

A	B	C	D	E	F	G	H	I	J	K	
1	Institution/Government/Company	Faculty-Department/Ministry-Branch/Company	Program Name	Course Name(s)	Course Snapshot	Prerequisites	Duration	Delivery Method	Cost	Web-sites	Links to Role
2	<b>GIS and Natural Resources</b>										
3	Northwest Community College	Coastal Guardian Watchmen Network	Coastal Guardian Watchmen Training Program	Certificate Program: Safety & Preparedness; Cultural Knowledge & Interpretation; Communications & Information; Monitoring & Compliance; Coastal Natural Resources & Ecology and a Diploma Program: specializing in forestry, fisheries or parks/tourism	An accredited program focused on monitoring land and water-based resource activities throughout their respective traditional territories on the Central and North Coast of British Columbia.	Grade 10 is recommended but it is recognised that some people who may not have completed Grade 10 have performed or are able to learn and perform skills required to be a Guardian Watchman	Certificate is 1 year; Diploma is 2 years	Delivered by Northwest Community College	\$945/module	<a href="http://www.nwcc.bc.ca/Programs/CoastGuardianTraining.cfm">http://www.nwcc.bc.ca/Programs/CoastGuardianTraining.cfm</a>	Resource, land use or environmental planning
4	Northwest Community College	Centre for Sustainable Environments	Biocultural Studies Haida Gwaii Field School	Introduction to Ecology and Archaeology of Northwestern British Columbia	Biocultural studies support conservation, restoration and local control of resources including new out-of-the-box perspectives on how governments, industry, NGO's and local people can work together for an ecologically sustainable and just society.	University Entrance	2 weeks	The Haida Gwaii Field School enlists local knowledge experts to assist in delivering the two introductory courses	Check with college	<a href="http://www.nwcc.bc.ca/HaidaGwaii/Index.cfm#4">http://www.nwcc.bc.ca/HaidaGwaii/Index.cfm#4</a>	Resource, land use or environmental planning
5	Northwest Community College	Prince Rupert Campus	Applied Coastal Ecology (ACE)	ACE program include: Wildlife Identification, Habitat & Population Management, Foreshore & Aquatic Population Monitoring, Coastal Forest Measurements, Stream Habitat Assessment & Restoration, Temperate Rainforest Ecology, Introduction to Mariculture Species and Techniques, Salmon ID, Life Cycles & Rearing, Groundfish & Herring ID & Field Techniques, Shellfish ID & Field Techniques.	Delivers the applied biological & ecological skills needed to work in coastal ecosystems around the world	Prerequisites to the program are on a course-by-course basis. The prerequisites for individual courses are outlined in the course descriptions	Has intake periods in September and January. Students may attend full or part time. Certificate (1 year) or Diploma (2 years) available	The training is highly practical, balancing theory with application. The program is designed to deliver both the technical skills sought by employers and the university credits needed to transfer towards related bachelor degree programs at most universities	Certificate \$5242; Diploma \$6272	<a href="http://www.nwcc.bc.ca/Programs/ACE/ace_overview.cfm">http://www.nwcc.bc.ca/Programs/ACE/ace_overview.cfm</a>	Resource, land use or environmental planning
6	Northwest Community College	Prince Rupert Campus	Coastal Eco-Adventure Tourism	A range of courses consistent with a career in the adventure tourism industry	Is an innovative program designed to address the growing demand for trained professionals in this field.	Admission to this program is on a course by course basis.	1 year	The program involves participation in both theoretical and practical learning environments. Theory classes are conducted in the classroom setting where most appropriate and classes are generally delivered over a six-hour day. Practical activities are taught in their natural environment and will require student participation twenty-four hours per day for up to three weeks at a time.	\$7,200	<a href="http://www.nwcc.bc.ca/programs/ceat.cfm">http://www.nwcc.bc.ca/programs/ceat.cfm</a>	Resource, land use or environmental planning
7	Pacific Marine and Analysis Research Association		Ecosystem Based Management	MARXAN	Marxan is a software program used to support the design of marine and terrestrial reserves worldwide	Computer Basics	1 to 2 days	Classroom computer training	approx \$500	<a href="http://www.pacmara.org/">http://www.pacmara.org/</a>	Resource, land use or environmental planning
8	Northwest Community College	Continuing Education	School of Exploration and Mining Courses & Programs	A range of courses consistent with a career in exploration and mining	The School was created in direct response to industry needs for a local skilled labour force.	Prerequisites to the program are on a course-by-course basis.	Varies by course	A mix of classroom, camp and field training	Varies by course	<a href="http://www.nwcc.bc.ca/SEM/index.cfm">http://www.nwcc.bc.ca/SEM/index.cfm</a>	Resource, land use or environmental planning

A	B	C	D	E	F	G	H	I	J	K	
Institution/Government/Company	Faculty-Department/Ministry-Branch/Company	Program Name	Course Name(s)	Course Snapshot	Prerequisites	Duration	Delivery Method	Cost	Web-sites	Links to Role	
1	Vancouver Island University	Extension Program	Natural Resources Extension Program	<p>A range of 1 to 3 day courses in: aquatic, environmental monitoring, erosion and sediment control, riparian and fisheries. Certificate programs in Aboriginal Environmental Technician Certificate Program (25-day) Fisheries Field Technician Certificate Program (25-day), Essential Fisheries Field Skills Certificate Program (10 day) Environmental Monitoring Certificate Program (18-day); Environmental Professional Certificate Program (6 month). A Diploma Program in First Nation Fisheries Technologist Diploma Program (2-year)</p>	Applied, short (1-3 day), courses and longer-term accredited certificate and diploma programs for natural resource professionals.	Varies by course	A mix of classroom, camp and field training	Varies by course	<a href="http://www.mala.ca/nrep/programs.aspx?dept=environment">http://www.mala.ca/nrep/programs.aspx?dept=environment</a>	Resource, land use or environmental planning	
9	Nicola Valley Institute of Technology	Merritt only	Natural Resource Technician Certificate, Natural Resource Technology Diploma	A range of natural resource courses and related tools.	Program provides training that reflects traditional native ethics of respect and care in the management and protection of forests, grassland, range, fish, wildlife and other wilderness resources. Increasing public and government awareness of environmental issues is creating a demand for trained Natural Resource Technologists who are sensitive to, and understanding of, environmental issues. The NRT diploma is recognized by the Association of British Columbia Forest Professionals (ABCFF) for graduates applying for registration with the ABCFF as Trainee Forest Technologists (TFT)	Grade 12 graduation	Certificate is 1 year; Diploma is 2 years	A mix of classroom and field training	approx \$4000/year	<a href="http://www.nvit.bc.ca/dept.aspx?deptID=4">http://www.nvit.bc.ca/dept.aspx?deptID=4</a>	Resource, land use or environmental planning
10	British Columbia Institute of Technology	Natural Resources	Natural Resources Certificate	<p>Technical Communication, Applied Mathematics for Sustainable Resource Management, Introduction to Geology, Field Safety, Ecology, Environmental Climatology, Earth Science, Water Classification and Sampling, Introduction to Soils, Map and Aerial Photograph Interpretation, Natural Resource Field Survey, Introduction to Sustainable Resource Management, Aboriginal History and Awareness, Statistics 1 for Sustainable Resource Management, Field Safety, Work Practicum, Introduction to Computer Applications and GPS, Resource Roads and Trails, SRMT 2600 Fire Control, Introduction To Forest Health, Natural Resource Sampling and Survey Applications, Vegetation Treatment Skills, Establishing Plant Communities, Natural Resource Industries</p>	Provides you with a broad range of resource management skills that you can apply in both urban and rural settings. As a graduate of the certificate program, you will have the safety, field and academic training needed for Sustainable Resource Management technician jobs	High School Graduation or Equivalent	Certificate is 1 year	The SRM program is offered on a part-time studies basis, so you can take the program at your own pace (subject to time limits set by BCIT policy). Lecture and lab courses are scheduled in the evening when possible. Courses that require visits to field sites are offered during daylight hours either on a weekday or on Saturdays.	approx \$5000	<a href="http://www.bcit.ca/study/programs/2275cert">http://www.bcit.ca/study/programs/2275cert</a>	Resource, land use or environmental planning
11											

A	B	C	D	E	F	G	H	I	J	K		
Institution/Government/Company	Faculty-Department/Ministry-Branch/Company	Program Name	Course Name(s)	Course Snapshot	Prerequisites	Duration	Delivery Method	Cost	Web-sites	Links to Role		
1												
12	British Columbia Institute of Technology	Natural Resources	Sustainable Resource Management, either Environmental or Community Planning Option or Forest Management Option	See site for listing of courses tailored to each option.	The Forest Management (FM) Option will prepare graduates for a wide range of occupations in forestry. The Environmental and Community Planning (ECP) option is focused on field and technical skills related to land management, planning, and mapping aspects of sustainable resource management for both the urban and rural setting.	High School Graduation or Equivalent	Diploma is 2 years full time		The SRM program is offered on a part-time studies basis, so you can take the program at your own pace (subject to time limits set by BCIT policy). Lecture and lab courses are scheduled in the evening when possible. Courses that require visits to field sites are offered during daylight hours either on a weekday or on Saturdays.	Approx \$5000/ year	<a href="http://www.bcit.ca/study/programs/727adilt">http://www.bcit.ca/study/programs/727adilt</a>	Resource, land use or environmental planning
13	British Columbia Institute of Technology	Natural Resources	Renewable Resources Fish, Wildlife and Recreation	Courses cover the management of fish, wildlife and wild land recreation and includes habitat ecology, environmental inventory techniques and environmental law with respect to these resources	Program is geared towards those that have a keen interest in the outdoors as well as the environment. The program entails all aspects of fisheries and wildlife management while also covering BC's park systems and the outdoor recreation sector in depth.	High School Graduation or Equivalent	Diploma is 2 years	Full Time		Approx \$5000/ year	<a href="http://www.bcit.ca/study/programs/7200dilt">http://www.bcit.ca/study/programs/7200dilt</a>	Resource, land use or environmental planning
14	Camosun College	Environmental Technology	Diploma in Environmental Technology	Courses in the areas of: aquatic monitoring, GIS map-reading, field safety, soil classification, sustainable resource and waste management, horticulture and biodiversity, air quality, environmental impact assessments, and more.	Provides academic expertise combined with hands-on laboratory and field skills to prepare you for immediate work. Environmental Technologists work within assessment teams, collecting, collating and presenting information that will help decision-makers understand how their decisions will affect the Earth and its inhabitants.	C+ or better in Eng 12 and Math 12, C or better in Biology 12, Chemistry 12 and Physics 11	Diploma is 2 years	Full Time		approx \$10,000	<a href="http://camosun.ca/learn/programs/envt/">http://camosun.ca/learn/programs/envt/</a>	Resource, land use or environmental planning
15	Camosun College	Anthropology	Certificate in Archaeological Field Assistant	will teach a diverse set of skills, such as using survey equipment, recording sites, basic artifact identification, and you will learn how to identify and document culturally modified trees. Students are also introduced to provincial heritage legislation, First Nations traditional heritage management and perspectives of archaeology	Students interested in working as a crew member on these field projects or First Nations community members interested in participating in cultural resource management within their traditional territories, will find this intensive program useful for learning the applied skills required to perform the job	C or better in Eng 12	4 weekends	on-campus labs and lectures		approx \$600	<a href="http://camosun.ca/learn/programs/archaeological/">http://camosun.ca/learn/programs/archaeological/</a>	Resource, land use or environmental planning
16	College of New Caledonia	Prince George Campus	Aboriginal Forest Resource Technology Diploma	Courses include: Human Relations in Forestry, Forestry Orientation, Fire Management, work and safety skills training, Forestry Orientation and Supported career-related work experience	Job opportunities include Planting supervisor Silviculture survey supervisor Timber cruising, block layout Road layout Harvesting supervisor Fighting forest fires	Grade 10 or equiv.	1 year	Full Time		approx \$550	<a href="http://www.cnc.bc.ca/CNC_Programs/AFRT.htm">http://www.cnc.bc.ca/CNC_Programs/AFRT.htm</a>	Resource, land use or environmental planning

