##### Semester 2

Code	Title	Hrs
AJ1410	Interior Fundamentals	60
SD1761	Workplace Essentials	24
AJ1501	Interior Trim	60
CM2161	Communication Essentials	36
AJ2430	Scaffolding	45
AJ1310	Roof Fundamentals	80
AJ1760	Chain Saw Safety	4
AM1131	Carpenter Math Fundamentals	42
AJ1231	Exterior Finish	60
MC1062	Computer Essentials	15
LA1110	Fall Protection Awareness	6

### Semester 3 (Interession)

Code	Title	Hrs
AJ1121	Rigging	30
CAR115	Fasteners, Connectors & Adhesives	6
AJ2420	Post and Beam	30
CAR225	Deck Layout and Framing	9
AJ1601	Stair Fundamentals	60
AP1102	Introduction to Apprenticeship	12
AJ1170	Residential Estimating	30

### Semester 4

Code	Title	Hrs
OJ1860	Job Placement I	90

Prior Learning Assessment Recognition (PLAR) exemptions are available for this course subject to evidence of suitable work experience.

### Semester 5

Code	Title	Hrs
RV1250	Renovator's Basic Plumbing	30
RV1260	Renovator's Basic Electrical	30
RV1160	Renovation I	30
RV1161	Renovation II	30
RV1170	Basement Renovation	30
RV1200	Green Renovating	30
RV1320	Foundation Systems	30
RV1350	Flooring	45
RV1230	Project Manager I	40
RV1101	Decks and Fences	45
RV1231	Project Manager II	40

### Semester 6

Code	Title	Hrs
RV1300	Residential Estimating II	30
RV1360	Special Trims	40
RV1341	Cabinet Layout and Design	60
RV1270	Renovator's Basic HVAC	30
RV1400	Demolition and Waste Management	0 30 0
RV1120	Building Systems I	0 30 0
RV1140	Accommodated Construction	0 30 0
OJ1861	Job Placement II	0 270 0

Prior Learning Assessment Recognition (PLAR) exemptions are available for this course subject to evidence of suitable work experience.

# Sheet Metal Worker

**Start Date:** To be determined

**Credential:** Certificate

**Program Length:** 34 Weeks

**School:** Natural Resources and Industrial Trades

## **Locations & Delivery Modes:**

- Burin - On Campus delivery

## **Note:**

Alternate Year Intake

## **PROGRAM DESCRIPTION**

In this red seal program Sheet Metal Workers fabricate, assemble, install and repair sheet metal products. You will use many types of metal including black and galvanized steel, copper, brass, nickel, stainless steel, aluminum and tin plate to make products such as: pollution control systems, dust collection and control systems, air-slides, material blowers, heating, ventilating and air conditioning systems, solar heating and cooling systems, metal showcases, metal cabinets, flashing, coping, troughing and roof drainage systems. Some of the duties include:

- Lay out, measure and mark dimensions and reference lines
- Utilize drawings and templates
- Use laser and plasma cutting equipment, numerical controlled and computerized equipment
- Cut, drill, punch, bend and shape sheet metal using hand and power shears and snips
- Fasten components using bolts, screws, cement, rivets, adhesives, solder, or welding
- Install and repair sheet metal products in accordance with building code requirements

## **OUTCOMES**

1. Demonstrate safe work practices and personal protection.
2. Use and maintain tools, machines and equipment.
3. Use scaffolds, hoists, slings and ladders.
4. Determine project requirements.
5. Develop patterns using various methods.
6. Fabricate parts using hand tools, power tools, and power operated equipment.

## **ENTRANCE REQUIREMENTS**

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### **1. High School**

High School Graduation

### **2. Adult Basic Education**

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

### **3. Comprehensive Arts and Science (CAS) Trades**

Comprehensive Arts and Science (Trades) Certificate

### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

## 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Plumbing, Heating and Air Conditioning Companies
- Steel Producers
- Metal Producers
- Exterior Construction firms

## Courses

### Level 1

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
SL1101	Safety	6
SL1111	Tools and Equipment	60
SL1121	Hoisting, Lifting & Rigging	18
SL1131	Fabrication Fundamentals	30
SL1145	Metallurgy	10
SL1151	Drafting, Pattern Development & Layout	30
SL1161	Blueprint Reading	30
SL1180	Sheet Metal Fundamentals	3
SL1241	Layout and Fabrication - Parallel Lines	90
SL1251	Layout and Fabrication - Radial Lines (Basic)	90
SL1261	Layout and Fabrication - Triangulation I	60
SL1280	Plasma Arc Cutting	12
SL1303	Air Handling Systems I	18
SL1350	Oxy-Acetylene Welding & Cutting	30
SL1430	Shielded Metal Arc Welding (SMAW)	45
SL1440	Introduction to Gas Metal Arc Welding (GMAW)	30
SL1450	Introduction to Gas Tungsten Arc Welding (GTAW)	60
SL1630	Layout & Fabrication-Triangulation II	60
SL1741	Air Quality Management	60
SL1770	Soldering	30
OT1191	Work Term	60
AM1000	Introduction to Essential Skills	9
AM1101	Math Essentials	42
AM1301	Sheet Metal Math Fundamentals	42
CM2161	Communication Essentials	36
SD1761	Workplace Essentials	24
MC1062	Computer Essentials	15
AP1102	Introduction to Apprenticeship	12

*A certificate from College of the North Atlantic will be awarded upon successful completion of pre-employment level courses.*

## APPRENTICESHIP

Upon completion of the pre-employment certificate program, a graduate may pursue Red Seal Certification by finding employment, registering as an “Apprentice” and completing the following Advanced Level training and required work experience. The apprenticeship may take 4-5 years and would lead to Journeyperson status in the trade. For more information regarding apprenticeship refer to Plans of Training (POT) - Immigration, Population Growth and Skills (gov.nl.ca).

### Level 2

Code	Title	Hrs
SL2100	Trade Related Documents	15
SL2130	Advanced Gas Metal Arc Welding (GMAW)	30
SL2160	Layout and Fabrication - Triangulation III (Advanced)	120
SL2200	Fabrication (Air and Material Handling Systems and Components)	60
SL2230	Chimneys, Breeching & Venting	15

### Level 3

Code	Title	Hrs
SL3100	Layout and Fabrication Radial Lines II (Advanced)	90
SL3130	Installation (Air and Material Handling Systems)	60
SL3150	Advanced Gas Tungsten Arc Welding	90

### Level 4

Code	Title	Hrs
SL1720	Advanced Layout & Fabr	90
SL4100	Job Planning	15
SL4200	HVAC Systems	60
SL4230	Adjusting and Balancing (Air and Material Handling Systems)	15
SL4240	Metal Roofing and Architectural Metal	30
SL4260	Maintenance and Repair (Air and Material Handling Systems)	15
SL4280	Specialty Products	15

## Small Equipment Service Technician

**Start Date:** September

**Credential:** Certificate

**Program Length:** 36 Weeks

**School:** Natural Resources and Industrial Trades

### **Locations & Delivery Modes:**

- Bay St. George - On Campus delivery

### **PROGRAM DESCRIPTION**

The Small Equipment Service Technician program is designed to enable you to learn the knowledge and skills associated with the repair and maintenance of recreational equipment such as snowmobiles, ATVs, motorcycles, personal water craft and outboard motors, and fuel-powered tools such as chainsaws and lawnmowers. Some of the duties include:

- Review and interpret work orders and technical manuals
- Inspect engines, motors and other mechanical components using test devices
- Diagnose and isolate faults
- Repair or replace components using hand tools
- Performance test repaired equipment
- Perform scheduled maintenance and advise customers on repair cost

### **OUTCOMES**

1. Demonstrate safe work practices and personal protection.
2. Use and maintain tools and equipment.
3. Interpret schematics and wiring diagrams.
4. Identify major engine components.
5. Maintain and repair lubricant systems.
6. Maintain and repair light duty engines.

### **ENTRANCE REQUIREMENTS**

Eligibility for admission requires the applicant to meet one of the following academic criteria:

#### **1. High School**

High School Graduation

#### **2. Adult Basic Education**

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

#### **3. Comprehensive Arts and Science (CAS) Trades**

Comprehensive Arts and Science (Trades) Certificate

#### **4. Mature Student Requirements**

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

#### **5. International Applicants – English Proficiency**

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Rental dealerships
- Recreational dealerships
- Independent garages
- Service stations
- Repair shops
- Manufacturing companies

## Courses

### Level 1

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
TS1191	Shop Fundamentals	120
TS1220	Precision Measurement	30
WD1250	Oxy-Fuel Cutting and Heating	30
WD1320	Gas Metal Arc Welding	30
MP1440	Electrical and Electronic Basic Principles	90
SR1120	Service Information Systems	30
SR1131	Engine Operations	30
SR1140	Lubrication Systems	45
SR1221	Small Equipment Engines	60
SR1230	Small Equipment Starting and Charging Systems	75
SR1240	Ignition Systems	60
SR1320	Gasoline Engine Air and Fuel Delivery Systems	30
SR1330	Gas Injection Systems	60
SR1340	Carburetted Fuel Systems	60
SR1420	Small Equipment Cooling Systems	45
SR1145	Introduction to Heating and Air Conditioning Systems	30
SR1431	Emission Control Systems	30
AM1000	Introduction to Essential Skills	9
AM1101	Math Essentials	42
AM1361	Powersport Math Fundamentals	42
CM2161	Communication Essentials	36
SD1761	Workplace Essentials	24
MC1062	Computer Essentials	15
AP1102	Introduction to Apprenticeship	12

*A certificate from College of the North Atlantic will be awarded upon successful completion of pre-employment level courses.*



## APPRENTICESHIP

Upon completion of the pre-employment certificate program, a graduate may pursue Blue Seal Certification by finding employment, registering as an “Apprentice” and completing the following Advanced Level training and required work experience. The apprenticeship may take 4-5 years and would lead to Journeyperson status in the trade. For more information regarding apprenticeship refer to Plans of Training (POT) - Immigration, Population Growth and Skills (gov.nl.ca).

