



2024-25 PROGRAM GUIDE

WITH NEW MINISTRY OF
EDUCATION COURSE CODES

	BUSINESS PROGRAMS
	9 Business Administration
	9 Legal Administrative Professional
	9 Medical Office Assistant
	9 Office Administration
	CONSTRUCTION TRADES
	9 Carpentry
	9 Electrical
	9 Fine Furniture
	9 Horticulture
	9 Plumbing & Pipe Fitting
	9 Refrigeration & Air Conditioning Mechanic
	9 TASK - Construction / Metal
	COMMUNITY SERVICES
	9 Professional Cook
	9 Auto Service Tech
	9 Heavy Duty Mechanical
	METAL TRADES
	9 Metal Fabricator

LEGAL ADMINISTRATIVE PROFESSIONAL

Admission Requirements:

- 9 C in English 12 or EFP 12 (minimum 67%) or assessment
- 9 Minimum 30-50 hours of directly related work experience
- 9 Participate in an orientation with the SIP Coordinator & LOA Program Lead

Duration: 8 Months (2 terms) @ Interurban Campus

Intake: September (January possible with consultation)

Textbook/Equipment Costs: ~\$1,200

SIP Seats: Minimum 2 seats; contact the SIP office

Recommended Courses: Business 12; Accounting 11 & 12

Course Codes

- f PBB12ALAP = ABT 162
- f PBB12B LAP = BUS 130
- f PBB12C LAP = BUS 140
- f PBB12D LAP = BUS 150
- f PBB12E LAP = BUS 276
- f PBB12F AP = BUS 285
- f PBB12G LAP = LGL 153
- f PBB12H LAP = LGL 154
- f PBB12I LAP = LGL 157
- f PBB12J LAP = LGL 158

Career Opportunities

MEDICAL OFFICE ASSISTANT

Admission Requirements:

- 9 C in English 12 or EFP 12 (minimum 60%) or assessment
- 9 Minimum 30 hours of directly related work experience
- 9 Participate in an orientation with the SIP Coordinator & ABT Program Lead

Duration: 8 months (2 terms) @ Interurban Campus

OFFICE ADMINISTRATION CERTIFICATE

Admission Requirements:

- 9 C in English 12 or EFP 12 (minimum 60%) or assessment
- 9 Minimum 30 hours of directly related work experience
- 9 Participate in an orientation with the SIP Coordinator & ABT Program Lead

Duration: 8 months(2 terms) @ Interurban Camps

Start Date (Intake): September & January (Contact SIP for January)

Textbook/Equipment Costs: ~\$1500

SIP Seats: Minimum 2 seats; contact the SIP office

Recommended Courses/Experience: Business 12; Accounting 11 & 12; Keyboarding speed



LEVEL 1

Admission Requirements:

9

FOUNDATION

Admission Requirements:

- 9 C in English 12 or EFP 12 (minimum 60%) or assessment and C in Apprenticeship and Workplace Math 11 (minimum 60%)

If you don't have one of the preferred math requirements the college will accept a C or higher in Foundations of Math 11 and Pre-calculus 11, or Principles of Math 11, or Applications of Math 11

- 9 30 hours of directly related work experience and recommendation from counsellor or teacher
- 9 Registered as a Skilled Trades BC Youth TRAIN in Trades Electrical student
- 9 Participate in a SIP Orientation

Duration: 24 Weeks @ Interurban Campus 720 hours

Start Date (Intake): January, March, September, October

Textbook/Equipment Costs: \$850

SIP Seats: 2-4 seats per intake; contact the SIP office

Recommended Courses:



Admission Requirements:

- 9 C in English 11 (minimum 60%) or assessment, C in Apprenticeship Workplace Math 11 or FOM 11 or PreCalc 11 (minimum 60%) or assessment
- 9 30 hours of directly related work experience and recommendation from counsellor or teacher
- 9 Registered as a Skilled Trades BC Youth TRAIN in Trades Plumbing/Pipe Trades student
- 9 Participate in a SIP Orientation

Duration: 30 Weeks @ Interurban Campus 900 hours

Intakes: February; Every 5 Weeks; contact the SIP office

Textbook/Equipment Costs: ~\$760

SIP Seats: Minimum 2 seats in Feb; contact the SIP office for other dates

Recommended Courses: Wood/Metal 9-12, Metal Fab 112, Drafting 112, Physics 112

Course Codes

PIPING - PLUMBING APPRENTICESHIP – LEVEL 1

Admission Requirements:

- 9 Registered as a Skilled Trades BC Youth WORK in Trades Plumbing student minimum 400 WBT hours recommended, plus a recommendation from an employer sponsor
- 9 Registered as a Skilled Trades BC

PIPING – SPRINKLER FITTER APPRENTICESHIP – LEVEL 1

Admission Requirements:

- 9 Registered as a Skilled Trades Youth WORK in Trades Plumbing student minimum 400 WBT hours recommended, plus a recommendation from an employer sponsor
- 9 Registered as a Skilled Trades Youth TRAIN in Trades Plumbing student
- 9 Participate in a SIP Orientation

Duration: 8 Weeks @ Interurban Campus

Intakes: January & November

Textbook/Equipment Costs: ~\$760

SIP Seats: Contact the SIP office

Recommended Courses: Wood/Metal 9-12, Metal Fab 112, Drafting 112, Physics 112

Course Codes

- f TRNB 12SPRE Final Program Grade
- f TRNB 12BPRE Final Program Grade

Career Opportunities

f



Admission Requirements:

- 9 C in English 11 (minimum 60%) or assessment in Apprenticeship and Workplace Math 11 or FOM 11 or PreCalc (minimum 60%) or assessment
- 9 30 hours of directly related work experience and recommendation from counsellor or teacher
- 9 Registered as a Skilled Trades BC Youth TRAIN in Trades Plumbing/Pipe Trades student
- 9 Participate in a SIP Orientation

Duration: 30 Weeks @ Interurban Campus 900 hours

Intakes: September

Textbook/Equipment Costs: ~\$760

SIP Seats: Minimum 2 seats; contact the SIP office.

Recommended Courses: Wood/Metal 9-10, Metal Fab 112, Drafting 112, Physics 112 (min 60%)

** If accepted a laptop or tablet is recommended

Course Codes

- f TRNB 12A REFRIG Common Core 109 & 110
- f TRNB 12B REFRIG Common Core 109 & 110
- f TRNB 12C REFRIG Occupational 119 & 120
- f TRNB 12D REFRIG Occupational 119 & 120
- f TRNB 12E REFRIG Specialty 130
- f TRNB 12F REFRIG Specialty 130
- f TRNB 12G REFRIG Final Program Grade

Career Opportunities

- f Appliance Repair
- f Refrigeration & Air Conditioning Mechanic
- f Heat Pump Technician

TOTAL COURSES: 7

TOTAL CREDITS: 28

Outcomes: Successful completion your student will receive Refrigeration and Air Conditioning Mechanic Level 1 certification and 425 hours of work based time.

[Skilled Trades BC R&AC Mechanic Program Profile](#)

REFRIGERATION & AIR CONDITIONING MECHANIC APPRENTICESHIP – LEVEL 1

Admission Requirements:

- 9 Registered as an SkilledTradesBC Youth WORK in Trades Plumbing student minimum 400 WBT hours recommended, plus a recommendation from an employer sponsor
- 9 Registered as an SkilledTradesBC Youth TRAIN in Trades Plumbing student
- 9 Participate in a SIP Orientation

Duration: 6 Weeks @ Interurban Campus

Intakes: September

Textbook/Equipment Costs: ~\$760

SIP Seats: Contact the SIP office.

Recommended Courses: Wood/Metal 9-

TASK (CONSTRUCTION OR METAL) –

TRADE AWARE

Admission Requirements:

9



PROFESSIONAL COOK APPRENTICESHIP + LEVEL 1

Admission Requirements:

- 9 Completion of culinary courses in partnering secondary schools
- 9 Substantial directly related work experience and recommendation from a culinary teacher
- 9 Registered as a Skilled Trades BC Youth TRAIN in Trades Culinary student
- Or
- 9 Registered as a Youth WORK in Trades Culinary student minimum 600 WBT hrs recommended, plus a recommendation from an employer sponsor
- Or
- 9

PROFESSIONAL COOK - FOUNDATION

Admission Requirements:

- 9 C in English 10 (minimum of 60%) or assessment and C+ in Apprenticeship Workplace Math 10 (minimum of 67%) or FOM 10 (minimum of 60%)
- 9 Food Safe Level 1
- 9 Registered as a Skilled Trades BC Youth TRAIN in Trades Culinary student
- 9 40 hours of directly related work experience and recommendation from counsellor or teacher
- 9 Participate in a SIP Orientation

Duration: 28 Weeks @ Interurban Campus 840 hours.