A	B	C	D	E	F	G	H	I	J	K
Institution/Government/Company	Faculty-Department/Ministry-Branch/Company	Program Name	Course Name(s)	Course Snapshot	Prerequisites	Duration	Delivery Method	Cost	Web-sites	Links to Role
17	College of New Caledonia	Prince George Campus	Natural Resources and Environmental Technology (NRET) Diploma	Example courses include: Forest Measurements, Forest Ecology, Forest Measurements, Silvics and Dendrology, Fire Management, Indigenous Plants: Identification, Autoecology & Cultural Uses, An Introduction to the World View of First Nations People, Introduction to Forest Soils, Outdoor Recreation and Tourism, Ornithology & Mammalogy, Introduction to Earth Sciences, Aerial Photography and Image Interpretation, Geomatics and Cartography, Silviculture, Natural Resource Finance, Habitat Management, Forest Health, Natural Resources Policy and Practice, Introduction to Geographic Information Systems  This program teaches skills that are valuable to forestry, oil/gas/mining exploration, utilities sectors, municipalities, parks – you'll be useful to any organization that develops, explores, researches or protects our forests and natural resources	Grade 12 graduation	2 years	Full Time	Approx \$8100	<a href="http://www.cnc.bc.ca/CNC_Programs/NRETEch.htm">http://www.cnc.bc.ca/CNC_Programs/NRETEch.htm</a>	Resource, land use or environmental planning
18	College of New Caledonia	Valemont Campus	Northern Outdoor Recreation and Ecotourism (NORE)	Sample courses: Introduction to Tourism and Ecotourism, Interpretive Guiding Skills, Wilderness First Aid for Leaders, Environmental Stewardship, Leadership in Tourism, Entrepreneurship in Ecotourism, Trip Planning and Emergency Situation Management, Cross Country Ski Touring, Natural History...  Get the skills you need to work in the outdoor recreation industry.	Grade 12 graduation	9 months	Full Time	Approx. \$7100	<a href="http://www.cnc.bc.ca/CNC_Programs/NORE.htm">http://www.cnc.bc.ca/CNC_Programs/NORE.htm</a>	Resource, land use or environmental planning
19	Douglas College	Earth and Environmental Sciences	Diploma in Earth or Environmental Science	Introduction to Earth Sciences, History of the Earth, Natural Disasters, Marine Geology, Introduction to Mineralogy, Palaeontology: Life Through Time, The Solid Earth: A Close Up Look at Rocks, Ancient Environments, Environmental Issues, Introduction to Environmental Science, Geomorphology, Introduction to Hydrology  fundamental purpose of this program is to cultivate an awareness of how the earth works and to prepare students to go on in programs in the Earth Sciences (Geology), Environmental Sciences or Geotechnical Engineering.	Grade 12 graduation with C or better in English	2 years	Full Time	Approx \$3000	<a href="http://www.douglas.bc.ca/calendar/programs/pgeol.htm">http://www.douglas.bc.ca/calendar/programs/pgeol.htm</a>	Resource, land use or environmental planning
20	Langara College	Environmental Studies	Programs include: Citation, Diploma, Associate	Example courses: Environmental Studies Program Seminar, Environmental Problems and Solutions, Environmental Issues, Appropriate Technology for International Aid, Environmental Law, Field School  An interdisciplinary program within the drawing from four critical study areas - biology, chemistry, English, geography – as well as including a number of specific environmental courses.	Varies by Program	Varies by program	Full Time	Depends on Program	<a href="http://www.langara.bc.ca/liberal-arts/environmental-studies/index.htm">http://www.langara.bc.ca/liberal-arts/environmental-studies/index.htm</a>	Resource, land use or environmental planning
21	Selkirk College (Nelson)	School of Renewable Resources	Certificate of Renewable Energy Technician	Courses include: Conservation I: Energy and the Environment, Electrical Fundamentals, Principles of Heat Transfer and Electronic Controls; Field Skills, Computer Applications, Technical Mathematics, Biomass Energy Systems, Green Electricity: Small Hydro, Wind Power, Solar PV Energy Systems, Green Heat: Solar Thermal and Geoechange Systems, Introduction to Geographic information Systems  The one year certificate prepares students for entry level jobs in area's such as energy auditing, public education of renewable energy options, site evaluation and data collection.	Grade 12 with Co or better in English and C+ or better in math	1 year	Full Time	approx \$6100	<a href="http://selkirk.ca/programs/academic/programs/renewable-energy/">http://selkirk.ca/programs/academic/programs/renewable-energy/</a>	Resource, land use or environmental planning

A	B	C	D	E	F	G	H	I	J	K	
1	Institution/Government/Company	Faculty-Department/Ministry-Branch/Company	Program Name	Course Name(s)	Course Snapshot	Prerequisites	Duration	Delivery Method	Cost	Web-sites	Links to Role
22	Selkirk College	School of Renewable Resources (Castlegar)	Forest Technology Diploma	A range of courses in applied ecology, planning, regeneration, inventory, hydrology, habitat and forest protection	This program emphasizes an ecological approach to forest land management	Grade 12 graduation with BIOL 11, ENGL 12, and Principles of MATH 11 with a "C+"	2 years	Full Time	approx \$7500	<a href="http://selkirk.ca/programs/rr/academic-programs/forest-technology/">http://selkirk.ca/programs/rr/academic-programs/forest-technology/</a>	Resource, land use or environmental planning
23	Selkirk College	School of Renewable Resources (Castlegar)	Integrated Environmental Planning Diploma	A range of courses in Geographic Information Systems (GIS) data entry and spatial analysis using Arc GIS and other software, environmental chemistry, ecology, hydrology, communication, economics, and planning to name a few	Technologists capable of assisting in all areas of environmental assessment and monitoring. Program graduates are familiar with planning processes and their respective environmental information needs.	Grade 12 graduation with BIOL 11, ENGL 12, and Principles of MATH 11 with a "C+"	2 years	Full Time	approx \$7500	<a href="http://selkirk.ca/programs/rr/academic-programs/integrated-environmental-planning/details/">http://selkirk.ca/programs/rr/academic-programs/integrated-environmental-planning/details/</a>	Resource, land use or environmental planning
24	Selkirk College	School of Renewable Resources (Castlegar)	Recreation, Fish and Wildlife Diploma	First year courses in resource skills, knowledge and attitudes in: inventory, measurement, mapping, communications, math, and interpretation. Second year of each program synthesizes the skills, knowledge, and attitudes of first year with applied management, planning, and advanced techniques and principles.	To provide relevant learning experience for individuals seeking careers in parks, forest recreation, fish and wildlife management, conservation or commercial recreation. The emphasis of the program is in the growing field of recreation and tourism, and fish and wildlife management in the working forest and in protected areas	Grade 12 graduation with BIOL 11, ENGL 12, and Principles of MATH 11 with a "C+"	2 years	Full Time	Approx \$7500	<a href="http://selkirk.ca/programs/rr/academic-programs/forest-wildlife/details/">http://selkirk.ca/programs/rr/academic-programs/forest-wildlife/details/</a>	Resource, land use or environmental planning
25	Royal Roads	Faculty of Social and Applied Science	Bachelor of Science in Environmental Management (A Masters program in Environment and Management is also available)	A range of courses in environment and land-use planning.	Learners will gain and integrate skills and knowledge in the fields of environmental ecology, atmospheric and ocean sciences, and water and wastewater management	2 years of science focused post-secondary study	25 months	interdisciplinary program which combines three intensive three-week residencies with online learning at distance.	approx \$14,500	<a href="http://www.royalroads.ca/programs/faculties-schools-centres/faculty-social-applied-sciences/en">www.royalroads.ca/programs/faculties-schools-centres/faculty-social-applied-sciences/en</a>	Resource, land use or environmental planning
26	Thomson River University	Natural Resource Science	Bachelor of Natural Resource Science (Also has UBC Forestry transfer option)	A unique combination of courses covering biology, ecology, scientific methods, and sector-specific resource management skills in a cooperative education format	Graduates of the program will be able to effectively interface between diverse interest groups, all having a stake in how our terrestrial and aquatic ecosystems are managed. Upon graduation, students will have acquired a wide range of technical abilities in assessing the status of ecosystems. This assessment covers aspects such as forestry, fisheries, range, and recreation.	Grade 12 graduation with B or better in English and C+ or better in Bio, Chem and Math	four or five years on a full-time basis or up to seven years on a part-time basis	Full or part time on-site	Approx \$14,000	<a href="http://www.wvu.edu/science/nrs/program/programoverview.htm#Program%20Description">http://www.wvu.edu/science/nrs/program/programoverview.htm#Program%20Description</a>	Resource, land use or environmental planning
27	University of Northern BC	First Nations Studies	Certificate in Traditional Environmental Knowledge	A range of courses in traditional knowledge and environmental management	Is a multidisciplinary program allowing individuals to pursue their interests in TEK through a concentrated program of courses on First Nations and Environmental subjects.	Grade 12 graduation with C+ or better in English	Varies	Full or part time on-site	Approx \$4500	<a href="http://www.unbc.ca/calendar/certificates/first-nations/html/tek">http://www.unbc.ca/calendar/certificates/first-nations/html/tek</a>	Resource, land use or environmental planning
28	University of Northern BC	Natural Resources Management	BSc in Natural Resource Management - includes majors in Wildlife and Fisheries, and Resource Recreation. Graduate programs in Natural Resources and Environmental Studies	A range of courses in forestry, outdoor recreation, wildlife and fisheries with focus dependant upon degree.	Develops the knowledge, skills, and competencies required for professional forestry practice.	Grade 12 graduation with B or better in English and C+ or better in Bio, Chem and Math	4 years	Full time on site	approx \$4500/year	<a href="http://www.unbc.ca/forestry/">http://www.unbc.ca/forestry/</a>	Resource, land use or environmental planning