### Level 2

Code	Title	Hrs
SR2100	Lawn & Garden Equipment Servicing Fundamentals	45
SR2200	Snowmobile Servicing Fundamentals	60
SR2300	Motorcycle & ATV Servicing Fundamentals	60
SR2400	Marine Equipment Servicing Fundamentals	75

### Level 3

Code	Title	Hrs
SR1500	Small Equipment Transmissions	120
MR2310	Motorcycle & ATV Troubleshooting & Repair	120

### Level 4

Code	Title	Hrs
SR2110	Lawn & Garden Equipment Troubleshooting & Repair	80
SR2210	Snowmobile Troubleshooting & Repair	80
SR2410	Marine Equipment Troubleshooting & Repair	80

## Steamfitter/Pipefitter

**Start Date:** September

**Credential:** Certificate

**Program Length:** 35 Weeks

**School:** Natural Resources and Industrial Trades

### Locations & Delivery Modes:

- Clarenville - On Campus delivery

### PROGRAM DESCRIPTION

This red seal program offers training in repairing and maintaining pipe and steam systems. Some of the duties include:

- Determine required pipe and tools necessary to complete a layout and sequence of tasks
- Create detail sketches for pipe and equipment fabrication and installation
- Measure, cut, thread, groove, bend, assemble and install metal, plastic and fiberglass pipes, valves and fittings and join sections
- Perform performance leak tests and pipe securement
- Perform maintenance and replacement of worn components
- Perform pipeline construction
- Safely layout, assemble, fabricate, maintain and repair piping systems
- Perform blueprint reading for piping and tubing
- Perform maintenance on low pressure steam and heating and cooling systems

### OUTCOMES

1. Demonstrate safe work practices and personal protection.
2. Use and maintain tools and equipment.
3. Perform common installation processes.
4. Plan lifts.
5. Hoist loads.
6. Install high and low pressure process steam systems.

### ENTRANCE REQUIREMENTS

Eligibility for admission requires the applicant to meet one of the following academic criteria:

#### 1. High School

High School Graduation

#### 2. Adult Basic Education

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

#### 3. Comprehensive Arts and Science (CAS) Trades

Comprehensive Arts and Science (Trades) Certificate

#### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

#### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.  
 If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.  
**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Construction contractors
- Manufacturing Plants
- Utility Companies
- Oil and Gas Refineries
- Industrial Plants
- Pulp and Paper Mills
- Thermal and Steam Generating Plants
- Chemical Plants

## Courses

### Level 1 Pre-Employment

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
PF1340	Tools and Equipment	75
PF1365	Blueprint (1&2) - Basic Residential and Advanced Residential/Light Commercial)	60
PF1370	Rigging	39
PF1380	Introduction to Fuel Brazing and Cutting	45
PF1390	Pipe and Tubing Fundamentals	15
PF1400	Steel Piping	90
PF1410	Copper Piping	45
PF1421	Plastic Piping	43
PF1440	Piping Valves	30
PF1450	Hydronic Heating I	60
PF1541	Low Pressure Steam	96
PF1550	Pipe Template Development	75
PF1560	Pipe Layout & Fitting Fabrication	72
PF1571	Introduction to Electric Welding and Cutting	60
PF2711	Pipe & Tube Bending	21
STM100	Safety	12
STM135	Bracket, Support, Hanger, Guides and Anchor Fabrication	12
AM1000	Introduction to Essential Skills	9
AM1101	Math Essentials	42
AM1390	Steamfitter Pipefitter Math Fundamentals	42
CM2161	Communication Essentials	36
SD1761	Workplace Essentials	24
MC1062	Computer Essentials	15
AP1102	Introduction to Apprenticeship	12

*A certificate from College of the North Atlantic will be awarded upon successful completion of pre-employment level courses.*

## APPRENTICESHIP

Upon completion of the pre-employment certificate program, a graduate may pursue Red Seal Certification by finding employment, registering as an "Apprentice" and completing the following Advanced Level training and required work experience. The apprenticeship may take 4-5 years and would lead to Journeyman status in the trade. For more information regarding apprenticeship refer to Plans of Training (POT) - Immigration, Population Growth and Skills (gov.nl.ca).

### Level 2 Advanced Level

Code	Title	Hrs
STM200	Drawings and Specifications II	30
STM205	Template Development	30
STM210	Piping System Component Fabrication (Spool)	30
STM215	Fiberglass Piping	6
STM220	Specialty Piping	12
STM225	Hydronic Systems	60
STM230	Heat Tracing Systems (Liquid)	6
STM235	Electrical Principles	6

### Level 3 Advanced Level

Code	Title	Hrs
STM300	Industrial Water and Waste Systems	24
STM305	Heat Tracing Systems (Steam)	12
STM310	Hydronic System Controls	12
STM315	Low Pressure Steam Systems	72
STM320	Fuel Systems	60
STM325	Medical Gas Systems	12
STM330	Cross Connection Control	6
STM335	Instrumentation	12
STM340	Controlled Bolting and Tensioning	30

### Level 4 Advanced Level

Code	Title	Hrs
STM400	Complex Hoisting, Lifting and Rigging	24
STM405	Hydraulic Systems	12
STM410	Compressed Air and Pneumatic Systems	12
STM415	High Pressure Steam Systems	60
STM420	Refrigeration Systems	18
STM425	Heat Recovery Systems	15
STM430	Geo-Exchange and Geothermal Systems	12
STM435	Solar Heating Systems	15
STM440	Process Piping Systems	18
STM445	System Testing and Commissioning	12
STM450	Job Planning	6
STM455	Quality Control	6
STM460	Program Review	30

# Welder

**Start Date:** September

**Credential:** Certificate

**Program Length:** 36 Weeks

**School:** Natural Resources and Industrial Trades

## Locations & Delivery Modes:

- Burin - On Campus delivery
- Corner Brook - On Campus delivery
- Labrador West - On Campus delivery
- Prince Philip Drive - On Campus delivery

## PROGRAM DESCRIPTION

This red seal program offers training in joining and severing metals in beams, girders, vessels, piping and other metal components that make metal parts used in construction and manufacturing plants, and weld parts, tools, machines and equipment. Some of the duties are:

- Develop patterns in given layouts, blueprints and work orders
- Clean and check for defects and shape component parts
- Examine blueprints and work orders
- Perform welding of various metals

## OUTCOMES

1. Demonstrate safe work practices and personal protection.
2. Interpret drawings and develop layout patterns for projects.
3. Use and maintain tools and equipment.
4. Follow required codes, specifications and standards.
5. Employ various welding methods using SMAW, GMAW, FCAW and GTAW

## ENTRANCE REQUIREMENTS

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation

### 2. Adult Basic Education

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

### 3. Comprehensive Arts and Science (CAS) Trades

Comprehensive Arts and Science (Trades) Certificate

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Machine shops
- Fabrication plants
- Garages
- Production plants
- Shipyard
- Oil and Gas

## Courses

### Level 1 Pre-Employment

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
WD1190	Tools and Equipment	60
WD1360	MCAW (Metal Core Arc Welding) 1 - Set up and Deposit a Weld	18
WD1390	Safety	6
WD1430	Hoisting, Lifting, Rigging and Access Equipment	30
WD1602	Oxy-Fuel Cutting, Heating, Gouging and Welding	60
WD1610	SMAW (Shielded Metal Arc Welding) I - Set-up, Strike and Maintain an Arc	30
WD1620	SMAW II - Fillet Weld All Positions	60
WD1631	GMAW (Gas Metal Arc Welding) I - Set-up and Maintain an Arc	18
WD1641	GTAW (Gas Tungsten Arc Welding) 1 - Set-Up and Deposit a Weld	18
WD1651	Plasma Arc Cutting & Gouging	12
WD1661	Blueprint Reading I (Basic)	30
WD1670	Blueprint Reading II (Welding Symbols)	30
WD1682	Metallurgy	18
WD1691	Quality Control	15
WD1701	Stationary Machinery	12
WD1721	Jigs and Fixtures	12
WD1741	FCAW (Flux-Core Arc Welding) I - Set Up and Deposit a Weld	18
WD1790	Work Planning	6
WD1801	SMAW (Shielded Metal Arc Welding) 3-Groove Weld 1G, 2G, 1GF, 3GF & 4GF	120
WD1815	Fillet and Groove Weld, Medium and High Carbon Steel using FCAW, GMAW, GTAW, MCAW and SMAW	6
WD1821	GMAW (Gas Metal Arc Welding) 2 - Fillet Weld All Positions, Mild Steel	18
WD1832	GMAW (Gas Metal Arc Welding) 3-Groove Weld, All Positions, Mild Steel	30
WD1871	Build Up of Metal Parts	12
WD1892	FCAW (Flux Core Arc Welding) 2-Fillet and Groove Weld Plate, All Positions	80
WD1900	Air Carbon Arc Cutting and Gouging	15
WD2910	Layout & Template Development Fundamentals	30
WD3020	Shop Drawings & Structural Components for Fabrication	30
AM1000	Introduction to Essential Skills	9

