

Northwest Community College

1980-1981

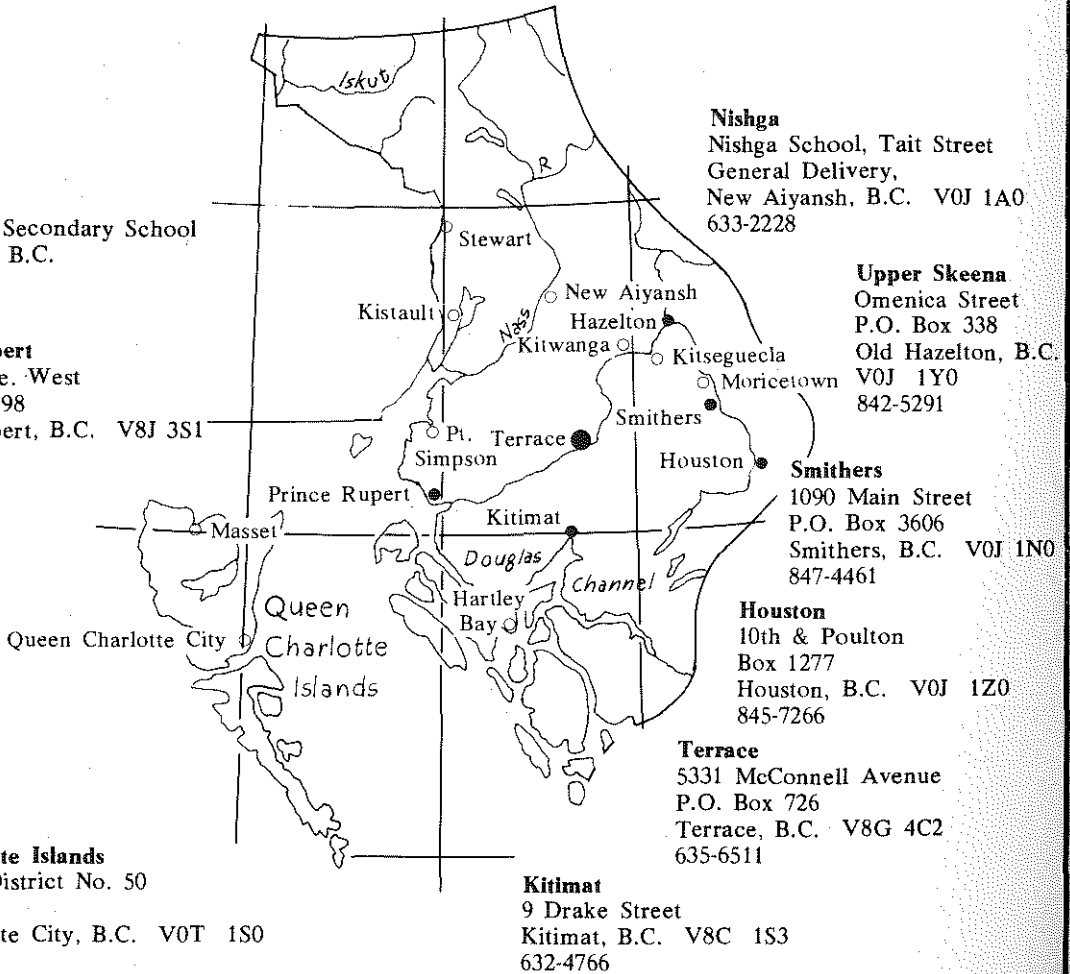


College Region

The Northwest Community College Region is composed of the following School Districts:

| | | | |
|-------------------------|--------------------|------------------------------|--------------------|
| Queen Charlotte Islands | School District 50 | Kitimat | School District 80 |
| Prince Rupert | School District 52 | Terrace / Hazelton / Stewart | School District 88 |
| Smithers / Houston | School District 54 | Nishga | School District 92 |

Northwest Community College Centres



Northwest Community College

Sixth Annual Calendar



1980-1981

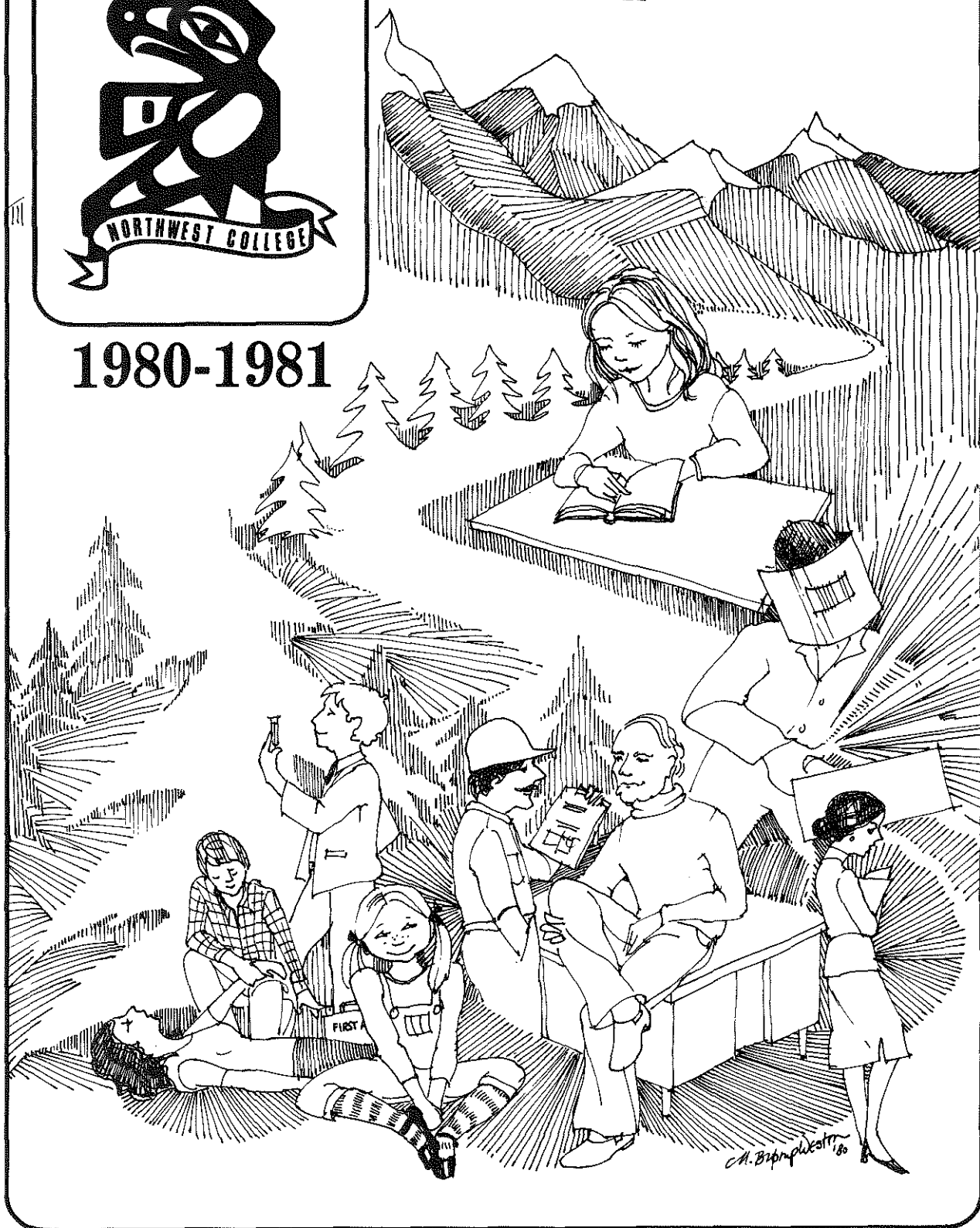


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Chairman's Message

This calendar is intended to make you familiar with Northwest Community College's range of educational programs offered throughout the Northwest region.

As our region develops, so do its institutions and facilities. We are doing more things "at home" — and doing them well — for which not many years ago we had to look to the Lower Mainland:

Our College's vocational and business education programs are second to none in the Province. The Academic Division's University Transfer courses fully meet B.C. University's standards. Beyond these program areas the College addresses further educational needs as identified:

- English language training for new Canadians,
- Adult Basic education for those who need or wish to upgrade their basic educational level,
- Career and technical upgrade or update courses,
- a wide array of general interest programming.

This calendar gives you an overview of what is available; often you will see additional courses advertised in your local newspaper or by radio.

Community Colleges are intended to be responsive to needs. If you have any questions as to what may be necessary and available to fill your educational wishes or requirements, you should feel free to contact the College at any of its listed centres.

H. J. Wagner
Chairman,
Northwest Community College Board

Northwest Community College

1979 - 1980 Board Membership

| | | | |
|------------------------------|---|---------------------------------------|------------------------------|
| Werner Funk | School District 50 Queen Charlotte Islands | Elaine Peal | School District 92 Nishga |
| Nora Lowe | School District 52 Prince Rupert | Bill Hutchinson | Terace |
| Ken Van Gaalen | School District 54 Smithers | George Shepherd (vice-chairperson) | Telkwa |
| Hans Wagner (chairperson) | School District 80 Kitimat | Duane Gould | Sandspit |
| John Babcock | School District 88 Terrace | Roger Bennett | Kitimat |
| | | Ernest Hill | Prince Rupert |

Administrative Staff

| | | | |
|------------------|---|------------------|--|
| Dr. Val George | Principal | Gary Karlsen | Coordinator, Distance Education |
| Geoff Harris | Bursar | Tom Kenna | Chief Instructor, Mechanical Trades |
| Gary Baker | Director of Community Education | Richard Kilborn | Chief Instructor, Business Careers Programs |
| Brian Loptson | Director of Student Services and Registrar | Nancy McDonald | Coordinator, Kitimat CES |
| Peter Weber | Academic Head | Emil Marchand | Chief Instructor, Non- mechanical Trades |
| Fred Wilson | Director of Vocational and Trades Training | Kathy Mueller | Coordinator, Terrace CES |
| Audun Birkedal | Coordinator, Supervisory Training | Elaine Robillard | Coordinator, Prince Rupert CES |
| Frank Cassidy | Coordinator, Upper Skeena CES | Bert Seinen | Counsellor |
| Barry Church | Coordinator, Stewart CES | Isabel Spalding | Coordinator, Smithers CES |
| Renie Cunningham | Bookstore Clerk | Maurice Squires | Coordinator, Nass CES |
| Nick Gessler | Coordinator, Queen Charlotte Islands CES | Ian Stanley | Coordinator, ABE Programs |
| Fred Hislop | Coordinator, Off-Campus Vocational and Trades Training | Bob Sullivan | Chief Instructor, BTSD |
| Jack Johnson | Chief Instructor, Cook Training | Leo Wang | Librarian |
| | | Vic Waram | Maintenance Supervisor |
| | | Tanya Widmark | Coordinator, Houston CES |

Statement of Philosophy

General Responsibility

Northwest Community College assumes general responsibility for all valid educational and training services in the College region that are not the responsibility of the School Districts that participate in the College operation.

Decentralization

Northwest Community College is committed, wherever it is financially and physically feasible, to decentralize educational and training services so that the opportunities for education and training are equitably shared by residents of the region. The College believes that access to education should be based on needs of residents and not their geographical location.

Provincial Responsibility

Northwest Community College's primary concern is with serving the needs of residents in its region. However, the College recognizes that, as part of the provincial educational system, it has a responsibility wherever possible to serve special needs of residents outside the College region.

Assessment of Needs

Northwest Community College recognizes that an important function of its operation is to determine and assess the educational and training needs in its region. To this end, the College actively seeks input from community organizations and individual residents; it is especially responsive to recommendations made by advisory committees established by the College.

Relationship with other Organizations

When deemed appropriate, Northwest Community College cooperates with other educational and training organizations, both within the region and outside the region, in order that the best services possible might be provided for the people in the region.

Quality

Northwest Community College strives for excellence in all the services it provides and does not sacrifice quality for expediency.

Presentation of Services

Northwest Community College is committed to development of delivery systems that take educational and training services to the people where they live and work. When considering the delivery systems to be used the College is concerned not only with cost effectiveness but also with the quality of instruction, particularly as quality is related to student-instructor contact.

Citizenship

Northwest Community College recognizes that an important objective is to provide people with the capability to function within and relate to the principal social institutions such as government and the law. The College recognizes its responsibility to aid in the development of citizens who can participate fully and effectively in society in general and in their individual communities.

Disadvantaged People

Northwest Community College recognizes that special attention should be given to the educational and training needs of working people. Native people, and women, as well as to other segments of society that historically have been disadvantaged with respect to enjoying full access to educational and training opportunities.

Governance of College

The governance and operation of Northwest Community College reflects the legitimate concerns of all elements within the College and in the communities served by the College.

Accountability

Northwest Community College recognizes that it is a public institution utilizing public money for its operation, and that therefore it must be accountable to the public in everything it does. To this end the operations of the College are open to public scrutiny. To improve accountability, the College recognizes its responsibility to ensure that proper evaluation takes place of everything it does and that self-renewal is an ongoing obligation.

General Information

Community Education Services co-ordinates off-campus courses. Registration times and dates may be different from those listed here. Prospective

students are invited to phone the nearest College Center or to refer to the Community Education Bulletin.

College Year Calendar

1980

- Tuesday
July 1 - Dominion Day Holiday,
College offices closed
- Monday
August 4 - B.C. Day Holiday,
College offices closed
- Wednesday
August 27 - Registration begins for
Academic and Special programs
- Monday
September 1 - Labour Day Holiday,
College offices closed
- Residence staff will be on duty
to accommodate arriving students
- Tuesday
September 2 - Registration and commencement
of classes for Vocational pro-
grams beginning in September
(classes begin at 8:00 a.m.)
- Wednesday
September 3 - Registration continues for
Academic, Career & Special
programs
- Monday
September 15 - Academic, Career & Special
program classes begin
- Registrar, Cashier, and Bookstore
will be open evenings Monday
through Thursday (Sept. 15 to 25)
- Friday
September 26 - Last day for late registration
for Academic, Career and Special
program students.
- Last day for changing classes for
Academic, Career and special
program students
- Monday
October 13 - Thanksgiving Day Holiday,
College offices closed
- Tuesday
October 24 - Last day for official withdrawal
from Academic, Career and
Special programs
- Tuesday
November 11 - Remembrance Day Holiday,
College offices closed
- Friday
December 19 - Classes end for Academic, Career
and Special programs
- Wednesday
December 24 - Classes end for Vocational
programs
- Thursday
December 25 - Christmas Day Holiday,
College offices closed
- Friday
December 26 - Boxing Day Holiday,
College offices closed

1981

- Thursday
January 1 - New Year's Day Holiday,
College offices closed
- Monday
January 5 - Registration and commencement of
Vocational programs beginning in
January (classes begin at 8:00 a.m.)
- Other Vocational programs
re-commence
- Registration begins for Academic,
Career and Special programs
- Monday
January 12 - Academic, Career and Special
program classes begin
- Registrar, Cashier, and Bookstore
will be open evenings
Monday through Thursday
(Jan. 12 to 27)
- Friday
January 30 - Last day for late registration
for Academic, Career and Special
programs
- Last day for changing classes for
Academic, Career and Special
program students
- Friday
February 27 - Last day for official withdrawal
from Academic, Career and
Special programs
- Friday
April 17 - Good Friday Holiday, College
offices closed
- Monday
April 20 - Easter Monday Holiday,
College offices closed
- Friday
April 24 - Classes end for Academic, Career
and Special programs
- Monday
May 18 - Victoria Day Holiday,
College offices closed.

Structure of the college

Northwest Community College is organizationally separated into five divisions. Each of these divisions has a Head or Director who reports directly to the Principal who is, in turn, responsible to the College Board. The College Board is the managing group of the College and is made up of one representative from each of the six School Districts served by the College and five representatives appointed by the Minister of Education.