A	B	C	D	E	F	G	H	I	J	K	
Institution/Government/Company	Faculty-Department/Ministry-Branch/Company	Program Name	Course Name(s)	Course Snapshot	Prerequisites	Duration	Delivery Method	Cost	Web-sites	Links to Role	
1											
29	University of Northern BC	School of Environmental Planning	Bachelor Degree in Planning - includes majors in Natural Resource Planning, Northern Rural and Community Planning and First Nations Planning.	A comprehensive program of courses, such as environmental assessment, ecological design, economic development, First Nations planning, land use planning, and sustainable communities	In environmental planning you will study the relationship between people and the environment. You will learn about such things as how to minimize the impact of our daily activities, such as how we travel, the homes we live in, the food we eat, and the natural resources we consume.	Grade 12 graduation with B or better in English and C+ or better in Bio, Chem and Math	4 years	Full time on site	approx \$4500/year	<a href="http://www.unbc.ca/planning/index.html">http://www.unbc.ca/planning/index.html</a>	Resource, land use or environmental planning
30	University of Victoria	Continuing Studies	Restoration of Natural Systems - Certificate or Diploma	The courses are aimed at broadening your knowledge about what is required to complete restoration projects that will consider the complexity of natural systems (rather than fix a specific problem without regard for the whole system).	Ecological restoration is a means of sustaining the diversity of life on Earth and re-establishing an ecologically healthy relationship between nature and culture. This includes consideration of critical ranges of variability in biodiversity, ecological processes and structures, regional and historical contexts, and sustainable cultural practices.	professionals who are working in the areas of environmental conservation and restoration, or policy formation or planning	may take up to six years to complete the diploma	on-campus immersion courses, during evenings, and through distance education	approx \$500/course	<a href="http://www.uvic.ca/restore/">http://www.uvic.ca/restore/</a>	Resource, land use or environmental planning
31	Simon Fraser University	Faculty of Environment	offers undergraduate programs leading to BA and B.Sc. degrees. At the graduate level, students may complete MA, MSc, or MRM degrees and doctorates (PhDs). It also offers certificates and diploma programs and is considering other degree options.	Will acquire competencies in core areas of environmental study, and foundational skills in communications, critical thinking and analysis. They will study the environment as it relates to natural science, social science, and policy science frameworks and can participate in fieldwork, internships and the co-op program. SFU has a long history of engaging with the local community to conduct research on environmental issues, resulting in a wealth of interdisciplinary expertise in areas such as managing natural resources, understanding human settlements or investigating the history and impact of climate change	Encompasses the School of Resource and Environmental Management, the Department of Geography, the Environmental Science program, the Centre for Sustainable Community Development and the Graduate Certificate in Development Studies.	Varies with Program	Varies with Program	Generally full time on campus	Varies with Program	<a href="http://www.fenv.sfu.ca/">http://www.fenv.sfu.ca/</a>	Resource, land use or environmental planning
32	University of British Columbia	Faculty of Forestry	Offers 4 bachelor degree programs including: Forest Science, Natural Resources Conservation, Forest Resources Management and Wood Products Processing	See respective program calendars	Provides an outstanding education in forestry and conservation that is integrated, international, and experiential. We undertake significant, innovative research, and promote an interdisciplinary environment that attracts world-class scholars and graduate students. We engage indigenous peoples, in Canada and abroad, in their stewardship of forest lands. We foster public understanding of, and actively promote sustainable approaches to, regional and global natural resource and conservation challenges.	High School Graduation or Equivalent with Eng 12 plus 3 other grade 11/12 courses	4 years	Full time on campus	Approx \$5000/year	<a href="http://www.forestry.ubc.ca/frm/Home/tabid/789/language/en-US/Default.aspx">http://www.forestry.ubc.ca/frm/Home/tabid/789/language/en-US/Default.aspx</a>	Resource, land use or environmental planning

A	B	C	D	E	F	G	H	I	J	K
Institution/Government/Company	Faculty-Department/Ministry-Branch/Company	Program Name	Course Name(s)	Course Snapshot	Prerequisites	Duration	Delivery Method	Cost	Web-sites	Links to Role
33	University of British Columbia	Institute for Resources, Environment and Sustainability	Resource Management and Environmental Studies provides both Masters and Doctors programs and a Watersheds Management Certificate	The academic program is flexible and, to a large extent, tailored to the educational goals of the student.	Program's research activities address a range of topics related to land management, environmental assessment, policy analysis, coastal zone management, fisheries management, agroforestry, water resource management, hydrology, energy, negotiation issues, risk perception and assessment, issues of governance, science and policy, and community development.	Bachelor's in related discipline	Generally full time on campus with workshops and seminars are common academic formats.	Approx \$4000 to \$5000/year	<a href="http://www.ires.ubc.ca/academic/index.html">http://www.ires.ubc.ca/academic/index.html</a>	Resource, land use or environmental planning
34	University of Northern British Columbia	Continuing Studies	Geographic Information Systems Certification	Data Creation and Manipulation, Software Customization, Data Symbolization, Labelling and Map Elements, Geodatabases, Attributes and Data Conversion, Vector GIS Analysis and Modelbuilder, Raster GIS Analysis	UNBC Continuing Studies is pleased to offer the following Certificate in Geographic Information Systems. Students who successfully complete all six courses will be issued a UNBC Continuing Studies Certificate in Geographic Information Systems (GIS).	no prerequisites for participation	Face to face. Non-credit courses in the GIS Certification are normally scheduled twice per year, once in the Fall and once in the Spring.	Each module: \$295 + GST	<a href="http://www.unbc.ca/continuingstudies/certificates/gis.html">http://www.unbc.ca/continuingstudies/certificates/gis.html</a>	GIS Technician/Analyst
35	University of Northern British Columbia	GIS and Remote Sensing Lab	GIS and Remote Sensing	Introduction to GIS for the Social Sciences; Cartography & Geomatics; Geographical Information Systems; Advanced GIS; Remote Sensing; Advanced Remote Sensing; Independent Studies; Natural Resources & Environment Management; Spatial Planning with Geographical Information Systems (GIS);	Courses involving hands-on experience with both GIS and remote sensing tools	Varies with course	Generally one semester ( 3 to 4 months)	Courses range from \$150 to \$300 each	<a href="http://www.gis.unbc.ca/index.php">http://www.gis.unbc.ca/index.php</a>	GIS Technician/Analyst
36	Vancouver Island University	Science and Technology Programs	Advanced Diploma in GIS Applications	Foundations of Geographic Information Systems; Geodatabases; General Spatial Analysis; Advanced Applied Spatial Analysis; Remote Sensing & Digital Image Processing; Global Positioning Systems and Survey Analysis; Programming Foundations; Visual Programming for GIS; Management Issues in GIS; Internet GIS	Provides skills training in geographic information systems (GIS) to university and college graduates who wish to strengthen their employment opportunities in GIS applications – an area that is in high demand around the world. During this intensive program delivered over two terms, students will learn to use GIS as a spatial informational and problem-solving tool. Content is equally divided between developing hands-on competency in GIS technology and using GIS as a tool in resolving geographic problems through assignments and project work.	University degree or technical diploma from an accredited college or institute.	ESRI's ArcGIS is the main software package used in the delivery of this program. Published materials and instructional courseware packages will provide support for each course. A select number of course modules, available through ESRI's Virtual Campus, will be incorporated into the delivery of specific courses. Use of these modules enables students and instructors to keep pace with changes in the world's most popular GIS package – ArcGIS. All students are required to complete a nine-week GIS project in the second term of the program.	Tuition is \$8,500	<a href="http://www.viu.ca/adgisa/">http://www.viu.ca/adgisa/</a>	GIS Technician/Analyst
37	Camosun College	Geography	First Nations Civil Engineering Technology Access	Courses in math, physics, graphics, computing, English and problem solving	Nations Civil Engineering Technology Access (FNCAP) provides the key for First Nations students to a career in the field of Civil Engineering. FNCAP is a six month long program designed to lay a strong foundation in Math, Physics and English. Along with this, you'll participate in First Nations community awareness courses. Skill building courses are offered in computer assisted drafting, surveying and Geographic Information systems. Upon completion you'll have acquired: entrance requirements to the Civil Engineering Technology program	High school with C in English 10 and B in Math 10	8-month Program - In Class; 12-month Program - online	The training facilities that you'll be using in the Civil Engineering Programs are located at Camosun's Interurban Campus in the Technologies Centre. In addition to classroom facilities, the department has several specialty labs available.	<a href="http://camosun.ca/learn/programs/civilna/cc/index.html">http://camosun.ca/learn/programs/civilna/cc/index.html</a>	GIS Technician/Analyst

A	B	C	D	E	F	G	H	I	J	K	
Institution/Government/Company	Faculty-Department/Ministry-Branch/Company	Program Name	Course Name(s)	Course Snapshot	Prerequisites	Duration	Delivery Method	Cost	Web-sites	Links to Role	
1											
38	Okanagan College (Salmon Arm)	Okanagan College GIS	GIS Certificate	Includes courses in GIS Basics and Applications, Programming and Automation and Advanced Arc/Info	This program is designed to take students without previous GIS knowledge to an advanced level of competence using ArcGIS/Arcinfo running on Windows XP Professional.	Grade 12 or equivalent, MSCB 101 Operating Systems Introduction, MSSS 101 Spreadsheets Introduction Excel, MSDM 101 Data Management Introduction Access or equivalent knowledge	20 week	face to face	\$7,495.00	<a href="http://www.okanagan.bc.ca/departments/cs/programs/certificates/Computer_and_Technology_Programs/GIS_Certificate.html">http://www.okanagan.bc.ca/departments/cs/programs/certificates/Computer_and_Technology_Programs/GIS_Certificate.html</a>	GIS Technician/Analyst
39	Okanagan College (Salmon Arm)	Okanagan College GIS	GIS Training	Introduction to ArcGIS 1 and 2 for First Nations, ArcPad GIS/GPS for Handheld PDA's, Introduction to ArcGIS 1 and 2 for Forestry, Introduction to ArcGIS 1 and 2	A suite of courses tailored to the needs of the student from Agriculture to Forestry, First Nations to the Municipal-level, we can help you learn the industry-standard software from ESRI, ArcGIS.	No prerequisites	2 to 3 day courses	face to face	\$650 to \$835	<a href="http://www.okanagan.bc.ca/regional/Shuswap_Revelstoke_Region/Courses_and_Programs_at_Salmon_Arm_campus/Geographic_Information_Systems_GIS.html">http://www.okanagan.bc.ca/regional/Shuswap_Revelstoke_Region/Courses_and_Programs_at_Salmon_Arm_campus/Geographic_Information_Systems_GIS.html</a>	GIS Technician/Analyst
40	Selkirk College	Academic Programs Renewable Resources	Geographic Information Systems: Advanced Diploma	GIS Applications, Applications, Introduction to Remote Sensing, GIS Data Management, Cartography and Mapping Fundamentals, GIS Professional Development, Multimedia, Introduction to GPS, Visual Basic, Introduction to Remote, Database Systems, CAD Mapping, Internet Mapping, Advanced GIS, Project Management, Modeling and Customization, Spatial Statistics	the program provides opportunities for learners to work on real world projects that require the latest technology enabling them to build advanced expertise in Geographic Information Systems, (GIS) remote sensing, Internet mapping technology, database management applications, global positioning systems (GPS), 3D visualization and a variety of related software applications.	The minimum requirement for entry is completion of a recognized college diploma/associate degree or applied/academic degree from an accredited post secondary institution in a related discipline.	one year	face to face plus opportunity for coop, Castlegar	Tuition: \$4848; Other fees: \$1351.72	<a href="http://www.selkirk.bc.ca/programs/tr/academic/programs/gis/advanced-diploma/">http://www.selkirk.bc.ca/programs/tr/academic/programs/gis/advanced-diploma/</a>	GIS Technician/Analyst
41	British Columbia Institute of Technology	Engineering, Applied and Natural Sciences	Geographic Information Systems - Advanced Diploma	GIS Programming, Fundamentals of GIS, Fundamentals of Mapping, CAD for GIS, GIS Project Planning, ArcGIS, GIS Computing and the Internet, GIS Database Systems, GIS Remote Sensing, Data Management and Analysis, Technical Issues in GIS, Spatial Analysis, GIS Digital Mapping and Cartography, Geospatial Systems, Customization and Modelling, Management Issues in GIS, GIS Project, GIS Industry Practicum	The curriculum combines theory and practice and covers GIS principles, training in GIS software, technical issues, remote sensing, digital mapping and management issues. Students must also successfully complete a supervised work experience before graduation. This may be either an industry project or an industry practicum.	A Diploma of Technology, or a University degree, or an Associate degree with C or better in ENG 12	9 months	Full time or part time	approx \$6909	<a href="http://www.bcit.ca/student/programs/9100fadvdip">http://www.bcit.ca/student/programs/9100fadvdip</a>	GIS Technician/Analyst

A	B	C	D	E	F	G	H	I	J	K
Institution/Government/Company	Faculty-Department/Ministry-Branch/Company	Program Name	Course Name(s)	Course Snapshot	Prerequisites	Duration	Delivery Method	Cost	Web-sites	Links to Role
1										
42	Justice Institute of British Columbia	Emergency Management Division	various programs	Introduction to Geographic Information Systems for Emergency Management	This course will provide those involved in emergency management with an introduction to a powerful tool used in decision-making and analysis of emergency events. This tool, Geographic Information Systems (GIS), can assist emergency management and first responders in preparing for, and responding to a wide variety of emergencies. In this course, students will spend time in a computer lab as well as the Public Safety Simulation Lab in order to get acquainted with some real – world experiences and valid applications of GIS.	NA	14 hours	face to face	NA	<a href="http://learning.jibc.ca/TP2005/tp2000web.d/ll/Public%20Course/COURSENO=COUR2008071010390907181044">http://learning.jibc.ca/TP2005/tp2000web.d/ll/Public%20Course/COURSENO=COUR2008071010390907181044</a> GIS Technician/Analyst
43	ESRI Canada	ESRI Canada Training Solutions	Training Centre Locations Instructor-Led Training Courses	Training courses available include desktop, server, extensions, and third party products as well as industry-specific solutions.	ESRI Canada offers 38 ESRI Technology Training courses for new and advanced users, developers, system architects, database administrators, and managers.	Depends on course	2 to 5 days.	Face to face with Training Centres in Kelowna, Victoria and Vancouver	Depends on course	<a href="http://www.esri.ca/en/gish/CourseSearch.asp">http://www.esri.ca/en/gish/CourseSearch.asp</a> GIS Technician/Analyst
44	ESRI Canada	ESRI Canada Training Solutions	Mobile Training Centre	Training courses available include desktop, server, extensions, and third party products as well as industry-specific solutions.	ESRI Canada offers 38 ESRI Technology Training courses for new and advanced users, developers, system architects, database administrators, and managers.	Depends on course	2 to 5 days.	A set of laptops loaded with ESRI technology and course data required to deliver our training course at your location - no set up is required by the client hosting the training. ESRI Canada instructors will travel anywhere in the country and provide standard or customized training	Depends on course	<a href="http://www.esri.ca/en/gish/1290.asp">http://www.esri.ca/en/gish/1290.asp</a> GIS Technician/Analyst
45	ESRI Canada	ESRI Canada Training Solutions	Virtual Campus	Training courses available include desktop, server, extensions, and third party products as well as industry-specific solutions.	ESRI Canada offers 38 ESRI Technology Training courses for new and advanced users, developers, system architects, database administrators, and managers.	Depends on course	Self-paced training	Internet based	Depends on course	<a href="http://campus.esri.com/">http://campus.esri.com/</a> GIS Technician/Analyst
46	ESRI	ESRI	Self-Paced Training	Planning for a GIS	This course teaches a proven planning methodology that can be used to successfully implement a GIS.	None	9 Modules (27 hours)	Internet based	TBD	<a href="http://training.esri.com/acb2000/showdett.cfm?DID=6&amp;ProductID=574">http://training.esri.com/acb2000/showdett.cfm?DID=6&amp;ProductID=574</a> GIS Technician/Analyst
47	Pitney Bowes MapInfo	North American Training Offerings	Standard Courses	Detailed software training programs for our core applications, designed for end users or developers with skill levels ranging from beginner to advanced.	Offers many training options to help accomplish your goals and make the most of your mapping technology investment.	Depends on course	Depends on Course - generally 2 to 5 days.	Programs are offered at authorized training centers or on site and custom programs can be developed to meet your specific training needs. (Note: No training centres in Canada)	Depends on course	<a href="http://www.mapinfo.com/solutions/services/training">http://www.mapinfo.com/solutions/services/training</a> GIS Technician/Analyst
48	Thompson River Mapping		Custom GIS Courses	Tailored to client needs	Tailored to client needs	No prerequisites	Varies with program	face to face on client site	varies with program	<a href="http://thompsonrivermapping.com">http://thompsonrivermapping.com</a> GIS Technician/Analyst
49	Justice Institute of British Columbia	Police Academy	various programs	Introduction to Computer Based Investigations	In this course learners will develop competent strategies for using computers and technology to conduct investigative research, and assist them in validating and analyzing findings. They will be introduced to sources of information available through text, database, Internet and government sources, and to law enforcement specific databases. The course will also highlight emerging technologies for use in law enforcement and investigations.	NA	42 hours over 13 weeks	face to face	NA	<a href="http://learning.jibc.ca/TP2005/tp2000web.d/ll/Public%20Course/COURSENO=COUR2008071010390907181044">http://learning.jibc.ca/TP2005/tp2000web.d/ll/Public%20Course/COURSENO=COUR2008071010390907181044</a> Analyst (Law Enforcement)

A	B	C	D	E	F	G	H	I	J	K	
Institution/Government/Company	Faculty-Department/Ministry-Branch/Company	Program Name	Course Name(s)	Course Snapshot	Prerequisites	Duration	Delivery Method	Cost	Web-sites	Links to Role	
1											
50	Natural Resources Canada	Canada Centre for Remote Sensing	Outreach Materials	Digital Images and Digital Analysis Techniques, Fundamentals of Remote Sensing, Image Interpretation Quiz, Radar Polarimetry, Radar Remote Sensing, Radar and Stereoscopic, RADARSAT-1 Stereo Advisor, Satellite Data Reception	A number of tutorials and various training modules targeted at more effective utilization of remotely sensed data.	None	NA	Self teaching, interactive web-based modules.	No Cost	<a href="http://ccrs.nrcan.gc.ca/resource/index_e.php">http://ccrs.nrcan.gc.ca/resource/index_e.php</a>	Natural Resource Technology
51	Natural Resources Canada	Mapping Services	Centre for Topographic Information	Topo 101	To help you understand what topographic maps are and how to use them	None	NA	Self teaching, interactive web-based modules.	No Cost	<a href="http://maps.nrcan.gc.ca/topo101/index_e.php">http://maps.nrcan.gc.ca/topo101/index_e.php</a>	Natural Resource Technology
52	Natural Resources Canada	Mapping Services	National Airphoto Library	Air Photos 101 - Principles of Aerial Photography	This material will help you understand the fundamentals of aerial photography by explaining some basic technical concepts and providing many samples of the images available from the National Air Photo Library (NAPL) of Natural Resources Canada. It also introduces air photo interpretation and provides advice on how to search for and purchase aerial photographs from NAPL.	None	NA	Self teaching, interactive web-based modules.	No Cost	<a href="http://airphotos.nrcan.gc.ca/photos101/index_e.php">http://airphotos.nrcan.gc.ca/photos101/index_e.php</a>	Natural Resource Technology
53	Environment Canada	Canadian Environmental Assessment Agency		Courses offered: Interest-based Negotiation in Environmental Assessment; Introduction to the Canadian Environmental Assessment Registry; Orientation to the Canadian Environmental Assessment Act; Screenings under the Canadian Environmental Assessment Act; Strategic Environmental Assessment	Working in partnership with experts and practitioners, the Agency develops and delivers training to assist the federal government and others in meeting their obligations under the Canadian Environmental Assessment Act.	None	Interest-based Negotiation in Environmental Assessment (3 days/\$325); Introduction to the Canadian Environmental Assessment Registry (1 Day); Orientation to the Canadian Environmental Assessment Act (1 Day/\$99); Screenings under the Canadian Environmental Assessment Act (2 days/\$338); Strategic Environmental Assessment (half day/free)	face to face	Under Duration	<a href="http://www.ceaa-acee.gc.ca/014/index_eng.aspx">http://www.ceaa-acee.gc.ca/014/index_eng.aspx</a>	Natural Resource Technology
54	Ministry of Forests	Forest Practices Branch	Enhanced Forestry Program Virtual Resource Centre	A range of training courses in Silviculture Decisions; Growth and Yield; Partial Cutting; Backlog Reforestation; Stand Tending; Forest Health; Habitat/Biodiversity; Adaptive Management	Access to reports, training materials, software tools, and other resources to assist in the cost-effective design, implementation and monitoring of EFP incremental silviculture and reforestation projects.	None	Self-paced training	Online and downloaded materials	No Cost	<a href="http://www.for.gov.bc.ca/hfd/efp/index.htm">http://www.for.gov.bc.ca/hfd/efp/index.htm</a>	Natural Resource Technology