Code	Title	Hrs
AM1101	Math Essentials	42
AM1321	Welding Math Fundamentals	42
CM2161	Communication Essentials	36
SD1761	Workplace Essentials	24
MC1062	Computer Essentials	15
AP1102	Introduction to Apprenticeship	12
OT1150	Workplace Exposure	80

*A certificate from College of the North Atlantic will be awarded upon successful completion of pre-employment level courses.*

#### **APPRENTICESHIP**

*Upon completion of the pre-employment certificate program, a graduate may pursue Red Seal Certification by finding employment, registering as an "Apprentice" and completing the following Advanced Level training and required work experience. The apprenticeship may take 3-4 years and would lead to Journey person status in the trade. For more information regarding apprenticeship refer to Plans of Training (POT) - Immigration, Population Growth and Skills (gov.nl.ca).*

#### **Level 2 Advanced Level**

Code	Title	Hrs
WDF620	Quality Assurance/Control I	12
WDF645	Metallurgy II	12
WLD105	Flux Core Arc Welding II	24
WLD110	Metal Core Arc Welding II	6
WLD205	Shielded Metal Arc Welding III	42
WLD210	Shielded Metal Arc Welding IV	6
WLD215	Gas Metal Arc Welding III	18
WLD220	Gas Metal Arc Welding IV	3
WLD225	Gas Tungsten Arc Welding I	12
WLD230	Gas Tungsten Arc Welding II	30
WLD235	Gas Tungsten Arc Welding III	30
WLD800	Submerged Arc Welding I	3
WLD300	Jigs and Fixtures	6
WLD805	Work Planning	6

#### **Level 3 Advanced Level**

Code	Title	Hrs
WDF650	Metallurgy III	12
WDF625	Quality Assurance/Control II	6
WLD305	Shielded Metal Arc Welding V - Pipe and Tubing, All Positions	33
WLD310	Gas Metal Arc Welding V - Pipe and Tubing, All Positions	18
WLD315	Flux Core Arc Welding III - Pipe and Tubing, All Positions	15
WLD320	Gas Tungsten Arc Welding V - Pipe and Tubing, All Positions	30
WLD325	Shielded Metal Arc Welding VI - Alloy Steels	6
WLD330	Gas Metal Arc Welding VI - Aluminum Alloys	12
WLD335	Gas Metal Arc Welding VII - Stainless Steel Alloys	6
WLD340	Gas Tungsten Arc Welding IV - Fillet and Groove Weld, Medium Carbon Steel	6
WLD345	Gas Tungsten Arc Welding VI - Ferrous and Non-Ferrous Alloys	30
WLD810	Submerged Arc Welding II	3
WLD365	Build up of Metal Parts	3
WLD815	Program Review	30

## Welder/Metal Fabricator (Fitter)

**Start Date:** September

**Credential:** Diploma

**Program Length:** 74 Weeks

**School:** Natural Resources and Industrial Trades

**Locations:**

- Port aux Basques

### PROGRAM DESCRIPTION

**Versatility empowers.**

Welders and Metal Fabricators use two different but related disciplines to transform raw metal materials into new usable forms. Our lives are completely surrounded – and supported – by this craft, from architectural structures, machines and heavy equipment to railings, hand tools and cutlery.

This combination of disciplines is extremely valuable in industry. There are applications for both fields across a range of industries such as auto, construction, energy and aerospace. Someone who has both welder and metal fabricator training has more choice in the job market when seeking employment. With the versatility of combined disciplines you can contribute to project efficiency with your ability to perform multiple tasks.

With that in mind, we have created this program with components of both our Welder and Metal Fabricator programs to give you work-ready skills to enter the labour force.

You leave equipped with the skills to plan a sequence of tasks to efficiently cut metal; lay out, cut and fabricate structural steel; develop patterns or follow directions from blueprints and engineering drawings; rig, hoist and move materials; perform welds of various metals using diverse welding methods; tack weld, bolt and rivet components; assemble and fit metal sections and sub-sections; install fabricated parts in the final product; and test materials and equipment using state-of-the-art techniques.

If this versatile program is a good fit for you, apply now!

### Program Highlights

- Diploma in two years
- A combination of two Trades programs for a unique set of skills
- Ability to pursue apprenticeship in Welder or Metal Fabricator (Fitter) upon program completion

### Did You Know?

- The global metal fabrication market is anticipated to expand at a CAGR of around 4% during the forecast period, 2020-2026.[1]
- Shifting trends in finance and manufacturing sectors and the adoption of automated fabrication process is expected to propel market growth.
- Increasing demand and supply for metal fabrication across various industries such as automotive, aerospace and defense and manufacturing is anticipated.
- Wage levels in Newfoundland and Labrador are on par with the highest in Canada.[2]
- Some of the most popular metal types available for metal fabrication include titanium, brass, aluminum, magnesium, nickel, silver, copper and gold.

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[1] Metal Fabrication Market Size, Growth & Industry Analysis | Research Report 2026 (dataintelo.com)

[2] Labourer - Metal Fabrication in Canada | Wages - Job Bank



## OUTCOMES

Upon successful completion of the program graduates will be able to:

1. Demonstrate safe work practices and personal protection.
2. Interpret shop drawings, sketches and fabrication drawings.
3. Follow required codes, specifications and standards.
4. Prepare work area and equipment schedule.
5. Prepare final products for finish.
6. Demonstrate welds using SMAW, GMAW, FCAW and GTAW.
7. Perform non-destructive testing inspections on finished products.
8. Perform welds of various metals.
9. Perform welds of various positions required by industry.
10. Complete a project that encompasses skills from both welding and metal fabrication.

## ENTRANCE REQUIREMENTS

Eligibility for admission requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation

### 2. Adult Basic Education

Adult Basic Education (Level III) Graduation with General College Profile (or Business Related College Profile or Degree and Technical Profile). It is strongly recommended that courses include the following:

- i. Mathematics 1102A, 1102B, 1102C and 2102A, 2102B, 2102C or 3102A, 3102B and 3102C
- ii. Science 3101, 3102, 3103

### 3. Comprehensive Arts and Science (CAS) Trades

Comprehensive Arts and Science (Trades) Certificate

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, must be at least 19 years of age at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## EMPLOYMENT OPPORTUNITIES

Graduates may find employment in the following areas:

- Machine shops
- Fabrication plants
- Production plants
- Oil and Gas
- Mining
- Ship Yards

## Courses

### Semester 1

Code	Title	Hrs
TS1510	Occupational Health and Safety	6
TS1520	WHMIS	6
TS1530	Standard First Aid	14
WD1390	Safety	6
WD1190	Tools and Equipment	60
WD1602	Oxy-Fuel Cutting, Heating, Gouging and Welding	60
WD1610	SMAW (Shielded Metal Arc Welding) I - Set-up, Strike and Maintain an Arc	30
WD1631	GMAW (Gas Metal Arc Welding) I - Set-up and Maintain an Arc	18
WD1661	Blueprint Reading I (Basic)	30
WD1670	Blueprint Reading II (Welding Symbols)	30
WD1620	SMAW II - Fillet Weld All Positions	60
WD1430	Hoisting, Lifting, Rigging and Access Equipment	30
WD1701	Stationary Machinery	12
AM1101	Math Essentials	42
SD1761	Workplace Essentials	24

### Semester 2

Code	Title	Hrs
WF1200	Oxy-Fuel Cutting for Industry	30
SF1140	Blueprint Reading (Shop Drawing)	30
SF1150	Layout Introduction and Parallel Line Development	40
SF1160	Radical and Triangulation Layout	50
SF1460	Basic Plate Development	120
WD1185	Bending and Rolling	4
SF1400	Press Brake Operation	45
SF1410	Roll Forming Equipment and Operation	45
CM2161	Communication Essentials	36
AM1231	Metal Fabrication Math Fundamentals	42

### Semester 3

Code	Title	Hrs
SF1470	Basic Assembly and Fitting	40
WD1730	Fabrication Fundamentals	15
WD1871	Build Up of Metal Parts	12
WD1721	Jigs and Fixtures	12
WD1360	MCAW (Metal Core Arc Welding) 1 - Set up and Deposit a Weld	18
WD2410	Stud and Spot Resistance Welding	4
WF1300	Capstone I Welder - Metal Fabricator	90
AM1000	Introduction to Essential Skills	9

Semester 4		
Code	Title	Hrs
WD1270	Shielded Metal Arc Welding (SMAW) Butt Joint - Flat & Horizontal Positions (F-4 Class Electrodes)	30
WD1801	SMAW (Shielded Metal Arc Welding) 3-Groove Weld 1G, 2G, 1GF, 3GF & 4GF	120
WF2100	SMAW for Industry I	60
WF2110	SMAW for Industry II	70
WD1815	Fillet and Groove Weld, Medium and High Carbon Steel using FCAW, GMAW, GTAW, MCAW and SMAW	6
WD1741	FCAW (Flux-Core Arc Welding) I - Set Up and Deposit a Weld	18
WD1892	FCAW (Flux Core Arc Welding) 2-Fillet and Groove Weld Plate, All Positions	80
WD1770	Submerged Arc Welding Setup	4
WD1682	Metallurgy	18
WD1651	Plasma Arc Cutting & Gouging	12
MC1062	Computer Essentials	15
Semester 5		
Code	Title	Hrs
WD2910	Layout & Template Development Fundamentals	30
WD1821	GMAW (Gas Metal Arc Welding) 2 - Fillet Weld All Positions, Mild Steel	18
WD1832	GMAW (Gas Metal Arc Welding) 3-Groove Weld, All Positions, Mild Steel	30
WD1641	GTAW (Gas Tungsten Arc Welding) 1 - Set-Up and Deposit a Weld	18
WD1900	Air Carbon Arc Cutting and Gouging	15
WD3020	Shop Drawings & Structural Components for Fabrication	30
WF2200	FCAW for Industry	40
WF2210	GTAW for Industry	80
WF2215	Pipe Welding for Industry	80
WD1790	Work Planning	6
AP1102	Introduction to Apprenticeship	12
AM1321	Welding Math Fundamentals	42
Semester 6		
Code	Title	Hrs
WF2300	Capstone II Welder - Metal Fabricator	100
WDF065	Weld Faults	9
WDF030	Communication and Trade Documents	3
OT1150	Workplace Exposure	80
WD1691	Quality Control	15

# Welding Engineering Technician

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Natural Resources & Industrial Trades

**Locations & Delivery Modes:**

- Burin - On Campus delivery

## PROGRAM DESCRIPTION

### A quality constructed career.

High quality welding of materials and equipment is essential across numerous industries in today's economy. Welded materials support our daily lives, influence the world around us, and endure through time. Weld quality is thus critical for citizens' health and safety and is also related to the economic health of a country.

The Welding Engineering Technician acts as a liaison between professional engineers and welding practitioners and ensures that appropriate systems are in place to monitor welding integrity. In fact, it is they who create and manage quality control and quality assurance systems, examine industry standards and codes, and recommend which welding processes and procedures to apply for achievement of compliance. They perform visual and non-destructive testing (NDT) of welded materials, evaluate and record test results and recommend corrective actions.

This work requires attention to detail and great problem-solving skills, as well as the technical knowledge to complete diverse tasks that utilize the latest in welding technology and contribute to creating safe, strong assemblies that last.

CNA's project-based, immersive Welding Engineering Technician program is designed to meet growing industry demand for these highly trained technicians. In our modern shops and laboratory facilities, you'll gain skills and knowledges in Welding, Materials Science, Non-destructive Testing, and Computer Aided Design/Computer Aided Manufacturing (CAD/CAM). With us, you will develop the skills and knowledge to excel in this profession. The work placement is optional – you can stay and avail of additional hands-on training or graduate and get straight to work in the industry.

Upon completing this program, you'll have qualifications or credentials on provincial, national and international levels and you are automatically eligible for membership in the Association of Engineering Technicians and Technologists of Newfoundland and Labrador (AETTNL), as well as similar associations in Canada.

If a diverse network of work opportunities sparks your interest, apply today!

### Program Highlights

- Diversely certified instructors guide your applied learning
- Our state-of-the-art welding shop is uniquely Canadian Welding Bureau (CWB)-certified, providing you with opportunities to engage with industry professionals throughout the program
- NDT laboratories are fully equipped to demonstrate the most modern flaw detection processes including digital ultrasonic inspection, radiography, magnetic particle inspection, liquid penetrant inspection and x-ray fluorescence
- Advanced metallurgy laboratories provide immersive experiences in evaluating material properties
- Numerous certification opportunities are provided throughout the program

### Did You Know?

- The global welding market size was US \$20.23 billion in 2020 and is projected to grow to US \$28.66 billion in 2028.
- Over 70% of all fabricated products are made with the expertise of welders.
- Major North American energy systems and civil/marine infrastructures are nearing their end of design life and must be refitted and renewed.

- Aging demographics in this field indicate an acute need to refresh the workforce.
- Graduates of the program have opportunities to travel the globe to work on major infrastructure projects.
- Welding failures are a leading cause of industrial and environmental catastrophes, resulting in more stringent weld quality requirements, materials verification and the need for welding inspectors.

## ACCREDITATION

This program is accredited by the Canadian Technology Accreditation Board under the mandate of the Canadian Council of Technicians and Technologists.

The academic credentials of accredited technology programs are recognized internationally by the signatories of the Dublin Accord.

**NOTE:** There are specific vision requirements that are required by the Canadian General Standards Board prior to completing final certification in each discipline. Please refer to the following link for the requirements: <http://www.nrcan-rncan.gc.ca/mms-smm/ndt-end/eli-adm/vis-vis-eng.htm>

## OBJECTIVES

Upon successful completion of this program, graduates will be able to:

1. Develop, manage, and implement welding-related quality management systems
2. Interpret and apply standards and codes for welding and non-destructive testing
3. Develop and maintain welding inspection procedures
4. Execute welding inspection and non-destructive testing procedures as defined by standards, codes, and related specifications
5. Interpret and evaluate quality inspection and test results
6. Verify and recommend welding operator qualifications
7. Prepare and maintain inspection records and reports
8. Set up equipment, lay out work to specifications, and weld to prescribed standards
9. Perform project management activities within a welding and fabrication, and quality assurance, context.

## CURRICULUM

**General education** consisting of Communication Skills (oral and written), Mathematics, Physics, Chemistry, Electrotechnology, Engineering Graphics, Technology Awareness, and Student Success.

**Specific education** in the theory and application of welding processes, procedures, and weldments.

**Practical education** employing labs and shops focused on Welding, Materials, Science, Nondestructive Testing and Computer Aided Design/Computer Aided Manufacturing (CAD/CAM).

## CAREER OPPORTUNITIES

The student, upon graduation, may find employment with contractors, metal fabricators, quality assurance/quality control consultants, welding inspection firms, suppliers, oil & gas exploration/production/processing facilities and any other group that must comply with standards associated with the welding industry.

Graduates completing this program are automatically eligible for membership in the Association of Engineering Technicians and Technologists of Newfoundland and Labrador (AETTNL), as well as any similar association in Canada.

Graduates with two years of progressive work experience may be eligible to receive the designation of Certified Technician (C. Tech) upon completion of a Professional Practice and Ethics Exam

## EXTERNAL CERTIFICATIONS

Students in the Welding Engineering Technician program will be required to complete certifications in the following areas prior to the start of Semester 3 (Note: Fees for these examinations are not included in tuition/supply fees):

- Standard First Aid/Heart Start
- WHMIS

As an option, students will be eligible to write the following external certifications prior to the start of Semester 3 (Note: Fees for these examinations are not included in tuition/supply fees):

- CSA W47.1 Welder/Welder Operator Qualification
  - Shielded Metal Arc Welding (SMAW) technique
- Canadian Nuclear Safety Commission
  - Certified Exposure Device Operator

Additionally, students will be eligible to write the following certification examinations upon graduation (Note: Fees for these examinations are not included in tuition/supply fees):

- CSA W178.2 Welding Inspection Level 1
- CSA W47.1 Welder/Welder Operator Qualification
  - Multiple techniques
- CAN/CGSB 48.9712:
- Radiography (RT) Level I
- Ultrasonic Inspection (UT) Level I
- Magnetic Particle Inspection (MT) Level II
- Liquid Penetrant Inspection (PT) Level II

NOTE: There are specific vision requirements that are required by the Canadian General Standards Board prior to completing final certification in each discipline. Please refer to the following link for the requirements: <http://www.nrcan-nrcan.gc.ca/mms-smm/ndt-end/eli-adm/vis-vis-eng.htm>

## ENTRANCE REQUIREMENTS

Eligibility for admission to an Engineering Technology program requires the applicant to meet one of the following four academic criteria:

### 1. High School

High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- English (2 credits) (minimum 60%) from: 3201
- Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- Science (4 credits) two of which must be selected from:  
Biology: 3201  
Physics: 3204  
Chemistry: 3202  
Earth Systems: 3209

**Note:** The remaining two Science credits to be chosen from the highest Science mark in level 1, 2 or 3.

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- Math (60% minimum) MA1040, MA1041
  - Two Science courses chosen from one of the following three combinations:
    - Introductory Biology: BL1020, BL1021
    - Introductory Chemistry: CH1030, CH1031
    - Introductory Physics: PH1050, PH1051
- Note: It is strongly recommended that CAS students who intend to enroll in Engineering Technology programs complete both of the Chemistry courses and both of the Physics courses.