There are three instructional divisions and two non-instructional divisions:

- The Vocational Division administers the full-time vocational pre-apprenticeship and pre-employment programs offered in Terrace and other centers. It co-ordinates the part-time and short-term vocational programs offered in Terrace and other centres.
- The Academic Division administers the University Transfer Program; Career Programs in Early Childhood Education and Human Services Worker; and special programs in the areas of Women's Studies, Workers Education and Aboriginal Studies.
- The Community Education Division co-ordinates through its community education coordinators, the Vocational and Academic programs offered in the local communities. Also each year many courses of general interest are offered through this division.
- The Student Services Division encompasses the areas of Admissions, Registration and Records, Counselling, Financial Aid and Awards, the Learning Resource Centre, and the Residence and Recreational facilities.
- The Administrative Division, headed by the Bursar, administers the Budgeting, Accounting, Purchasing Facilities, Maintenance, and general support areas of the College including the Bookstore.

Purpose of this Calendar

This calendar is intended to provide students and the general public with an overview of the programs at Northwest Community College. It is not possible, in a book of this size, to introduce each course or program in great detail. Persons wishing more detail on courses, programs or other information printed in this calendar are invited to contact the Student Services or the Counselling Office at the college.

Application Procedure

People wishing to undertake programs at Northwest Community College should complete an Application for Admission form. These forms are available from any college office. The completed form together with any supporting documents should be sent to:

The Registrar
Northwest Community College
P.O. Box 726
Terrace, B.C. V8G 4C2

In courses where there is limited enrolment, applicants will be accepted on a "first apply — first accept" basis, provided that all admission requirements have been met.

Fees

Fees for the programs listed in this calendar are detailed in the body of each program. The fees shown are those in effect at the time of printing of this book. While the College will endeavour to maintain charges at the lowest possible level students should anticipate some increases as necessitated by inflation.

Confidentiality of Student Records

The College considers a student's record of achievement to be confidential material and for that reason it will not release any information of any kind about a student except upon the student's authorization in writing.

Appeal

Any student who feels that a decision given to him or her from the college may not be just, or that a grade received does not reflect their actual achievement shall have the right to appeal that decision. Students who find themselves in this position should first endeavour to discuss the matter thoroughly with the instructor or staff member involved. If a satisfactory understanding cannot be reached at that level they may take their concerns to the Chief Instructor or Head of the program or department.

Student Services

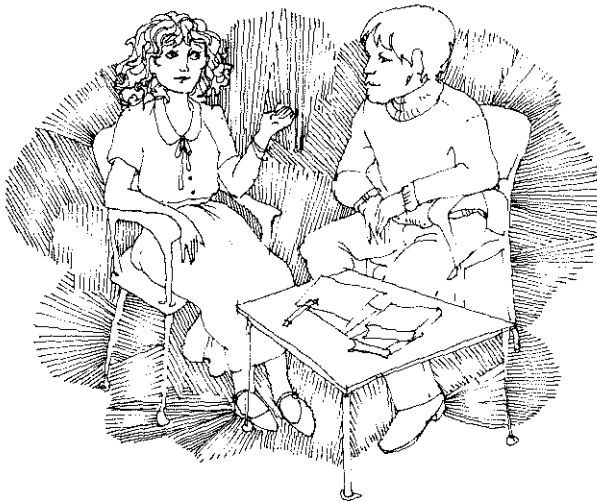
Counselling Services

Counselling is available weekdays from 8:30 a.m. to 4:30 p.m. in the Administration building. Counselling is also available on a regular basis in each of the College Centres. Those wishing to make an appointment should contact the local college office.

Counselling is available in the following areas:

- program and course advising
- career decision making
- vocational planning
- personal counselling
- financial aid
- effective study skills
- adjusting to college life.

Counselling can help when you are faced with decisions or problems that affect your life as a student. Talking things over with a counsellor can help give you an overall view of the situation and assist you in finding solutions and alternatives.



Bookstore

The bookstore is located on the ground floor of the Administration building — opposite the Learning Resources Centre. It sells textbooks for all college courses and programs. Books and Magazines for general interest reading are also sold. Students can also obtain notepaper, pens, school supplies, and stamps. Textbooks will be available at each College Centre.

Health Services

The campus first aid station is located just south of the Vocational building. It is open from 8:00 a.m. to 4:00 p.m. weekdays. Should you require medical services during your stay at the college call a local physician or the Skeena Health Unit (635-6307) for appropriate referral.

Students are encouraged to ensure that they will have adequate medical insurance during their stay at the College.

Housing

Dormitories

Dormitory space is available on campus for 240 students. Most rooms are designed for double occupancy. Each student has a desk, dresser, bed and closet. There are six two-storey dormitories; each floor has a washroom and showers, a lounge, a coin-operated washer and dryer and a pay telephone. Meals are provided from the cafeteria. Most linen is provided, but students should provide their own towels, facecloths, soap, laundry detergent, etc. Reservations are advised.

Students can receive room assignments from the Security office on the main floor of the cafeteria building. This office is open each day.

Costs for dormitory accommodation and meals during the 1979-80 academic year were \$152.00 per month for a shared room and \$200.00 per month for a single room. These fees are subject to review.

Rental Accommodation

If you are a student with dependants you are advised that no accommodation is available on campus and you should locate your own accommodation in Terrace. Student Services is developing a list of available accommodation.

Costs in Terrace are from \$200 per month plus utilities.

Public Transportation

It is expected that public bus transportation will be available in the Terrace area during the fall of 1980.

The Learning Resources Centre

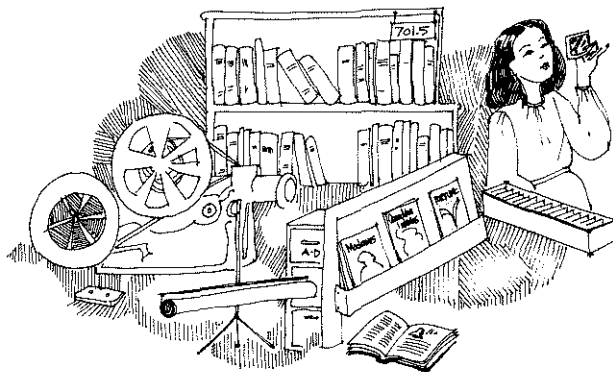
The learning resource centre is growing very rapidly to develop an up-to-date multi-media collection of both print and non-print resource materials to support the teaching and learning at the College. There are over 14,000 books, 450 periodicals, plus videotapes, slides, films and film-strips, audio tapes and cassettes, to meet your study or research needs for information.

At present, the majority of resource materials are kept at the Terrace centre. However, we are planning to expand the collection to all other centres in the near future. A microfiche catalogue of the Terrace collection will be available in all centres so that all students can check library holdings and borrow materials from the Terrace Centre.

In addition to our own collection, we also have the microfiche copy of the British Columbia Union catalogue which includes all books and serials in all universities and

colleges in British Columbia. This means that if you do not find the book you need in the Northwest College catalogue, we can use inter-library loan service to borrow books for you from other universities and colleges. There are over half a million volumes of books and other materials listed in the catalogue which we can borrow to supplement our own collection.

Library tours and orientation are also available at the LRC, all staff will be very glad to assist you whenever you need help.



Student Association Message

The Northwest Community College Student Association is dedicated to represent the rights and interests of the students. All full-time students pay membership fees upon registration and elect their own student council.

We encourage students to voice their ideas and suggestions either verbally or in the Student newspaper, "The Raven". Our office is under the ramp in the student lounge. Please, drop in any time.

The Student's council is made up of Class representatives from each class or department. These "reps" are usually nominated by the class upon first meeting. These Reps attend weekly Student Council meetings presided over by the President acting as chairperson in the meeting. Other positions are Vice-President, Treasurer, Sports Rep., Social Convenor and Treasurer. Nominations are held for the first 2 or 3 weeks of the Academic year each September and then elections are held soon after nominations close. Forms for nomination must be signed by the nominee and 2 other students. These forms are available from the Student Association

Returning Officer and people are encouraged to campaign. These positions are educational and also good reference on job resumes.

The Student's Association sponsors "Pub Night", occasional dances, barbecues, and hopes to promote a music concert or two.

Our recreational program includes a hockey team, ice-skating, badminton, swimming, and the use of a gymnasium. The College Curling Bonspiel is a major event which brings everyone in the College together for a good time.

These activities are only successful with adequate support and co-operation from everyone. That is why we encourage you, the new student to get involved. With your participation the Student Association can effectively represent students concerns and make possible rewarding memories. Remember, we need your participation.

Student Association
NORTHWEST COMMUNITY COLLEGE

Financial Aid and Sponsorship

The financial implications of attending College should be considered by all prospective students. Students who are uncertain or who anticipate financial difficulties are urged to contact the Student Services office at the College for information and advice well in advance of registration.

The following is an estimated budget for a student at Northwest Community College: Individual costs will vary, depending on spending habits, program studied and family expenses.

Academic or Special Program Students

| | Living at home | Living on Campus | Living in Rental Accommodation |
|------------------|----------------|------------------|--------------------------------|
| | per Semester | | |
| Tuition | \$130 | \$130 | \$130 |
| Student Fees | 4 | 4 | 4 |
| Books & Supplies | 100 | 100 | 100 |
| Room & Board | 0-500 | 608 | 600-1000 |
| Miscellaneous | 300 | 300 | 300 |
| Transportation | 120 | 120 | 120 |
| | \$654-1154 | \$1262 | \$1254-1654 |

Vocational Students

| | Living at home | Living on Campus | Living in Rental Accommodation |
|------------------|----------------|------------------|--------------------------------|
| | per Month | | |
| Tuition | \$16 | \$16 | \$16 |
| Student Fees | 1 | 1 | 1 |
| Books & Supplies | 10 | 10 | 10 |
| Room & Board | 1-125 | 152 | 150-250 |
| Miscellaneous | 75 | 75 | 75 |
| Transportation | 30 | 30 | 30 |
| | \$132-257 | \$284 | \$282-382 |

Multiply the amount shown times the length of the program in months to calculate your costs.

Financial Aid Programs Available at Northwest Community College

Northwest Community College administers a limited amount of scholarships and bursaries. Due to the limited monies available applicants should first apply to the B.C. Student Assistance Plan / Canada Student Loan Program. Students who are enrolled in short term programs who are not eligible for the B.C. Student Assistance Plan are encouraged to apply.

Awards are made in October, December, February and April. Applicants may receive more than one award during their program; so students are advised to apply whenever they have financial need. Applications are retained for the current awards period only.

Applications can be obtained from the Student Services office and must be returned to the Registrar's office by the first of the month in which the awards are scheduled to be made (e.g. October 1st, December 1st, February 1st, and April 1st).

Scholarships are awarded on the basis of academic excellence, while bursaries are awarded primarily on the basis of financial need.

The following financial aid programs are currently available:

B.C. Telephone Awards

Two awards of \$500 have been made available by the B.C. Telephone Company. The two awards will be given as either bursaries or scholarships at the discretion of the Financial Awards Committee. The preference for these awards is for Scholarships to second year academic students. These awards will be made in October.

British Sailor's Society Canada Bursary

The British Sailors' Society Canada has given a \$250.000 bursary for a student in the Fisheries and Marine Training Program. To be eligible students must be a son or daughter of a Canadian Seaman and furthering their education in Marine matters. Students should apply on the College Bursary application form.

Canadian Cellulose Company Ltd. Terrace

Canadian Cellulose has established a Scholarship and Bursary fund at Northwest Community College which will award a total of \$11,400.00 over the next 5 years.

It is proposed that two \$300.00 scholarships will be awarded in September of each year (commencing in September 1978) to the applicants who have the most outstanding achievement among the students entering full-time studies at the second year level in any Northwest Community College program.

In addition, four \$300.00 bursaries are to be awarded annually, the first in October 1979 and every 3 months thereafter. Applicants will be expected to be full-time students in Northwest Community College programs of more than two months duration, who are in good academic standing and experiencing financial difficulty.

Credit Union Foundation

A grant of \$300.00 is to be made available to Northwest Community College on an annual basis. It is the desire of the Trustees of the Credit Union Foundation that the grant be made to technical, academic or vocational undergraduate student(s) who might otherwise have difficulty completing their studies by reason of financial hardship. The recipient(s) is/are to be Canadian and resident of the area served by the College.

The Credit Union Foundation is a charitable organization of the Credit Union of B.C. founded in 1957. Its aim is "to operate exclusively as a charitable organization to administer a fund or funds for the encouragement, promotion, establishment and advancement of education, scholarships to worthy and needy students who have the ability to make good use of the education thus provided and the promotion of mental, moral, physical and social welfare of the people."

This award will normally be made in February.

Northwest Community College Bursary Fund

Northwest Community College has established a general bursary fund with money received from local contributors. This money is intended to be awarded at any time throughout the year to students with good academic standing who may find themselves in financial difficulty.

Northwest Community College Faculty Union Bursaries

The Faculty Union of the College has made four \$250.00 bursaries available to full-time and part-time students of the College who are enrolled in University Transfer, Technical or Special Programs. There are three types of awards:

1. Jeff Marvin Memorial Bursary

One \$250.00 bursary for Native Students who are participating in the Aboriginal Studies Program. This bursary was established to provide a continuing memorial to Jeff Marvin's dedication in providing post-secondary education to meet the needs of Indian people in Northwest British Columbia.

Native students should apply on the Northwest Community College Bursary application form.

- 2. One \$250.00 bursary for a student who has demonstrated active participation in the areas of women's workers' or native's rights.**
- 3. Two \$250.00 bursaries to students who are in financial need.**

Students should apply on the Northwest Community College Bursary application form by September 1. A statement of their participation should accompany an application for No. 2 bursary above.

Thunderbird Emergency Loan Fund

Established in part, by a donation from the Northwest Community College Student Association, this fund can be used for small, short term loans. Students wishing to borrow money from this fund should make application to the Student Services Office at the cashier's window.

Vancouver Foundation Bursary

The Vancouver Foundation has established a Bursary fund of \$1000.00 to be awarded to Northwest Community College students. These funds are to be awarded to full-time students who have identified vocational or academic objectives, demonstrated ability to reach those objectives, and who, along with their families where possible, are contributing towards their educational costs. Applicants will be expected to demonstrate financial need beyond the limits of the usual sources of aid available to them. Applications for these funds must be made by October 1.

British Columbia Student Assistance Plan

This is a comprehensive program of assistance for post-secondary students to ensure that British Columbia residents are not denied the opportunity to reach their educational objectives due to financial constraints.

PURPOSE

The purpose of the B.C. Student Assistance Program is to assist students whose resources are insufficient to provide for the cost of full-time post-secondary education.

Funds provided under the program are intended to supplement, not replace, the student's own financial resources and those of the student's immediate family.

DISTRIBUTION OF FUNDS

The B.C. Student Assistance Program is composed of two inter-related components:

- (a) The Canada Student Loan Plan, funded by the federal government and provincial government and provincially administered allows for a repayable loan up to a maximum of \$1,800.00 per educational year. (Amount may be subject to change.)
- (b) The British Columbia Provincial Grant Program, funded by the province, allows for a non-repayable grant up to a maximum of \$1,700.00 per educational year. (Amount may be subject to change.)

Funds are normally disbursed through a combination of provincial grant (non-repayable) and federal loan (repayable). Loans remain interest free until six months after the student terminates full-time studies.

The amount of assistance awarded is based on assessed need as determined by the provincial authority.

ELIGIBILITY REQUIREMENTS

Eligibility for assistance requires enrolment in at least 60 of a full course load in a designated program of study leading to a degree, diploma or certificate. All College students enrolled in programs of six months or longer are eligible. In order to remain eligible, the student must maintain this level throughout the application period.

All students are required to establish British Columbia residency status in order to be eligible for financial assistance through this program.

APPLICATION PROCEDURE

Applications are available at the Student Services Office and at the Local Community Education Centre.

Students are required to submit their applications to the Financial Aid officer, Beverley Kealty, at the Student Services office in Terrace.

WHEN TO APPLY

It is in the best interest of the applicant to APPLY EARLY, at least nine weeks prior to the beginning of classes.

Applications submitted after the fourth week of class will be subjected to a pro-rated assessment only.

NEED HELP?

If you need help filling in the form contract, the Financial Aid Officer or the Counsellor will help you.

Financial Aid available from Other Sources

British Columbia Special Assistance Program

This program is intended to assist British Columbia students enrolled in public post-secondary institutions who do not qualify under the regulations governing the program of assistance designed for full-time students.