A	B	C	D	E	F	G	H	I	J	K	
Institution/Government/Company	Faculty-Department/Ministry-Branch/Company	Program Name	Course Name(s)	Course Snapshot	Prerequisites	Duration	Delivery Method	Cost	Web-sites	Links to Role	
1											
55	Ministry of Forests	Forest Practices Branch	Forest Practices Learning Resources	Forest Stand Management: A Workshop for Pruning; Forest Stand Management: Commercial Thinning Workshop; Forest Stand Management: Forest Fertilization Workshop; Forest Stand Management: Stand Density Management; Forest Stand Management: Wood Quality; FRPA Range Training Guide; How to Determine Site Index in Silviculture; Introduction to Silvicultural Systems (HTML); Introduction to Silvicultural Systems (Flash); Karst Management Handbook Training; Managing Karst Through Best Practices; Microsite Planting Presentations; Range Use Plan Primer; Range Use Plan Training; Root Disease Management Course; Stand Level Biodiversity; Visual Landscape Design – Interactive Multimedia Training; Windthrow Course	This center provides web-based access to forest and range related training materials, training software and courses.	None	Self-paced training	Online and downloaded materials	No Cost	<a href="http://www.for.gov.bc.ca/hfp/meta/training.htm">http://www.for.gov.bc.ca/hfp/meta/training.htm</a>	Natural Resource Technology
56	Woodland Operations Learning Foundation (WOLF)	Northern Lakes College Alberta	Environmental Courses	Woodland Water I: Water Quality, Erosion Control and Crossing Construction, Woodland Water II: Crossing Monitoring and Inspections, Woodland Water III: Water Legislation and Hydrology, Forest Stewardship, Insects, Diseases and Weeds in Alberta's Forests, Waste Management, Forest Certification, Woodland Operations Spill Response, Woodland Wildlife and Biodiversity, Fire Prevention During Forest Operations, Forest Soils, Forest Stewardship, Woodland Wildlife and Biodiversity	Courses explain science, regulation and best practice.	WOLF Member Organization	Varies with course	Northern Lakes College will act as a facilitator, and the program will be housed at the Slave Lake Campus; however delivery can take place anywhere	Varies with course	<a href="http://www.wolf.ca/index.html">http://www.wolf.ca/index.html</a>	Natural Resource Technology
57	Nicola Valley Institute of Technology	Natural Resource Technology Department	Natural Resource Technician Certificate and Technology Diploma	IM/IT related courses include: Photo Interpretation and Mapping, Natural Resource Computing Applications, Introduction to Geographic Information Systems	The program provides training that reflects traditional native ethics of respect and care in the management and protection of forests, grassland, range, fish, wildlife and other wilderness resources. Increasing public and government awareness of environmental issues is creating a demand for trained Natural Resource Technologists who are sensitive to, and understanding of, environmental issues.	Grade 12 graduation or equivalent including a 'C' grade minimum in: Applications of Math 11 or Math 050; and, Biology 11 or Biology 050;	Certificate 1 year, Diploma 2 years.	Face to face. The Nicola Valley is located in the midst of some of BC's most extensive and diverse forest and grassland ecosystems. This land base is the "classroom" from which the Natural Resource Technology (NRT) program is delivered.	Certificate approx. \$3868; Diploma approx. \$8018	<a href="http://www.nv.it.bc.ca/dept.asp?deptID=4">http://www.nv.it.bc.ca/dept.asp?deptID=4</a>	Natural Resource Technology (First Nations focus)
58	Integrated Land Management Bureau	GeoBC	GeoBC Web-Tools Training	Level 1 Awareness; Level 2 Knowledge Building; Level 3 Advanced User	Awareness of GeoBC web-tools, how to use them and to apply them.	None	1 or 2 day workshops	Face to face in various locations in the Province	No Cost	Still under development	Natural Resource Technology and GIS Technician
59	BCIT Mining and Mineral Exploration	Joint offering by: BCIT, AMEBC, MABC and EMPR	Aboriginal Minerals Training and Employment Program (AMTEP)	Community Awareness Workshop, MINE 1001 - Introduction to Geology, Prospecting and Exploration, Co-op Associate Certificate in Minerals Technology (TBA)	The aim of the Aboriginal Minerals Training and Employment Program is to increase the participation of Aboriginal people in the minerals sector through a multi-year integrated training and employment program.	Completion of grade 10 or higher including math 10 and science 10	Community Awareness Workshop, MINE 1001 (2 days) - Introduction to Geology, Prospecting and Exploration (2 weeks), Co-op Associate Certificate in Minerals Technology (TBA - 3 months, but up to 1 to 3 years with interspersed work experience)	Training is progressive and designed to build the skills and knowledge needed for employment in the minerals industry at each successive step. Training starts with a two-day community awareness workshop, which progresses to a two-week training course in basic geology, prospecting and mineral exploration. From there students can progress to a three-month BCIT Associate Certificate in mineral exploration and mining, or pursue trades training in a number of different fields. Eventually the training	?	<a href="http://commons.bcit.ca/mining/mine/amte/index.html">http://commons.bcit.ca/mining/mine/amte/index.html</a>	Minerals Technology (First Nations Focus)

A	B	C	D	E	F	G	H	I	J	K	
Institution/Government/Company	Faculty-Department/Ministry-Branch/Company	Program Name	Course Name(s)	Course Snapshot	Prerequisites	Duration	Delivery Method	Cost	Web-sites	Links to Role	
60	Woodland Operations Learning Foundation (WOLF)	Northern Lakes College Alberta	Operational Courses	Maintenance and Service – Introduction, Maintenance and Service - Machine Hydraulics, Maintenance and Service - Machine Electrical Systems, Forest Harvesting Strategies in Alberta, Log Haul Professional Driver Improvement Course (PDIC), Forest Road Construction, Forest Road Maintenance, Forest Road Reclamation, Harvest and Road Layout	Courses explain science, regulation and best practice.	WOLF Member Organization	Varies with course	Northern Lakes College will act as a facilitator, and the program will be housed at the Slave Lake Campus; however delivery can take place anywhere	Varies with course	<a href="http://www.wolf.ca/index.html">http://www.wolf.ca/index.html</a>	Logging Technician
61											
62	Information and Technology Management										
63	North Island College	Computer Science and Information Technology	Information Systems Administration (ISA) Diploma	Introductory Financial , Entrepreneurship & Small Business , Computer Programming, Computer & Information Systems , Introduction to PC Communications, Database Fundamentals, Systems Analysis & Design, Web Design Tools, PC Hardware & Troubleshooting, Effective Organizational Writing, Co-op students only: Paid Work Term, Administrative Principles, Management Information Systems , E-Commerce , UNIX Utilities & UNIX System , Database Security & Administration , Data Communications & Computer , Tech Support & Business Software, Systems & Network	Incorporates a mix of business administration and computing courses designed to prepare individuals for Information System Administration roles. Graduates are able to carry out network administration, web site administration, computer security, and systems troubleshooting functions.	ENG 12 and C or better in MATH 11	two year	face to face	\$4,866	<a href="http://www.nic.bc.ca/calendar/computer-science-and-information-technology/information-systems-administration-diploma/">http://www.nic.bc.ca/calendar/computer-science-and-information-technology/information-systems-administration-diploma/</a>	Computer and Information System Technician /Administrator
64	Kwantlen Polytechnical University	School of Business	Computer Information Systems: Diploma or Certificate	PC Hardware and Applications; Principles of Program Structure and Design; Systems Analysis and Design; Business Statistics: Introduction to Marketing; Operating Systems; Principles and Applications: Enterprise Networking; Internet Application Development: C/C++ Programming; Organizational Behaviour I; Data Communications; Database Management Systems; Data Structure: plus electives	Gain computing and business knowledge to meet the needs of organizations with micro, mini or mainframe computers. Upon completion of a certificate, students may take bridging courses to enter the BTEch Degree. Co-op available.	General Admission Requirements	Varies, one year (certificate) to two years (Diploma), full or part time.	On campus, full time: Co-op option is available	<a href="http://www.kwantlen.ca/calendar/generalinfo/tuition-fees.html">http://www.kwantlen.ca/calendar/generalinfo/tuition-fees.html</a>	<a href="http://www.kwantlen.ca/calendar/programs/cisys-di.html">http://www.kwantlen.ca/calendar/programs/cisys-di.html</a>	Computer and Information Systems Technician /Administrator
65	College of New Caledonia - PG	Trades	Computer/Network Electronics Technician Certificate	Data Communications, Operating Systems, Computer Hardware, Basic Electronics, Computer Peripheral Technology, Effective Communications, Professional Relations, Advanced Topics, Data Cable Installation, Microsoft Network Software, Novell Network Software	The program is oriented toward micro computer and network hardware and software, both at the component and the system level. It covers installation, configuration, maintenance, troubleshooting and repair, optimization, and testing.	Grade 12 (with English 12, Communications 12, or Technical and Professional Communications 12), ABC/CCP Advanced Certificate, or GED Certificate and Math 11 or equivalent	one year	Full Time. Small classes and friendly instructors with industry experience. Includes a one-week volunteer work placement, giving you excellent exposure to employers.	\$3,386	<a href="http://www.cnc.bc.ca/CNC_Programs/CNET.htm">http://www.cnc.bc.ca/CNC_Programs/CNET.htm</a>	Computer and Information Systems Technician /Administrator

A	B	C	D	E	F	G	H	I	J	K	
Institution/Government/Company	Faculty-Department/Ministry-Branch/Company	Program Name	Course Name(s)	Course Snapshot	Prerequisites	Duration	Delivery Method	Cost	Web-sites	Links to Role	
66	College of the Rockies	Computer Programs	Applied Computer Certificate	PC Software, Internet Applications, Hardware Troubleshooting and Repair, Operating Systems and Software, Networking Basics, Introduction to Computer Graphics Software, Multimedia Production Fundamentals, Programming in Visual Basic, Introduction to Web Programming, Database Management, Help Desk Fundamentals, Interpersonal Skills, Business Communication Essentials, Practicum	The ACC program combines coursework in computer programming, PC troubleshooting and repair, database management, multimedia and graphic production, and web development. The program also prepares students for CompTIA A+ and CompTIA Network+ certification, international designations and industry standards	It is strongly recommended that prospective students complete Grade 12 on the academic program. Students must have at least a C standing in Applications of Math 11 or Principles of Math 11 or Math 82 and English 12 or TPC 12 or ENGL 090 or ENGL 091	one year	Face to face	??	<a href="http://www.cotr.bc.ca/ACC/">http://www.cotr.bc.ca/ACC/</a>	Computer and Information Systems Technician /Administrator
67	Douglas College	Computing Science and Information Systems	one-year certificate program, a two-year general diploma program, a two-year diploma (with speciality) program and a two-year diploma (with double speciality) program.	The programs combine business applications, computer systems, networking concepts and programming language courses.	prepare students for careers in the computer support industry for jobs like technical analyst, programmer analyst, junior systems analyst, web developer, database analyst, network administrator	Grade 12 with C in ENG 12 and MATH 11, or equivalents	Full time three two-year diploma specialties and a one-year certificate.	face to face - full or part time	\$289.09 = Full-time fee per month, \$148.29 = Part-time fee per month	<a href="http://www.douglas.bc.ca/programs/computing-science-and-information-">http://www.douglas.bc.ca/programs/computing-science-and-information-</a>	Computer and Information Systems Technician /Administrator
68	North Island College	Computer Science and Information Technology	Computer Information Systems (CIS) Certificate.	Computer Programming, Computer & Information Systems, Introduction to PC Communications, Database Fundamentals, Systems Analysis & Web Design Tools Effective Organizational Writing, Computer Programming, Computer & Information Systems, Introduction to PC, Database, Systems Analysis & Web Design, PC Hardware and Troubleshooting Discrete Mathematics & Computer Science, Unix Utilities & .NET System, Application & .NET Programming in C, Advanced Java	Emphasizes hands-on experience with a variety of software and hardware, and provides an introduction to databases, networks, programming languages and web design tools, coupled with the development of good business communications, and interpersonal skills. Graduates are prepared for entry-level computer and technology positions, such as computer technicians and helpdesk support. Provides some background in computing theory and strong programming skills. Students are exposed to a variety of current programming languages and programming methodologies, web programming and design tools, systems analysis and design, and network administration and security.	ENG 12 and C or better in MATH 11	one year	face to face	\$2,433	<a href="http://www.nic.bc.ca/calendar/computer-science-and-information-systems-certification-site/">http://www.nic.bc.ca/calendar/computer-science-and-information-systems-certification-site/</a>	Computer and Information Systems Technician /Administrator
69	North Island College	Computer Science and Information Technology	Computer Science (CS) Diploma	Computer & Information Systems, Introduction to PC, Database, Systems Analysis & Web Design, PC Hardware and Troubleshooting Discrete Mathematics & Computer Science, Unix Utilities & .NET System, Application & .NET Programming in C, Advanced Java	Provides some background in computing theory and strong programming skills. Students are exposed to a variety of current programming languages and programming methodologies, web programming and design tools, systems analysis and design, and network administration and security.	ENG 12 and C or better in MATH 11	two year	face to face	\$4,866	<a href="http://www.nic.bc.ca/calendar/computer-science-and-information-technology/computer-science">http://www.nic.bc.ca/calendar/computer-science-and-information-technology/computer-science</a>	Computer and Information Systems Technician /Administrator
70	Northwest Community College	Technical Programs	Business Technology Program provides four options: Essential Skills for Office Careers and Office Assistant, Accounting and Administrative Assistant certificates.	Range of computer courses includes: Computers and Internet, Spreadsheet, Records Management, Presentation Software, Databases, Desktop Publishing and Managing a Website	Prepares students for general and specialized administrative support positions in a variety of business settings. Students will learn to use computers and popular software applications to solve problems, manage information, and enhance document production.	Math 10 and Eng 10 or equiv.	varies: 5.5 to 10 months	face to face or online	\$750 to \$900 (Essential Skills Full Time (face to face) is \$1146	<a href="http://www.nwcc.bc.ca/Programs/bttechnonline.cfm">http://www.nwcc.bc.ca/Programs/bttechnonline.cfm</a>	Computer and Information Systems Technician /Administrator
71	Northwest Community College	Technical Programs	Computer Technology Program: Certificate and Diploma options	Business of Information Technology, Computer Hardware, Introduction to Programming, Operating Systems, Professionalism and Customer Service, Foundations of Web Development, Networking, Foundations of Systems Development, Foundation Project	Proved detailed knowledge of several PC applications and operating systems. You will be able to install, configure, and troubleshoot software in both standalone and networked environments. You will be exposed to various programming, scripted and markup languages. Also provides an understanding of information technology (IT) as a business and its role in a business environment.	Math 10 and Eng 10 or equiv. Plus grade 11 Computer course	Certificate 1year, Diploma 2years	The program is offered face to face, or distance education through the Northern Collaborative Information Technology program using a cyber-structure model — a combination of videoconference and online delivery.	\$3,629.30	<a href="http://www.nwcc.bc.ca/programs/comp.cfm">http://www.nwcc.bc.ca/programs/comp.cfm</a>	Computer and Information Systems Technician /Administrator

