



NICOLA VALLEY INSTITUTE OF TECHNOLOGY
BC's Aboriginal Post-Secondary Institute
Education Coordinator Program



2010 Courses

FNPA 220 Educational Leadership

July 19-20	Prince George
July 21-22	Vancouver
July 23-24	Terrace
Delivery: 2 days of classroom with 5 weeks of on-line study	
Aug 9-14	Saanich
Delivery: 6 days of classroom	

ADMN 165 Introduction to Computing Systems (mornings)

BUS 200 Finite Mathematics (afternoons)

August 3-14 (Sunday off)	Merritt Campus
July 5-16 (Sunday off)	Saanich

Delivery: 11 full days of classroom work

ADMN 165 and BUS200 are offered together because students often have strong computer skills, but need to spend extra learning time on mathematics. Both courses will be focused on the work of Education Coordinators. Students will be encouraged to bring daily work to use for the assignments.

ENGL 110 College Composition

October 2010*
 *Dates TBA

FNWS 103 First Nation Women and Colonization: Race, Class & Gender

February 2011*
 *Dates TBA

For more information

Chelsea Vaughan, Administrative Coordinator,
 Community Education, NVIT
 T: 250.378.3378 cvaughan@nvit.bc.ca

Cici Sterritt, Post-Secondary Program Officer, First Nations
 Education Steering Committee
 T: 1.877.280.4151 cicis@fnesc.ca

Designed for First Nations Education Coordinators!

This two-year diploma program is made to meet the professional development needs of Education Coordinators.

It conveniently ladders into business administration and teacher education degree programs and it is NVIT-accredited.

The program offers Education Coordinators the opportunity to develop their skills in vital professional areas that include policy work, career and academic counseling, financial planning, communication and computers. Students in this program will enhance understanding of the broader educational, social and political contexts in which they work.

The diploma program consists of twenty courses (3-credits each), delivered in a flexible, intensive schedule to make it possible for working individuals to participate.

The program was developed by the Nations Education Steering Committee with NVIT.

We are pleased to acknowledge The financial support of Indian and Northern Affairs Canada for components of this program.



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2010 Course Profile *Supporting Your Professional Development!*

ADMN 165 - Introduction To Computing Systems - 3.00 Credits

This course explains how hardware and software computing systems work. Computing systems are used as a tool, and are intended to increase operation efficiencies in business. Having a clear understanding of computing systems is important to those who often work with limited resources. In addition to enabling the student in understanding how to implement and use computing systems, this course will review examples of how computing systems and information technology are used in economic development.

Why is this course important for Education Coordinators?

Education Coordinators will learn how to use computer applications to organize their work world. For example, they will learn how to organize student data and records using Excel, how to prepare budgets, and track and monitor information.

BUSM 200 - Finite Mathematics - 3.00 Credits

This course is designed to build a mathematical foundation for persons planning to become involved in administration and/or business management. In recent years, there has been a dramatic increase in the need for business professionals who know how to use mathematics in research, statistics, problem solving, budgeting and decision-making. This course is designed to expose students to the areas of mathematics that they are likely to require in their future jobs or areas of study. Topics include linear equations, sets and counting, probability, matrices, linear programming and solving financial problems.

Why is this course important for Education Coordinators?

As business professionals, Education Coordinators need to be able to use mathematics to perform research, build statistics, and problem-solve. This course will introduce students to these concepts and allow students to become comfortable with applications of math in the workplace.

FNPA 220 - Educational Leadership - 3.00 Credits

This course will introduce the student to the fundamentals of management, mobilization resources, supervision of personnel, and examination of education budgets. The student will learn the basics of organizational change and perspectives of education. The course will examine effective leadership and the many factors that impact education, such as socio-economic, community and political factors. To expand their view of education students will share ideas and perspectives with administrators.

Why is this course important for Education Coordinators?

As educational leaders for the respective Bands, this course will expose the students to the roles associated with being an effective leader. Communication skills are essential in leadership and students will be exposed to different communication styles.