Approved part-time programs of study will include only credit courses leading to a certificate, diploma, or first degree.

For further information contact the Financial Awards office at any public post-secondary institution or write to Student Services Branch, Ministry of Education, Parliament Buildings, Victoria, B.C. V8V 2M4.

Work Study Program

The program is designed to provide on-campus work

experience for students requiring financial assistance while attending a post-secondary institution.

The program is open to British Columbia residents studying at participating universities, colleges and institutes located in British Columbia.

Further information may be obtained from the Financial Awards Office at participating post-secondary institutions.

Physical Fitness and Amateur Sports Fund

- (a) Premier's Athletic Awards — Five at \$1,000 each (For students already enrolled in a designated post-secondary educational institution).
- (b) B.C. Athletic Awards — 25 at \$750.00 each (For students already enrolled in a designated post-secondary institution).
- (c) Nancy Green Scholarships — 26 at \$750.000 each (For British Columbia secondary school

students who are about to enroll in a designated post-secondary institution).

Further information and application forms for the above three awards may be obtained by writing to B.C. Physical and Amateur Sports Funds, Parliament Buildings, Victoria, B.C. V8W 1K7.

This is a uniquely designed program of university transfer courses developed especially for Native people involved in jobs or volunteer activities serving their people. Through a carefully selected list of readings, subjects, guest speakers and films, students take a thorough look at a whole host of topic areas such as human behaviour, government structures, land and resources, law, racial stereotypes, sexual stereotypes and political systems.

Starting in 1979/1980, there will be several ways that people can participate in this program which is open to all mature adults regardless of their previous educational experience. First, as before, all classes will be given for one week every month in Terrace, so students can maintain their jobs and family commitments while attending college. Secondly, Native students who are enrolled in the regular college day program in Terrace can participate by taking selected courses in the Professional Studies Component of Aboriginal Studies. Finally, beginning this year, part of the program will be offered in outlying communities such as New Aiyansh or the Queen Charlotte Islands.

B.C. Cultural Fund Scholarship Assistance Program

A number of scholarships are available annually in order to assist in the fine arts education and to stimulate advanced studies and professionalism in talented and dedicated British Columbians.

Junior Scholarships — to a maximum of \$250 per year for a maximum of 4 years (upon re-application each year) for students engaged in full-time study, up to and including second year of a university and/or community college in a fine arts program.

Further information and application forms for the above three awards may be obtained by writing to: B.C. Cultural Fund, Minister of Recreation and Conservation, Parliament Buildings, Victoria, B.C. V8W 1K7.

British Columbia Youth Foundation Loans

Interest free loans can be made to bona-fide B.C. young people to a maximum age of 30. Loans may be for fees, books and/or a monthly allowance to assist with living expenses when the applicant is not living at home. Students eligible for government loans and grants should first apply to that source. The loans are not designed only for University or College education, but are also made to students studying in technical or vocational fields. A suitable adult guarantor is usually required. Applicants should have an aptitude for their chosen field of study and a reasonable chance of success. Hopefully, they should contribute some of their own money to the cost of their education.

The Financial Awards Officer will interview possible candidates as to their suitability for a loan. In other Centres, counsellors will conduct the interview. If the candidate appears to merit a loan, the request may then be referred to the Foundation. The Foundation will send

an Application Form and Guarantor's Statement Form to the applicant for completion. After the Foundation receives all information, it will assess the request. Cheques will be forwarded to the Financial Awards Officer for disbursement.

B.C. Indian Arts Society Memorial Bursary

The B.C. Indian Arts Society provides bursaries of \$150 to native Indians furthering their education. Application is made to the Secretary, B.C. Indian Arts Society, No. 704-701 Esquimalt Road, Victoria, B.C.

B.C. Indian Arts Society, Mungo Martin Memorial Award

Commemorating Mungo Martin, the late Kwakiutl chief, artist, philosopher and carver, the B.C. Indian Arts Society provides awards from \$50 to \$300 to people of Indian racial background to further their education. Application is made to Chairman, Humpback Road, R.R. No. 6, Victoria, B.C. V8X 3X2.

Caribou Real Estate Board Scholarships

Four scholarships of \$500 each are open to students whose regular residence is in School Districts 27 (Williams Lake), 28 (Quesnel), 54 (Smithers), 55 (Burns Lake), 56 (Nechako), 57 (Prince George), and 59 (Peace River South). To be eligible an applicant must show proof of admission to a post-secondary program of studies of at least two semesters duration. Students entering second year programs are also eligible. Students should obtain application forms from the Financial Aid office at the College of New Caledonia, 2001 Central Street, Prince George, B.C. Applications must be returned by June 1, of the year in which the student will commence studies.

Cal Callahan Memorial Bursary

The Pipe Line Contractors Association of Canada is offering a bursary or bursaries not exceeding one thousand dollars (\$1,000) in the aggregate, in memory of its fourth past-president, the late C.A. Callahan.

Applicants must be sons, daughters or wards of persons whose principal income is derived from the Pipeline Industry and whose employer is a member of the Pipe Line Contractors Association of Canada. Applications will be reviewed and selection made by the executive committee of the association on or about September 19, 1980.

Application forms are available from Pipeline Contractors, Association of Canada, Suite, 203, 698 Seymour Street, Vancouver, B.C. V6B 3X6.

Canadian Army Welfare Fund Bursaries

Bursaries are available from the Canadian Army Welfare Fund to assist dependants of former members of the Canadian Army to obtain a post-secondary education by providing financial assistance primarily for tuition and purchase of text books.

All applicants must be dependants of former members of the Canadian Army (Regular) who served between October 1, 1946 and January 31, 1968. Dependants may include natural, step, or legally adopted children. Service with the former Royal Canadian Navy or Royal Canadian Air Force does not constitute eligibility. For more information and applications contact: The Manager, Canadian Army Welfare Fund, Veterans Affairs Building, Lyon and Wellington Street, Ottawa, Ontario K1A 0P4.

The established date for the submission of application is July 1st each year. All applicants will be notified of the results by August 15th.

Canadian National Institute for the Blind

A \$200 per year grant is given to blind students to offset some of the expense in hiring readers. Eligible persons should apply to the Director, B.C. — Yukon Division of C.N.I.B., 350 East 35th Avenue, Vancouver, B.C. V5W 1C6.

Children of War Dead

The Department of Veterans Affairs under the Children of War Dead (Education Assistance) Act provides assistance in respect of tuition fees up to \$800 per year as well as a monthly allowance. Eligibility is determined by the applicant being dependent upon a pension being paid during some period prior to application for training. Contact the College Counsellor, Special Services, Department of Veterans Affairs, 1155 Robson Street, Vancouver, B.C. V6E 1B9.

Merrill C. Robinson Bursary Fund

The Merrill C. Robinson Bursary Fund is sponsored by the Canadian National Institute for the Blind to honour the long service to blind people given by the late Merrill C. Robinson, M.B.E., LL.D. This fund will be administered by a special committee of the CNIB Divisional Board and will be used to assist blind students attending any university or college within the B.C. - Yukon Division other than the University of British Columbia. Awards will be made only to those who show evidence of ability and promise. Letters of application are to be forwarded to: The Merrill C. Robinson Bursary Fund, Canadian National Institute for the Blind, 350 East 36 Avenue, Vancouver 15, B.C.

Navy League of Canada Scholarships

Scholarships of \$100 are awarded annually to Royal Canadian Sea Cadets, former Sea Cadets, Navy League Wrenettes or former Wrenettes with at least 12 months service entering first year at a Community College. Applications can be obtained from the Navy League of Canada, National Council, Suite 910, 85 Range Road, Ottawa, Ontario, K1N 8J6. Deadline is August 11.

Royal Canadian Legion (Pacific Command) Bursary / Scholarships

The Royal Canadian Legion (Pacific Command) offers annually a number of awards for students proceeding from Secondary School to University or a University Transfer Program and a limited number of awards for students entering Second, Third, and Fourth years. These Scholarships are awarded on the basis of academic standing, financial need and participation and achievement in student and community affairs. Preference is given to sons and daughters of deceased, disabled or other veterans, but applications from other worthy students are considered. The deadline date for receipt of applications is May 30. Application forms and further information may be obtained from, and completed applications are to be returned to Pacific Command, The Royal Canadian Legion, 3026 Arbutus Street, Vancouver, B.C. V6J 3Z2.

Sons of Norway Foundation in Canada

Three scholarships of \$600 each are offered by Sons of

Norway Foundation in Canada to students who have shown interest in Norwegian culture, history or language. They are open to students who show evidence of sound academic performance and financial need. The awards are tenable at any recognized community college, vocational institute or university in B.C. and can be for any student year. Application forms are available at the College or from Sons of Norway Foundation in Canada, 905-935 Marine Drive, West Vancouver, B.C. V7T 1A7.

High School Scholarships and Bursaries

Students entering from high schools in the college region are eligible for a number of locally administered scholarships and bursaries. Some awards are specifically intended for those students entering vocational programs. For detailed information on those awards available from your school see your high school counsellor.

Awards administered by UBC and tenable at Northwest Community College

The University of B.C. administers a number of awards which are tenable at other institutions in B.C. Students should consult the most recent edition of the UBC calendar for details of the awards. Application forms can be obtained from the College or UBC and applications must be made to UBC by July 1st.

- 4777 British Columbia Forest Products Limited Regional College Scholarships
- 4734 Chevron Canada Ltd. Entrance Scholarships.
- 4735 Chevron Canada Ltd. Special Scholarships.
- 4710 The Federation of Telephone Workers of British Columbia, Plant Division, Scholarships.
- 7597 The Grand Lodge Masonic Bursaries.
- 4778 The Hospital Employee's Union. (Victoria General Unit) Bursary.
- 4786 The William L. Hurford Memorial Scholarship.
- 4718 The International Longshoremen's and Warehousemen's Union Entrance Scholarships.
- 4783 The International Longshoremen's and Warehousemen's Union Scholarships for Entrance to Vocational School.
- 0530 The International Longshoremen's and Warehousemen's Union Undergraduate Scholarships.
- 0547 The Retail Clerks Union, Local 1518, Scholarships.
- 4779 Retail, Wholesale and Department Store Union, Local 517, Bursary.
- 7672 Retail, Wholesale and Department Store Union, Local 580, Bursaries.
- 7678 The Royal Arch Bursaries.
- 4780 The Vancouver Sun Regional College Entrance Scholarship for Sun Carriers.
- 7718 The War Amputations of Canada, Vancouver Branch, Bursaries.

Sponsorship Programs

Sponsorship Programs

The following information is an outline of the sponsorship programs available. For detailed and up-to-date information as to how you may qualify for sponsorship, you are encouraged to apply directly to the government agency involved.

Canada Employment and Immigration Commission

The Canada Employment and Immigration Com-

mission (formerly the Department of Manpower and Immigration) may authorize financial assistance through local offices for persons entering approved vocational training courses which will assist them to:

- (a) Upgrade present work skills; or
- (b) retrain for a new job.

Persons referred to these full-time training courses by an Employment Counsellor and who qualify for Unemployment Insurance benefits, will be paid such benefits during training. Trainees not eligible for benefits may be paid training allowance. Additional allowances may be paid to trainees who must commute more than 48 km per day or who must live away from home while continuing to maintain a household. Trainees may also receive a travel grant to cover the cost of travel between their home and place of training.

To be eligible for financial assistance, trainees must be 16 years of age or over and must not have attended school on a regular basis for at least 12 months.

For further information contact your local Canada Employment Centre.

B.C. Ministry of Labour

Pre-indentured apprenticeship training is available to eligible persons who want to prepare themselves for apprenticeship prior to employment in industry. The Ministry of Labour, under the Pre-Indentured Apprenticeship Plan, recognizes the importance of such training and financially assists eligible people.

The selection of students is made by a committee comprised of Ministry of Labour officials, Ministry of Education officials, and representatives from industry and (or) unions. Preference is given to persons over 16 years of age who have at least a Grade 10 education. Recent high school students are often well suited to this training.

A transportation allowance equivalent to one return fare is paid to students who must leave home to reside near the training centre. Tuition for those selected for training is paid by the Ministry of Labour. For further information on application procedures, contact your local Ministry of Labour office at 4548 Lakelse Ave., Terrace, B.C., V8G 1P8 or the Director of Apprenticeship Training, B.C. Ministry of Labour, 4946 Canada Way, Burnaby, B.C., V5G 4J6.

Ministry of Human Resources

The Ministry of Human Resources, through its district offices, provides assistance to people who:

- (a) are currently in receipt of Income Assistance under the G.A.I.N. Act;
- (b) meet the eligibility requirements and are not deemed "job ready", or
- (c) not able to obtain employment that would provide adequate remuneration to make them self-supporting without further educational or vocational training.

Where training is seen as a constructive method of assisting an individual to become self-sufficient, the Ministry of Human Resources will provide eligible Income Assistance recipients with a training allowance to enrol in a course approved by the Ministry.

This financial assistance is primarily given to improve a person's employment potential, but there is flexibility to allow for underwriting the cost of life skills or parent-role strengthening courses where this will improve a family situation.

Under the G.A.I.N. Act and Regulations, training or educational assistance is limited to a two-year training or educational program, ordinarily vocationally orientated. Persons attending a college or university on a degree program do not qualify for training allowance.

For further information, contact the individual in the Ministry of Human Resources responsible for your Income Assistance benefit.

Community Vocational Rehabilitation Service

Financial assistance is available under the Vocational Rehabilitation of Disabled Persons Act to any individual who is capable of pursuing regularly an occupation which meets the individual's basic economic needs.

Each applicant undergoes a medical and vocational assessment. When vocational training becomes a part of an individual's rehabilitation program and when such training is not available through the Employment and Immigration Canada Training Program, financial assistance may be obtained.

Assistance for training-on-the-job is also available when a particular training course is not offered by vocational schools. This assistance is given to an employer as reimbursement for the time and effort expended in instructing the student.

Assistance is not limited to people in vocational training only; academic and technological course work is also endorsed when there is firm evidence that this level of training is required to assist the individual to become employable.

For further information contact: Community Vocational Rehabilitation Service, No. 33-3412 Kalum St., Terrace, B.C., V8G 2M9; or Ministry of Health, Community Vocational Rehabilitation Services, 6th Floor, 805 West Broadway, Vancouver, B.C. V5A 1K1.

Federal Department of Indian Affairs.

The Federal Government provides a comprehensive program of financial assistance to status Indian people who qualify for enrolment in pre-vocational, vocational and post-secondary training at a variety of educational institutions.

Indian students who also meet enrolment requirements and so not qualify for other sources of financial assistance may apply to their local Indian band office, or a district office of the Department of Indian Affairs. Assistance is provided on the basis of need and includes living allowances, tuition costs, books, supplies, and transportation costs.

Funds are also used for special training needs identified by Indian communities for adult education or Band staff training.

Community Education Services

The Community Education Service is an integral part of the College. The C.E.S. is responsible for the development and delivery of all general interest and community education courses throughout the College region. This department also manages regional College centres (see map inside front cover) and aids the Academic and Vocational Divisions in the delivery of their programs throughout the College region. In addition, the Community Education Service offers special credit and non-credit courses, seminars, and workshops in response to requests from community or interest groups. At each Regional Centre C.E.S. maintains an educational and career opportunities library, and counselling is available on an appointment basis.

Information about the Academic, Vocational and C.E.S. courses offered in each region is widely publicized using a combination of a brochure / flyer, local papers, and the radio and TV networks. For information on College courses being offered in your community please call your nearest College Centre office. Community Education staff welcome your suggestions for new courses; please feel free to contact them!

Distance Education

Many residents of the Northwest are denied enrolment in college courses because they cannot be at the place where a course is offered at the time it is offered. Fishermen, shiftworkers, women at home, or others who find it difficult to attend regular classes will soon have the opportunity to take college courses by distance education methods.

Distance education is correspondence education in the broadest sense of the term. Programs are designed for guided independent study based on the use of print and non-print learning materials with an effective mechanism for two-way communication between the student and teacher.

Courses for distance study will be advertised in the regional brochures. For additional information please call your nearest College Centre.