Intakes: September, January & April

Textbook/Equipment Costs: ~\$660

SIP Seats: Minimum 2 seats; contact the SIP office

Recommended Courses: Foods 9/10, Cafeteria 10/11/12, Cook Training 11/12

Course Codes

Career Opportunities

f TRNB 12A COOK

AUTOMOTIVE SERVICE TECH. APPRENTICESHIP – LEVEL 1

Admission Requirements:

- 9 Successful completion of the school-based portion of an Skilled Trades BC Youth TRAIN in Trades AST1 program: SD61 AutoTech, SD79 AST Program
 - 9 Substantial directly related WBT hours (120+) and recommendation from an employer sponsor
 - 9 Participate in a SIP Orientation
- Or
- 9 Registered as a Youth Work in Trades Auto student minimum 800 WBT hours recommended, plus a recommendation from an employer sponsor
 - 9 Registered as a Skilled Trades BC Youth TRAIN in Trades Auto student
 - 9 Participation in a SIP Orientation

Duration: 7 Weeks @ Interurban

Start Date (Intake): Intakes may vary.
Blended Cohort-February @ Esquimalt (AutoTech) & Cowichan Sec
May & July Intakes @ Camosun Interurban

Textbook/Equipment Costs: ~\$800.00

SIP Seats: Seats may vary; contact the SIP office. Cost of 6 seats, 8 per intake

Recommended Courses: Mechanics 9/10; Auto 11/12; Electronics 11/12; Metalwork 11/12

Course Codes

- f TRNB 12A AUT Final Program Grade
- f TRNB 12B AUT Final Program Grade

Career Opportunities

- f Automotive Service Technician
- f Service Manager
- f Service Writer
- f Parts Person

TOTAL COURSES: 2
TOTAL CREDITS: 8

Outcome -

ANTHROPOMETRIC SERVICE TECHNIQUE FOUNDATION

Admission Requirements:

- 9 C in English 11 (minimum of 60%) or assessment;
- 9 C in Apprenticeship and Workplace Math (minimum 60%) or assessment

HEAVY MECHANICAL TRADES FOUNDATION

Admission Requirements:

- 9 C in English 11 (minimum 60%) or assessment
- 9 C in Apprenticeship Workplace Math 11 (minimum 60%) or assessment

METAL FABRICATOR APPRENTICESHIP – LEVEL 1



Admission Requirements:

- 9 Registered as a SkilledTradesBC Youth WORK in Trades Metal Fabrication student 800 WBT hours recommended, & a recommendation from an employer sponsor
- 9 Registered as a SkilledTradesBC Youth TRAIN in Trades Metal Fabrication student
- 9 Participate in a SIP orientation

Duration: 7 Weeks @ Interurban Campus

Start Date (Intake): September

Textbook/Equipment Costs: ~\$325

SIP Seats: Contact the SIP office

Recommended Courses: Wood/Metal 9/10, Metal Fab 11/12, Drafting 11/12

Course Codes

- f TRNB 12A MFAB Final Program Grade
- f TRNB 12B MFAB Final Program Grade

Career Opportunities

- f Roofing
- f Air conditioning
- f Sheet Metal Fabrication & Assembly
- f Manufacturing, construction & shipbuilding
- f HVAC: Heating
- f Ventilation

TOTAL COURSES: 2
TOTAL CREDITS: 8

Outcomes: Successful completion your student will receive Metal Fabricator Level 1 certification

[SkilledTradesBC Metal Fabricator Program Profile](#)





Admission Requirements:

- 9 C in English 10 (minimum 60%) or assessment **C+** in Apprenticeship Workplace Math 10 or FOM 10 (minimum 67%) or assessment
- 9 30 hours of directly related work experience and recommendation from counsellor or teacher
- 9 Registered as a Skilled Trades BC Youth TRAIN in Trades Welding student
- 9

(CFCS)

Admission Requirements:

- 9 C+ in English 12 or EFP 12 (minimum 67%) or assessment
- 9 30 hours of directly related work experience
- 9 A criminal record check (CRC), including a Vulnerable Sector (VS) search, is a program participation requirement. You will be sent instructions about the CRC process that need to be followed. Criminal record checks done outside the college are not accepted
- 9 Participate in an interview with the SIP Coordinator and CFCS Program Lead

Duration: 8 Months (2 terms)@ Interurban Campus

Start Date (Intake): September

Textbook/Equipment Costs: ~\$1000

SIP Seats: Minimum 2 seats; contact the SIP office

Recommended Courses: Student Leadership 11/12, Psychology 11, & Peer Support

Course Codes

- f PHCB12A CFCSCFCS 110
- f PHCB12B CFCSCFCS 114
- f PHCB12C CFCSCFCS 120
- f PHCB12D CFCSCFCS 121
- f PHCB12E CFCSCFCS 140
- f PHCB12F CFCSCFCS 141
- f PHCB12G CFCSCFCS 160
- f PHCB12H CFCSENGL 151
- f PHCB12I CFCSHLTH 11
- f PHCB12J CFCSPSYC 154