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Degree and Technical Profile including the following courses (or equivalent):

- i. English (60% minimum) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics (60% minimum) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- iii. Science from one of the following sections:
  - a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
  - b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C
  - c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

### Courses

#### Semester 1 (Fall)

Code	Title	Cr	Le	La
PH1100	Physics	4	3	2
EG1110	Engineering Graphics	3	2	2
ET1100	Electrotechnology	4	3	2
MA1700	Mathematics	4	3	2
CM1400	Technical Report Writing I	3	3	0
WD1440	SMAW Fundamentals	4	2	6

*MA1700: Admission into the appropriate Mathematics course will be decided by the grade in high school math.*

*EITHER*

*Students who received at least 70% in level III Math 3206 or a pass in Math 3205 can be exempted from MA1700*

*OR*

*Students who received a combined average of 70% in 2201 and 3201, or a pass in both of 2200 and 3200 can be exempted from MA1700.*

*Note: Students may apply for an exemption from MA1700 provided they meet the appropriate high school level in Mathematics as noted above.*

#### Semester 2 (Winter)

Code	Title	Cr	Le	La
EG1430	AutoCAD Essentials	3	2	2
MA1101	Mathematics	5	5	0
CM1401	Technical Report Writing II	3	3	0
CF1100	Materials and Processes I	3	3	1
WD1450	SMAW Processes	4	2	6

Code	Title	Cr	Le	La
SP1320	Radiation Safety	2	2	1
MC1850	Spreadsheet Applications	1	0	2
Semester 3 (Fall)				
Code	Title	Cr	Le	La
EG1310	Applied CAD	1	0	3
CF1101	Materials and Processes	3	3	1
FM2200	Mechanics	3	3	1
WD2620	Wire Feed Arc Welding	4	2	6
SP2110	NDT - MT & RT	3	2	2
EG1321	Drawing Interpretation	1	0	3
Semester 4 (Winter)				
Code	Title	Cr	Le	La
DE2350	Project Management	3	2	2
WD2650	GTAW Processes	4	2	6
WD2680	Welding Standards & Codes	2	2	0
WD2300	Welding Failure Analysis	3	2	2
WD2450	Welding Metallurgy	2	2	1
SP2120	NDT - PT & UT	3	2	3
SP1450	Quality Management Systems	3	3	0
Semester 5 (Intersession)				
Code	Title	Cr	Le	La
LW1070	Ethics, Sustainability & Law	2	2	0
WD3120	Cost Analysis Project	5	2	8
DR3310	CAD/CAM	2	1	2



## **Welding Engineering Technician (Co-op)**

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Natural Resources & Industrial Trades

**Locations & Delivery Modes:**

- Burin - On Campus delivery

### **PROGRAM DESCRIPTION**

#### **A quality constructed career.**

High quality welding of materials and equipment is essential across numerous industries in today's economy. Welded materials support our daily lives, influence the world around us, and endure through time. Weld quality is thus critical for citizens' health and safety and is also related to the economic health of a country.

The Welding Engineering Technician acts as a liaison between professional engineers and welding practitioners and ensures that appropriate systems are in place to monitor welding integrity. In fact, it is they who create and manage quality control and quality assurance systems, examine industry standards and codes, and recommend which welding processes and procedures to apply for achievement of compliance. They perform visual and non-destructive testing (NDT) of welded materials, evaluate and record test results and recommend corrective actions.

This work requires attention to detail and great problem-solving skills, as well as the technical knowledge to complete diverse tasks that utilize the latest in welding technology and contribute to creating safe, strong assemblies that last.

CNA's project-based, immersive Welding Engineering Technician program is designed to meet growing industry demand for these highly trained technicians. In our modern shops and laboratory facilities, you'll gain skills and knowledges in Welding, Materials Science, Non-destructive Testing, and Computer Aided Design/Computer Aided Manufacturing (CAD/CAM). With us, you will develop the skills and knowledge to excel in this profession. The work placement is optional – you can stay and avail of additional hands-on training or graduate and get straight to work in the industry.

Upon completing this program, you'll have qualifications or credentials on provincial, national and international levels and you are automatically eligible for membership in the Association of Engineering Technicians and Technologists of Newfoundland and Labrador (AETTNL), as well as similar associations in Canada.

If a diverse network of work opportunities sparks your interest, apply today!

#### **Program Highlights**

- Choose to complete the optional embedded 12-week (minimum) work placement, or complete program courses only – the graduation time is the same
- Diversely certified instructors guide your applied learning
- Our state-of-the-art welding shop is uniquely Canadian Welding Bureau (CWB)-certified, providing you with opportunities to engage with industry professionals throughout the program
- NDT laboratories are fully equipped to demonstrate the most modern flaw detection processes including digital ultrasonic inspection, radiography, magnetic particle inspection, liquid penetrant inspection and x-ray fluorescence
- Advanced metallurgy laboratories provide immersive experiences in evaluating material properties
- Numerous certification opportunities are provided throughout the program

### Did You Know?

- The global welding market size was US \$20.23 billion in 2020 and is projected to grow to US \$28.66 billion in 2028.
- Over 70% of all fabricated products are made with the expertise of welders.
- Major North American energy systems and civil/marine infrastructures are nearing their end of design life and must be refitted and renewed.
- Aging demographics in this field indicate an acute need to refresh the workforce.
- Graduates of the program have opportunities to travel the globe to work on major infrastructure projects.
- Welding failures are a leading cause of industrial and environmental catastrophes, resulting in more stringent weld quality requirements, materials verification and the need for welding inspectors.

### ACCREDITATION

This program is accredited by the Canadian Technology Accreditation Board under the mandate of the Canadian Council of Technicians and Technologists.

The academic credentials of accredited technology programs are recognized internationally by the signatories of the Dublin Accord.

**NOTE:** There are specific vision requirements that are required by the Canadian General Standards Board prior to completing final certification in each discipline. Please refer to the following link for the requirements: <http://www.nrcan-rncan.gc.ca/mms-smm/ndt-end/eli-adm/vis-vis-eng.htm>

### OBJECTIVES

Upon successful completion of this program, graduates will be able to:

1. Develop, manage, and implement welding-related quality management systems
2. Interpret and apply standards and codes for welding and non-destructive testing
3. Develop and maintain welding inspection procedures
4. Execute welding inspection and non-destructive testing procedures as defined by standards, codes, and related specifications
5. Interpret and evaluate quality inspection and test results
6. Verify and recommend welding operator qualifications
7. Prepare and maintain inspection records and reports
8. Set up equipment, lay out work to specifications, and weld to prescribed standards
9. Perform project management activities within a welding and fabrication, and quality assurance, context.

### CURRICULUM

**General education** consisting of Communication Skills (oral and written), Mathematics, Physics, Chemistry, Electrotechnology, Engineering Graphics, Technology Awareness, and Student Success.

**Specific education** in the theory and application of welding processes, procedures, and weldments.

**Practical education** employing labs and shops focused on Welding, Materials, Science, Nondestructive Testing and Computer Aided Design/Computer Aided Manufacturing (CAD/CAM).

### CAREER OPPORTUNITIES

The student, upon graduation, may find employment with contractors, metal fabricators, quality assurance/quality control consultants, welding inspection firms, suppliers, oil & gas exploration/production/processing facilities and any other group that must comply with standards associated with the welding industry.

Graduates completing this program are automatically eligible for membership in the Association of Engineering Technicians and Technologists of Newfoundland and Labrador (AETTNL), as well as any similar association in Canada.

Graduates with two years of progressive work experience may be eligible to receive the designation of Certified Technician (C. Tech) upon completion of a Professional Practice and Ethics Exam

## EXTERNAL CERTIFICATIONS

Students in the Welding Engineering Technician program will be required to complete certifications in the following areas prior to the start of Semester 3 (Note: Fees for these examinations are not included in tuition/supply fees):

- Standard First Aid/Heart Start
- WHMIS

As an option, students will be eligible to write the following external certifications prior to the start of Semester 3 (Note: Fees for these examinations are not included in tuition/supply fees):

- CSA W47.1 Welder/Welder Operator Qualification
  - Shielded Metal Arc Welding (SMAW) technique
- Canadian Nuclear Safety Commission
  - Certified Exposure Device Operator

Additionally, students will be eligible to write the following certification examinations upon graduation (Note: Fees for these examinations are not included in tuition/supply fees):

- CSA W178.2 Welding Inspection Level 1
- CSA W47.1 Welder/Welder Operator Qualification
  - Multiple techniques
- CAN/CGSB 48.9712:
- Radiography (RT) Level I
- Ultrasonic Inspection (UT) Level I
- Magnetic Particle Inspection (MT) Level II
- Liquid Penetrant Inspection (PT) Level II

NOTE: There are specific vision requirements that are required by the Canadian General Standards Board prior to completing final certification in each discipline. Please refer to the following link for the requirements: <http://www.nrcan-nrcan.gc.ca/mms-smm/ndt-end/eli-adm/vis-vis-eng.htm>

## ENTRANCE REQUIREMENTS

Eligibility for admission to an Engineering Technology program requires the applicant to meet one of the following four academic criteria:

### 1. High School

High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- English (2 credits) (minimum 60%) from: 3201
- Mathematics (4 credits) chosen from:  
Advanced: 2200, 3200 (50% minimum in each course)  
Academic: 2201 (50% minimum), 3201 (60% minimum)
- Science (4 credits) two of which must be selected from:  
Biology: 3201  
Physics: 3204  
Chemistry: 3202  
Earth Systems: 3209

**Note:** The remaining two Science credits to be chosen from the highest Science mark in level 1, 2 or 3.

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- Math (60% minimum) MA1040, MA1041
- Two Science courses chosen from one of the following three combinations:
  - Introductory Biology: BL1020, BL1021
  - Introductory Chemistry: CH1030, CH1031
  - Introductory Physics: PH1050, PH1051

Note: It is strongly recommended that CAS students who intend to enroll in Engineering Technology programs complete both of the Chemistry courses and both of the Physics courses.