A	B	C	D	E	F	G	H	I	J	K	
Institution/Government/Company	Faculty-Department/Ministry-Branch/Company	Program Name	Course Name(s)	Course Snapshot	Prerequisites	Duration	Delivery Method	Cost	Web-sites	Links to Role	
1											
72	Northwest Community College	Continuing Education and Technology Training: Online/Web Courses	Courses provided in the following areas: Computer Applications, The Internet, Database Management and Programming, Basic Computer Literacy, Webpage Design, Web and Computer Programming, PC Troubleshooting, and Networking and Security,	Example content includes: Excel, QuickBooks, Word, Access, PowerPoint, Crystal Reports, Publisher, Internet, Outlook, search engines, doing business online, database development in Oracle, Sybase or Access, Pearl, SQL, C++, keyboarding, Windows, Macintosh, JavaScript, CGI, JSP, and Java...	Northwest Community College has partnered with Thompson Learning to provide a variety of interactive online courses, each with its own instructor.	All courses require Internet access, e-mail, Netscape Navigator, Microsoft Internet Explorer, Mozilla Firefox or Apple Safari. Some courses may have additional requirements	A new section of every course in the NWCC ed2go catalogue begins the third Wednesday of every month. Each course runs for six weeks, with a two-week grace period	The instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas and supplementary links. can complete any of these courses entirely from your home or office and at any time of the day or night.	\$119 per course	<a href="http://www.nwcc.bc.ca/CE/Online_Web.cfm">http://www.nwcc.bc.ca/CE/Online_Web.cfm</a> ; <a href="http://www.ed2go.com/nwcc/">http://www.ed2go.com/nwcc/</a>	Computer and Information Systems Technician /Administrator
73	College of the Rockies	Computer Programs	Network Support Technician	Advanced Business Communications, Web Programming, Implementing and Supporting Windows XP Professional, Installing and configuring Microsoft Exchange 2003 Server, Managing and Maintaining a Microsoft Windows Server 2003, Implementing, Managing, and Maintaining a Microsoft Windows Server 2003 Network Infrastructure, Installing, Configuring and Administering Microsoft SQL Server 2000, Developing ASP.NET Solutions Using Microsoft Visual Studio.NET, Security+, CCNA Network Configuration	This program offers a training package of technical services that includes training necessary to complete the Microsoft Certified System Administrator (MCSA) certification exams. Students will also have completed four of the five courses required towards the Microsoft Database Administrator (MCDBA) certification.	Successful completion of Applied Computer Certificate (ACC) is strongly recommended. It is strongly recommended that prospective students have completed Grade 12 on the academic program. Students must have at least a C standing in MATH 11 and ENG 12 or equiv.	10 month	Consists of classroom work, laboratory sessions, a field trip, and an eight-week work placement. Students must successfully complete MCSA*, Security+ and Cisco exams in order to receive industry certification.	\$7,074	<a href="http://www.cotr.bc.ca/nst/">http://www.cotr.bc.ca/nst/</a>	Computer and Information Systems Technician /Administrator (For any computer shop this person would be worth their weight in gold!!)
74	Selkirk College	Continuing Education	Courses provided in the following area: PC Troubleshooting, and Networking and Security,	Example content includes: Excel, QuickBooks, Word, Access, PowerPoint, Crystal Reports, Publisher, Internet, Outlook, search engines, doing business online, database development in Oracle, Sybase or Access, Pearl, SQL, C++, keyboarding, Windows, Macintosh, JavaScript, CGI, JSP, and Java...	Northwest Community College has partnered with Thompson Learning to provide a variety of interactive online courses, each with its own instructor.	All courses require Internet access, e-mail, Netscape Navigator, Microsoft Internet Explorer, Mozilla Firefox or Apple Safari. Some courses may have additional requirements	A new section of every course in the NWCC ed2go catalogue begins the third Wednesday of every month. Each course runs for six weeks, with a two-week grace period	The instructor-facilitated online courses are informative, fun, convenient, and highly interactive. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas and supplementary links. can complete any of these courses entirely from your home or office and at any time of the day or night.	\$129 per course	<a href="http://www.ed2go.com/selkirk/">http://www.ed2go.com/selkirk/</a>	Desktop Support
75	Vancouver Community College	Technology	IC3 Computer Courses Statement of Completion	Comprehensive Overview of Computers, Internet Applications, Word & Excel	Internet and Computing Core Certification program is a global, validated, standards-based certification program for basic computing and Internet literacy.	18 years of age or older or a graduate of a secondary school.	varies	part time	\$825	<a href="http://www.vcc.ca/programs-courses/details.cfm?idv=17&amp;area=CSCOMPUTER&amp;prog=IC3_CERT">http://www.vcc.ca/programs-courses/details.cfm?idv=17&amp;area=CSCOMPUTER&amp;prog=IC3_CERT</a>	Desktop Support
76	Vancouver Community College	Technology	Networking Technology Diploma	A+ Hardware, MCP - MS Server, Project+ Management, Directive Studies, Active Directory, Linux+, Network+, Security+, ITIL Client Support	Designed to provide students with greater expertise in computer networking technologies, courses are individual industry recognized certifications that lead to a VCC diploma in Networking Technology.	18 years of age or older or a graduate of a secondary school.	varies	part time	\$3,745	<a href="http://www.vcc.ca/programs-courses/details.cfm?idv=17&amp;area=CSCOMPUTER&amp;prog=NTWRKDIP">http://www.vcc.ca/programs-courses/details.cfm?idv=17&amp;area=CSCOMPUTER&amp;prog=NTWRKDIP</a>	Desktop Support
77	British Columbia Institute of Technology	School of Computing	Technology Support Professional BCIT Industry Partnership Certificate	Structured Self, Technical, Networking Support, Specialty Topics, Work Term	The TSP program focuses on help desk/call center support, network administration and troubleshooting; combines technical and professional courses with hands-on learning.	High School Graduations with C+ or better in ENG 12	40 week	Full time. The TSP program has three components: 24 weeks of highly intensive formal classroom instruction/labs, allowed by eight weeks in a work term and an additional eight weeks of structured self-study to complete vendor certification exams.	approx \$6909	<a href="http://www.bcit.ca/study/programs/6985ipcert">http://www.bcit.ca/study/programs/6985ipcert</a>	Desktop Support

A	B	C	D	E	F	G	H	I	J	K	
Institution/Government/Company	Faculty-Department/Ministry-Branch/Company	Program Name	Course Name(s)	Course Snapshot	Prerequisites	Duration	Delivery Method	Cost	Web-sites	Links to Role	
78	University of Victoria	Continuing Studies	Computer Based Information Systems (CBIS)	Computing Concepts, Database Concepts, Systems Analysis and Design, Networks and Networks Management, Human side Information Systems, Computing Case Studies and 5 electives	The program aims to build a strong foundation of theoretical knowledge and application of computing and information systems, together with specialized knowledge in the areas of networks, databases, the Internet, business applications of information technology, and education and workplace training.	a university degree and three years' work experience; a college diploma and four years' work experience; high school completion and five years' work experience	All courses are 12 weeks in duration; On average, it takes 3 years to complete the program as a part-time student.	The fees per course range from CAD\$35 to \$95, plus textbooks. Overall, the cost for completing the CBIS Certificate (11 courses) is in the range of CAD\$6,000 to \$7,000.	<a href="http://www.uvics.uvic.ca/bmi/course/text.aspx?courseCode=program-cbis">http://www.uvics.uvic.ca/bmi/course/text.aspx?courseCode=program-cbis</a>	Computer and Information Systems Manager	
79	British Columbia Institute of Technology	School of Business	Information Technology Management Program - Diploma of Technology	Business Courses including the following IM/IT courses: Business Information Systems, Information Technology, Electronic Commerce, E-Marketing, Computers and the Law, Electronic Commerce, Information Technology, Networks and Current Developments, Computerized Accounting for Managers	The Information Technology Management program aims to produce "expert users" of Information Technology. Graduates will have a clear grasp of business fundamentals (accounting, human resources, marketing and operations), will recognize the value of Information Technology as a tool for business improvement, and will have hands-on computer skills to solve specific business problems	High School Graduations with C+ or better in ENG 12 and Math 11	2 years	Full time	approx \$9212	<a href="http://www.bcit.ca/sudy/prgrams/6230di.html">http://www.bcit.ca/sudy/prgrams/6230di.html</a>	Computer and Information Systems Manager
80	Okanagan College	Engineering Technologies	Network and Telecommunications Engineering Technology Certificate	A range of courses to ensure competency in areas of Data Communications Systems, Internet and Intranet Technologies, Computer Network Design and Configuration, Network Management and Administration, Telephony Systems and Applied Research	The Network & Telecommunications Engineering Technologist designs, implements, maintains, manages, secures and troubleshoots data communication systems	Graduation from Grade 12 (or equivalent); or mature student status with some minimum course grades	2 years	face to face	\$10,270.04	<a href="http://www.okanagan.bc.ca/departments/engineering/technologies/programs/inten/what_is_telecom.html">http://www.okanagan.bc.ca/departments/engineering/technologies/programs/inten/what_is_telecom.html</a>	Network/Telecommunications Technician
81	Selkirk College	Digital Media and Music	Certificate, Advanced Certificate or Diploma in Internet Business Technology	Includes a number of courses in each of : Web Technology, Web Business and Marketing , Web Graphics and Multimedia , and Web Programming	Provides focused training to equip participants in the ever-changing technologies of web development training in web publishing and web development methodology, training in programming from web client to server side programming and will develop a comprehensive web application.	Computer literate	one year	face to face, Nelson	Tuition 4233.6; Other fees \$459.80	<a href="http://www.selkirk.bc.ca/programs/rr/academic/programs/advanc/diploma/">http://www.selkirk.bc.ca/programs/rr/academic/programs/advanc/diploma/</a>	Internet Web Developer /Technologist
82	Vancouver Community College	Technology	Web Development Statement of Completion	Dreamweaver, Web Page Design	Learn to develop web pages with courses covering design, programming and coding, and web publishing software.	18 years of age or older or a graduate of a secondary school.	varies	part time	\$990	<a href="http://www.vcc.ca/programs/courses/details.cfm?idv=17&amp;area=CSCOMPUTER&amp;prog=WEB%20DEV">http://www.vcc.ca/programs/courses/details.cfm?idv=17&amp;area=CSCOMPUTER&amp;prog=WEB%20DEV</a>	Internet Web Developer /Technologist
83	Vancouver Community College	Technology	Database Developer with Statement of Completion	Design Concepts-Database, Fundamentals-Database, Projects-Database	Provides comprehensive coverage of database theory and practice illustrated through hands-on projects, giving solid understanding for working in any relational database environment. An excellent foundation for working with database driven dynamic websites or pursuing database statistical analysis.	18 years of age or older or a graduate of a secondary school.	varies	part time	\$1,275	<a href="http://www.vcc.ca/programs/courses/details.cfm?idv=17&amp;area=CSCOMPUTER&amp;prog=DATABASE">http://www.vcc.ca/programs/courses/details.cfm?idv=17&amp;area=CSCOMPUTER&amp;prog=DATABASE</a>	Database Developer

A	B	C	D	E	F	G	H	I	J	K
Institution/Government/Company	Faculty-Department/Ministry-Branch/Company	Program Name	Course Name(s)	Course Snapshot	Prerequisites	Duration	Delivery Method	Cost	Web-sites	Links to Role
84	University of British Columbia	School of Library, archival and information studies Provides two Masters programs: Master of Archival Studies and Master of Library and Information Studies		Provide a curriculum of required and elective courses, including practica and independent study, to develop a foundation of knowledge that enables its graduates to be aware of, understand and effectively deliver the role of librarianship and other information professions in society.	Preparing professionals to exercise leadership in planning, implementing and promoting the preservation, organization and effective use of society's recorded information and ideas.	2 years	Full time on site.	Approx \$4000/year	<a href="http://www.stais.ubc.ca/">http://www.stais.ubc.ca/</a>	Library Technician/Professional
85	Langara College	Business and Community Programs Library and Information Technology Diploma Program	Information Retrieval Tools & Techniques, Philosophy and Functions, Acquisitions & Technical Services, Creating and Managing Digital Collections, Specialized Library Resources, An Introduction to Records Management, Media Materials, Young Adult Services, Children's Services, Electronic Information Handling, Readers' Services, MARC Coding & Derived Cataloguing, Supervisory Skills, Online Research and Analysis	The Library & Information Technology Program provides students with a solid foundation in core library technical skills while keeping pace with new trends in technology. Graduates are highly skilled in using today's essential computer programs as well as specialized library management software. Students learn how to catalogue, maintain, and retrieve print, digital and audiovisual resources as well as specialized media including film, microfiche, maps and photographs. They also develop effective searching strategies for library catalogues, databases, and the World Wide Web.	Grade 12 or 19 years of age or older with ENG 12 with an A or equiv.	two-year (four term)	Standard program or distance education option	First year \$5206, Second year \$5356	<a href="http://www.langara.bc.ca/science/technology/library-technology/index.html">http://www.langara.bc.ca/science/technology/library-technology/index.html</a>	Library Technician
86	Computer Basics									
87	Capilano University	Business & Professional Studies/Applied Business Technology Online Programs Certificate in the Applied Business Technology - Computer Fundamentals Program	Online Learner Success; Computers and the Internet; Word Processing I; Spreadsheets I; Database; Presentation Software; Outlook; Business English; Business Calculators and Mathematics; Job Search; Keyboarding I	To develop business computer literacy.	Online Learner Success	Varies - 15 credits	Online full or part time	\$25 admission/\$106 per credit	<a href="http://www.capilano.u.ca/future/calendar/current/business/abto/ch08a05a09.html">http://www.capilano.u.ca/future/calendar/current/business/abto/ch08a05a09.html</a>	Office Assistant/Administrator
88	Royal Roads University	Continuing Studies Office Skills Certificates - Computer Literacy	MS Word, Excel, PowerPoint, Outlook, Access, DreamWeaver and File Management	comprised of comprehensive, hands-on, one to two day learning modules designed to broaden our understanding and abilities in the application of information technology as it applies to and helps to enhance our ever-changing professional roles. We recognize that one size does not fit all and that in order to avoid redundancy it may be necessary to substitute from the electives column where appropriate. We encourage you to let us help you customize your certificate to correspond with your current professional needs and accomplish your learning objectives while successfully fulfilling the requirements of the program.	No Prerequisites	comfortable completion within one or two years of study	comprised of comprehensive, hands-on, 1-2 day learning modules with team-based online learning with short on-campus residencies.	each course \$225 except file management \$95	<a href="http://www.royalroads.ca/continuing-studies/certificate-programs/office-skills-competency-framework.htm">http://www.royalroads.ca/continuing-studies/certificate-programs/office-skills-competency-framework.htm</a> ; <a href="http://www.royalroads.ca/continuing-studies/certificate-programs/office-skills-competency-framework.htm">http://www.royalroads.ca/continuing-studies/certificate-programs/office-skills-competency-framework.htm</a>	Office Assistant/Administrator

A	B	C	D	E	F	G	H	I	J	K
Institution/Government/Company	Faculty-Department/Ministry-Branch/Company	Program Name	Course Name(s)	Course Snapshot	Prerequisites	Duration	Delivery Method	Cost	Web-sites	Links to Role
1 Thompson River University	School of Business and Economics	Administrative Assistant Certificate	Word-processing, keyboarding, introduction to computers, spreadsheets, databases, business communications, financial accounting, human relations, desktop publishing, presentation software, computerized accounting	Successful graduates will possess excellent communication skills, be team players, and have a positive attitude. They will be flexible and be able to work on their own initiative. Administrative assistants are creative and have the ability to solve problems and exercise good judgment. They will be proficient in a variety of software applications and possess a good knowledge of the business environment. As key employees in an organization, administrative assistants need to keep current and be ready to take on new responsibilities.	B.C. Grade 11 (Grade 12 preferred) or mature student status. Minimum keyboarding speed of 25 net words per minute. Satisfactory achievement on the Accuplacer Test or B standing in ENGL 060 or 67% on the combined English 12 and Government Exam (within the last 5 years).	eight-month	face to face or distance education	fees: \$3320; books \$1290	<a href="http://www.w.tru.ca/business/programs/admin_assistant.html">http://www.w.tru.ca/business/programs/admin_assistant.html</a>	Office Assistant/Administrator
90 Thompson River University	Continuing Studies	Microcomputer Certificate 1	Operating System; Microsoft Word, Excel, and Access; Desktop Publishing Intro, Professional Presentation or Simply Accounting	This program represents the minimum level of literacy that you need to compete in today's job or work market. Computer skills have increased substantially over the past decade and those individuals who have strong computing skills will have a distinct advantage	Operating System course	Each course is 28 hours of face to face instruction	face to face or distance education		<a href="http://www.w.tru.ca/continuingstudies/courses/computing.html">http://www.w.tru.ca/continuingstudies/courses/computing.html</a>	Office Assistant/Administrator
91 University of Fraser Valley	Continuing Studies	Computer Skills	Computer Basics and Vista or XP; MS Word, Excel; Keyboarding	Basic Computer Skills development	No Prerequisites	Courses range from 2 to 7, 3 hour sessions	face to face	costs: \$110 to \$380/course	<a href="http://www.ufv.ca/ContinuingStudies/Courses/Computer_Skills.htm">http://www.ufv.ca/ContinuingStudies/Courses/Computer_Skills.htm</a>	Office Assistant/Administrator
92 Vancouver Island University	Business and Management Programs	Applied Business Technology Certificates (Office/Administrative/Accounting/Legal)	Courses cover: Keyboarding, Word processing, Spreadsheets, Databases, Records Management,	This program provides thorough, in-depth training in the skills required by today's office workers in order to be competitive in the job market. Current computer software applications are stressed, as well as the traditional skills and knowledge of business English, business calculations, office procedures, customer relations, and strong keyboarding skills.	Grade 12 (or provincial equivalent), or Mature Student status. Minimum 17 years of age, unless stated otherwise.	Office - 5 months, other certificates 10 months. The Online program takes a minimum of 3 terms (15 months) to complete.	face to face, or distance learning (on-line)	\$363.69 per month for full-time Trades & Applied Technology programs; part-time students pay \$218.21 per month.	<a href="http://www.viu.ca/calendar/Business/abt.asp">http://www.viu.ca/calendar/Business/abt.asp</a>	Office Assistant/Administrator
93 Camosun College		Certificate in Office Administration	Courses cover: Keyboarding, Word processing, Spreadsheets, Databases, Records Management, Information Technology, Business Communication	In addition to business communications, introductory accounting, information management and human relations skills, upon graduation you will have in-depth exposure, as an end-user, to the technologies required for today's office.	High school with C in English 12 and B in Math 10	8 month program	Delivery involves completion of online courses and face-to-face part-time courses at the Interurban campus. Learners have the option to complete the entire certificate through online courses.	approximately \$2700 for the 8-month program or \$3300 if you complete the paid work experience. Books and supplies \$2000.	<a href="http://camosun.ca/learn/programs/officeadmin/index.html">http://camosun.ca/learn/programs/officeadmin/index.html</a>	Office Assistant/Administrator
94 College of New Caledonia	Business and Technology	Certificates in various office and administrative assistants	Courses cover: Keyboarding, Word processing, Spreadsheets, Databases, Records Management, Information Technology, Business Communication, Computers and the Internet	Are you interested in learning new or improving current office skills, building confidence and skills to enter business programs, study on a schedule that works with your routine, your employment, and your lifestyle	Grade 12 or ABE Provincial Standing or mature student status or Completion of EMAT (English and Math placement evaluation)	Varies: Admin Assist takes 34 weeks, Office Assistant is on own pace	Full time or Part time. Face to Face or Online.	Courses range from \$150 to \$450 each	<a href="http://www.w.ncbc.ca/CNC_Programs/OAC/MLK.htm?PageMode=HTML">http://www.w.ncbc.ca/CNC_Programs/OAC/MLK.htm?PageMode=HTML</a>	Office Assistant/Administrator

A	B	C	D	E	F	G	H	I	J	K
Institution/Government/Company	Faculty-Department/Ministry-Branch/Company	Program Name	Course Name(s)	Course Snapshot	Prerequisites	Duration	Delivery Method	Cost	Web-sites	Links to Role
95	College of the Rockies	Office Administration and Technology	Offers four certificates: Accounting, Administrative Assistant, General Office, and Legal Assistant	Keyboarding, Windows and E-file Management, Word Processing, Simply Accounting, Internet Research and Communication, MS Excel, MS PowerPoint, MS Publisher, plus other discipline courses.	The Office Administration & Technology program is designed to provide office, business, and technical skills training in a self-paced modular format with individualized instruction. A mix of computer, bookkeeping, and business communications courses are common to all certificates and have been selected to give students a general knowledge of office work.	It is strongly recommended that students enter the program with Grade 12 with at least a C standing in Essentials of Math 11; a minimum of C+ in English 11, or ABE Advanced Level Certificate or GED Certificate with a C+ in English 80 or individual assessment to acceptable level.	All courses apply towards one of four Office Administration & Technology certificates. Each certificate is intended to take approximately 960 hours of training time or 9 1/2 months of active attendance to classes. The extended time frame available in which to complete a certificate is 3 years.	Accounting Certificate - \$2,529.66, Administrative Assistant Certificate - \$2,795.94, General Office Assistant Certificate - \$2,751.56, Legal Assistant Certificate - \$2,884.70, Office Skills Discovery Certificate - \$931.98 (Tuition Only)	<a href="http://www.cotr.bc.ca/OFAD/">http://www.cotr.bc.ca/OFAD/</a>	Office Assistant/Administrator
96	Douglas College	Commerce and Business Administration	Offers five certificates: Applied Bookkeeping, Administrative Assistant, General Office, and Legal Administration Diploma	Keyboarding, Spreadsheets, Microcomputer Applications plus discipline courses.	Graduates of this program, with experience and initiative, may progress into jobs in the modern office in areas of administration, human resources, payroll, accounting, or computer systems. Graduates may qualify for such positions as senior secretary, executive secretary, administrative assistant, supervisor, coordinator, office manager, junior accountant, payroll administrator, or benefits administrator. Students may become freelancers or employees of small or large firms.	English 11 with a grade of "C" or better or equivalent	varies: up to 1 year for certificates, additional year for diploma	\$289.09 = Full-time fee per month, \$148.29 = Part-time fee per month	<a href="http://www.douglas.bc.ca/programs/office-administration.html">http://www.douglas.bc.ca/programs/office-administration.html</a>	Office Assistant/Administrator
97	Langara College	Continuing Studies/Computer Technology	Computer Skills for the Office Certificate	Windows File Management, Word 1: Better Documents, Word 2: Advanced Features, Word 2007 MCAS Exam, Excel 1: Better Spreadsheets, Excel 2: Advanced Functions, Excel 2007 MCAS Exam, PowerPoint: Dynamic Presentations, PowerPoint 2007 MCAS Exam, Access 1: Database Fundamentals, Access 2: Advanced Databases, Access 2007 MCAS, Outlook: Personal Organizer, ACCPAC 1, ACCPAC 2, Simply Accounting 1 and 2, QuickBooks, Project Supervision, Publisher: Easy DTP, Microsoft Office, Crystal Reports: Fundamentals	is a set of hands-on courses that will lead you to mastery of all the popular office applications. You'll create attractive and professional looking documents, riveting presentations, and powerful spreadsheets quickly and easily.	no academic requirements	144 hours	Face to face	<a href="http://www.langara.bc.ca/cs/programs/CSFB.html">http://www.langara.bc.ca/cs/programs/CSFB.html</a>	Office Assistant/Administrator
98	North Island College	Office Careers	Applied Business Technology Certificates: Office, Computing Accounting, Legal, Administrative, Medical	Range of computer courses includes: Computers and Internet, Keyboarding, Word Processing, Records Management, Presentation Software, Databases, and Managing a Website	prepares students for a variety of office employment opportunities	Grade 12 graduation with both C in ENG and MATH or equiv	about 15 to 35 weeks depending on certificate	Office Assistant \$1419, Medical \$648, Administrative \$1013, Legal \$1419, Computing Accounting \$1135	<a href="http://www.nic.bc.ca/calendar/%20applied_business_technology/applied_business_techhnology_program_certificates/">http://www.nic.bc.ca/calendar/%20applied_business_technology/applied_business_techhnology_program_certificates/</a>	Office Assistant/Administrator

A	B	C	D	E	F	G	H	I	J	K	
Institution/Government/Company	Faculty-Department/Ministry-Branch/Company	Program Name	Course Name(s)	Course Snapshot	Prerequisites	Duration	Delivery Method	Cost	Web-sites	Links to Role	
1											
99	Northern Lights College	Business, Industry and Contract Training Division	Business and Management Programs/Applied Business Technology (Administrative Assistant)	Introduction to Financial Accounting, Human Relations for Career Success, Computer Information Systems, Business Math, Electronic Spreadsheet, Word Processing, Groupware, Business English, Presentation Software, Administrative Procedures, Records Management, Automated Accounting, Job Search, Practicum, Business Communications	Training is provided in communications, administrative procedures, and accounting; including a wide range of business software packages. Graduates are prepared for entry-level administrative positions.	Completion of admission assessment document with a score of 70 per cent or higher, or permission of instructor	39 weeks	face to face or online	\$1,874.25	<a href="http://nlc.bc.ca/submita/industry/index.php?ProgramActiveList=programdetails&amp;ProgramId=108">http://nlc.bc.ca/submita/industry/index.php?ProgramActiveList=programdetails&amp;ProgramId=108</a>	Office Assistant/Administrator
100	Vancouver Community College	Business	Administrative Assistant Certificate	Business, Document Formatting, Human Relations, Intermediate Word and PowerPoint, Introduction to Computers and Word, Speed and Accuracy, Spreadsheets (Excel), Basic Bookkeeping, Computerized Accounting, Database and Office Integration, Electronic Transcription, Office Procedures, Office Simulations	Practical training in essential computer software packages for today's office environment, while building business communication and time management skills.	Grade 12 graduation including English 12 or equivalents	8 month program	full time, face to face	\$2,545.00	<a href="http://www.vcc.ca/programs/courses/detail.cfm?id=2&amp;prog_id=3">http://www.vcc.ca/programs/courses/detail.cfm?id=2&amp;prog_id=3</a>	Office Assistant/Administrator
101	Vancouver Community College	Business	Applied Business Technology Certificate	Accounting, Administrative Procedures, Business Communications, Business English, Business Math and Calculators, Computerized Accounting, Computers and the Internet, Database, Human Relations, Job Search, Keyboarding, Online Learner Success, Presentation Software, Records Management, Spreadsheets, Word Processing	Web-based training in office management. Develop effective oral and written communication skills and time management techniques; create, revise, transcribe and process business correspondence and documents.	Grade 12 graduation including English 12 with a C or better equivalents OR Department Head approval	Varies	online, part time	Approx \$2160	<a href="http://www.vcc.ca/programs/courses/detail.cfm?id=2&amp;prog_id=147">http://www.vcc.ca/programs/courses/detail.cfm?id=2&amp;prog_id=147</a>	Office Assistant/Administrator
102	Vancouver Community College	Technology	Applied Technology for Visually Impaired Certificate	Exploring the Internet, Introduction to Windows, Keyboarding, Word Processing, Business Communications, Database Management, Spreadsheet Management, Presentations Using Power Point, Web Page Design	Provides visually impaired and blind students with the computing skills to go on to further training, employment or study in mainstream college programs.	Legally blind, Grade 12 graduation with English 12 or equivalents and keyboarding speed of 25 wpm	12 months	full time	Approx \$3700	<a href="http://www.vcc.ca/programs/courses/detail.cfm?id=17&amp;prog_id=167">http://www.vcc.ca/programs/courses/detail.cfm?id=17&amp;prog_id=167</a>	Office Assistant/Administrator (Visually Impaired)
103	Okanagan College	Business Programs	Five certificates offered in Office Administration: Administrative Assistant, Accounting Assistant Certificate, Office Assistant Certificate, Legal Access Certificate, Legal Administration Assistant	Range of computer courses includes: Computers and Internet, Keyboarding, Word Processing, Records Management, Presentation Software, Databases, and Managing a Website	Graduates of Office Administration programs have excellent communication skills, are proficient in a variety of software programs and possess a good knowledge of the business environment.	Graduation from Grade 12 (or equivalent); or mature student status with minimum of 67% in ENG and MATH	17 to 38 weeks depending on certificate	face to face and on-line	Admin Assist \$3496, Acct Assist \$1748, Office Assist \$2024, Legal \$1564	<a href="http://www.okanagan.bc.ca/departments/business2/programs/Office_Administration_Certificate.htm#EAB">http://www.okanagan.bc.ca/departments/business2/programs/Office_Administration_Certificate.htm#EAB</a>	Office Assistant/Administrator

A	B	C	D	E	F	G	H	I	J	K	
Institution/Government/Company	Faculty-Department/Ministry-Branch/Company	Program Name	Course Name(s)	Course Snapshot	Prerequisites	Duration	Delivery Method	Cost	Web-sites	Links to Role	
104	BC Ministry of Aboriginal Relations and Reconciliation and Human Resources and Skills Development Canada	Aboriginal Best Program	Entrepreneurship; Market Research; Competitors, Competition and Competitive Advantage; Marketing; Operations: Laws and Insurance; Operations: Tax, Suppliers, the Hired Help, Production Process and Capability, Professional Advisors, Financial Institutions; Funding: Where will you get the Money?; Financials: Personal Budget and Net Worth; Costs and Pricing; Financials: Start Up and Cash Flow; <b>Technology</b> and Business Plan Executive Summary and Polishing Your Presentation	Provides job creation and skills training. The program offers a training series that focuses on helping participants identify viable business ideas and determine their feasibility.	None	2 months	Face to face	No Cost	<a href="http://www.smallbusinessconsultant.ca/best/">http://www.smallbusinessconsultant.ca/best/</a>	Self Entrepreneur (First Nations Focus)	
105	Capilano University	First Nations Student Services	College & Career Preparation Program (Web-Assisted) - for First Nations	<b>Computers</b> , English, Math and Career Planning/Study Skills	The CCPP program prepares you for college or University in a supportive and exciting learning environment using current online course management technology. You will use effective learning strategies to acquire academic skills in English, mathematics, and computer technology and you will make a plan: an educational and a career plan. You will develop skills for participating in computer-based/online courses, but would like to be introduced to this technology with the help of a teacher in the classroom	There are no prerequisites for CCPP courses. Students are assessed during an interview with an instructor, and are placed in the course levels best suited to their abilities. Applicants should be at least 18 years of age, out of school for a minimum of one year, and have Grade 10 or equivalent.	Students may start the program in either September or January. The program is full-time (Monday to Thursday, 10:30 to 3:30) for 15 weeks	There is a computer lab dedicated to the program, and there is one computer for each student. These are instructor led classes supported by web-assisted technology. Attendance and participation are keys to student success. The maximum class size is 20 students	tuition free	<a href="http://www.capilano.ca/programs/ccpp.html">http://www.capilano.ca/programs/ccpp.html</a>	Computer Literacy
106	University of Northern British Columbia	Continuing Studies	Computers and Technology	Range of non-credit courses in: Microsoft Office, Adobe Desktop Publishing, Web Design and General Computing	A number of non-credit courses and workshops for professional development and personal interest. These courses are called "non-credit" because they do not count towards requirements for an academic degree, diploma or certificate program. Some Continuing Studies non-credit courses are accredited by professional groups and you will receive professional development/continuing education credits or professional certification.	no prerequisites for participation	Varies, but 5 classes over 15 days is typical	Face to face	Courses range from \$150 to \$300 each	<a href="http://www.ubc.ca/continuingstudies/noncredit.html">http://www.ubc.ca/continuingstudies/noncredit.html</a>	Computer Literacy
107	Vancouver Community College	Technology	Computer Courses with Statement of Completion	Access, Excel, Power Point, Windows, Word, Windows, HTML Management.	One-day introductory computer courses including Windows, Internet, Microsoft Office, Word Processing, Spreadsheets, and Database	18 years of age or older or a graduate of a secondary school.	varies	part time	\$225/course	<a href="http://www.vcc.ca/programs/courses/details.cfm?dlv=17&amp;area=CSCOMPUTER&amp;prog=DTNCOMPLAB">http://www.vcc.ca/programs/courses/details.cfm?dlv=17&amp;area=CSCOMPUTER&amp;prog=DTNCOMPLAB</a>	Computer Literacy