Health Programs

A Health Advisory Committee to Northwest College was established in late 1975. Since its inception it has addressed itself to the problems of keeping competent and qualified health workers in the Northwest region. The Committee is comprised of representatives from health agencies, institutions and related organizations involved in the delivery of health care services. Besides meeting the needs of health workers in the College region, the Committee also advises on the provision of general interest health care programs for the public.

The College employs a part-time Health Programs Coordinator whose function is to work closely with the Health Advisory Committee and to develop programs through the College region as needs demand. Input for these programs can be made by contacting the College Centre nearest to you (see the map on inside front cover). A health newsletter is distributed several times a year to keep health workers up to date on health program offerings in the College region. General interest health programs are advertised in the regional brochures.



GENERAL INFORMATION GENERAL INFORMATION GENERAL INFORMATION GENERAL INFORMATION GENERAL INFORMATION

How to Apply

Application for admission should be made by June 30 on forms available from the Registrar's Office in Terrace and College offices in other communities in the region. Personal interviews can be arranged for all applicants who require information or counselling. Late applications will be considered on an individual basis.

Return completed application forms to:

The Registrar
Northwest Community College
P.O. Box 726
Terrace, B.C.
V8G 4C2
(Telephone: 635-6511)

Fees

The fees shown are those in effect at the time of printing of this book. While the College will endeavour to maintain charges at the lowest possible level students should anticipate some increases as necessitated by inflation.

Tuition Fees

Tuition fees are collected each semester. All fees are due and payable at the time of registration.

| | |
|---|-----------------------|
| Full-time students (15 or more credit hours) | \$130.00 per semester |
| Part-time students | \$26.50 per course |

(Note: Students enrolled in other than 3 credit hour courses will be charged at the rate of \$9.00 per credit hour)

NOTE: No tuition fees will be charged to Senior Citizens of 60 years of age or older.

Student Association Fee

A non-refundable, minimal student fee of \$1.00 per month will be assessed all full-time students. This fee is payable at the time of registration.

Special Fees

The College endeavours to keep such fees to a minimum. A refundable lab fee of \$3.00 may be imposed at the instructor's discretion.

Registration

All students should register in person on the dates given in this calendar or in the local Community Education Bulletin. Evening course registration sessions will be held however, during the first two weeks at the beginning of each semester. Full-time students must bring with them either.

- (a) the letter of admission sent by the College on acceptance of application, or
- (b) complete official records of secondary school and further academic work.

Registration is not complete until the semester fees are paid in full.

Sponsored Students

Students whose fees will be paid by sponsoring agencies are required to present a letter to this effect from the agency concerned at the time of registration.

Permanent Record and withdrawal from classes.

Students enrolled in full or part-time credit programs are advised that a permanent record of their work at Northwest Community College will be maintained. Students who apply for admission to any other post-secondary institution will be asked to supply an official transcript of their record at this college. It is most important therefore that students electing to not complete any course(s) they have undertaken, notify the college in writing of their withdrawal. Students who fail to notify the college or who withdraw after the deadlines in this calendar without giving adequate reason for their withdrawal may show a failure on their Permanent Record.

Auditor (Non-Credit)

It is possible to audit most of the academic courses offered by Northwest Community College. It is not necessary for auditors to meet academic requirements for admission or to submit transcripts of previous education with the application form.

An auditor must register and pay fees. Auditors ordinarily do not write examinations nor hand in class assignments but may voluntarily participate in all aspects of the course. Record of courses audited is made on a student's permanent record.

A student may change from Audit to Credit or Credit to Audit status only before the last date for official withdrawal from courses.

Refunds

A complete refund of fees is made only when a course or program is cancelled.

Scale of Withdrawal Refunds

- Withdrawal within two weeks after commencement of classes — 80 percent refund.
- (b) Withdrawal within four weeks after commencement of classes — 50 percent refund.
 - (c) Withdrawal more than four weeks after commencement of classes — No refund.

Course Change, Withdrawals

A student wishing to add, drop or change a course must complete the necessary forms available from the Registrar. Changes in programs must be made by the dates specified for these changes in this calendar.

A student may withdraw from any course by filing a withdrawal form with the office of the Registrar. After the specified date, withdrawals will be permitted only under exceptional circumstances, and only with the approval of the instructor. Students who drop a course without officially withdrawing will receive a final grade of F.

Responsibilities of the Student

The accuracy and completeness of registration documents is the responsibility of the student. A student will not receive credit for courses for which he is not officially registered.

Academic Advising

Prior to registration prospective students are encouraged to discuss questions about courses and programs with the instructors or counsellors. Coordinators in each area have information on programs available at most institutions in B.C. and can make an appointment with a counsellor. Students are strongly advised to make themselves aware of the requirements of the institutions to which they wish to transfer. The final responsibility for the selection of courses and programs rests with the student.

Statement of Grades

A student will receive his grade statement by mail as soon as possible after the end of a semester. Statements of Grades are mailed to the home address unless the Registrar is advised otherwise.

No statement of grades, diploma or certificate will be issued until the student has cleared up all obligations to the College in the way of fees, overdue library books, or outstanding fines.

Transcripts of Permanent Record.

Northwest Community College regards the individual's record as a personal and private document. Therefore, no transcripts are released without the written authorization of the individual concerned.

Official transcripts which bear the signature and seal of the Registrar are sent only upon the student's written request to employers, educational institutions, and other authorized agencies.

One official transcript will be sent by the College free of charge for each semester attended. For additional copies, a \$1.00 fee will be charged for the first copy and 50 cents for each additional copy ordered at the same time.

Appeals

(See General Information Section).

Grades

For academic courses a letter system is used to record achievement of students. (Each grade is assigned a numerical weight or grade point which is used to determine the grade point average.)

| Letter Grade | Numerical Equivalent | Interpretation |
|--------------|----------------------|---------------------------|
| A | 4.0 | Outstanding Achievement |
| B | 3.0 | Above average achievement |
| C+ | 2.5 | Average achievement |
| C | 2.0 | |
| C- | 1.5 | |
| P | 1.0 | Below average achievement |
| F | 0.0 | Failure — no credit |
| I | | Incomplete grade |
| W | | Withdrawal |

Incomplete Grade

An incomplete grade signifies that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified reasons and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirement will be satisfied. A final grade is assigned when the work agreed upon has been completed and evaluated.

An incomplete must be made up within one semester immediately following the end of the semester in which it is assigned. Failure to complete the assigned work will result in an incomplete being counted as equivalent to an F for grade point computation. Any extension of the one semester limit must receive prior approval of the Head of Academic Studies.

Grade Point Average.

Grade points are established by multiplying the credit hours of the course by the numerical equivalent of the letter grade. The grade point average for the year is obtained by dividing the total number of grade points by the total number of credit hours.

Advance Placement

Advanced placement to a more advanced level of a sequence of courses in a subject area may be granted on admission as a result of an applicant's previous work. Although a student may be granted exemption from the usual pre-requisite course as a result of advanced placement, credit may or may not be granted for the pre-requisite course.

Advance Credit

Northwest Community College may grant credit to applicants who have taken B.C. Grade 12 courses or college level courses from other colleges or universities. Students can expect to have these courses evaluated again by the university on application to the university.

In general, any student who has begun a degree program at a university and who expects to obtain transfer credit at a university for Northwest Community College courses must arrange his program in consultation with the appropriate university officials before applying to Northwest Community College in order to obtain the desired university credits. Such students are asked to submit copies of relevant correspondence with the application form in order to obtain assistance in selecting courses which will fulfill their desired educational objectives.

Financial Aid and Sponsorship

(See General Information Section)

Anthropology

Anthropology is the study of humans, emphasizing a cross-cultural and comparative approach. The discipline attempts to trace the physical evolution of humankind, and the historical development of human societies; to study cultural patterns and traits as they occur in diverse societies, and to provide in-depth studies of specific cultures.

Today, many people are questioning our way of life and looking for ways to change it. As a result, they are looking for alternative solutions to our problems. Anthropology is a way of critically analyzing our lifestyle and seeing possible changes for our society by comparing it with others. A look at the agricultural practices of the Tsembaga Maring of New Guinea might help us be more efficient in our own food production systems. A study of the architecture and organization of a Pueblo village may help us deal with the modern problems of urbanization. Finally, a review of the belief in gods and ghosts in the mountains of Tibet may help clarify the pros and cons of becoming more or less religious.

At Northwest Community College, credit and non-credit courses will attempt to acquaint students with what anthropologists do and with what they have discovered about other societies and our own.

Anthropology 101-3: Introduction to Physical Anthropology and Archaeology.

A general introduction to human biological and cultural history. Students will examine the concepts of evolution, genetics, animal behaviour and race in an attempt to understand what makes us human. (3, 0, 0)

Anthropology 102-3: Introduction to Social and Cultural Anthropology

In this general introduction, we will study how people around the world solve the basic human problems of making a living, organizing, raising children and dealing with the supernatural. (3, 0, 0)

Anthropology 111-3: (Aboriginal Studies) Native Peoples of Canada (Traditional life)

A survey of the traditional cultures and lifestyles of Native peoples in Canada with emphasis on B.C. Native life. We will also examine the history of European colonialism in Canada and the changes it caused in Native cultures. (3, 0, 0)

Anthropology 112-3: (Aboriginal Studies) Native Peoples of Canada (Contemporary Issues)

A consideration of 19th and 20th century Indian and Inuit history in Canada with concentration on B.C. We will take a close look at issues of importance to Native and fishing rights, community and economic development, education and political action. (3, 0, 0)

*Stan Persky - B.A. (U.B.C. - 69)
M.A. (U.B.C. - 72)*

*Paul Sneed - B.A. (University of California)
Graduate Studies (University of B.C.)
has taught anthropology at Douglas and Northwest Community Colleges, worked as a resource manager and environmental consultant and had done various kinds of published anthropological research for over fifteen years.*

Anthropology 201-3: Social Organization I

A survey of world cultures representing different ecological and sociological adaptations. Economic, social, political and religious systems will be examined. Special emphasis will be placed on an anthropological analysis of Canadian cultures including the Quebecois and Native peoples. (3, 0, 0)

Anthropology 202-3: Social Organization II

A continuation of Anthropology 201, with emphasis on anthropological analysis of modern complex Societies. We will examine the rise of industrialism and the spread of colonialism in Europe and the effects of these developments on various aboriginal and Third World peoples throughout the world. (3, 0, 0)

Economics

No Economics courses will be offered in the current academic year, but it is anticipated that some of the following courses will be offered in the future.

Economics 101-3: Introductory Economics I

An introductory course on economic history and economic theory. The first semester will focus on those aspects of economics which relate to Western society. Historical trends and major theorists will be discussed. (3, 0, 0)

Economics 102-3: Introductory Economics II

A continuation of Economics 101 with emphasis on specific economic issues. Topics include those issues pertinent to Canada: a study of wage and price controls, inflation and resource development. (3, 0, 0)

Economics 120-3: Comparative Economic Systems

An examination of how societies organize the production and distribution of goods and services in the world today. Which system offers the most for developing and developed nations? (3, 0, 0)

Economics 201-3: Principles of Micro-Economics

An introduction to the theory of consumer behaviour, production and equilibrium under conditions of perfect and imperfect competition. (3, 0, 0)

Economics 202-3: Principles of Macro-Economics

An introduction to the theory of national income, employment, growth, money, public finance and international trade. (3, 0, 0)

Economics 210-3: The Canadian Economy

An introduction to the development of the Canadian economy, and the analysis of Canadian economic problems. The course will discuss the different types of government policies which might be used to enhance the quality of our lives. (3, 0, 0)

Geography

Geography is the study of processes. Processes that occur in time and in space. A coming together of events only once, that gives character to a place.

Geographers are concerned with understanding why a place is the way it is — and how that place gains its character — and when did these characteristics come into being.

Our basic tool is the map. A map illustrates interaction over time and over space. It shows signs that contribute to the character of a place; and give possible clues as to the future.

An understanding of geography hones your appreciation of environment. It helps one be aware of what is going on. And, it is an enjoyable experience in terms of learning.

At Northwest Community College a variety of Geography courses are available. They are wide ranging as to content in order to encourage inquiry. All of the courses have university transferability. Lectures, field trips, readings and discussions constitute the core of all courses.

There are no pre-requisites for enrolment, other than an inquiring mind.

Geography 101-3: An Introduction to Geography

This course is intended to introduce the student to basic geographical concepts. Emphasis will be placed upon the interaction of the physical, social and psychological environment. (3, 0, 0)

Geography 102-3: Social Geography

Social Geography 102 will focus upon those forces that shape the cultural landscape and provide a conceptual framework through which man-induced processes can be analyzed. Socio-cultural norms will be examined in terms of their impact upon the physical environment. (3, 0, 0)

Geography 205-3: Canada - Cultural Geography

The purpose of this course is to familiarize the student with select major themes of Canadiana within a cultural geographic perspective from approximately the time of Confederation to the present. (3, 0, 0)

Geography 228-3: British Columbia

British Columbia will be examined in terms of its physical and cultural geography. Of particular concern will be the Aboriginal population distribution of the pre-contact period; European settlement patterns; resource development; and, the transformation of communication systems. (3, 0, 0)

Geography 241-3: Canada — Physical and Cultural

This course is designed to promote a broader understanding of the physical geography of Canada in terms of how peoples have responded to its characteristics. Emphasis will be placed on the pre-Confederation period. (3, 0, 0)

Ian Anderson - B.A. (McMaster), M.A. (Simon Fraser)

Geography 242-3: Man-Land Relationships

The purpose of this course is to examine man and the environment in terms of resource utilization. Emphasis will be placed on Canadian examples. The relationship between settlement pattern and resource sites; who controls resource development; landscape reflections of resource development; and how resources are developed, will be of primary concern. (3, 0, 0)

Geography 284-3: Environment and Values

The environment is shaped, in part, by the values held by people living in an area. This course will examine environmental modification as a result of human interaction. The concept of resources will be the central theme of the course. (3, 0, 0)

History

If History served only to provide us with information on what happened some time ago and to accumulate knowledge unrelated to our lives today, the pursuit of historical studies would be somewhat in the nature of a luxury and not a necessity. If it is to have any meaning at all, it must be seen primarily as a means for becoming aware of ourselves in the current socio-political environment. Such a view underlines the need for a historical consciousness of the past as a necessary stage towards the present and also towards the realization of a better society in the future.

History as a social science is the study of the past as a process of continuity and change with man in the centre acting on the basis of objective conditions but at the same time making his own history. We reject digging isolated tunnels into the past which are classified as diplomatic, economic or social history. Of what use are partial aspects when human behaviour is a total reality?

It is one of the greatest challenges to find out what kind of questions should be asked to obtain meaningful explanations and to uncover realities behind appearances. We consequently attempt to integrate into the study of facts various theories and models about them and to focus attention on the interrelation of modes of production and structures of society, economic development, social classes and the nature of their relations as well as their impact on decision making.

The courses are open to everybody and are designed to allow a maximum of discussion, questions and various forms of personal contributions.

History 101-3: European and World History I

(See History 103)

History 102-3: European and World History II

(See History 104)

History 103-3: Europe from the 1840's to the First World War

This course is designed as an introduction to major problems of the period and to provide an understanding of the nature of historical studies. It will investigate the interrelation of social, economic and political factors leading to the revolutions of 1848, the changing nature of society and political power, the "new imperialism" and the outbreak of the First World War. (3, 0, 0)

History 104-3: Europe and the World:

The last sixty years in perspective

Two world wars, the Great Depression and Fascism, the Russian and Chinese revolutions have marked major developments in our century. Continuity and change in the economic and social foundations have been reflected in the nature of society and in a variety of ideologies. We shall examine these events and elements in their historical context and in how far they have contributed towards shaping the world of today. (3, 0, 0)

Peter Weber - M.A. (Germany) Ph.D. (Simon Fraser University)

Has been teaching at the College since 1976; experience in secondary and in adult education; research and teaching assistant at universities; various jobs in offices, warehouses and factories.

*Instructors for Local History:
to be appointed.*

History 105-3: Canada to the late 19th century

This is an attempt to make the more remote past of this country meaningful to us today. We shall look at the historic inheritance of English and French-speaking Canada in the context of social and economic structures and by way of comparison with similar developments in Europe and in the United States. We shall focus on the works of younger scholars and discuss a variety of interpretations. (3, 0, 0)

History 106-3: Canada since the 1890's

In this course we shall analyze the major themes in more recent developments: economic growth and its impact on society (workers, women and aboriginal people), the problem of foreign ownership and its domestic and international repercussions (from the depression in the 1930's to that of today), nationalism, bi-culturalism and multi-culturalism (in a historical context of cohesion of society and federal-provincial relations). (3, 0, 0)

Psychology

Psychology is the study of the behaviour of organisms. In this quest psychologists have investigated the effects of the external physical and social environment and internal biochemical and psychological events on behaviour and related cognitive activities. The study of psychology entails gaining familiarity with the concepts and controversies in psychology and experience with the techniques employed by psychologists.

The psychology program at Northwest Community College offers both first and second year transfer credit courses for students intending to continue academic studies, students enrolled in the Early Childhood Education Program, the Human Service Worker Program and anyone interested in becoming acquainted with Psychology.

The introductory psychology sequence, Psychology 101 (Fall Semester) - Psychology 102 (Winter Semester) is required for direct credit at U.B.C., S.F.U. and UVic. Students may choose to take either of these courses without the other for non-assigned credit. Any Psychology courses may be taken either in first or second year.

Psychology 101-3: Introductory Psychology I

A survey of major findings in psychology with an emphasis on psychological techniques. Selected topics include: scientific inquiry; physiological basis of behaviour; learning theories; communication and memory; thinking, reasoning and creativity. (3, 0, 0)

Psychology 102-3: Introductory Psychology II

This is a continuation of Psychology 101. Selected topics include: perception; consciousness; motivation and human sexuality; emotion and cognitive control; personality theory and assessment; deviance, pathology and madness; therapeutic modification of behaviour; social psychology. (3, 0, 0)

Psychology 201-3: Human Development

In this course the physiological and psychological development of infants is the subject matter. Topics include pre- and post-natal development, perception, learning, language acquisition, thinking, and personality development. (3, 0, 0)

Psychology 202-3: Developmental Psychology

This course is a continuation of Psychology 201. Selected topics will include socialization, child rearing practices, effects of the school system, and personality. (3, 0, 0)

*Andre Klingner - B.A. (Sir George Williams University, 1969), M.A. (Hollins College, 1971)
Has taught at Dawson College, Montreal and at Northwest Community College. Professional experience and interest include, neuropsychology, psychogeriatrics, and clinical psychology.*

Psychology 211-3: Experimental Psychology I

An introduction to experimental design. The aim of this course is to familiarize students with various experimental design strategies, and their application to research in Psychology. The course consists of lectures and laboratory exercises. Students will gain experience in planning, conducting and reporting experiments. (2, 2, 0)

Pre-requisite: Psychology 101-102 or permission of the instructor.

Psychology 212-3: Experimental Psychology II

This is a continuation of Psychology 211. The aim of this course is to familiarize students with the current literature in experimental psychology, including learning, perception, physiological mechanisms, motivation, memory, and sensory processes. (2, 2, 0)

Pre-requisite: Psychology 211

Aboriginal Studies

Northwest Community College offers a diverse series of programs primarily designed to serve the large Native population in the College area. Grouped under the title "Aboriginal Studies", the courses, seminars and non-credit workshops are designed to take a hard and realistic look at lifestyle, literature, history and politics in relation to the Native nations of the Northwest.

The programs are guided by an advisory committee of Native Indian people representing the major tribal nations of the Northwest and the instructors in the program are well versed in Native matters. We see our primary commitment to the people and it is with this in mind that all our programs are designed.

There are three main components in the Programs in Aboriginal Studies:

Professional Studies Component

This is a uniquely designed program of university and non-credit courses. Through a carefully selected list of readings, subjects, guest speakers and films, students take a thorough look at a whole host of topic areas such as history, human behaviour, government structures, land and resources, law, racial stereotypes, sexual stereotypes and political systems.

Starting in 1980/1981, there will be two ways that people can participate in this program which is open to all mature adults regardless of their previous educational experience. Students can attend full-time at the Terrace campus and select part or all of their courses from the Aboriginal Studies program offerings. Secondly, selected courses from the program will be offered in outlying communities such as New Aiyansh and the Queen Charlotte Islands.

Courses offered in past years have included Anthropology, English, Psychology, Environmental Studies and Political Science. Depending on the professional direction the student wishes to pursue, future options may be available in Social Work, Law, Communications and other fields.

Financial support is available through the Department of Indian Affairs, the Secretary of State and the First Citizen's Fund. Travelling, tutorial help and study skills training are available to students who lack confidence and/or proper study habits.

Paul Sneed - Program Coordinator and Instructor of Anthropology

The following courses and workshops will be offered:

Aboriginal Studies Courses (University Transfer)

(See course description in the appropriate section of the calendar)

- Anthropology 111-3 (Aboriginal Studies)
- Anthropology 112-3 (Aboriginal Studies)
- Biology 212-3 (Aboriginal Studies)
- English 101-3 (Aboriginal Studies)
- English 102-3 (Aboriginal Studies)
- Political Science 101-3 (Aboriginal Studies)
- Political Science 102-3 (Aboriginal Studies)
- Psychology 101-3 (Aboriginal Studies)
- Psychology 102-3 (Aboriginal Studies)

Aboriginal Studies Courses (College Credit)

Aboriginal Studies 151: Communications

This course will be a practical approach to the use of written and oral communication skills. Students will be given experience with various forms of media (e.g. newspaper, T.V., etc.) and communications technology.

Aboriginal Studies 152: Communications

This course is a continuation of Aboriginal Studies 151.

Women's Studies

One is not born, but rather becomes, a woman. No biological, psychological or economic fate determines the figure that the human female presents in society; it is civilization as a whole that produces this creature, intermediate between male and eunuch, which is described as feminine.

Simone de Beauvoir — *The Second Sex*

Women's Studies are about women. Women who do and have done a variety of things from writing books to working in factories. Women's Studies does not exclude men but rather focuses on women and how they fit into society. Women's Studies deal with sexism and its effects on men and women. They provide a space where women and men can talk about sexism from an historic and current perspective. Women's Studies are for anybody who is interested in critically analyzing the question of 'female and male' in the society.

Women's Studies Advisory Committee (W.S.A.C.)

The W.S.A.C. is composed of women from various women's groups throughout the college region. This committee was instrumental in setting up the Women's Studies program at Northwest Community College and continues to act as an advisory committee to the College Council and the Women's Studies Program.

Programs

The Women's Studies program is divided into two categories: university transfer courses and community education courses. The community education courses are also divided into two basic areas: practical 'how to' courses, i.e. basic automobile repairs, basic carpentry, etc. and psychological courses, i.e. assertiveness training and consciousness raising. Watch the local C.E.S. calendars and local newspapers for more information regarding these courses.

Sociology 201-3: Women: An inquiry into Philosophy I

This course examines women writers and thinkers and their contribution to society. Differing perspectives on women by various writers, from various times and countries are included. (3, 0, 0)

Sociology 202-3: Women: An Inquiry into Philosophy II

This course is a continuation of Sociology 201. (3, 0, 0)

Women's Studies 101-3: Women in Canada

This course will examine the status and role of women in Canadian society. It will trace the development of sex role divisions in the family and other institutions and examine the influence of education, media, etc., on the development and reinforcement of female role models. (3, 0, 0)

Women's Studies 102-3: Women in Other Countries

A continuation of Women's Studies 101. Particular attention will be paid to the role of women in the paid

Joanne Nakonechy - B.A. (U.B.C.)

M.Sc. (Universite de Montreal)

Women's Studies Coordinator for the past 2 years. Interested in political economic and psychological implications of the women's movement.

labour force. The status of women at all levels of society will be examined; in addition North American conditions will be contrasted to those in other cultures, particularly in Europe and Asia. (3, 0, 0)

Women's Studies 103-3: Pre-Industrial Society

A cross-cultural comparison of the sex roles and women in Pre-Industrial societies. (3, 0, 0)

Women's Studies 104-3: Post-Industrial Societies

A continuation of Women's Studies 101 with emphasis on women in Post-Industrial societies. (3, 0, 0)

Women's Studies 110-3: Women's Movement in Canada

This course will take a sociological look at the part that women have played in the growth of Canada. Selected regions and cultures will be studied to enhance the student's total perspective. Concepts of social stratification, sexism and ethnicity are to be studied as well. (3, 0, 0)

Women's Studies 111-3: Women in Cross-Cultural Perspective

Different living patterns of various cultures with an emphasis on the role of women within these cultures is the basis of this course. Concepts of ethnocentrism, assimilation, and sexism will also be studied. (3, 0, 0)

Women's Studies 224-3: Women in Literature I

Women in Literature is an investigative reading course in which fiction written by women will be examined from a feminist perspective. Discussions will employ techniques of literary criticism to establish themes and stylistic patterns developed by women. This course will survey selections from the 14th century to the present. (3, 0, 0)

Women's Studies 225-3: Women in Literature II

This course is a continuation of Women's Studies 224 and will examine women's literature in Canada with a focus upon our heritage both rural and urban. (3, 0, 0)

Early Childhood Education

Learning in the child's formative early years is increasingly seen as an area of vital significance. Throughout the Northwest Community College region there is a need for trained men and women to participate in this education process. The Early Childhood Education program is designed to prepare students for employment in such areas as child care, day care, nursery and pre-school supervision, early intervention and special education, and family day care.

Admission Requirements

Persons accepted into the program must:

Present evidence of a medical examination indicating no physical, mental or emotional problems which might hinder the applicant in working with young children and evidence of a chest X-ray for T.B.

Have successfully completed Grade 12 and show evidence of good student potential.

Have some experience with young children, particularly with groups of children. References may be presented at the time of interview.

NOTE: Mature students may be admitted without Grade 12 graduation.

How to apply:

Applications for the 1980-81 academic year should be submitted through the office of the Registrar no later than June 30, 1980. Additional information is available on request from the Registrar. Students will be interviewed by the Early Childhood Education Department before commencement of the academic year.

Dates and Location:

The program extends from September 15, 1980 until May 31, 1981. Third semester starting September 14, 1981 until December 18, 1981. At present, the full-time program is offered at the Terrace Campus, Northwest Community College. Individual sections are also offered in Terrace and other areas throughout the College region.

Fees and Costs:

Fees will be \$130.00 per semester. Books and other supplies will cost approximately \$100.00 per semester. Plus a trip to Vancouver in second semester which will entail some expense. Also when students enrol in ECE 104, Health and Nutrition, they will be expected to pay \$12.50 for the Survival First Aid portion of the course.

Larisa Tarwick -Pre-School Training Program
(Vancouver Community College 1972)
M.A. (Pacific Oaks - pending)

She has extensive experience working with children in a variety of capacities and is a member of B.C. Pre-school and Primary Teachers Association. Interests include music, dance, crafts and cross-country skiing.

Level 1 Qualifications — Full-time Program

Fall Semester:

| | |
|-------------------|-----------------------------------|
| English 101-3: | Literature and Composition I |
| Psychology 201-3: | Human Development |
| ECE 101 | Program Development I |
| ECE 102 | Curriculum Workshop I |
| ECE 134: | Introduction to Child Development |
| ECE. 105: | Practicum I |

Winter Semester:

| | |
|-------------------|-------------------------------|
| English 102-3: | Literature and Composition II |
| Psychology 202-3: | Developmental Psychology |
| ECE. 121: | Program Development II |
| ECE. 122: | Curriculum Workshop II |
| ECE. 123: | Human Relations (HSW 164) |
| ECE. 125: | Practicum II |

Fall Semester:

| | |
|-----------|--|
| ECE. 127: | Working with Special Children |
| ECE. 104: | Health and Nutrition |
| ECE. 131: | Program Development III |
| ECE. 132: | Curriculum Workshop III |
| ECE. 128: | Models and Methods of Parent Involvement |
| ECE. 126: | Practicum III |
| ECE. 129: | Work — study course |

Level II Qualifications (Offered part-time)

| | |
|---------------------|--|
| Sociology 205-3: | Sociology of Family I |
| ECE. 124: | Working in Community Service (HSW 166) |
| ECE. 130: | Administration Practicum |
| ECE. 142: | Curriculum Workshop, Advanced |
| ECE. 131 | Parent and Community |
| Anthropology 102-3: | Introduction to Social and Cultural Anthropology |

Early Childhood Education (College Credit)

Early Childhood Education 101 : Program Development I

An introduction to planning and development of programs for pre-school centers, principles of guidance, use of materials and equipment, routines of play. (6, 0, 0)

Early Childhood Education 102: Curriculum Workshop I

An introduction to curriculum elements as related to child development; includes language, literature, art, music, science and social studies. (6, 0, 0)

Early Childhood Education 104: Health and Nutrition

Methods of fostering sound health and nutrition practices in the young child. Special emphasis on day care and menu planning. Introduction to first aid and common childhood disorders. (3, 0, 0)

Early Childhood Education 105: Practicum I

Opportunities for observation and recording child behaviour. The student is exposed to a variety of education and care facilities for young children. A four week practicum in which a student will model behaviours of a competent aide. (0, 6, 1)

Early Childhood Education 121:

Program Development II

History of Early Childhood with emphasis on modern theorists. (Piaget, Montessori, Erikson, Skinner, etc.) (6, 0, 0)

Early Childhood Education 122: Curriculum Workshop II

A continuation of 121 with an emphasis in the curriculum areas of music, science and social studies. (3, 3, 0)

Early Childhood Education 123: (HSW 164)

Human Relations

Course content will include client goal setting, developing appropriate courses of action, contract development and evaluation of meeting client goals. (3, 0, 0)

Early Childhood Education 124 (HSW 166)

Working in Community Services

This course teaches the student about working in community and social service organizations. The student will learn about structure and process of organization, how to work in and with committees and how organizations and agencies relate to the larger community. (3, 0, 0)

Early Childhood Education 125: Practicum II

Two three week practicums as an assistant in a variety of child care settings. (0, 6, 1)

Early Childhood Education 126: Practicum III

To participate as a staff member in one preschool or daycare center for 6 weeks. (0, 6, 1)

Early Childhood Education 127:

Working with Special Children.

An introduction to causes of learning handicaps of the communication, physically, learning and severely handicapped. Recognition of behavioral commonalities among exceptional children including the gifted. (3, 0, 0)

Early Childhood Education 128:

Models and Methods of Parent Involvement

Topics will include a variety of programs and methods for implementing parent work in different communities and institutional settings. (3, 0, 0)

Early Childhood Education 129: Work-Study Course

A course to give students who have completed level one courses and need 500 hour evaluation and seminar. Opportunity to further integrate theory and practice. (0, 0, 1)

Early Childhood Education 130:

Administrative Practicum

An individual practicum designed to develop competencies needed to be an effective Head Supervisor and / or Director of a Children's facility.

Early Childhood Education 131:

Program Development III

Further work in the area of planning and developing programs. A look at educational programs throughout the world. (6, 0, 0)

Early Educational Childhood Education 132:

Curriculum Workshop I

A continuation of 122 with an emphasis in the total programming area. Units of planning with themes will be the focus. (3, 3, 0)

Early Childhood Education 134:

Introduction to Child Development

A study of child growth and development looking at ages and stages, and theories in the early years. Conception, pregnancy, birth through five years of age! Also the class will examine and use a number of observation methods to develop a broad repertoire of data collecting ideas. (3, 0, 0)

Early Childhood Education 142:

Curriculum Workshop (Advanced)

To provide experience with open-ended "starting points" for developing an imaginative curriculum in the pre-school classroom. Recognition of the innate creative drive at all ages, significance of encouraging imaginative exploration and discovery in the pre-school. (3, 3, 0)

Human Service Worker Program

Human Service Worker Courses Year I

Semester 1

| | |
|-------------|-----------------------------------|
| English 151 | Business and Technical Writing |
| HSW 151 | Communication Skills I |
| HSW 153 | Human Growth and Development |
| HSW 155 | Community Services — Introductory |

| | |
|------------------|---------------------------|
| Psychology 101-3 | Introductory Psychology I |
| HSW 191 | Practicum I |

Semester 2

| | |
|------------------|-------------------------------|
| HSW 156 | Community Services — advanced |
| HSW 162 | Communication II |
| HSW 164 | Behaviour Management |
| HSW 166 | Working in Community Service |
| Psychology 102-3 | Introductory Psychology II |
| HSW 192 | Practicum II |

Also required for year I: First aid and Health Nutrition. These may be acquired from modules of ECE 104: Health and Nutrition.

Human Service Worker Courses Year II

Semester 1

| | |
|--------------------|--|
| HSW 251 | Helping Communications |
| Anthropology 102-3 | Introduction to Social and Cultural Anthropology |
| Sociology 101-3 | Introduction to Sociology 1 |
| Psychology 201-3 | Human Development |
| HSW 291 | Practicum III |
| Elective | |

Semester 2

| | |
|------------------|-----------------------------------|
| HSW 262 | Helping Communications — Advanced |
| HSW 264 | Counselling Skills |
| Sociology 102-3 | Introduction to Sociology II |
| Psychology 202-3 | Development Psychology |
| HSW 292 | Practicum IV |
| Elective | |

Electives: Psychology 221-3 and 222-3: Abnormal Psychology; Sociology 205-3 and 206-3: Sociology of the Family.

Child Care Worker Program

Child Care Worker Courses Year I

Semester 1

| | |
|-------------|-----------------------------------|
| English 151 | Business and Technical Writing |
| HSW 151 | Communications Skills |
| HSW 153 | Human Growth and Development |
| HSW 155 | Community Services — Introductory |

| | |
|---------|-----------------------|
| HSW 159 | Child Care Workshop I |
| HSW 191 | Practicum I |

Semester 2

| | |
|---------|--|
| HSW 156 | Community Services — Advanced |
| HSW 160 | Child Care Workshop (Special Needs) II |
| HSW 162 | Interpersonal Skills |
| HSW 164 | Behaviour Management |
| HSW 166 | Working in Community Service |
| HSW 192 | Practicum II |

Also required for year I: First Aid and Health and Nutrition. These may be acquired from modules of ECE 104: Health and Nutrition.

Child Care Worker Course Year II

Semester 1

| | |
|--------------------|--|
| HSW 251 | Helping Communications |
| Anthropology 102-3 | Introduction to Social and Cultural Anthropology |
| Psychology 201-3 | Human Development |
| HSW 291 | Child Care Workshop III |
| Elective | Practicum III |

Semester 2

| | |
|------------------|-----------------------------------|
| HSW 260 | Child Care Workshop IV |
| HSW 262 | Helping Communications — advanced |
| HSW 264 | Counselling Skills |
| Psychology 202-3 | Development Psychology |
| HSW 292 | Practicum IV |
| Elective | |

Electives:

Psychology 221-3 and 222-3: Abnormal Psychology
Sociology 205-3 and 206-3: Sociology of the Family

Human Service Worker Courses

COLLEGE CREDIT

English 151-0: Business and Technical Writing

Methods and forms of business and technical communications, including business correspondence, resumes, and interviews, technical reports and communication with media. (3, 0, 0)

Psychology 101-3: Introductory Psychology I
(See Psychology 101-3)

Psychology 102-3: Introductory Psychology II
(See Psychology 102-3)

HSW 151: Communications I

An introduction to the basic techniques and content of communication, including active listening, self-expression, feedback, and non-verbal communication. (3, 0, 0)

HSW 153: Human Growth and Development

An introduction to the study of human development, including normal developmental stages, both physical and emotional, from infancy to old age, including influences on development and problems with development. (3, 0, 0)

HSW 155: Community Services — Introductory

This course introduces the student to the principle of normalization as it relates to community services. The focus is on the integration, planning and provision of services, environmental aspects and considerations related to the receivers and providers of the service. (3, 0, 0)

HSW 156: Community Services, Advanced

This course focuses on the structure and process of community based human services. The student will survey current family and children's legislation with emphasis on fragmentation and the need for change. (3, 0, 0)

HSW 159: Child Care Workshop I

For those students interested in the Child Care Certificate, an introduction to the relevant child care areas: e.g. specific problems of adolescents and pre-adolescents, specific skills, understanding families, etc. (6, 0, 0)

HSW 160: Child Care Workshop (Special Needs) II

Further examination of specific child and youth related areas, and skill development. (6, 0, 0)

HSW 162: Communications II

Further study and development of the processes of communication, especially as they relate to the helping field, e.g. giving support, interviewing, responding emphatically, confrontation, relation-building, etc. (3, 0, 0)

HSW 164: Behaviour Management

This course is an introductory study of the techniques used in managing behaviour. It will look at how behaviour is learned and therefore can be relearned for effective living. (3, 0, 0)

HSW 166: Working in Community Service

This course teaches the student about working in community and social service organizations. The student will learn about structure and process of organizations, how to work in and with committees and how organizations and agencies relate to the larger community. (3, 0, 0)

HSW 191: Practicum I

You will spend supervised time gaining experience in a social organization. This will allow you to practice those skills from your courses and allow feed-back on your competence. The field work practicum may be innovative in nature in response to community needs. There will be a weekly seminar either on an individual or group basis with the student and field work supervisor or community development instructor(s). (3, 6, 0)

HSW 192: Practicum II

Supervised work experience in a related work setting during the month of April. In addition to the work time there will be regular seminars to discuss students' experience, exchange of feedback, as well as regular on-site visits with instructor, supervisor and student. (3, 6, 0)

HSW 251: Helping Communications.

Further study of the helping relationship and helping communication. (3, 0, 0)

HSW 262: Helping Communications, Advanced

Continuation of understanding and developing skills and awareness necessary in effective helping relationships. (3, 0, 0)

HSW 264: Counselling Skills

Further look at skills techniques of effective intervention in the helping field. (3, 0, 0)

HSW 291: Practicum III

Supervised work experience, on-site visits with instructor supervisor and student, seminars, to further the student's skill development, and knowledge of community resources. (3, 6, 0)

HSW 292: Practicum IV

Supervised work experience, on-site visits and seminars, to further prepare the student as an effective helper. (3, 6, 0)

UNIVERSITY TRANSFER

See Calendar description in appropriate section.

- Anthropology 102-3: Introduction to Social and Cultural Anthropology
- Psychology 101-3: Introductory Psychology I
- Psychology 102-3: Introductory Psychology II
- Psychology 201-2: Human Development
- Psychology 202-3: Developmental Psychology
- Sociology 101-3: Introductory Sociology I
- Sociology 102-3: Introductory Sociology II
- Sociology 205-3: Sociology of the Family I
- Sociology 206-3: Sociology of the Family II

CORE Courses for both the Human Service Worker (HSW) Program and the Early Childhood Education (ECE) Program

Child Psychology 201-3 and 202-3

HSW 166: Working in Community Service.
This is equated with ECE 124

HSW 160: Child Care Workshop (Special Needs) II.

This equates with ECE 127 — Working with Special Needs Children.

Sociology of the Family 205-3 and 206-3 for ECE.

HSW students have the option of choosing this or Abnormal Psychology 221-3 and 222-3 — to be articulated.

Anthropology 102-3: Introduction to Social and Cultural Anthropology.

Health & Nutrition & First Aid for HSW

is equated with ECE 104: First Aid - 3 sessions, Health - 2 sessions and Nutrition - 2 sessions.

Vocational and Trades Training

The division of Vocational and Trades Training operates throughout the year and courses are scheduled, as much as possible, to meet employment and seasonal needs. Most courses have more than one entry annually so that enrolment is not limited to the fall.

The programs may be classified as follows:

- Pre-indentured Apprenticeship and Apprenticeship Training
- Pre-employment and Upgrading Programs
- Mobile Programs
- Basic Skills Programs

General Information

Admission Requirements

In general, an applicant must:

- a) be 17 years of age or over (certain pre-apprentice programs accept 16-year-olds).
- b) have completed Grade 12 or its equivalent. Some programs will accept students with Grade 10 or equivalent even though Grade 11 or 12 is recommended. (APPLICANTS WITH LESS THAN THE STATED LEVEL FOR A PROGRAM CAN OBTAIN UPGRADING, TO THE REQUIRED LEVEL, AT THE COLLEGE IN THE BASIC TRAINING FOR SKILL DEVELOPMENT PROGRAM. See page 65)

It must be emphasized that employers are giving preference to applicants with Grade 12 graduation. Students with less than Grade 12 may find themselves handicapped when seeking employment.

For specific requirements for admission to a training program, students are directed to the program descriptions.

Adults are encouraged to apply for training even if they are unable to meet the educational requirements outlined in the calendar, as other factors such as work experience and maturity will be considered.

A transcript of the applicant's school record should be attached to the application form. For some courses, a medical examination is also required.

The college expects the students in Vocational programs to maintain at least a 70 per cent average throughout the course. Students should be prepared to do considerable home study to maintain this level.

Students who fail to maintain a satisfactory level will be placed on probation and may be subject to termination.

Application Procedures

Pre-Employment and Upgrading, Mobile and Basic Skills Programs

Prospective students should contact a College office for an application form. Further information on programs and counselling is available at each College Centre.

Pre-Indentured Apprenticeship Programs

Prospective students may visit, telephone or write to the Apprenticeship and Industrial Training Branch, Ministry of Labour, 4211 Kingsway, Burnaby, B.C., V5H 3Y6, Telephone 434-5761; or Apprenticeship and Industrial Training Counsellor, Ministry of Labour, 4548 Lakelse Avenue, Terrace, B.C., Telephone 638-8191, or the College.

Fees

Fees for the programs listed in this calendar are detailed in the body of each program. The fees shown are those in effect at the time of printing of this book. While the College will endeavour to maintain charges at the lowest possible level students should anticipate some increases as necessitated by inflation.

Tuition

- | | |
|---|--|
| Pre-employment programs | \$16 per month unless otherwise stated in the program section. |
| Pre-Apprenticeship and Apprenticeship program | Tuition fees and a subsistence allowance are paid by sponsoring agencies while students attend school. |

Student Activity Fee

\$1.00 per month payable in advance

Textbook and Tool Deposit

\$10.00 refundable

Registration

On the day that your classes are scheduled to begin, report at 8:00 a.m. to the cashier's wicket on the main floor of the Administration Building. Should your class begin in early September or January, signs will direct you to a classroom first. You should take your letter of acceptance with you. At the cashier's wicket you will be expected to pay your:

- 1 - tuition fee of \$16.00 per month, if applicable
- 2 - book or tool deposit of \$10.00
- 3 - student Association fee of \$1.00 per month.

If you are living in the dormitories your room fees and meal tickets should also be paid at this time. When your fees are paid, the cashier will direct you to your classroom.

Financial Assistance

Students requiring financial assistance should enquire about the B.C. Student Assistance Plan — Canada Student Loans Program at the Student Services office.

It is possible for adults who have been out of the public school system and attached to the labour force for at least one year to receive financial assistance through their Canada Employment Centre for pre-employment, pre-apprenticeship and full-time upgrading courses. Additional information may be secured at the Student Services office of the college.

The Apprenticeship and Industrial Training Branch, Ministry of Labour, provides a subsistence allowance and transportation allowance to applicants selected for pre-indentured apprenticeship training. The training provides the basic skills and fundamental theory of a trade. It is expected that graduates of these courses will seek employment in the trades as apprentices and that they will receive suitable credit for their school training, thus reducing the length of their apprenticeship.

Other sources of financial aid available are detailed in the General Information section of the calendar.

Student Services and Counselling

(See General Information Section.)

Dress Standards

In all vocational programs the standards of deportment safety and cleanliness prescribed by business and industry apply.

Personal protective equipment as required by the Workers' Compensation Board shall be worn by students and may for some courses be supplied by the student.

Attendance

Since Vocational and Trades Training programs are preparatory for employment, the standards of business and industry generally apply to the training programs. Most classes operate from 8:00 a.m. to 3:00 p.m. daily. Absenteeism and tardiness without justification may lead to course termination. In some programs the lost time is required to be made up after the normal completion date at the student's expense.

Class Scheduling

The College must reserve the right to schedule components of some full-time programs through evening classes.

Automotive Mechanical Repair

Begins January and July

Clifford C. Nielsen - Interprovincial Trade Qualification, Alberta Trade Qualification, Instructor's Diploma (UBC)

Automotive mechanical repair is a pre-indentured apprenticeship program in a Designated Trade sponsored by the Apprenticeship and Industrial Training Branch, Ministry of Labour.

This program is intended to prepare men and women for employment as apprentices in the Automotive Mechanical Repair Trade.

The employment situation is normally indoors and may be anywhere from a small repair shop or service station doing general mechanical repairs, to the complex service department of a large automobile dealership.

In many cases the work involves direct contact with the public where courtesy, co-operation, and at times, the ability to accept criticism is important.

Program Content

- General Shop practice
- Automotive fundamentals
- Engines — air and liquid cooled
- Basic test equipment
- Electrical systems
- Running gear, clutches
- Transmissions, anti-spin and conventional rear axles
- Steering systems and braking systems
- Emission control systems
- Safety education

General Information

Sponsorship to the program is available through the B.C. Ministry of Labour or from Canada Employment. For students sponsored under the Apprenticeship plan, tuition is paid and a subsistence allowance is paid to students while they are attending school. Out-of-town students also receive a travel allowance of one return trip from their home.

Length of Program

Five months

Requirements for Admission

General:

- Good health
- Non-allergic to solvents and lubricants
- Mechanical aptitude
- 16 years of age and over

Education:

Grade 12 is preferred, Grade 10 or BTSD, Level III is required. Recommended high school subjects include Academic Math, English and Science.

How to Apply

Prospective students may visit, telephone or write to the Apprenticeship and Industrial Training Branch, Ministry of Labour, 4211 Kingway, Burnaby, B.C., V5H

3Y6, Telephone 434-5761; or Apprenticeship and Industrial Training Counsellor, Ministry of Labour, 4548 Lakelse Avenue, Terrace, B.C., Telephone 638-8191; or the College; or the local Canada Employment Centre.

Books and Supplies

Students are expected to purchase books and supplies during the program. Total cost may be \$50.00

Fees due on Registration

| | |
|-------------------------|----------------------|
| Tool Deposit | \$10.00 (refundable) |
| Student Association Fee | \$5.00 |



Carpentry and Joinery

Begins April and October

John Peters - B.C. Trade Qualification, Interprovincial Trade Qualification, Instructor's Diploma (UBC)

Program Objectives

Carpentry and Joinery is a pre-apprenticeship program intended to prepare men and women for employment as apprentices in the Carpentry trade in a four year apprenticeship program.

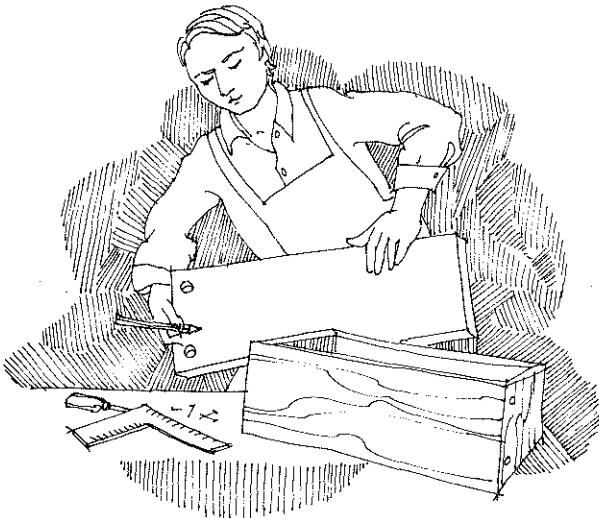
The course is highly practical and provides students with a thorough grounding in equipment, materials, correct use of tools and basic construction procedures.

Program Content

- Basic tools and materials
- Trade mathematics
- Blueprint reading and drafting
- Concrete footings and forms
- House framing
- Roof framing
- Stair building
- Basic Millwork
- Safety

Upon completion of the four year apprenticeship program, the student must be able to visualize a completed project from blueprints and working drawings, and must be able not only to perform trade skills, but also give direction to all the subtrades persons working under supervision.

Owing to the use of an ever-increasing array of components and prefabricated parts in wood, plastic and metal, apprentices must continually upgrade trade knowledge in order to provide proper direction and supervision on the job site.



Apprentices must know the properties of, and be able to work with wood, plywood, concrete, and various metal, plastic and composite products. They must be skilled in the care and use of tools, and have a sound knowledge of local building codes and safety requirements.

General Information

Sponsorship to the program is available through the B.C. Ministry of Labour or from Canada Employment. For students sponsored under the Apprenticeship plan, tuition is paid and a subsistence allowance is paid to students while they are attending school. Out-of-town students also receive a travel allowance of one return trip from their home.

Length of Program

5½ months

Dress

Appropriate for training and safety (Workers' Compensation Board regulations will apply).

Requirements for Admission

General

Physical fitness, strength and stamina suitable for the demands of the trade, plus good eyesight and the ability to work at heights are required by Employers in this field of work. Job applicants are most successful if they have the ability to produce effectively with a minimum of direct supervision, the capacity to work under all types of conditions, and willingness to adapt to adverse weather conditions.

Education

Grade 12 is preferred. Grade 10 or BTSD Level III is required. Recommended high school subjects are Academic Math, Drafting and Construction.

How to Apply

Prospective students may visit, telephone or write to the Apprenticeship and Industrial Training Branch, Ministry of Labour, 4211 Kingway, Burnaby, B.C., V5H 3Y6, Telephone 434-5761; or Apprenticeship and Industrial Training Counsellor, Ministry of Labour, 4548 Lakelse Avenue, Terrace, B.C., Telephone 638-8191; or the College or the local Canada Employment Centre.

Books and Supplies

Students are expected to purchase their own books and supplies. Textbooks costing approximately \$50.00 are to be purchased during the first week of classes.

Fees due on Registration

| | |
|-------------------------|----------------------|
| Tool Deposit | \$10.00 (refundable) |
| Student Association Fee | \$6.00 |

Business Education Programs

Begins January, March, May, July, September and November

Grant Bennet, B. Com. (UBC)

Ronald Harris, Instructor's Certificate (WCB), Instructor's Diploma (UBC)

Barbara Hobbs, Sec. Sc. Diploma, Instructor's Diploma (UBC)

Richard Kilborn, Instructor's Diploma (UBC), C.P.M., P.Mgr., Chief Instructor

Rosemary Nieman, Instructor's Diploma (UBC)

Susan Russell

Program Objective

To train students to a level of proficiency that will make them desirable employees in the business office employment field. A most important objective is to assist students to realize the importance of developing appropriate attitudes towards the employment for which they are training in order that they may enjoy success and satisfaction in their future jobs.

Programs Available

A. Pre-employment Programs

- | | |
|----------------------------|--------------------------|
| 1. Clerk-Typist | Length 4-6 months |
| Typing | T 1, 2 (50 wpm net) |
| Business English | BE 2, 3, 4 |
| Office Practice | OP 1, 3, 4, 5 |
| Dictatyping | D 1, 4 or 5 |
| Business Machines | BM 1 |
| 2. Clerk-Bookkeeper | Length 4-6 months |
| Typing | T 1 (30 wpm net) |
| Accounting | ACC 1, 2 |
| Business Machines | BM 1 |
| Office Practice | OP 1, 3, 4, 5 |
| Business English | BE 2, 3, 4 |
| Dictatyping | D 1 |

3. Clerk-Secretarial

Length 8-11 months

| | |
|-------------------|---------------------------------|
| Typing | T 1, 2, 3 (55 wpm net and over) |
| Shorthand | S 1, 2, 3, 4 (120 wpm) |
| Business Machines | BM 1 |
| Office Practice | OP 1, 3, 4, 5, 6 |
| Business English | BE 2, 3, 4 |
| Dictatyping | D 1, 4 or 5 |
| Accounting | ACC 1, 2 |

Secretarial students will participate in minute taking, dictation and other routine office duties at the discretion of the instructors.

A Clerk-Steno certificate may be issued to students completing specified portions of the Secretarial program and Payroll

4. Bookkeeping and Accounting

Length 8-11 months

| | |
|-------------------|------------------|
| Typing | T 1, 6 |
| Accounting | ACC 1, 2, 4*, 5* |
| Business Machines | BM 1, 2* |
| Office Practice | OP 1, 3, 4, 5 |
| Business English | BE 2, 3, 4 |
| Dictatyping | D 1 |
| Economics | E 1* |
| Business Law | BL 1* |

*Transfer Arrangements have been made with the Society of Management Accountants of B.C. for these courses.

B. Advanced Options and Commercial Upgrading

5. Accounting Option

Length 4-6 months

| | |
|-----------------------|------------|
| Typing | T 6 |
| Accounting Principles | ACC 4*, 5* |
| Economics | E 1* |
| Business Law | BL 1* |
| Business Machines | BM 2* |

Requirements for Admission:

Completion of Clerk-Bookkeeper Certificate or equivalent Experience and training.

*Transfer Arrangements have been made with the Society of Management Accountants of B.C. for these courses.

6. Secretarial Option

Length 4-6 months

| | |
|-----------------|------------------------------|
| Typing | T 2, 3 (55 wpm net and over) |
| Accounting | ACC 1, 2 |
| Shorthand | S 4 (120 wpm and over) |
| Office Practice | OP 6 |



| Course Name | Code | Credits | Content |
|--|---------|--|---|
| Office Practice | OP 1 | 3 | General Office Practice |
| | OP 2 | 3 | Record Keeping |
| | OP 3 | 3 | Filing |
| | OP 3A | 1½ | Alphabetic Indexing / Warehousing |
| | OP 4 | 1½ | Duplicating Machines |
| | OP 5 | 1½ | Introduction to Data Processing |
| | OP 6 | 3 | Secretary's Office Etiquette |
| | S 1 | 3 | Basic Shorthand Theory |
| | S 2 | 3 | Dictation & Transcription Aids Speeds to 60 wpm |
| | S 3 | 3 | Advances Phrasing Speeds up to 80 wpm |
| S 4 | 6 | Fast Dictation Speeds to 120 wpm | |
| Typing | T 1 | 4½ | Specific Outlined Course - 30 wpm net |
| | T 2 | 4½ | Specific Outlined Course - 50 wpm net |
| | T 3 | 4½ | Specific Outlined Course - 55 wpm net |
| | T 6 | 3 | Statistical Typing |
| Economics | E 1 | 4½ | Basic Economics |
| Business Law | BL 1 | 4½ | Canadian Commercial Law |
| First Aid | FA 1 | 9 | Industrial First Aid |
| Accident Prevention | AP 1 | 6 | Supervisory Training in Accident Prevention |
| Medical Stenography | MS 1 | 6 | Medical Terminology 1 |
| | MS 2 | 7½ | Medical Terminology 2 |
| | MS 3 | 9 | Medical Terminology 3 |
| | MS 4 | 3 | General Typing - Medical (50 wpm net) |
| | MS 5 | 3 | Typing - Medical Forms |
| | MS 6 | 7 | Medical Transcription - Dictatyping |
| | MS 6A * | (6) | Medical Transcription Shorthand |
| | MS 7 | 1½ | Medical Office Practice |
| | MS 8 | 1½ | Filing in the Medical office |
| | MS 9 | 4½ | Accounting 1 & Payroll (ACC 1) |
| | MS 10 | 6 | Business Machines (BM 1) |
| | MS 11 | 3 | Spelling & Vocabulary Studies (BE 2) |
| | MS 12 | 3 | Grammar (BE 3) |
| MS 13 | 1½ | Introduction to Data Processing (OP 5) | |
| * Medical Shorthand Dictation will be made available for those students who have 80 wpm shorthand or better. | | | |
| Legal Stenography | LS 1 | 9 | Legal Terminology 1 |
| | LS 2 | 3 | Legal Terminology 2 |
| | LS 3 | 3 | Legal Terminology 3 |
| | LS 4 | 3 | General Typing - Legal (50 wpm net) |
| | LS 5 | 3½ | Typing - Legal Forms |
| | LS 6 | 7 | Legal Transcription - Dictatyping |
| | LS 6A * | (6) | Legal Transcription - Shorthand |
| | LS 7 | 1½ | Legal Office Practice |
| | LS 8 | 1½ | Filing in the Legal Office |
| | LS 9 | 4½ | Accounting 1 & Payroll (ACC 1) |
| | LS 10 | 6 | Business Machines (BM 1) |
| | LS 11 | 3 | Spelling & Vocabulary Studies (BE 2) |
| | LS 12 | 3 | Grammar (BE 3) |
| LS 13 | 1½ | Introduction to Data Processing (OP 5) | |
| * Legal Shorthand Dictation will be made available for those students who have 80 wpm shorthand or better. | | | |

Industrial Records and First Aid

Begins in February and September

Business Education Instructors

Course Objective

To provide instruction in the maintenance of industrial records and to enable students to obtain a Class 'C' certificate for Industrial First Aid.

Employment

Opportunities are generally found in all industries which employ Timekeepers certified to perform first aid duties.

Program Content

| | |
|-------------------------|------------------|
| Accident Prevention | AP 1 |
| Accounting | ACC 1, 2 |
| Payroll & Timekeeping | ACC 3 |
| Business Machines | BM 1 |
| Spelling & Vocabulary | BE 2 |
| Office Practice | OP 3A, 4 |
| Typing | T 1 (30 wpm net) |
| First Aid | FA 1 |
| Business Communications | BE 1 |

Length of Program

Five months

Requirements for Admission

Education

Grade 12 preferred. Grade 10, BTSD Level II or equivalent is required.

General

This is one of the most demanding courses offered in B.C. and trainees should have some industrial experience and definite clerical aptitude.

Careful screening is required to ensure enrolment of those who are mature and well motivated.

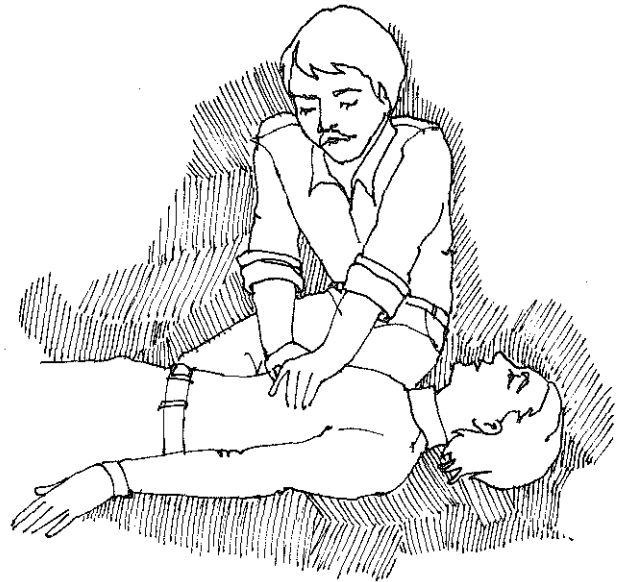
Medical

All trainees must fully meet Workers' Compensation Board medical requirements. The medical form MUST BE completed by the trainee's physician, at his / her own expense, and presented to the College at the time of registration. This form is available from the College, the nearest WCB office, or from the WCB at 10551 Shellbridge Way, Richmond, B.C. (Phone: 273-3878).

Those who hold valid or recently expired B.C. Industrial First Aid tickets will not have to undergo the medical examination unless there has been a deterioration in health since the last medical.

Age

To qualify for the Workers' Compensation Board examination students must be 19 by the end of the program.



Examinations

The Workers' Compensation Board administers the Industrial First Aid examination which can be taken by persons who are 19 years of age and over. The \$16 examination fee is the responsibility of the trainee, and is paid one week prior to the examination.

How to apply

Prospective students may obtain application forms from the Student Services Office at the Terrace campus or from one of the local college offices.

Fees

| | |
|-------------------------|-------------------------|
| Tuition | \$16.00 per month |
| Student Association Fee | \$ 1.00 per month |
| Book or Tool Deposit | \$10.00 (refundable) |
| Textbooks and Supplies | \$25.00 (approximately) |

Fees due on registration

| | |
|-------------------------|---------------------------|
| Tuition | \$16.00 (for first month) |
| Book Deposit | \$10.00 (refundable) |
| Student Association Fee | \$ 5.00 (for five months) |

Total: \$31.00

Financial Aid and Sponsorship

See general information section of this calendar

Further Information

Although this course is designed to lead to initial Industrial First Aid certification, there is no objection to trainees who already hold certificates; however, the student will have to take the full training and the course content can not be modified.

Fees due on registration

| | General | Camp | Short Order |
|-------------------------|---------|---------|---------------------------|
| Tuition | \$16.00 | \$16.00 | \$16.00 (for first month) |
| Book Deposit | \$10.00 | \$10.00 | \$10.00 (refundable) |
| Student Association Fee | \$12.00 | \$ 6.00 | \$ 3.00 |
| Total: | \$38.00 | \$32.00 | \$29.00 |

Financial Aid and Sponsorship

See general information section of this calendar

Other information

Students in Cook Training programs will be required to work different shifts. General Cooking and Camp Cooking students will be required to purchase manuals and recipes valued at approximately \$40.00.

Cook Upgrading

Upgrading in any phase of Cookery as desired or needed can be arranged. Contact the Student Services Office in Terrace for further information.

Cake Decorating and Meat Cutting

These courses run as evening classes throughout the fall and winter months.

Requirements for Admission

Grade 12 (Grade 11 graduates will be considered by the Instructor) including Math 12, Physics and English.

Students must be well motivated, have a keen analytical mind, problem solving ability, and the patience to give individual attention to detail.

How to apply

Prospective students may obtain application forms from the Student Services office at the Terrace campus or from one of the local College offices.

Fees

| | |
|-------------------------|----------------------|
| Tuition | \$16.00 per month |
| Student Association Fee | \$ 1.00 per month |
| Book or Tool Deposit | \$10.00 (refundable) |
| Textbooks and Supplies | \$50.00 |

Fees due on registration

| | |
|-------------------------|---------------------------|
| Tuition | \$16.00 (for first month) |
| Tool Deposit | \$10.00 (refundable) |
| Student Association Fee | \$10.00 (for ten months) |
| Total: | \$36.00 |

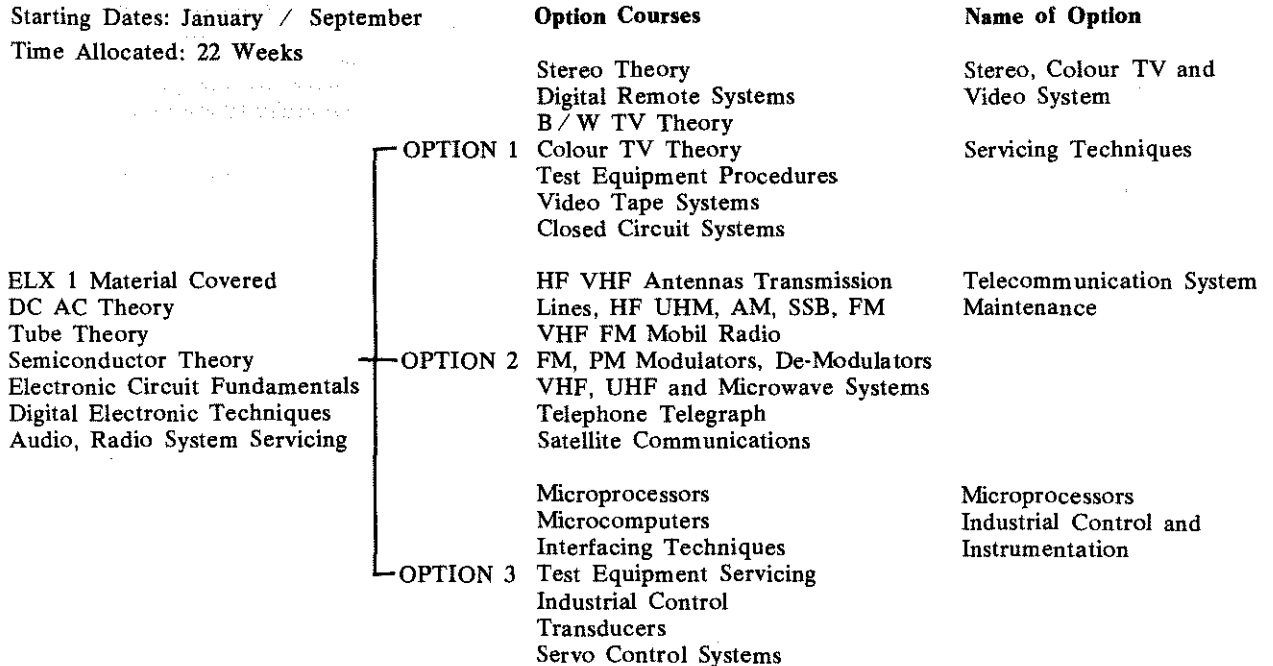
Financial Aid and Sponsorship

See general information section of this calendar.

BLOCK DIAGRAM OF TEN MONTH ELECTRONIC COURSE

Starting Dates: January / September

Time Allocated: 22 Weeks



Electronics Upgrading

Upgrading in specific areas of electronics is available to suitable applicants. Those interested should contact the student services office of the Terrace campus to arrange for an assessment of their background and for further information on when specific components are available.

General Welding

Begins in February and September

*Emil Marchand - DPW Certificates 1, 2, 3, 4, 5, P1F6, P8F5, Instructor's Diploma (UBC)
Chief Instructor, Non-Mechanical Trades*

*Ronald Lowrie - DPW Certificates 1, 2, 3, 4, B.C. Pipeline Ticket, Alberta Pipeline Ticket,
Alberta Proficiency Welder First Class*

Peter Haigh - DPW Certificates 1, 2, 3, 4, 5 P8F5, P8F7, P8F6

General Information

Welding is an industrial art in a highly competitive field. It requires constant physical coordination of arms, hands, eye and brain and the welder develops manipulative skills through manual training. A graduate of this program will have gained sufficient practical experience and related theory to take a welding test under the ASME Sec. IX, CSAW-47, or AWS Codes. These are recognized standards of qualification acceptable to industry.

The welding trade is universal in its application. Construction welding appeals to certain men due to the variety of work locations, while other welders prefer to remain in the industrial centres, where employment opportunities occur in practically every mechanical or metal trade.

Due to technological developments, welding equipment and techniques are constantly changing, thus a welder, though employed, should constantly strive to update his skills.

Program Content

- Basic metallurgy
- Heat treatment
- Blueprint reading
- Plate and pipe layout
- Applied mathematics
- Principles of safety education
- Various welding procedures are applied to different types of metal.

Length of Course

10 months

Requirements for Admission

Applicants must have a minimum of Grade 10 or BTSD Level III, although it would be to their advantage, not only on the course but also in securing employment, to have completed Grade 12 on an industrial program.

Applicants who don't have the minimum educational requirements, but have some work experience in the trade, can have their experience assessed by the College to determine if the stated educational minimum can be waived.

Applicants must be 18 years of age or over, free from defects in vision, hearing, or breathing, and physically suited to the trade. A health certificate and proof of a recent chest X-ray may be required. Contact lenses cannot be worn.

How to apply

Prospective students may obtain application forms from the Student Services Office at the Terrace Campus or from one of the local College offices.

Fees

| | |
|-------------------------|----------------------|
| Tuition | \$16.00 per month |
| Student Association Fee | \$ 1.00 per month |
| Book or Tool Deposit | \$10.00 (Refundable) |
| Textbooks and Supplies | \$70.00 |

Fees due on registration

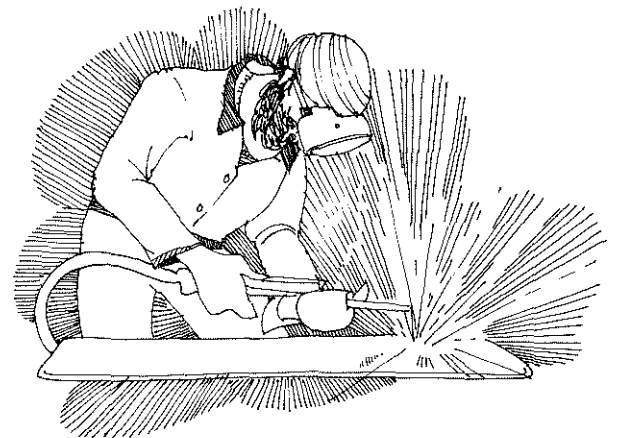
| | |
|-------------------------|---------------------------|
| Tuition | \$16.00 (for first month) |
| Tool Deposit | \$10.00 (refundable) |
| Student Association fee | \$10.00 (for ten months) |
| Total: | \$36.00 |

Financial Aid and Sponsorship

See general information section of this calendar

Dress

The student must supply gloves, goggles (No. 5 or 6 lens), safety glasses, welding helmet (No. 10 or 11 lens), 12 ft. measuring tape (metric and imperial.)



Mobile Training Programs

Northwest Community College is committed to the concept of making educational opportunities available to people where they live. The Vocational Division currently offers a number of its programs at various locations in the College region.

These mobile programs are now available:

- 1) Mobile Business Education Program
- 2) Mobile Air Brakes
- 3) Mobile Welding
- 4) Supervisor / Management Training

Mobile Business Education

General Information

The College has developed a Business Office training course to train students for employment in entry level office positions.

This program is beneficial for those students who are unable to attend regular business classes at the Terrace campus.

Program Content

1. Clerk-Typist

| | |
|-------------------|---------------------|
| Typing | T 1, 2 (50 wpm net) |
| English | BE 2, 3, 4 |
| Office Practice | OP 1, 3, 4, 5 |
| Dictatyping | D 1, 4 or 5 |
| Business Machines | BM 1 |

2. Clerk-Bookkeeper

| | |
|-------------------|------------------|
| Typing | T 1 (30 wpm net) |
| Accounting | ACC 1, 2 |
| Business Machines | BM 1 |
| Office Practice | OP 1, 3, 4, 5 |
| English | BE 2, 3, 4 |
| Dictatyping | D 1 |

See Business Careers Program Section for course descriptions.

Length of Program

5 months

Requirements for Admission

Grade 10 or BTSD Level III minimum or with the permission of the instructor.

How to apply

Prospective students may obtain application forms from the Student Services office at the Terrace campus or from one of the local College offices.

Fees

| | |
|-------------------------|----------------------|
| Tuition | \$16.00 per month |
| Student Association Fee | \$ 1.00 per month |
| Book or Tool Deposit | \$10.00 (refundable) |
| Textbooks and Supplies | \$30.00 |

Fees due on registration

| | |
|-------------------------|---------------------------------|
| Tuition | \$16.00 (for first month) |
| Book Deposit | \$10.00 (refundable) |
| Student Association Fee | \$ 5.00 (for first five months) |

| | |
|--------|---------|
| Total: | \$31.00 |
|--------|---------|

Financial Aid and Sponsorship

See general information section of this calendar.

Mobile Air Brakes

General Information

This course prepares drivers for a written and practical test on the operation and maintenance of air brake systems for the type of vehicle they are licenced to operate.

Participants will be given proof of course attendance and practical examinations by the Instructor in order to take the written test at the Motor Vehicle Branch within 30 days from the completion of the course.

Requirements for Admission

Students must be 18 years of age (19 years for Off Highway) and a holder of a valid B.C. Driver's Licence.

Those students who require an industrial air ticket must have a letter of proof from their Employer stating they have operated off highway equipment and must also be prepared to submit to a medical examination.

How to Apply

Contact your local campus for dates and times. There are 20 courses offered per year in the college region.

Fees

\$32.00 plus \$5.00 for those taking the Off-Highway exam.

Mobile Welding

General Information

The Mobile Welding unit was developed to assist in training people whose occupation requires some form of welding, e.g., Millwrights, Mechanics, Farmers, Fishermen, Equipment Operators, and Owner-Operators.

The Unit is self-contained and is equipped with 12 arc welding machines and 12 oxy-acetylene stations.

This course provides 120 hours of training, which includes 20 hours of lectures and 100 hours of practical experience.

Course Outline

- Safety
- Oxy-Acetylene Welding Equipment Processes and Application of Flame Cutting
- Arc Welding Equipment Processes and Application
- Oxy-Acetylene Welding Operation
- Electric Welding Operation

Transfer and Placement

Students who complete the program may be admitted to the Welding Upgrading Program at the main campus and have their training time credited towards a DPW 3 certificate.

Requirements for Admission

A minimum of Grade 10 or BTSD Level III or previous work experience in the trade. You must be 18 years of age or over, free from defects in vision, hearing, or breathing, and physically suited to the trade. A health certificate and proof of a recent chest X-ray may be required. Contact lenses cannot be worn.

How to Apply

Contact your local campus for dates and times. There are nine courses offered per year in the College region.

Fees

\$40.00

Supervisory/Management Training

The Management Skills for Supervisors program is currently being offered throughout the College region. It includes 90 hours of integrated material covering a broad range of management skills. It is constructed to be highly experimental in nature to attract the trainee towards involvement in his own training. To that end such devices as role plays, structured experiences, media experiences, self-scoring inventories and discussions have been liberally employed and supported by relevant theoretical concepts. The program is organized into three parts.

- Part I Interpersonal Skills (3 days plus 1 day reinforcement)
- Part II Group Skills (3 days plus 1 day reinforcement)
- Part II Administrative Skills (3 days plus 1 day reinforcement)

The reinforcement module is normally held four to six weeks after the initial three days of teaching in conjunction with the next three day part.

Requirements for Admission

Participants are normally sponsored by their employer.

Starting dates:

Variable throughout the year

Length of Program

Twelve days over a period of four to five months.

Location

This and other programs in Supervisory / Management will be offered as requested throughout the College region.

Fees

\$150.00 per part

Financial Aid and Sponsorship

Some reimbursement of fees may be possible for the sponsoring employer through Canada Employment. Please contact your local Canada Employment Centre for more information.

Adult Basic Education

Begins daily, as space permits

Northwest Community College offers a number of upgrading programs for adults at various grade levels. Some adults wish to learn to read and write; some desire education for entry into a trade; and some wish to acquire Grade 8, 10, or 12 equivalency. Whatever the case may be, we can help you take advantage of the opportunity to continue your education. Currently we are offering the following programs in a number of locations.

- 1) Basic Training for Skill Development
- 2) Career Exploration
- 3) Basic Employment Skills Training
- 4) Employment Orientation for Women

These programs are offered in many locations throughout the College region each year. Prospective students are encouraged to contact their local college centre (check the inside covers) for starting dates and locations.

Basic Training for Skills Development (BTSD)

Ian Stanley

Robert Sullivan - Permanent B.C. Teacher's Certificate, Chief Instructor

Wilfe Tripe De Roche

Mike Willcox - Permanent B.C. Teacher's Certificate

Kae Williams - Instructor's Diploma (U.B.C.)

General Information

Would you like to improve your math, English or science? Would you like a specialized course in reading, spelling or report writing? Would you like to acquire Grade 8, 10, or 12 equivalency in order to gain entrance to trade or vocational training? If your answer is yes to any of the above questions, then this is the course for you. Each student begins at his own level and works at his own speed. The instructor will design a program with each student to suit his individual needs. College certificates are awarded for successful completion of Level 2 (grade 8), Level 3 (grade 10) and Level 4 (grade 12).

Requirements for Admission

Education

No educational pre-requisites.

General

Applicants must have been away from the public school system for a period of at least one year. They must be capable of concentrated, independent study.

How to Apply

Prospective students may obtain application forms from the Student Services Office at the Terrace Campus or from one of the local college offices.

Length of Program

Varies to suit individual needs.

Fees

| | |
|-------------------------|----------------------|
| Tuition | \$16.00 per month |
| Student Association Fee | \$ 1.00 per month |
| Book or Tool Deposit | \$10.00 (refundable) |
| Textbooks and Supplies | \$20.00 (approx.) |

Fees due on registration

| | |
|-------------------------|----------------------------------|
| Tuition | \$16.00 (for first month) |
| Deposit | \$10.00 (refundable) |
| Student Association Fee | \$ 3.00 (for first three months) |
| Total: | \$29.00 |

Financial Aid and Sponsorship

See general information section of this calendar.



Career Exploration

General Information

This program has been developed to assist persons in identifying occupational goals. As well as making use of its various shops and vocational training facilities, the college has obtained the assistance of many business operations in the area to assist in these counselling functions and provide work experience for students.

Extensive coverage of career related information enables the students to evaluate the necessary information and test results prior to selecting a career goal and/or course of studies.

Emphasis is placed on career planning, work experience, the types of education and training available, exploring oneself in relation to an occupation and the many other topics necessary to make good valid decisions.

The course is an integral part of B.T.S.D. and B.J.R.T. programs, both on and off campus, and is also open to any person wishing to seriously explore career planning and job preparation.

Requirements for Admission

Education

No educational pre-requisites.

General

Applicants must be capable of concentrated, independent study.

How to Apply

Prospective students may obtain application forms from the Student Services Office at the Terrace Campus or from one of the local college offices.

Starting Dates

Variable throughout the year.

Length of Program

Four to six weeks

Note: A condensed program is made available in the BTSD, BEST, and EOW programs offered throughout the College region.

Fees

| | |
|-------------------------|----------------------|
| Tuition | \$16.00 per month |
| Student Association Fee | \$ 1.00 per month |
| Book or Tool Deposit | \$10.00 (refundable) |
| Textbooks and Supplies | \$10.00 (approx.) |

Fees due on registration

| | |
|-------------------------|---------------------------|
| Tuition | \$16.00 (for first month) |
| Deposit | \$10.00 (refundable) |
| Student Association fee | \$ 2.00 for two months |

| | |
|-------|---------|
| Total | \$28.00 |
|-------|---------|

Financial Aid and Sponsorship

See general information section of this calendar.

Basic Employment Skills Training

General Information

A two month program to prepare people to directly enter the labour market or to enter further upgrading or skill training courses. Content will include some basic upgrading in Math and English, communication and listening skills, problem-solving skills, work experience, career orientation, and job search techniques. Participants will receive counselling towards attaining their goals.

Requirements for Admission

Education

No educational pre-requisites.

General

Applicants must be capable of concentrated, independent study.

How to Apply

Prospective students may obtain application forms from the Student Services Office at the Terrace campus or from one of the local College offices.

Starting Dates

Variable throughout the year

Length of Program

10 weeks

Location

This program is available in many of the college Centres. Contact the nearest College Centre for dates in your area.

Fees

| | |
|-------------------------|----------------------|
| Tuition | \$16.00 per month |
| Student Association Fee | \$ 1.00 per month |
| Book or Tool Deposit | \$10.00 (refundable) |
| Textbooks and Supplies | \$10.00 (approx) |

Fees due on registration

| | |
|-------------------------|----------------------------|
| Tuition | \$16.00 (for first month) |
| Deposit | \$10.00 (refundable) |
| Student Association Fee | \$ 3.00 (for three months) |

| | |
|-------|---------|
| Total | \$29.00 |
|-------|---------|

Financial Aid and Sponsorship

See general information section of this calendar.

Employment Orientation For Women

General Information

Are you thinking of returning to the labour market but uncertain of your skills? EOW offers women who have been homemakers and would like to enter the labour force a chance to assess their skills, brush up on the old skills and determine what training they need and how to get it. The course is designed to build confidence, and assist women in choosing and preparing for a career.

Requirements for Admission

Education

No educational pre-requisites.

General

Applicants must be capable of concentrated, independent study.

How to Apply

Prospective students may obtain application forms from the Student Services Office at the Terrace campus or from one of the local college offices.

Starting Dates

Variable throughout the year.

Length of Program

10 weeks

Location

This program is available in many of the College Centres. Contact the nearest College Centre for dates in your area.

Fees

| | |
|-------------------------|----------------------|
| Tuition | \$16.00 per month |
| Student Association Fee | \$ 1.00 per month |
| Book or Tool Deposit | \$10.00 (refundable) |
| Textbooks and Supplies | \$10.00 (approx.) |

Fees due on registration

| | |
|-------------------------|----------------------------|
| Tuition | \$16.00 (for first month) |
| Deposit | \$10.00 (refundable) |
| Student Association Fee | \$ 3.00 (for three months) |

| | |
|--------|---------|
| Total: | \$29.00 |
|--------|---------|

Financial Aid and Sponsorship

See general information section of this calendar.

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