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Degree and Technical Profile including the following courses (or equivalent):

- i. English (60% minimum) 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics (60% minimum) 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- iii. Science from one of the following sections:
  - a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
  - b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C
  - c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

### Courses

#### Semester 1 (Fall)

Code	Title	Cr	Le	La
PH1100	Physics	4	3	2
EG1110	Engineering Graphics	3	2	2
ET1100	Electrotechnology	4	3	2
MA1700	Mathematics	4	3	2
CM1400	Technical Report Writing I	3	3	0
WD1440	SMAW Fundamentals	4	2	6

#### Semester 2 (Winter)

Code	Title	Cr	Le	La
EG1430	AutoCAD Essentials	3	2	2
MA1101	Mathematics	5	5	0
CM1401	Technical Report Writing II	3	3	0
CF1100	Materials and Processes I	3	3	1
WD1450	SMAW Processes	4	2	6
SP1320	Radiation Safety	2	2	1
MC1850	Spreadsheet Applications	1	0	2

#### Semester 3 (Spring)

Code	Title	Cr	Le	La
WT1150	Co-op Work Term	5	0	0

#### Semester 4 (Fall)

Code	Title	Cr	Le	La
EG1310	Applied CAD	1	0	3
CF1101	Materials and Processes	3	3	1
FM2200	Mechanics	3	3	1
WD2620	Wire Feed Arc Welding	4	2	6
SP2110	NDT - MT & RT	3	2	2
EG1321	Drawing Interpretation	1	0	3

#### Semester 5 (Winter)

Code	Title	Cr	Le	La
DE2350	Project Management	3	2	2
WD2650	GTAW Processes	4	2	6
WD2680	Welding Standards & Codes	2	2	0
WD2300	Welding Failure Analysis	3	2	2
WD2450	Welding Metallurgy	2	2	1
SP2120	NDT - PT & UT	3	2	3
SP1450	Quality Management Systems	3	3	0

#### Semester 6 (Intersession)

Code	Title	Cr	Le	La
LW1070	Ethics, Sustainability & Law	2	2	0
WD3120	Cost Analysis Project	5	2	8
DR3310	CAD/CAM	2	1	2

The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.

# Agriculture Technician Co-op

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Natural Resources and Industrial Trades

## **Locations & Delivery Modes:**

- Corner Brook - On Campus delivery

## **PROGRAM DESCRIPTION**

Throughout the program students will be engaged in sustainable agriculture and exposed to the study of plants and animals including the biological effects of soil, climate, chemical management activities, tillage, fertilization and irrigation on plant and animal performance and enhancement. Program participants will perform physical agriculture tasks combining energy, labor, skills and machinery using the latest technology and best practices in a real world setting on a day to day basis. Students of the Agricultural Technician Co-op program will participate in a field camp at the Center for Agriculture and Forestry Development. Graduates will be able to balance the market demands for various farm products with several socioeconomic factors including cost of production, taxation, research funding, technical assistance, land usage, and potential environment al impacts.

Agriculture technician students will receive instruction in a broad range of course content aimed at developing good analytical and organizational skills, as well as the ability to work effectively as a team member. After successfully completing this program, individuals will have a basic working knowledge of agricultural techniques and procedures related to the care of livestock and plants and should be able to safely operate farm equipment.

## **OBJECTIVES**

Upon successful completion of the program, graduates will be able to:

1. Perform a wide variety of duties in support of agriculture using farm tools and equipment.
2. Conduct agriculture research following established guidelines, procedures and directions to move towards a reliable, sustainable and safe supply of healthy food products for future generations.
3. Prepare land, select seed and nutrient varieties, plant, harvest and market agriculture products.
4. Care for livestock, as required on a day-to-day basis.
5. Safely operate farm tractors, calibrate and maintain farm equipment, and attachments.

## **EMPLOYMENT OPPORTUNITIES**

The province's agriculture industry is a significant contributor to the economy of rural Newfoundland and Labrador. The industry includes approximately 550 farms and 100 manufacturers with farm receipts totaling \$140 million. During peak season, the agriculture industry employs 4000 people. Agriculture Technicians can work with Provincial and Federal Governments, existing agriculture operations or develop their own farming enterprise.

## **ENTRANCE REQUIREMENTS**

Academic:

Eligibility for admission to the Agriculture Technician Diploma program requires the applicant to meet one of the following academic criteria:

### **1. High School**

Provincial High School Graduation Certificate with a 60% average in nine level 3000 credits or equivalent.

### **2. Comprehensive Arts and Science (CAS) Transition**

Comprehensive Arts and Science (Transition) Certificate.

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with General College Profile (or Business-Related College Profile or Degree and Technical Profile) with an average pass mark of 60%

### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program must be at least 19 years of age at the time of application and out of school for at least one (1) year to be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

## CERTIFICATIONS

In addition to the formal courses listed in the program of studies, students in the Agriculture Technician program are required to complete or obtain valid certification in the following areas upon graduation:

Standard First Aid & CPR/AED

ATV Training

WHMIS/OHS

Chainsaw Safety

## SPECIAL REQUIREMENTS

NOTE: Students should be aware that additional fees apply for certifications, field trips/tours. Additional expenses will be necessary for the purchase of items of clothing required for scheduled labs and outdoor work.

### Courses

#### Semester 1

Code	Title	Cr	Le	La
AG1100	Sustainable Agriculture & the Food System	2	2	0
AG1350	Farm Facilities	3	2	2
GE1310	Soil Fundamentals	3	2	3
AG1400	General Agronomy	4	3	2
MC1080	Introduction to Computers	2	2	0
AG1120	Agriculture Safety/Field Exposure	4	2	5

#### Semester 2

Code	Title	Cr	Le	La
AG1510	Animal Care	3	2	2
AG1600	Vegetable and Fruit Production	3	2	3
AG1620	Field Crops	3	2	3
CM1460	Writing for the Workplace	2	2	0
AG1430	Precision Farming	2	1	3
AG1560	Dairy Production	3	2	3

### Semester 3 (Intersession)

Code	Title	Cr	Le	La
AG1640	Tillage and Planting	3	2	3
AG1300	Farm Equipment Operation	3	2	4
WC1850	Co-op Work Term	5	0	0

*Note:*

*Additional fees and expenses will be required for participation in the field camp included in AG1300.*

*Prior to beginning WC1850 students in the Agriculture Technician Co-op complete AG1640 and AG1300 and are required to obtain the Pesticide Applicator License.*

### Semester 4

Code	Title	Cr	Le	La
AG1720	Weed Management	3	2	2
AG1740	Crop Insects and Diseases	3	2	2
AG1500	Livestock Genetics	3	2	2
AC1100	Bookkeeping I	4	3	2
AG1520	Ruminant Production: Beef, Sheep & Goats	3	2	3
AG1305	Greenhouse Production	3	2	3

### Semester 5

Code	Title	Cr	Le	La
AG1240	Agriculture Sales and Marketing	3	2	2
AG1540	Non-Ruminant Production: Swine, Honeybee and Fur Production	3	2	3
AG1550	Poultry and Egg Production	3	2	2
AG1800	Food Safety and Food Processing	3	2	2
AG1700	Nutrient Management	4	3	2
AG1570	Livestock Nutrition	3	2	3

### Semester 6 (Intersession)

Code	Title	Cr	Le	La
AG1200	The Business of Agriculture	4	3	3
AG1530	Livestock Diseases	3	2	2
AG1760	Forage and Pasture Management	3	2	3



## **Fish and Wildlife Technician**

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Natural Resources and Industrial Trades

### **Locations & Delivery Modes:**

- Corner Brook - On Campus delivery

### **PROGRAM DESCRIPTION**

With increasing emphasis on sustainable development, integrated resource management policy and ecosystem based management across Canada and around the world, technicians in the natural resources sector must have a foundation in matters related to biodiversity in general and fish and wildlife management issues in particular. The two-year Fish and Wildlife Technician program, which shares many courses with the Forest Resources Technician program, is designed to enable students with a specific interest in fish and wildlife to participate in studies directed towards their career goals. The program reflects the trend towards integrating a wide range of natural resources technology within government departments at Federal and Provincial levels. The requirement for the forest industry to consider wildlife in its management practices and the increased monitoring and management of freshwater and marine resources highlights the need for this program. The program provides a balance of field and classroom experiences that include a significant computer based data collection and analysis component.

### **OBJECTIVES**

Upon successful completion of the Fish and Wildlife Technician program, graduates of the program will have the knowledge and skills to be able to:

1. Actively participate in the solution of fish and wildlife management problems and challenges.
2. Identify forest ecosystem challenges and opportunities and to undertake such assessments, preventive measures and treatments as might be associated with fish and wildlife conservation and management.
3. Utilize a wide range of field and office equipment and techniques associated with the assessment and analysis of fish and wildlife resources data.
4. Pursue continued learning experiences at the post graduate level.

### **EMPLOYMENT OPPORTUNITIES**

Graduates of this program may obtain employment throughout Canada in a variety of fish and wildlife related fields: protection and enforcement, resource inventory and site classification, habitat protection and improvement, environmental impact assessment and parks and interpretation programs. Graduates are employed with governmental and private agencies in fields ranging from forestry technicians to fisheries observers.

### **PROGRAM TRANSFERABILITY**

Graduates of the Fish and Wildlife Technician program, who wish to pursue additional post-secondary studies, can apply for entry with advanced standing at a number of Canadian Universities that the college has established credit transfer agreements with. Please refer to the NL Department of Education's transfer guide ([www.cna.nl.ca/transfer](http://www.cna.nl.ca/transfer)), or contact your intended university or college.

### **ACCREDITATION AND RECOGNITION**

To ensure a consistently high standard of training and education, College of the North Atlantic's Fish and Wildlife Technician program is accredited by the North American Wildlife Technology Association (NATWA).

## CERTIFICATIONS

In addition to the formal semester courses listed in the program of studies, students in the Fish and Wildlife Technician program are required to obtain certification in the following areas over the two-year period of study:

Chainsaw Safety

Canadian Firearm Safety Course / Hunter Education

Pleasure Craft Operators Card

WHMIS/OHS

ATV Safety Training

Wilderness First Aid

Snowmobile Safety

**NOTE:** Students should be aware that additional fees and expenses apply for most of these certifications and for field camps, tours and On-the-Job Training. Students will be required to hold valid certifications for the above courses prior to graduation.

## ENTRANCE REQUIREMENTS

Academic:

Eligibility for admission to the program requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation Certificate with a 60% overall average in the following (or equivalent):

i. English (2 credits) (minimum 60%) from: 3201 or 3202

ii. Mathematics (4 credits) chosen from:

Advanced: 2200, 3200 (50% minimum in each course)

Academic: 2201 (50% minimum), 3201 (60% minimum)

**Note:** Students who received a combined average of 70% in high school Academic Mathematics 2201 and 3201, or a pass in both high school Advanced Mathematics 2200 and 3200 can be exempted from Math 1100. Students must apply for the exemption.

iii. Science – (4 credits) two of which must be chosen from:

Biology: 3201

Physics: 3204

Chemistry: 3202

Earth Systems: 3209

Environmental Science 3205

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

i. Math : MA1040, MA1041

ii. Two Science courses chosen from one of the following three combinations:

a. Biology: BL1020, BL1021

b. Chemistry: CH1030, CH1031

c. Physics: PH1050, PH1051

**Note:** It is strongly recommended that CAS students who intend to enroll in the Fish and Wildlife, Forest Resources Technician, Natural Resources Technician or Northern Natural Resources Technician program complete BL1020 and BL1021.

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Degree and Technical Profile including the following courses (or equivalent):

i. English 3101A, 3101B, 3101C or 3102A, 3102B, 3102C

ii. Mathematics 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C

iii. Science from one of the following sections:

a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C

b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C

c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile (and appropriate grades) may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

#### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

#### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

#### SPECIAL REQUIREMENTS

Because of the extensive field exposure incorporated in this program, students are required to acquire the following equipment and clothing: compass, axe, snowshoes, rubber boots, hiking boots, chest wader, good quality rainwear, neoprene gloves and other clothing appropriate for outdoor work.

**NOTE:** Participation in activities that are physically demanding will be required due to the extensive field components incorporated into this program.

Students graduating from the Fish and Wildlife Technician program can complete the Forest Resources Technician program with one additional year. Interested students must begin their studies in the First Technician Intersession of the Forest Resources Technician program.

#### Courses

##### Semester 1

Code	Title	Cr	Le	La
BL1120	Biology I	3	2	3
CM1400	Technical Report Writing I	3	3	0
EN2120	Environmental Citizenship	3	3	0
MA1100	Mathematics	5	4	2
MC1080	Introduction to Computers	2	2	0
SU1150	Field Navigation	3	2	3
GE1420	Physical Environments	3	2	3

*\*Admission into the appropriate Mathematics course will be decided by the grade in High School math.*

*Students who received a combined average of 70% in high school Academic Mathematics 2201 and 3201, or a pass in both high school Advanced Mathematics 2200 and 3200 can be exempted from MA 1100 Mathematics. Students must apply for the exemption.*

##### Semester 2

Code	Title	Cr	Le	La
CM1401	Technical Report Writing II	3	3	0
CS2630	Wilderness Survival	1	1	1
FR1330	Natural Resource Measurements I	3	2	3
BL1400	Fish and Wildlife Biology	4	3	2
EY2210	Silvics/Dendrology I	3	2	3
MA1670	Statistics	4	4	1
SU3210	Geographic Information Systems (GIS)	2	1	3

### Semester 3 (Intersession I)

Code	Title	Cr	Le	La
FT1410	Fish and Wildlife Field Camp	0	8	0
RM1400	Wildlife Techniques I	4	3	2
RM1500	Fisheries Techniques I	4	3	2

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length. Refer to course outline.*

### Semester 4

Code	Title	Cr	Le	La
EY1200	Ecosystem Ecology	2	1	3
FT1430	Fish & Wildlife Camp II	0	1	0
LW2210	Natural Resources Policy and Law	4	4	0
RM1401	Wildlife Techniques II	3	2	2
RM1501	Fisheries Techniques II	3	2	2
RM2200	Habitat Assessment	3	2	3
SU1710	Forest Surveying	3	2	3
SU1575	Remote Sensing Applications for Natural Resources	3	2	3

### Semester 5

Code	Title	Cr	Le	La
EY2510	Population Ecology	3	2	2
HR2200	Human Relations	2	1	2
LW2211	Law Enforcement	4	3	2
PR2660	Technical Project and Presentation	2	1	2
RM2420	Habitat Management	3	2	2
RM2410	Wildlife Techniques III	3	2	2
RM2500	Fisheries Techniques III	3	2	2

### Semester 6

Code	Title	Cr	Le	La
OJ1301	On The Job Training	0	3	0

## Forest Resources Technician

**Start Date:** September

**Credential:** Diploma

**Program Length:** Two Years

**School:** Natural Resources and Industrial Trades

### **Locations & Delivery Modes:**

- Corner Brook - On Campus delivery

### **PROGRAM DESCRIPTION**

The Forest Resources Technician program provides a strong foundation in the skills and knowledge required for a career in the natural resources industry. The program strives for innovative training that reaches beyond the classroom with a strong emphasis on "real life" experiences. Students will be versed in ecosystem management opportunities and challenges and they will be able to use their acquired skills to evaluate and present sustainable management solutions. The program may also inspire individuals to pursue further studies in forestry or other related areas of concentration.

### **OBJECTIVES**

Upon successful completion of the Forest Resources Technician program, graduates will be able to:

1. Demonstrate the knowledge, skills and attitudes required to participate in finding solutions to forest management problems and challenges.
2. Identify forest ecosystem issues, challenges and alternate solutions.
3. Demonstrate assessment and evaluation techniques involved in forest resource protection, management and utilization.
4. Identify current preventive measures, treatments and practices used in forest resource protection, management and utilization.
5. Demonstrate effective procedures and practices in the use of field and office equipment to assess and analyze natural resources data.

### **EMPLOYMENT OPPORTUNITIES**

Graduates of this nationally accredited program may obtain employment throughout Canada in a variety of forestry related fields: protection and enforcement, forest inventory and site classification, logging and engineering, forest access road construction and maintenance, silviculture as well as parks, wildlife and environmental assessment. This program has an established reputation for supplying graduates to employers all across Canada.

### **PROGRAM TRANSFERABILITY**

Graduates of the Forest Resources Technician program, who wish to pursue post-secondary studies, can apply for entry with advanced standing at a number of Canadian Universities that the College has established credit transfer agreements with. Please refer to the NL Department of Education's transfer guide ([www.cna.nl.ca/transfer](http://www.cna.nl.ca/transfer)), or contact your intended university or college.

### **ACCREDITATION AND RECOGNITION**

To ensure the benefits of a consistently high standard of education, the College of the North Atlantic's Forest Resources Technician program is nationally accredited by the Canadian Technology Accreditation Board (CTAB).

## CERTIFICATIONS

In addition to the formal semester courses listed in the program of studies, students in the Forestry Resources Technician program are required to obtain certification in the following areas over the two-year period of study:

Chainsaw Safety  
ATV Safety Training  
Canadian Firearm Safety Course / Hunter Education  
Timber Scaling  
WHMIS/OHS  
Snowmobile Safety  
Wilderness First Aid

**Note: Students should be aware that additional fees and expenses apply for certifications and for field camps, tours and On-the-Job Training. Students will be required to hold valid certifications for the above courses prior to graduation.**

## ENTRANCE REQUIREMENTS

Academic:

Eligibility for admission to the program requires the applicant to meet one of the following academic criteria:

### 1. High School

High School Graduation Certificate with a 60% overall average in the following (or equivalent):

- i. English (2 credits) (minimum 60%) from: 3201 or 3202
- ii. Mathematics (4 credits) chosen from:
  - Advanced: 2200, 3200 (50% minimum in each course)
  - Academic: 2201 (50% minimum), 3201 (60% minimum)

**Note:** Students who received a combined average of 70% in high school Academic Mathematics 2201 and 3201, or a pass in both high school Advanced Mathematics 2200 and 3200 can be exempted from Math 1100. Students must apply for the exemption.

- iii. Science – (4 credits) two of which must be chosen from:
  - Biology: 3201
  - Physics: 3204
  - Chemistry: 3202
  - Earth Systems: 3209
  - Environmental Science 3205

### 2. Comprehensive Arts and Science (CAS) Transition

Comprehensive Arts and Science (Transition) Certificate with the following courses:

- i. Math : MA1040, MA1041
- ii. Two Science courses chosen from two of the following three combinations:
  - a. Biology: BL1020, BL1021
  - b. Chemistry: CH1030, CH1031
  - c. Physics: PH1050, PH1051

**Note:** It is strongly recommended that CAS students who intend to enroll in the Fish and Wildlife, Forest Resources Technician, Natural Resources Technician or Northern Natural Resources Technician program complete BL1020 and BL1021.

### 3. Adult Basic Education (ABE)

Adult Basic Education (Level III) Graduation with Degree and Technical Profile including the following courses (or equivalent):

- i. English 3101A, 3101B, 3101C or 3102A, 3102B, 3102C
- ii. Mathematics 1101A, 1101B, 1101C, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
- iii. Science from one of the following sections:
  - a. Biology 1101, 2101A, 2101B, 2101C, 3101A, 3101B, 3101C
  - b. Chemistry 1102, 2102A, 2102B, 2102C, 3102A, 3102B, 3102C
  - c. Physics 1104, 2104A, 2104B, 2104C, 3104A, 3104B, 3104C

Applicants with Adult Basic Education (Level III) Graduation with a different Profile (and appropriate grades) may be eligible for admission to the program provided the appropriate selection of courses including those outlined above have been completed.

#### 4. Mature Student Requirements

Applicants who do not meet the education prerequisites for this program, are 19 years at the time of application and out of school for at least one year may be considered on an individual basis under the Mature Student Requirements; for more information regarding the Mature Student Requirements please refer to Procedure AC-102-PR Admission.

#### 5. International Applicants – English Proficiency

All international applicants must meet the College's English language proficiency requirements for acceptance into regular programs. The College will accept these recognized tests of English language proficiency (TOEFL paper based 550, TOEFL Internet based 79, TOEFL computer based 213 or equivalent, IELTS Academic Test overall band score of 6.0, or Pearson PTE 53 or greater, etc.).

If a language proficiency test other than those referenced above was used, applicants can forward for assessment.

If an international applicant has attended an educational institution (high school or post-secondary) for a period of three years or more where the official language of instruction was English, the English language proficiency test will not be required.

**Note:** Some programs may require specific English language requirements and proficiency scores that differ from those stated above; therefore international applicants are advised to please refer to the specific program admission requirements as identified in the College Calendar.

#### SPECIAL REQUIREMENTS

Because of the extensive field exposure incorporated in this program, the student is required to acquire the following equipment and clothing: hard hat, compass, axe, snowshoes, logger boots, good quality rainwear, and other clothing appropriate for outdoor work.

**Note:** Participation in activities that are physically demanding will be required due to the extensive field components incorporated into this program.

Students graduating from the Forest Resources Technician program can complete the Fish and Wildlife program with one additional year. Interested students must begin their studies in the first Technical Intersession of the Fish and Wildlife Technician program.

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#### Courses

##### Semester 1

Code	Title	Cr	Le	La
BL1120	Biology I	3	2	3
CM1400	Technical Report Writing I	3	3	0
EN2120	Environmental Citizenship	3	3	0
MA1100	Mathematics	5	4	2
MC1080	Introduction to Computers	2	2	0
SU1150	Field Navigation	3	2	3
SU1710	Forest Surveying	3	2	3

*\*Admission into the appropriate Mathematics course will be decided by the grade in High School math.*

*Students who received a combined average of 70% in high school Academic Mathematics 2201 and 3201, or a pass in both high school Advanced Mathematics 2200 and 3200 can be exempted from MA 1100 Mathematics. Students must apply for the exemption.*

##### Semester 2

Code	Title	Cr	Le	La
CM1401	Technical Report Writing II	3	3	0
EY2210	Silvics/Dendrology I	3	2	3
FR1330	Natural Resource Measurements I	3	2	3
FR1400	Wood Products	2	1	2
MA1670	Statistics	4	4	1
SU3210	Geographic Information Systems (GIS)	2	1	3
LW2210	Natural Resources Policy and Law	4	4	0

### Semester 3 (Intersession I)

Code	Title	Cr	Le	La
FR1230	Forest Fire Management	3	2	3
FR2340	Hydrology	3	2	2
FT1400	Forestry Field Camp	0	0	2

*The Course and Lab hours per week are based on a 15 week semester. In intersession, the Course and Lab hours will be adjusted to reflect the shorter semester length.*

### Semester 4

Code	Title	Cr	Le	La
EY2211	Silvics/Dendrology II	3	2	2
FR1560	Timber Harvesting I - Roads	2	1	2
FR1331	Natural Resource Measurements II	2	1	3
FR2350	Forest Entomology/Pathology	3	2	3
FR2360	Silviculture	3	2	3
FT1401	Forestry Tour/Camp	0	1	0
GE1300	Forest Soils	3	2	3
SU1575	Remote Sensing Applications for Natural Resources	3	2	3

### Semester 5

Code	Title	Cr	Le	La
FR1561	Timber Harvesting II	4	3	3
FR2430	Wildlife Management	3	2	3
HR2200	Human Relations	2	1	2
LW2211	Law Enforcement	4	3	2
MN1800	Integrated Resource Management	4	3	3
PR2660	Technical Project and Presentation	2	1	2

### Semester 6 (Intersession II)

Code	Title	Cr	Le	La
OJ1300	On the Job Training	0	3	0



# GIS Applications Specialist

**Start Date:** September

**Credential:** Post Diploma

**Program Length:** One Year

**School:** Natural Resources and Industrial Trades

## **Locations & Delivery Modes:**

- Corner Brook - On Campus delivery

## **PROGRAM DESCRIPTION**

The GIS Applications Specialist is the “expert” who provides technical expertise to produce and analyze spatial information for effective planning and reporting activities in a broad range of disciplines. Specifically, a GIS Applications Specialist will help various agencies and government to effectively apply Geographic Information Systems (GIS), remote sensing, Global Positioning Systems (GPS), internet mapping solutions and data visualization technologies to support informational needs, workflows or business processes. GIS Applications Specialists can work in various Sectors; the current market for GIS Applications Specialists in Newfoundland and Labrador includes: various provincial and federal departments, crown corporations, municipalities, research agencies, post-secondary institutions and private corporations.

This post-graduate, intensive, three-semester GIS program utilizes current high-end technology tools to collect, store, manipulate, analyze, interpret, and communicate geographic information within a variety of disciplines. The students will be versed in several spatial computing technologies used in the industry today and have access to the latest in appropriate computer hardware, software, and field technology. Students will have considerable opportunities to practice their skills in a work-life setting by putting theory into practice.

## **OBJECTIVES**

Upon successful completion of the GIS Applications Specialist (Post Diploma) program, graduates will be able to:

1. Develop and implement solutions to computational problems. Students will be exposed to problem analysis techniques and solution development using top-down development method, modular design approach, and object-oriented design concepts. To implement developed solutions, students will use Microsoft Visual Studio.
2. Develop and apply skills for the effective presentation of geographic information using software typically encountered in a GIS working environment.
3. Perform the techniques of gathering geographic related information from the field or existing maps or records and positioning them onto a framework of existing spatial data structures.
4. Apply fundamental principles of database processing with respect to GIS environments and develop skills in designing, implementing and managing databases.
5. Pursue subsequent studies in GIS applications in various program areas. As well, the techniques learned will allow students to apply the knowledge and skills to develop simple to elaborate good practice applications with some theory relating to Vector GIS technology.
6. Analyze geographic data using hypothesis testing, significance tests, descriptive and inferential statistics.
7. Design and implement a GIS application that addresses predefined objectives. During this process, the student will apply their knowledge and skills and rely on each other, with guidance from faculty, to acquire new skills to solve GIS problems.
8. Demonstrate GIS skills to include web-based GIS applications. The student will learn how to build web-based GIS applications to contribute to the world of Distributed Geographic Information.
9. Design efficient and user-friendly graphical interfaces and integrate Microsoft Windows-based software in the development of GIS applications.
10. Design GIS applications based on the integration of programming languages, database management systems and GIS software to achieve the most efficient data access, manipulation and presentation.

## ENTRANCE REQUIREMENTS

Applicants must have graduated from a recognized college or university with a diploma and/or degree in a relevant program area. Related program areas include, but are not limited to forestry, natural resource sciences, engineering, environmental studies, geology, surveying, geography, business, municipal planning and law enforcement.

## EMPLOYMENT OPPORTUNITIES

Program graduates are prepared to work in positions as diverse as GIS programmers/analysts, applications specialists/consultants, ecosystem IT managers, utilities managers, database managers, GIS systems operators, and land information managers.

## SPECIAL REQUIREMENTS

The program incorporates a Major Geographic Information Systems Project establishing industry-student linkages. Students will have considerable opportunities to practice their skills in a work-life setting by putting theory into practice.

### Courses

#### Semester 1

Code	Title	Cr	Le	La
GS1110	Cartographic Concepts	3	2	2
GS1210	GIS Database Principles	2	1	2
GS1320	Principles of GIS	2	1	3
GS1410	Problem Solving and Programming	3	2	3
GS1510	Remote Sensing and Image Analysis	2	1	3
GS2100	Open Source GIS and Data Management Tools	3	2	2
GS2512	Spatial Statistics	3	2	2

#### Semester 2

Code	Title	Cr	Le	La
GS2110	Customization of GIS Applications	3	2	2
GS2210	Database Design and Development	2	1	2
GS2410	Spatial Analysis and Applications	3	2	2
GS2310	Project Planning and Management	2	1	2
GS2710	Web GIS Development	3	2	2
GS2911	Advanced Remote Sensing	3	2	2
GS3410	Spatial Database Applications	3	2	3

#### Semester 3 (Intersession)

Code	Title	Cr	Le	La
GS3110	Advanced Topics in Geomatics	2	1	2
GS1610	Surveying and Mapping	3	2	3
GS3210	GIS Capstone Project	5	3	6