Career Opportunities

- f Social Worker
- f Child and Youth Care
- f Public Health & Social Policy

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EARLY LEARNING & CARE (ELC TO BE AN ECE)

Admission Requirements:

- 9 C+ in English 12 or EFP 12 (minimum 67%) or assessment
- 9 30 hours of directly related work experience
- 9 A criminal record check (CRC), including a Vulnerable Sector (VS) search, is a program participation requirement. You will be sent instructions about the CRC process that need to be followed. Criminal record checks done outside the college are not accepted
- 9 Participate in an interview with the SIP Coordinator and ELC Program Lead.

Duration: 8 Months (2 terms) @ Interurban Campus

Start Date (Intake): September & often January (please call the SIP office to confirm)

Textbook/Equipment Costs: ~\$1000

SIP Seats: Minimum 2 seats; contact the SIP office

Recommended Courses: Psychology 1 & Child & Caregiving 12

Course Codes

- f ECEB 12A ELC 110
- f ECEB 12B ELC 113
- f ECEB 12C ELC = ELC 120
- f ECEB 12D ELC = ELC 130
- f ECEB 12E ELC 143
- f ECEB 12F ELC 143
- f ECEB 12G ELC 150
- f ECEB 12H ELC = ELC 160
- f ECEB 12I ELC 170
- f ECEB 12J ENGL 151
- f ECEB 12K PSYC 154
- f ECEB 12L ELC = HLTH 111 or IST 120

**** Please note, effective January 2025, these abovecourse codes will change to PHB 12A, etc.**

Career Opportunities

- f Daycare Facilitator
- f Pre-School Teacher
- f Early Education Teacher
- f 'Strong Start' Educator

** 12E & 12F is a 6

Admission Requirements:

9

INDIGENOUS COMMUNITY WELLNESS

Admission Requirements:

- 9 C in English 12 or EFP 12 (minimum 67%) or assessment
- 9 30 hours of directly related volunteer experience.
- 9 A criminal record check (CRC), including a Vulnerable Sector (VS) search, is a program participation requirement. You'll be sent instructions about the CRC process that need to be followed. Criminal record checks done outside the college are NOT accepted

9

INFORMATION & COMPUTER SYSTEMS

Admission Requirements:

- 9 C in English 12 or EFP 12 (minimum of 60%) or assessment or September enrollment in English 12 with an English teacher recommendation form
- 9 C in Math 12 (minimum 60%) or C+ in Prec 11 (minimum 67%) assessment
- 9 30 hours of directly related work experience and recommendation from counsellor or teacher
- 9 Participate in an orientation with the SIP Coordinator and Computer Science Department Head

Duration: 10 Months(2.5 Terms)@ Interurban Campus

Intake: September

COURSES - BUSINESS PATHWAY

Popular Offerings:

Accounting 110: Financial Accounting I

- f Pre-Requisite = C in English 12 & C in FOM 11 Or PreCalc 11
- f Campus: Interurban, Belmont & Online
- f PBB12A ACCT = 4 Credits

Economics 103: Principles of Microeconomics

- f Pre-Requisite = C in English 12 & C in FOM 11 or PreCalc 11
- f Campus: Interurban, Belmont & Online
- f PBB12A ECON = 4 Credits

Business 140: Business Information Technology

- f Pre-Requisite = C English 11
- f Campus: Interurban & Online
- f PBB12A BUS = 4 Credits

Marketing 110: Introduction to Marketing

- f Pre/Co-Requisite= C in English 12, +
- f Pre-Requisite = C in FOM 11 or PreCalc 11
- f Campus: Interurban & Online
- f PBB12A MARK = 4 Credits

COURSES TECHNOLOGY PATHWAY

Popular Offerings:

ICS 114: Algorithm and Programming

- f Pre-Requisite = Registered in (or completed) a high school technology class
- f Campus: Interurban
- f PTB12A ICS = 4 Credits

Elex 138: PC Workstation Fundamentals

- f Pre-Requisite = Registered in (or completed) a high school technology class
- f Campus: Interurban
- f PTB12A ELEX = 4 Credits

Math 100: Calculus I

- f Pre-Requisite = B in Pre Calc 12



COURSES HEALTH PATHWAY

Popular Offerings: