



Northwest Community College

1982-83

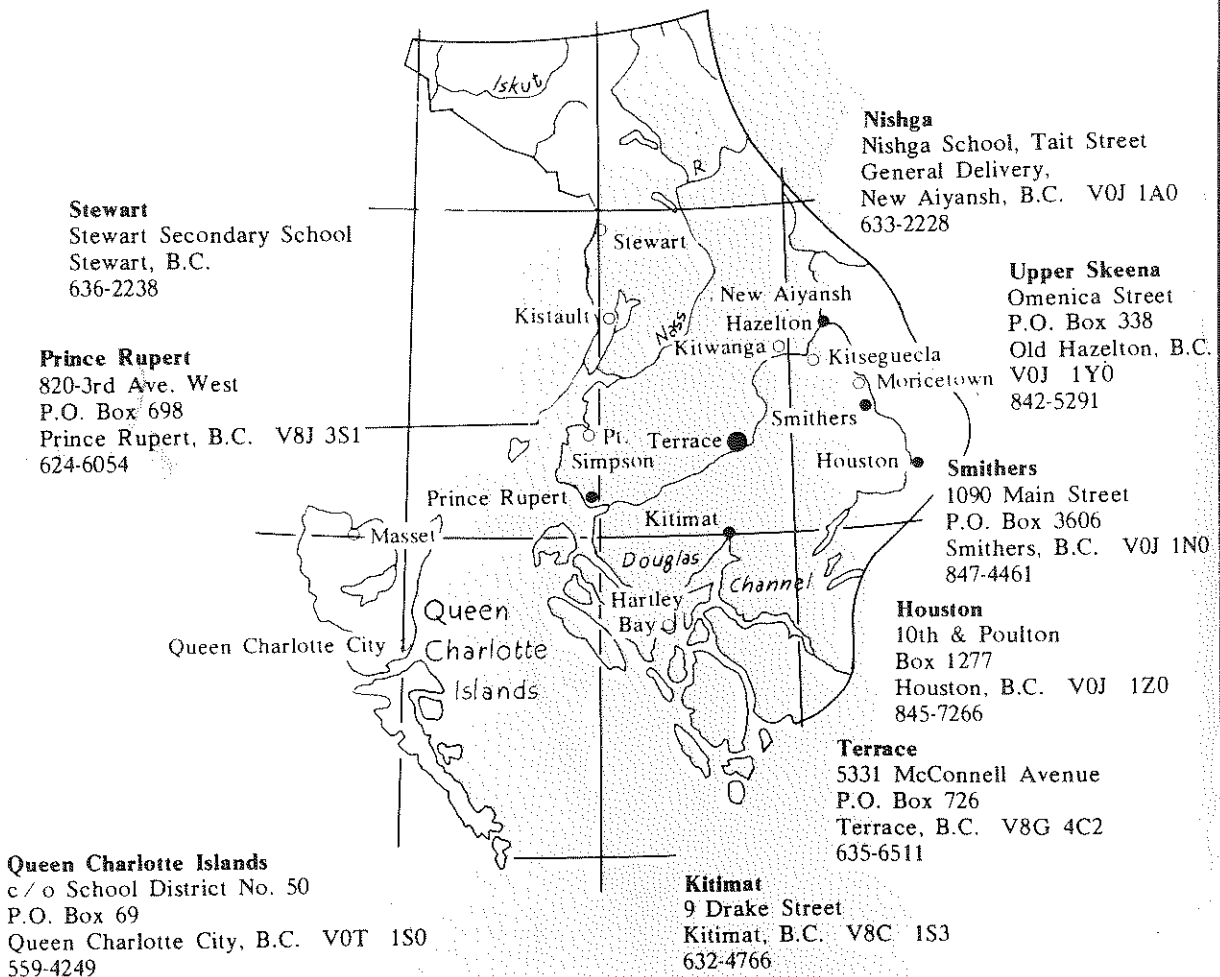


College Region

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



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Your Community College

Eighth Annual Calendar
1982-1983

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Northwest Community College

1982-1983 Board Membership

Al Brockley	School District 50 Queen Charlotte Islands	Oscar Swanson	School District 92 Nishga
Nora Lowe	School District 52 Prince Rupert	Bill Hutchinson	Terrace
Jennifer MacMillen	School District 54 Smithers	Duane Gould Roger Bennett	Sandspit Kitimat
Hans Wagner [chairperson]	School District 80 Kitimat	Ernest Hill	Prince Rupert
Dennis Brewer	School District 88 Terrace	Judy Jephson John Babcock	Terrace Kitwanga

Administrative Staff

Dr. Val George	Principal	Richard Kilborn	Chief Instructor, Business Education and Cook Training programs and Coordinator of Vocational Night School
Geoff Harris	Bursar	Anne Laforest	Coordinator, Smithers CES
Gary Baker	Director of Community Education	Murdo MacDonald	Coordinator, Residence and Recreation
Brian Loptson	Director of Student Services and Registrar	Emil Marchand	Chief Instructor, Non- mechanical Trades
Paul Sneed	Academic Head	Donna Markam	Bookstore Clerk
Fred Wilson	Director of Vocational and Trades Training	Kress Nelson	Accountant, Systems Analyst
Audun Birkedal	Coordinator, Supervisory Training	Bob Phillips	Coordinator, Adult Special Education
Karen Birkedal	Coordinator, Terrace CES	Elaine Robillard	Coordinator, Prince Rupert CES
Frank Cassidy	Coordinator, Upper Skeena CES	Francis Sabine	Counsellor
Barry Church	Coordinator, Stewart CES	Bert Seinen	Counsellor
Susan Cole	Coordinator, Kitimat CES	Maurice Squires	Coordinator, Nass CES
Jennifer Cooper	Recreation Center Clerk	Ian Stanley	Coordinator, (EBA Programs)
Fran Fowler	Coordinator, Queen Charlotte Islands CES	Brent Tolmie	Vocational Program Developer
Fred Hislop	Coordinator, Off-Campus Vocational and Trades Training	Leo Wang	Librarian
Gary Karlsen	Coordinator, Distance Education	Vic Waram	Maintenance Supervisor
Bev Kealty	Assistant Registrar, Financial Aid officer	Tanya Widmark	Coordinator, Houston CES
Tom Kenna	Chief Instructor, Mechanical Trades		

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

The Community Education Services Division 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

1982

Thursday July 1	Dominion Day College offices closed.
Monday August 2	B.C. Day, College offices closed.
Wednesday September 1	Registration begins for Academic, HSW, ECE programs.
Monday September 6	Labour Day, College offices closed. Residence staff will be on duty to accommodate arriving students.
Tuesday September 7	Registration and commencement of classes for Academic, Career, and Vocational programs beginning in September.
Friday September 24	Last day for late registration for Academic, HSW and ECE programs. Last day for changing classes for Academic programs.
Monday October 11	Thanksgiving Day, College offices closed.
Friday October 29	Last day for official withdrawal from Academic, HSW, and ECE programs.
Thursday November 11	Remembrance Day, College offices closed.
Monday December 20	Last day of classes for Academic, HSW, and ECE programs.
Friday December 24	Last day of classes for Vocational, Adult Basic Education, Business Education, Dental Assistant, and Electronic programs.
Monday & Tuesday December 27 & 28	Christmas Day and Boxing Day Holidays. College offices closed.

1983

Monday January 3	New Years Day Holiday, College offices closed.
Tuesday January 4	Registration and commencement of Vocational, Adult Basic Education, Business Education beginning in January. Recommencement of Vocational, Adult Basic Education, Business Education, Dental Assistant; and Electronic programs.
Wednesday January 5	Registration begins for Academic, HSW, and ECE programs.
Monday January 10	Classes begin for Academic, HSW, and ECE programs.
Friday January 21	Last day for late registration in Academic, HSW, and ECE programs. Last day for changing classes in Academic, HSW, and ECE programs.
Friday February 25	Last day for official withdrawal from Academic, HSW and ECE programs.
Friday April 1	Good Friday, College offices closed.
Monday April 4	Easter Monday, College offices closed.
Friday April 22	Last day of classes for Academic, HSW, and ECE programs.
Monday May 2	Practicum begins for ECE and HSW.
Monday May 23	Victoria Day, 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 seven 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 New Entry programs offered in Terrace and other centers as well as Career Programs in Business Education, Electronics Technician, and Supervisory/Management Training. It has responsibility for the Adult Basic Education Programs offered by the College. It also coordinates the part-time and short-term vocational programs offered in Terrace and at other centres.
- **The Academic Division** administers the University Transfer Program; the College Preparatory Program; Career Programs in Early Childhood Education, Human Service Worker and Dental Assistant; and Special Programs in the areas of Women's Studies, Northwest and Canadian Studies and Workers' Education.
- **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.

As this Calendar is published well in advance of the session commencement, the College reserves the right to make any changes deemed necessary including the cancellation or adjustment of programs and courses, and changes in fee structure and other regulations or services. The College expressly denies responsibility or liability to any person or persons who may suffer loss or may be otherwise adversely affected by any change.

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.

In continuous intake programs, those programs into which students may enter whenever space is available, waiting lists will be utilized during periods of high demand for the program. Applicants are encouraged to apply several months in advance of their desired starting time to ensure that they will not be disappointed by possible delays in actual starting time. Only completed applications will be placed on these waiting lists, so students are encouraged to submit all required documentation as quickly as possible, including transcripts or records of previous education.

As it is not always possible for the College to predict the completion or departure dates of students in these programs, it may occasionally be necessary to offer spaces on very limited notice to applicants by telephone in order down the waiting list. People on the waiting list who are by-passed in these circumstances will not lose their position on the list because of their personal inability to enrol on extremely short notice.

Fees

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

Summary of Fees and Charges:

The following is a general overview of the fees and charges to students at Northwest Community College. Some programs have different fees and exceptional charges; these are detailed in the description of these programs. (Students who are sponsored by the Ministry of Labour or the Canada Employment and Immigration Commission are responsible for paying their own Student Association fees, security and tool deposits, and residence costs; tuition fees are paid directly by these two agencies.)

Tuition:

Academic programs: (University Transfer, Early Childhood Education, Human Service Workers) Maximum	\$13.00 per credit hour \$180 per semester
Vocational programs:	\$30.00 per month
Student Association fee:	\$1.00 per month
Deposits:	
Resident students' security deposit	\$50.00
Vocational tool and book deposit may vary up to	\$50.00

(No student will be required to place deposits in excess of \$50.00 total.)

Tuition Reduction:

Senior Citizens (age 65 or over) and registered disabled persons are eligible for tuition-free enrolment in most Northwest College courses on a stand-by basis, provided that space is still available within 24 hours of the commencement of the course. This exemption will not apply to Security or Tool Deposits or to any charges for materials, books, and supplies that are levied against other students in the course. Further information on this exemption can be obtained from the Registrar's Office or the Regional Center nearest you.

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 she/he is not officially registered.

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.

Personal Medical Insurance

It is the responsibility of each student to ensure that he or she is adequately covered under one of the available Medical Insurance Programs in British Columbia. The College cannot be held responsible for medical or hospital costs incurred by students who have failed to maintain their own coverage. Information and application forms for medical insurance are available at the Student Services Office.

Certificates and Diplomas

Northwest Community College issues a variety of cards and certificates to recognize attendance, completion and/or achievement in many non-credit programs. Full certificates are awarded on successful completion of credit programs in Basic Training, Pre-Employment and Career Programs. Diplomas will be awarded on successful completion of the equivalent of four full semesters or two years.

Students who believe that they have completed the requirements for a Certificate or Diploma should consult with their instructor or Program Coordinator or make application at the Registrar's Office.

Confidentiality of Student Records

The College considers a student's record of achievement to be confidential and will not release information without the student's written consent except under the following circumstances or conditions.

Information on students may be disclosed without consent of the student to designated College officials deemed to have legitimate educational interest.

The following information is considered public information and may be released without restriction:

- i) Name
- ii) Period of Registration
- iii) Program
- iv) Certificates, Diplomas, etc., awarded

Information will be released without student consent to persons in compliance with a judicial order or subpoena, or as required by federal or provincial legislation.

Information will be released to agencies or employers that are on record at the College as having sponsored the student.

Necessary information may be released without student consent in an emergency, if the knowledge of that information is required to protect the health or safety of the student or other persons.

Other than in the above situations, information on students will be released to third parties only at the written request of the student, or where the student has signed an agreement with a third party, one of the conditions of which is access to his record (e.g. in financial aid). This restriction applies to requests from parents, spouses, credit bureaus, police, etc.

Students have the right to inspect their academic record and challenge the contents which they believe to be inaccurate or misleading. A staff member will be present during such an inspection.

Students will, on submission of a signed request and payment of the appropriate fee, have the right to receive transcripts of their own academic record. Such a right will not apply to students in debt to the College but such students will still have the right to inspect and review their records.

No partial transcripts of a record will be issued.

The College will not normally provide students or third parties with copies of other documents on file, e.g. transcripts from other institutions.

Suspension of Students For Disciplinary Reasons

Any student may be suspended from the College for disciplinary reasons. Suspension may be for a given period or indefinitely. A student who has been suspended indefinitely may apply for re-admission to the College at some future date, in which case re-admission will be considered on the merits of the case made by the student for re-admission, but taking into account the suspension and reasons for the suspension.

The final decision to suspend a student may be made only by the Principal, though this action will normally be on recommendation from the Director of Student Services, the Director of Vocational and Trades Training, the Director of Continuing Education, or the Academic Head, who, in turn, will normally act on the basis of recommendations from people in their Divisions (e.g., Instructors or the Residence Supervisor). All recommendations regarding suspension of students will be in writing with copies to the student concerned.

Any student who has been suspended and feels that the decision is unjust has the right to appeal to the College Board.

All appeals to the College Board must be submitted in writing to the Chairman of the Board within forty-eight hours of receipt by the student of the suspension notice. The notice suspending the student will inform him or her of the right to appeal and of the procedures to be followed in lodging an appeal.

If a student appeals a suspension decision, he or she will be informed in writing of the time and place for the appeal hearing at least two days before the hearing, though this time period may be waived if the student is agreeable to a waiver in order to expedite the hearing. The notice informing the student of the hearing will also inform him or her of the right to make written and formal presentations to the Board.

The decision of the Board is final and binding on all concerned. The decision will be conveyed in writing to the student, and a copy of the decision, together with copies of all documents pertaining to the decision, will be filed in the student's records.

Students who are suspended and who wish to appeal will normally not be allowed to attend class after the date of suspension and will be allowed to re-enter the class only if the Board reverses the suspension decision.

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.

Further information on appeal procedures may be obtained from the Student Services office.

Student Services

Counselling Services

*Bert Seinen
Francis Sabine*

Do you have questions about:

- making a career decision
- matching courses to your career choice
- university degree requirements
- financial aid

The Counselling Office at Northwest Community College can help. Phone or drop in to Room 103B of the Classroom/Administration Building.

Once you become a student you can come in for personal counselling and help with such student problems as financial aid, study skills, exam preparation, or anything to do with the student life at the College.

In our counselling centre we have calendars for most Canadian Universities and Colleges. There is also a wealth of information on careers.

We have recently acquired a CHOICES Computer terminal. This system assists you to make or test your career choice.

Counselling can help when you are faced with decisions or conflicts that affect your life as a student. Our counsellors are good listeners. Try us. You'll probably be glad you did.

Students with Disabilities

As part of its "open door" policy the College endeavours to make all of its programs available to persons who may have physical disabilities. Because of the College's limited experience in this area it welcomes inquiries and comments from those who have disabilities and who would like to attend College Programs. Prospective disabled students are urged to contact the Counselling Office of the College.

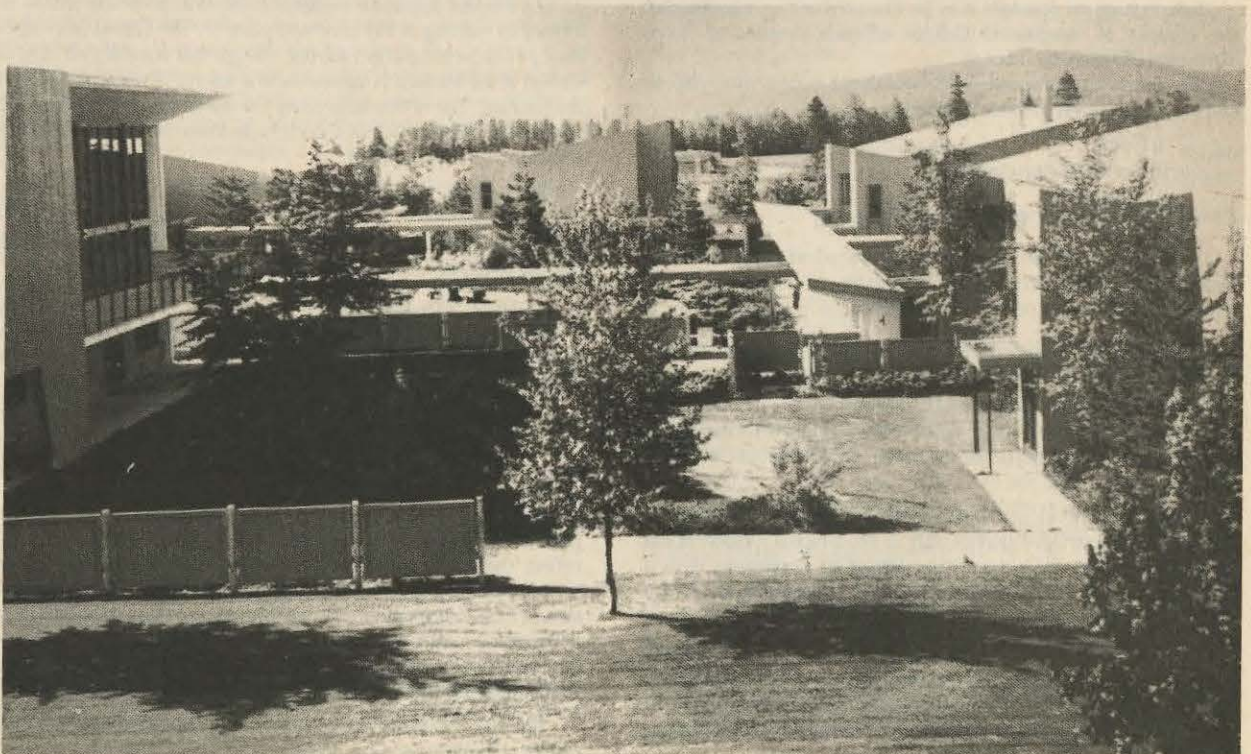
Bob Phillips, the Coordinator of Adult Special Education, is available to help students and instructors design programs which meet the needs of disabled students.

The College also has an advisory committee for the Disabled which has organized local interest groups in many communities of the College region. Those who would like to participate may call their local College Centre for more information.

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.



Bookstore

The Bookstore is located on the ground floor of the Cafeteria building adjacent to the student Residences Offices, the student lounge and the dormitories. The Bookstore sells textbooks and course materials for various College courses and programs, general interest books and magazines, stationery and school supplies, and some novelty items. The Bookstore operates as a mail drop-off point and stamps are available. Each College regional centre also sells the textbooks and course materials relevant to the courses in the area. The College Bookstore will assist companies in acquiring texts for apprentices and in-house training programs.

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 available from the Cafeteria.

Most linen is available, but students must provide their own towels, facecloths, soap, laundry detergent, etc. Many students choose to bring their own bed linen. Residence living naturally involves some loss of personal privacy and it has been necessary to establish some rules and policies to try to ensure that each student's rights are preserved. Students who are not prepared to follow these rules and policies are advised to find accommodation off campus.

Meals are available seven days a week in the College Cafeteria. Students pay for their meals at the reasonable College Cafeteria prices. Students who wish may prepay their meals by purchasing a face-value meal ticket in any amount desired. A 10% discount is offered to students purchasing meal tickets with a value of \$100.00 or more at one time. No refund can be made for lost or destroyed meal tickets.

The cost of living in Residence for the coming year has not been established at the time of the printing of this Calendar. Students planning to live in Residence at the College should plan on spending between \$300.00 and \$350.00 per month for their

room and meals. Residence fees are due and payable on or before the first day of each month. A \$50.00 security deposit is required at the time of admission to Residence and is refundable after completing the full formal process of checking out of the Residence, and providing that all College property has been returned and that no damage has been done to the room occupied or to other College property.

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 range from \$200.00 to \$500.00 per month plus utilities.

Recreation Facilities

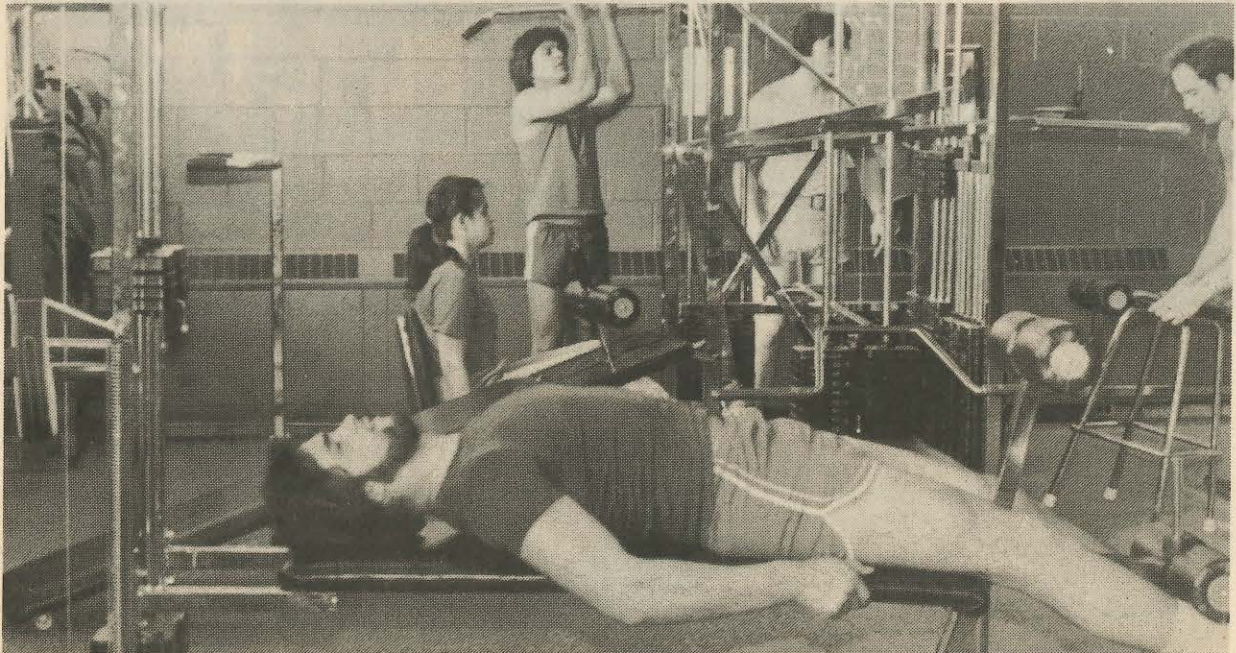
The Physical Recreation and Fitness Center is located in the northwest corner of the Shops Building. The Rec Centre contains two racquetball courts, an exercise room with a Global gym and other exercise equipment, a weight room, a sauna, a whirlpool and showers. This facility is open to the public as well as the students seven days a week, and the hours vary according to demand. Preferential fees are set for full-time students.

In addition the College has a regulation soccer/football field, a softball field, and a jogging track. Excellent skiing, both downhill and cross-country, is available within a few miles of the College campus in Terrace.

Many of the recreational activities that take place during the year depend heavily on student participation in organization and administration. Students are encouraged to share their experience and expertise in these areas, and are invited to come forward with their suggestions for recreational programs and events. Interested students should contact the Residence and Recreation Coordinator or the Student Association at 635-6511.

Public Transportation

Public transportation is available in Terrace from Monday to Saturday. Buses provide half-hourly service in the morning and afternoon. During the day and on Friday evenings the service is once each hour.



Learning Resources Center

The Learning Resources Center provides a good collection of books, periodicals and non-print media such as films, videotapes, slides, cassettes, etc., which are designed both to assist with class-based study and to encourage self-study. All necessary equipment for using non-print media is available at Terrace campus for use at study carrels, in classrooms, or in learning labs. The Information Bank has a good collection of source documents for students interested in local histories. Typewriters are available for general use. Most resources are open to students, faculty, and members of the community.

Microfiche catalogues and readers are available at each College Center. The catalogues include all resources in the College system which are accessible by all students. In addition, a British Columbia Union catalogue (on microfiche) is available at most Centers; this catalogue includes holdings of other colleges and

university libraries in B.C. Inter-library loan service is available at all Centers for students to borrow resources not available in the College.

The Audio-Visual Department maintains a collection of assorted equipment for students pursuing course work or assignments. The Seminar Room may be booked for faculty or student-initiated group study and discussion. The Photo/Dark Room will also be available to students. Library orientation, tours, and audio-visual workshops are available to students at Terrace campus. The extent of the services, facilities and hours of opening vary with each location, but all Centers have access to the total service. A Library borrower card is required of all users and all LRC staff will be glad to assist you whenever you need help.

The LRC hours, from September to early May are:

Monday-Thursday 8:30 - 5:00, 6:00 - 10:00

Friday 8:30 - 4:30

Saturday & Sunday 1:00 - 5:00

The hours may change as needed and they will be posted at the LRC.



Student Association Message

The Student Association of Northwest Community College normally elects a Students' Council during the first month of the academic year, that is late September or early October. However, due to the wide variety of Vocational, Academic and Continuing Education programs offered and their varying respective time requirements, students are constantly completing or enrolling throughout the academic year. For this reason, by-elections may be held to fill vacant positions within the Council and thus ensure a representative student government at all times.

The Students' Council consists of elected positions including: President, Vice-president, Treasurer, Secretary and Sports Coordinator. The bulk of the Students' Council, however, is made up of Class Representatives — one from each class. These representatives are elected by their respective classes and without them there would be no effective student voice. The role of the Class Rep is all-important in the struggle to clarify the rights and the interests of the students. But remember, those students who make up the Council cannot be expected to act successfully as an isolated group. They are the voice of the student body and therefore need the support of each and every student. All full-time students pay membership fees upon registration, so make that

money work for you. The Students' Association has a shining new office located in the Student Lounge, so drop in and voice your opinion. Nomination forms for elected positions must be signed by the nominee and two other students and are available from the Students' Association returning officer. These positions are very educational.

Our recreation activities include hockey, swimming, volleyball, badminton, skating and even skiing. Although the College boasts no gymnasium of its own, arrangements for gym-time can often be made with other schools, and transportation to and from the campus can be arranged. The Students' Association also sponsors dances, beer nights and outdoor facilities. However, these activities can thrive only with enthusiastic support and cooperation from everyone — students and staff included. Students in general don't have a lot of time to spare, and studying leaves little time for leisure or pleasure, but if everybody chips in just a little, then everybody can gain a whole lot.

Students' 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 Students*

	Living at Home	Living on Campus	Living in Rental Accom.
Per Semester			
Tuition	\$ 180	\$ 180	\$ 180
Student Assn.	4	4	4
Books and Supplies	200	200	200
Room and Board	0-600	1,200-1,400	800-2,400
Local Transportation	150	150	150
Miscellaneous	300	300	300
Total	\$834-1,434	\$2,034-2,234	\$2,034-3,234

*Also Human Service Worker and Early Childhood Education students.

Vocational Students*

	Living at Home	Living on Campus	Living in Rental Accom.
Per Month			
Tuition	\$ 30	\$ 30	\$ 30
Student Assn.	1	1	1
Books and Supplies	10	10	10
Room and Board	0-600	300-350	200-600
Local Transportation	35	35	35
Miscellaneous	75	75	75
Total	\$151-751	\$451-501	\$351-751

*Also Electronic Technician, Dental Assistant and Business Education students.

Note 1: Student should also budget for deposits, additional school supplies and clothes up to \$150 for some programs.

Note 2: Transportation costs to and from home should be calculated in addition.

Note 3: These are estimates for single students. Married students or students with dependants will have differing expenses.

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 Commission (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 In-

surance 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 center. 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) are 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.

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 \$56.25 per educational week to a maximum of \$2,925 per educational year.
- (b) The British Columbia Provincial Grant Program, funded by the province, allows for a non-repayable grant up to a maximum of \$2,400 per educational year.

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 12 weeks 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 Center.

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.

Community Vocational Rehabilitation Services

The primary objective of Community Vocational Rehabilitation Services is to facilitate the optimal vocational development and adjustment of working-age individuals who are disabled as a result of accident, disease or birth. Community Vocational Rehabilitation Services accepts referrals of disabled persons from community agencies, family physicians, parents, guardians and individual disabled persons. Eligibility for acceptance as a client for vocational rehabilitation is based on two criteria:

- (a) The presence of a physical or mental disability which for the individual constitutes or results in a substantial handicap to employment. (This may vary greatly in severity.)
- (b) A reasonable expectation that vocational rehabilitation services may benefit the individual in terms of employability.

In essence, the responsibility of Community Vocational Rehabilitation Services is to function as a broker on behalf of the disabled individual and to assist them to use all available resources to achieve maximum economic independence. These resources may include:

- (a) Counselling and guidance as an ongoing process during the rehabilitation process.
- (b) Physical and mental restoration services purchased for the client as needed.
- (c) Vocational and other training services including remedial education.
- (d) Maintenance and transportation when needed to help the client receive the benefits of other services.
- (e) Services to members of the client's family which are necessary to the adjustment or rehabilitation of the disabled individual.
- (f) Placement in suitable employment after completion of rehabilitation.
- (g) Post employment services when necessary to assist disabled persons to maintain suitable employment.

- (h) Other goods and services which can be reasonably expected to benefit disabled individuals in terms of employability.

In addition to functioning as a broker on behalf of the disabled, in terms of direct service delivery, Community Vocational Rehabilitation Services also plays a role in terms of regional resource development for the disabled. Community Vocational Rehabilitation Services has a responsibility to promote in every way possible an awareness of the needs of disabled persons in general, and to assist in development of facilities to meet those identified needs.

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 meet Treasury Board requirements and who qualify for enrolment in technical, college, or university training at a variety of educational institutions.

Indian students who wish to enrol in pre-vocational or vocational training programs should apply to their Band office or to Canada Manpower.

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 Ser-

Adult Basic Education Student Assistance Plan

WHAT IS ABESAP?

ABESAP is a provincially sponsored program which provides for direct educational costs to students enrolled in programs such as:

- Basic Literacy
- Academic Upgrading
- Pre-Vocational
- English Language Training
- Basic Training for Skills Development

The purpose of ABESAP is to ensure that residents of British Columbia are not prevented from embarking on an educational/career pattern or realizing basic employment skills due to financial limitations.

WHO MAY APPLY?

- Any person who is:
- a British Columbia resident
 - enrolled at a participating secondary/post-secondary institution, in a recognized Adult Basic Education program.

WHERE TO APPLY?

Applications will be accepted on the recommendation of your instructor. Any person who is not receiving financial assistance for educational expenses from any other source may apply for the program by contacting the Financial Aid Officer and filling out the application form.

Completed applications should be returned to the Financial Aid Officer. Applicants are encouraged to discuss their applications with the school official.

FURTHER INFORMATION

For further information concerning the Adult Basic Education Student Assistance Program, please contact the Financial Aid Officer at the College, or Student Services Branch, 835 Humboldt Street, Victoria, B.C., 387-5834.

vices 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.

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.

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 Centers, 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. Students eligible for government loans and grants should first apply to that source.

First Citizens' Fund

Financial aid is available through the First Citizens' Fund

(B.C. Provincial Government) to Native students enrolled in B.C. academic post-secondary programs. The principal objectives of the First Citizens' Fund is to contribute support to projects involved with the advancement and expansion of the culture, education, economic circumstances, and position of persons of the North American Indian race who were born in and are residents of the Province of British Columbia.

Both status and non-status students who are obtaining passing grades and who can demonstrate financial need are eligible to apply. Status students may apply for an Incentive Bursary. Non-status students may apply for an Incentive Bursary or for repayment of a Canada Student Loan.

Interested Applicants must submit:

- (a) Proof of Indian ancestry (Band Number where applicable, or a letter from a recognized Indian Organization).
- (b) A self-written letter describing background and involvement with Indian Organizations and activities, and stating your financial requirements.
- (c) Two letters of recommendation from any of the following: a school counsellor, teacher, principal, previous employer, chief, band counsellor, clergyman or recreation director, etc.
- (d) A transcript of recent marks.
- (e) Completed appropriate application forms (A or B).

Forms for either the First Citizens' Fund Incentive Bursary or Canada Student Loan repayment may be obtained from the Financial Aid Office or through the First Citizens' Fund office in Victoria: Provincial Secretary and Government Services, First Citizens' Fund, #314 - 620 View Street, Victoria, B.C., V8W 1J6.

Applicants for Incentive Bursary may apply anytime during the school year. Applicants for repayment of Canada Student Loan may apply after completion of school year (with transcript).



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 must first apply to the B.C. Student Assistance Plan/Canada Student Loan Program. Students who may not be 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 any College Centre and must be returned to the Counselling Center 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 \$250.00 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.

B.C. Timber, Pohle Lumber Division Awards

Pohle Lumber has established a Scholarship and Bursary fund at Northwest Community College which will award two \$300.00 scholarships in September of each year 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. 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, some Career or Special Programs. There are three types of awards:

1. Jeff Marvin Memorial Bursary
One \$250.00 bursary for Native Students. 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 to the Academic Worker Union, c/o the College Academic Office.
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 for awards 2 and 3 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 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 Financial Aid Officer.

Vancouver Foundation Bursary

The Vancouver Foundation has established a Bursary fund of \$1200.00 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.

Regional Center Bursary Funds

Some of the Regional Centers have established bursary funds to assist needy students studying at their regional center. Applications can be obtained from the Regional Center Office and must be submitted to the Regional Office forwarding to the Financial Awards Committee. As of Spring, 1982, funds are available in Kitimat, Smithers and Houston.

Information for Donors

The College Financial Awards Committee relies on service clubs and private and corporate donations for its financial aid programs. The College Bursary Trust is a recognized Canadian charity.

Financial Aid Available from Other Sources

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 four 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.

B.C.G.E.U. Student Scholarship

The B.C. Government Employees' Union offers annual scholarships consisting of ten awards worth \$500 each for students related to B.C.G.E.U. members. All applicants must be relatives of B.C.G.E.U. members in good standing or relatives of deceased or retired members, i.e. spouse, parent, child (includes stepchild and foster child), brother, sister, grandchild. Applicant must be registering in a B.C. institution for post-secondary or post-graduate studies for courses of eight months or longer. Students must have an academic standing of C+ or better in previous year's courses and in courses presently enrolled in. For mature students this requirement would be waived. Include a typed personal letter to the Committee explaining why you are applying for this scholarship and detailing your academic goals and career plans. On back of application form give an indication of your career plans, a summary of estimated expenses, and a list of other scholarships you have applied for. Also attach a transcript of last year's marks as well as an attested record of this year's marks. A typed essay of 1,500 to 2,000 words about the "role of public service unions in your community and how they affect you". Accompanying this essay must be a list of the unions in your community, all reference material noted, and personal contacts should also be noted. The essay must be accompanied by a completed application form which is available from the address below. The Scholarship Committee comprises the union's 2nd

Vice-President and five regional vice-presidents. All scholarship applications must be received by February 18 and sent to: B.C.G.E.U., 4911 Canada Way, Burnaby, B.C., V5G 3W3.

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.

B.C. 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 — 15 at \$750.00 each (For students already enrolled in a designated post-secondary institution).
- (c) Nancy Green Scholarships — 26 at \$750.00 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.

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 1982.

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 Canada 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 applications 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.

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.

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.

Independent Order of Foresters

A series of bursaries, to a maximum of \$500 each are offered to members in good standing for not less than two years, or the dependents thereof, of the Independent Order of Foresters. Applicants must reside in the jurisdiction of the High Court of British Columbia and Alaska (Province of British Columbia; State of Alaska).

Requests for application forms must be made to: Mr. G.A. Francey, High Secretary, High Court of British Columbia and Alaska, 1902 London Street, New Westminster, B.C., V3M 3E5.

Completed application forms must be returned to the High Secretary no later than August 31st of the current bursary year.

Bill and Elsie More Memorial Award

In memory of loving parents Bill and Elsie More, one or two bursaries (to a total of approximately \$400 per year) have been made available through the Bill and Elsie More Indian Bursary

Fund of the Vancouver Foundation to assist native Indian students in B.C. for post-secondary education. Preference will be given to applicants in the helping professions such as: education, social sciences, nursing/medicine, law and theology. The award is open to status and non-status Indian students in any post-secondary institute. Students should submit a letter of self-description, expressing their sincerity and interest in accomplishing their educational goal plus demonstrated financial need. Applications can be submitted anytime and should be sent to: The Bill and Elsie More Indian Bursary Fund, Vancouver Foundation, 1199 West Pender St., Vancouver, B.C., V6E 2R1.

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.

Sam Nelson Memorial Award

To commemorate the late Samuel Nelson, a Nishga wood carver and silver engraver, who generously donated prints and carvings so that the contributions from his donations could be used to assist native Indian students with their educational costs. Award(s) will be made in any amount within the limitations of available funds (usually \$50.00 - \$100.00). Purpose of award is to offer assistance to needy Indian students in post-secondary education. Applicants must be in their second term of classes or more; must carry a course load of three or more classes whilst maintaining a C average or better. Awards will be granted twice yearly depending on availability of funds. Applications can be obtained from: Financial Aid Office, V.C.C. Langara Campus, 100 West 49th Ave., Vancouver, B.C., V5Y 2Z6. Applications can be submitted anytime.

Pacific Association for Continuing Education (PACE)

PACE award bursaries ranging from \$50.00 to \$100.00 for any one period of study to students registered as part-time or short-term studies. Applicants are to be residents of B.C. and may receive only one award. Applicants must show evidence of financial need, limited or no access to other funds, and intent to pursue a continuing education plan or job upgrading goal which will benefit the community. Applications must be in writing describing the reasons for seeking the bursary, the name of the institution and course to be taken and registration fee. Applications should be sent to pace bursary Committee, c/o Mrs. Barbara Clague, 2832 West - 36th Avenue, Vancouver, B.C., V6N 7R1 by August 31 or November 30 of the year to be applied for.

The Omer Bradwin Peters Memorial Scholarship

1908-1978. The second child of Archie and Phoebe Peters, Omer Peters grew up on the Moraviantown Indian Reserve near Thamesville in southwestern Ontario. Omer, a World War II veteran, was proud of the fact that he was a Flight Sergeant in the Royal Canadian Air Force and served overseas. For nearly 17 years Omer was involved with the Moraviantown Band Council as Chief, Councillor and Band Administrator. Omer Peters led an active life and in recent years spent as much time as he could with his family. Most importantly, his grandchildren had the honour of knowing their softspoken Indian grandfather, a memory that is priceless. Spiritually and mentally, Omer Peters was a young man when he died on Thursday, May 4, 1978 at 7:00 p.m. of a heart attack.

The establishment of the Omer Bradwin Peters Memorial Scholarship was officially announced by a representative of the Chiefs of Ontario at the 9th Annual National Indian Brotherhood General Assembly. The scholarship, for the amount of \$1,000, will be presented at the National Indian Brotherhood General Assembly. The Council of Elders will select the winner based on the following criteria: A post-secondary Indian student who has successfully completed at least one year of post-secondary education, athletic and academic performance, demonstrated leadership

abilities among the Native people, working experience among the Native people either at the community, school or reserve level, a letter of recommendation is preferable from the Chief or a band member. To obtain an application form please write to: Mr. Ernie Benedict, Resident Elder, National Indian Brotherhood, 2nd Floor, Bankal Building, 102 Bank Street, Ottawa, Ontario. Deadline June 30.

Rixon Rafter Scholarship Fund

This fund was established in honor of the late Rixon Rafter, a graduate of the Ontario School for the Blind (now the W. Ross Macdonald School) in Brantford, Ontario. Mr. Rafter became a successful newspaper publisher. Interest from the fund is intended to provide assistance to needy, registered blind students involved in academic or educational pursuits. In most instances, an amount of \$150.00 to \$300.00 is provided; under exceptional circumstances, this may be increased to a maximum of \$500.00. In British Columbia, applications are to be directed to The Canadian National Institute for the Blind, Vocational Counselling and Employment Services Department, 350 East 36th Ave., Vancouver, B.C., V5W 1C6.

The M.C. Robinson and Donald Buckland Memorial Fund

The M.C. Robinson and Donald Buckland Memorial Fund is sponsored by the Canadian National Institute for the Blind. Captain Merrill C. Robinson, blinded since 1917, was the Director of the Canadian National Institute for the Blind, B.C.-Yukon Division, from 1929 to 1964. His contribution towards the development of CNIB and services to the blind of B.C.-Yukon will long be remembered. Donald Channing Buckland, a graduate and distinguished faculty member of the University of British Columbia, was himself overtaken by blindness a few years before his untimely death. An annual award of \$200.00 is available from this fund to any blind, full-time university or post-secondary student, having established permanent residence in British Columbia. Requests should be directed to the Executive Director of the B.C.-Yukon Division, C.N.I.B., 350 East 36th Avenue, Vancouver, B.C., V5W 1C6.

Royal Canadian Legion (Pacific Command) Bursary/Scholarships

The Royal Canadian Legion (Pacific Command) offers annually a number of awards of \$200.00 - \$800.00 for students proceeding from Secondary School to a post-secondary institution. These bursaries 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 \$600.00 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.

Vancouver Foundation Student Aid Funds

Donors to the Vancouver Foundation have established a variety of students' aid Funds. A grant of \$200.00 is given to the College each year and students should apply on the College bursary application form.

In addition to this fund the Vancouver Foundation operates a number of funds with specialized objects or purposes which are

administered directly by Vancouver Foundation officers. These sources of student aid are described below:

1. The Thomas and Dorothy Burgess Fund

This fund may assist students at any level of study in technical or academic programs related to any branch of forestry in B.C. However, professionals pursuing continuing education programs are not eligible for assistance, excepting in unusually necessitous circumstances. Three awards up to \$300.00 each available annually.

2. The Ingledew Bursary Fund

This fund may provide bursaries or scholarships to deserving students in the fields of science and music in the Province of B.C. Two awards available annually in the amount of \$200 each.

3. The H.R. MacMillan Family Fund

A primary purpose of this fund is the provision of aid to students entering study at the post-secondary level in B.C. who live in communities where MacMillan Bloedel Ltd. has operations. Students at the undergraduate level may be assisted also.

Approximately 50 awards are available annually in amounts of \$250.00 to \$600.00.

4. The Lord Strathcona Fund

Eligible applicants shall be women who were born in Great Britain — including Scotland, Ireland and Wales — and who are pursuing studies at the post-secondary level in British Columbia. Awards are made on the basis of financial need and academic ability. Students at the post graduate level may be considered for this fund.

Up to 10 awards in amounts ranging from \$200.00 to \$600.00 are available annually.

5. The William and Emily Ross Fund

This fund may provide financial aid for students at the post-secondary level who are physically handicapped. Eligible applicants are B.C. residents pursuing studies at a recognized institution in B.C. or elsewhere. Up to 10 awards in amounts ranging from \$200.00 to \$600.00 are available annually.

Application to the above Funds can be made by writing to Vancouver Foundation and supplying the following information:

- (a) A biographical letter in which the student briefly describes his or her family background, general interests, specific education objectives and career aspirations.
- (b) The names of two references who may be contacted with respect to the student's academic, artistic and other abilities pertinent to his or her field of study.
- (c) A recent transcript of marks.
- (d) A budget in which the student outlines anticipated income and expenses for the period of study for which aid is being sought.

Letters of application should be received between April 1st and June 1st each year, in the case of most funds. Exceptional application dates are: March 1st to May 1st for the H.R. MacMillan Family Fund, and the Emily Ross fund is open to application any time. In most cases a personal interview will be required as part of the application procedure.

Enquiries can be directed to Research Office, Vancouver Foundation, No. 900-1199 West Pender Street, Vancouver, B.C., V6E 2R1. Telephone: 688-2204.

Van-tel Credit Union

The Les King Memorial Bursary 4791

To honor the memory of Les King, late President of Van-Tel Credit Union, a Bursary of \$500.00 will be awarded to the sons, daughters and legal dependents residing in British Columbia, of

members of Van-Tel Credit Union. It is open to competition to students proceeding from Grade XII into a full program of studies at the University of B.C., University of Victoria, Simon Fraser University, or any accredited post-secondary Institute within the Province of British Columbia. To be eligible for consideration a candidate must have an average of at least 70%. The winner will be selected by the University of B.C., in consultation with Van-Tel Credit Union. From those who so qualify, in the final selection, a major factor will be in the financial circumstances of the applicants and their families. Applications and further information may be obtained from the Awards Office at the University of British Columbia, Vancouver, B.C., V6T 1W5. Applications must be received by U.B.C. on or before July 1.

The Leo Morris Memorial Bursary 4792

To honour the memory of Leo Morris, late Treasurer of Van-Tel Credit Union, a Bursary of \$500.00 will be awarded to the sons, daughters and legal dependents residing in British Columbia, of members of Van-Tel Credit Union. It is open to competition to students proceeding from Grade XII into a full program of studies at the University of B.C., University of Victoria, Simon Fraser University, or any accredited post-secondary Institute within the Province of British Columbia. To be eligible for consideration a candidate must have an average of at least 70%. The winner will be selected by the University of B.C., in consultation with Van-Tel Credit Union. From those who so qualify, in the final selection, a major factor will be the financial circumstances of the applicants and their families. Applications and further in-

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.

formation may be obtained from the Awards Office at the University of British Columbia, Vancouver, B.C., V6T 1W5. Applications must be received by U.B.C. on or before July 1.

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.
- 4791 The Les King Memorial Bursary
- 4792 The Leo Morris Memorial Bursary
- 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.



Community Education Services

The Community Education Service is an integral part of the College. 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, Community Education Services offers special credit and non-credit courses, seminars and workshops in response to requests from community or interest groups. At each Regional Centre, there is an educational and career opportunities library. 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 brochure/flyers, 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.

Regional College Centers and Staff

Queen Charlotte Islands	Fran Fowler, C.E.S. Regional Coordinator c/o School District No. 50 Box 69 Queen Charlotte City, B.C. V0T 1S0 559-8471
Prince Rupert	Elaine Robillard, C.E.S. Regional Coordinator 820 - 3rd Avenue West Prince Rupert, B.C. V8J 3S1 624-6054
Terrace	Karen Birkedal, C.E.S. Coordinator Mrs. Emily Rozee, Health Program Coordinator Box 726 Terrace, B.C. V8G 4C2 635-6511
Kitimat	Susan Cole, C.E.S. Regional Coordinator 606 City Centre Kitimat, B.C. V8C 2N2 632-4766
Nass Valley	Mr. Maurice Squires, C.E.S. Regional Coordinator c/o Nisgha School District No. 92 General Delivery, New Aiyansh, B.C. V0J 1A0 633-2228
Stewart	Mr. Barry Church, Principal Stewart Secondary School Stewart, B.C. V0T 1W0 636-2238
Upper Skeena	Frank Cassidy, C.E.S. Regional Coordinator Box 338 Old Hazelton, B.C. V0J 1Y0 842-5291
Smithers	Anne Laforest, C.E.S. Regional Coordinator Box 3606 Smithers, B.C. V0J 2N0 847-4461
Houston	Mrs. Tanya Widmark, Assistant Coordinator Box 1277 Houston, B.C. V0J 1Z0 845-7266

Distance Education

At N.W.C.C. we recognize that many people find it difficult to continue their education because they cannot attend regularly scheduled classes. As a way of meeting the special needs of these people, the College uses distance education methods of self study, often delivering courses right to people's homes.

Distance Education is correspondence education in the broadest sense of the word. Programs are designed for guided independent study based on the use of print and non-print learning materials. In many cases the student is assisted by a telephone tutor to whom questions can be directed.

N.W.C.C. is working cooperatively with the Knowledge Network of the West (KNOW) to bring a wide range of credit and non-credit programs to communities throughout the Northwest. These programs are available on cablevision channel 12 in Prince Rupert, Terrace and Kitimat. Special viewing rooms are also available at all College centers.

Courses offered by the College via KNOW are published in our seasonal program brochures. To receive regular Knowledge Network Program guides, write to: Knowledge Network, 2206 East Mall, University of British Columbia, Vancouver, B.C., V6T 1W5.

Health Programs

In 1975 a Health Advisory Committee to the College was formed to advise the college on the continuing education needs of health workers in the northwest region. In 1980 the mandate of this committee was expanded to advise the college on the continuing education needs of health and human service workers in the northwest region. This committee also advises on the

provision of general interest health care programs for the public.

The college employs a Program Coordinator who works closely with this committee to develop programs throughout the college region as needs demand. Input for these programs can be made through your local C.E.S. Coordinator or by calling Mrs. Emily Rozee, Health Programs Coordinatory at 635-6511, (Terrace).

“Continuing Education is a part of life”

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) Basic Employment Skills Training
- 3) Employment Orientation for Women
- 4) General Educational Development
- 5) English as a Second Language
- 6) College Preparatory

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

Basic Training for Skills Development (BTSD)

Ian Stanley - Coordinator, ABE

Alec Deas - B.Sc., M.Sc. (U.B.C.)

Pat Hayes - Permanent B.C. Teaching Certificate

Robert Sullivan - Permanent B.C. Teaching Certificate

Wilfe Tripe De Roche

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

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

John Wood - B.A., B.Ed. (Queens)

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 II (grade 8), Level III (grade 10) and Level IV (grade 12).

Requirements for Admission

Education

No educational prerequisites.

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	\$30.00 per month
Student Association Fee	\$1.00 per month
Book or Tool Deposit	\$25.00 (refundable)
Textbooks and Supplies	\$10.00 (approx.)

Fees due on registration

Tuition	\$30.00 (for first month)
Deposit	\$25.00 (refundable)
Student Association Fee	\$5.00 (for three months)

Total	\$60.00
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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 prerequisites.

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 Centers. Contact the nearest College Center for dates in your area.

Fees

Tuition	\$30.00 per month
Student Association Fee	\$ 1.00 per month
Book or Tool Deposit	\$25.00 (Refundable)
Textbooks and Supplies	\$10.00 (approx.)

Fees due on registration

Tuition	\$30.00 (for first month)
Deposit	\$25.00 (refundable)
Student Association Fee	\$ 3.00 (for three months)

Total:	\$58.00
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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 labor 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 prerequisites.

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 Centers. Contact the nearest College Center for dates in your area.

Fees

Tuition	\$30.00 per month
Student Association Fee	\$ 1.00 per month
Book or Tool Deposit	\$25.00 (refundable)
Textbooks and Supplies	\$10.00 (approximately)

Fees due on registration

Tuition	\$30.00 (for first month)
Deposit	\$25.00 (refundable)
Student Association Fee	\$ 3.00 (for three months)

Financial Aid and Sponsorship

See general information section of this calendar.

General Education Development Tests

The G.E.D. Tests provide an opportunity for adults who did not graduate from secondary school to earn an official document stating that they have a grade twelve equivalency standing. This standing may assist them in qualifying for better jobs, for promotion within their own organizations and in applying for admission to post-secondary educational institutions.

Applicants must meet the following three requirements at the time of application:

1. Minimum age of nineteen.
2. British Columbia residency of at least six months immediately preceding the date of application to write.
3. Out of school for at least one full academic year.

G.E.D. Assistance Course

Qualified teachers will assist you with your study and provide lessons on English, Math, Social Studies and Science. This course is offered in various locations. Check your College's local bulletin.

College Preparatory

This program is designed to prepare students for university level math and sciences. See the Academic Programs section of this calendar for further information.



English as a Second Language

This class provides instruction on written skills, phonics and spelling as well as oral and listening skills, based on the personal needs of the student.

Trades Training Programs

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.

- 1) New Entry Programs
- 2) Upgrading and Mobile Programs
- 3) Apprenticeship Programs

General Information

Admission Requirements

In general, an applicant must 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 19).

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

New Entry, 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. For particulars regarding course content and technical information, students should contact the chief instructor for each program or a College counsellor.

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 at 635-6511.

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 endeavor to maintain charges at the lowest possible level, students should anticipate some increases as necessitated by inflation.

Tuition

New Entry programs \$30.00 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

\$50.00 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 \$30.00 per month if applicable
- 2 - book or tool deposit of \$50.00
- 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

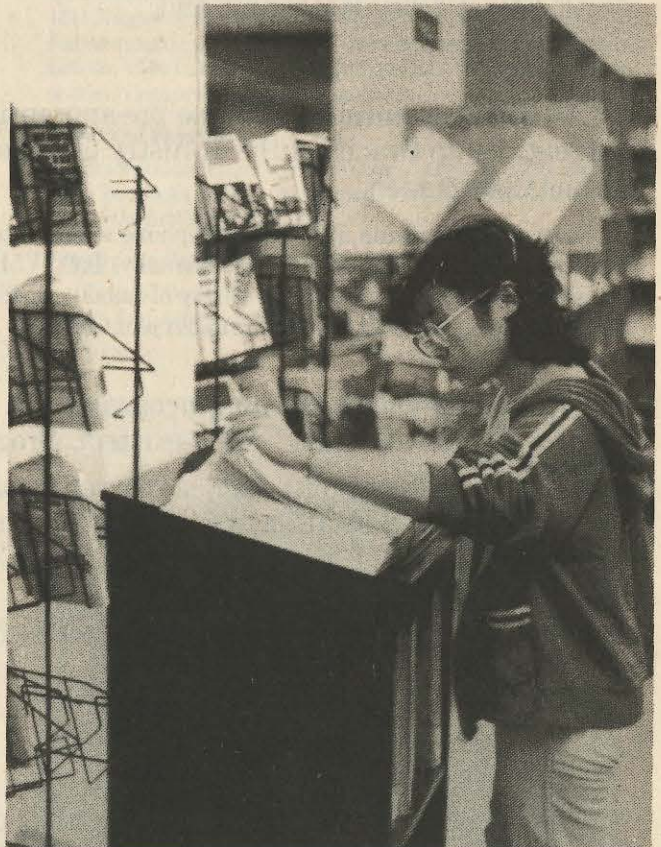
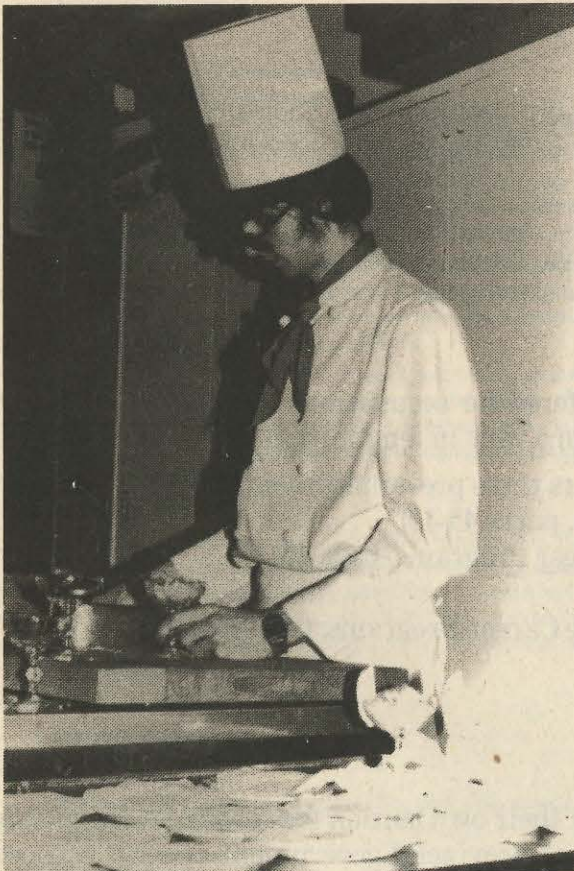
The College must reserve the right to schedule components of some full-time programs through evening classes.

Program Development

In response to meeting individual student needs by providing a more flexible training system, the Vocational Division is presently developing course materials into package modules to ensure maximum flexibility for individualized training. This new system will allow students to enter programs at various times to progress according to their abilities. To accommodate this versatility in training, it will be essential for students in vocational training to apply as early as possible so that they can be fitted into the program.

Courses presently being restructured are:

- a) Cook Training
- b) Welding
- c) General Mechanics



New Entry Programs

New entry programs are designed to prepare men and women with the basic skills and the related knowledge necessary to function in the occupations identified below. The programs may lead to direct employment or to further training. These programs are classified under two main categories.

- Pre-indentured apprenticeship programs.
- Pre-employment programs.

Pre-indentured apprenticeship programs are designed to prepare students for an apprenticeship program. Programs are generally five to six months in duration and employers usually give equivalent credit toward their period of apprenticeship.

Apprenticeship training is required in the approximately 45 trades designated by the Ministry of Labour. A person must be either an apprentice or a journeyman to work in these designated trades.

Northwest Community College offers two pre-apprenticeship programs.

1. Heavy Duty Mechanics, and
2. Carpentry

All students enrolled in these pre-apprenticeship programs are sponsored either by the Apprenticeship Branch of the Ministry of Labour or by the Canada Employment and Immigration Commission.

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

Pre-employment training programs are offered for occupations for which apprenticeship training is voluntary or non-existent. Programs vary in length from five to 12 months.

Northwest Community College currently offers these pre-employment programs:

1. Business Education (see Career Programs, pages 44-49)
2. Industrial Records and First Aid (see Career Programs, page 46)
3. Cook Training and upgrading
4. Electronics Technician and upgrading (see Career Programs, page 50-51)
5. General Mechanics
6. General Welding and upgrading
7. Marine Engine Repair, and
8. Fisheries and Marine Training.

Most students enrolled in these programs pay their own tuition fees of \$30.00 per month. Some others receive sponsorships from a federal or provincial government agency. Prospective students should contact the nearest College office for further information.

Carpentry

Begins April and October

Program Objectives

Carpentry 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

- Practice good working habits
- Care for and use of tools
- Work safety
- Read blueprints and specifications
- Lay out the site and building
- Select materials
- Rig materials for lifting
- Build concrete forms
- Set frames
- Frame building
- Install steel framing and drywall
- TackFinish weld and burn steel.

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

5 months approximately.

Dress

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

Requirements for Admission

Education

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

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.

How to Apply

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 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 and Book Deposit	\$50.00 (refundable)
Student Association Fee	\$ 5.00
Total	\$55.00



Cook Training Programs

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

B.D. Parkes, Instructor's Diploma (U.B.C.), C.C.D.C.

F.P. Schettini

These programs are intended to train individuals for employment as cooks at a junior level in a wide variety of food outlets in the food catering industry.

The work in the food catering industry is carried on in such diverse places as logging, mining and construction camps, trains and ships, resorts, lunch counters, restaurants and hotels, private clubs, hospitals and other institutions.

Cook Training Offers Four Options:

- | | |
|--------------------------------|-----------|
| 1. Short Order Cooking Program | 3 months |
| 2. Camp Cooking Program | 6 months |
| 3. General Cooking Program | 12 months |

The above courses are pre-employment programs designed for people who have decided to make a career for themselves in the hospitality industry.

- | | |
|----------------------|----------------|
| 4. Upgrading Program | up to 3 months |
|----------------------|----------------|

Admission Requirements

Completion of Grade 10 or equivalent. It would be to the advantage of the applicant for the program, and in securing future employment, to have completed Grade 12.

Adults who do not meet the educational requirements may have their work experience assessed in lieu of the stated educational minimum. Applicants must have an interest in, and an aptitude for, cooking. Students are required to present a health certificate indicating freedom from communicable disease.

Fees

Tuition fees are currently \$30.00 per month. Student Association fees — \$1.00 per month. A book and tool room deposit of \$50.00 is refundable.

Other costs are:

Theory Manual - \$12.50

Recipe Card Set - \$40.00

Work Book - \$30.00

Starting Dates

Any day, Monday to Friday, throughout the year.

Starting Times

Currently classes start at 6:30 a.m. and finish at 2:00 p.m. One hour is allowed for lunch.

Dress

Uniforms are provided and laundered, but it is necessary to have good footwear.



Short Order Cooking

This is an introductory program to the fast-food industry, which provides a concentrated period of theory and practical work in the following sections:

- Safety, Sanitation and Personal Skills
- Breakfast Cookery
- Vegetables
- Sandwiches and Salad Production
- Meats, Poultry and Seafoods (Grilling, Broiling, Pan Frying and Deep Frying)
- Convenience foods

This program is intended to prepare people for employment as short order cooks at a junior level in the fast-food areas of the food catering industry. Individuals seeking this type of employment must be alert and quick-thinking, and be able to work well under pressure. The benefits are gainful employment in the food catering industry in both full-time and part-time work, with opportunities of advancement.

Camp Cooking

This program is designed to provide a concentrated period of theory and practical work in the following sections:

- Safety, Sanitation and Personal Skills
- Breakfast Cookery
- Sandwiches and Main Course Salads
- Vegetables
- Meat, Poultry and Seafood Cookery
- Baking
- Elementary Kitchen Management

This program is intended to prepare individuals for employment as a cook's assistant at a junior level, in exploration, mining, logging and construction camps.

People seeking this type of employment must be prepared to work long hours, sometimes in isolated places, but the benefits can be very rewarding, such as time off, advancement within the industry and, with experience, an excellent salary.

General Basic Cooking

This program is designed to provide a thorough knowledge of basic skills through theory and practical work, in the following sections:

- Egg and Breakfast Cooking
- Stocks, Soups and Sauces
- Vegetables
- Seafoods
- Cold Kitchen Preparation
- Meat and Poultry Cookery
- Short-order Cooking
- Baking and Dessert Production
- Safety, Sanitation and Personal Skills
- Elementary Kitchen Management

This program is intended to prepare people for employment as a cook or cook's assistant depending on the place of work, in all phases of the food catering industry.

The program has a very high success rate for those individuals who wish to pursue a career in the trades, through the Journeyman's Exam and advancement within the industry. With experience, you can gain very good salaries and job security.

Upgrading Program

This program is for individuals who have been, or are, working in the industry and want to upgrade their skills or gain new ones, whether for personal pride in their job, a necessary requirement by their employer, or for advancement within the industry.

The content of the program is designed in an interview with the applicant, to assess the skills and length of time needed to complete the upgrading.

Evening Courses

The following evening courses are offered periodically, beginning the week of September 27, 1982:

- Meat Cutting
- Cake Decorating - Beginner
- Cake Decorating - Advanced

Prospective students should watch for the regular brochure in early September and January.

Fisheries and Marine Training

Captain Ben West

There is a saying, "A little knowledge can be a dangerous thing". In the Maritime industry "No knowledge" can be far more dangerous.

This fact, coupled with the certainty that the Ministry of Transport (MoT) is intending to legislate the tonnage of fishing vessels requiring certificated personnel aboard, down to 60 tons, has prompted Northwest Community College to develop a comprehensive Marine Training Program in the areas of certificate preparation and safety education, as well as practical fishing skills.

Most courses are offered at the Prince Rupert campus. Please contact Captain Ben West at 624-6054 for further information on any of these courses.

Core Program: Certificate Preparation

These courses are designed to prepare students to sit for the Ministry of Transport exams at various levels, although students who do not want certification immediately are encouraged to take the course anyway.

Basic Navigation

An introductory course for the person who has very little or no previous knowledge of the subject. The course is designed to provide a foundation from which the certificate programs can be attempted. Subjects covered are: Basic Chartwork, Navigation Safety and Electronic Aids.

Tuition: \$50.00

Duration: Six weeks, full-time.

Fishing Master IV

The first step on the ladder for the MoT fishing certificates to operate any fishing vessel under 100 tons within the Home Trade II limits. This course will prepare fishermen for the following examinations:

EXN 040: Chartwork and Pilotage
EXN 060: Navigation and Safety
EXN 020: Navigating Instruments
EXN 166: General Seamanship

The course is structured on the module system with each examination attempted on the completion of that subject module.

Prerequisites: Minimum of 12 months' sea time on vessels of five tons or over.

Tuition: \$70.00

Duration: Nine weeks, full-time.

Fishing Master III

To operate any fishing vessel 100 tons and over within the Home Trade II limits. Preparation for examinations:

Part A Tuition: \$90.00

EXN 020: Navigation Instruments

EXN 041: Chartwork and Pilotage

EXN 060: Navigation Safety

EXN 157: General Ship Knowledge.

Part B Tuition: \$45.00

EXN 011: Communications

EXN 167: General Seamanship

Note: Structured on modular system as above.

Prerequisites: Minimum of 24 months' sea time on vessels of five tons or over.

Fishing Master II

To operate any fishing vessel within an area 6 North latitude, 30 West longitude, and 180 West longitude.

Preparation for examinations:

Part A Tuition: \$90.00

EXN 021: Navigating Instruments

EXN 041: Chartwork and Pilotage

EXN 060: Navigation Safety

EXN 157: General Ship Knowledge

Part B Tuition: \$35.00

EXN 011: Communication

EXN 072: Meteorology

EXN 099: Ship Management

EXN 168: General Seamanship

Note: Structured on modular system as above.

Prerequisites: Minimum of 24 months' sea time on vessels of five tons or over.

Watchkeeping Mate

To operate as Third Mate Foreign Going, Second Mate Home Trade and Second Mate Inland Waters. Includes SEN I (A).

Preparation for examinations:

EXN 021: Navigating Instruments

EXN 041: Chartwork and Pilotage
EXN 061: Navigation Safety
EXN 151: General Ship Knowledge
EXN 161: General Seamanship

The course is structured on the module system with each examination attempted on the completion of the that subject module.

Prerequisites: Minimum of 24 months' sea time on vessels of 5 tons or over.

Tuition: \$120.00.

Duration: 16 weeks, full-time.

NOTE: For the convenience of anyone who has completed some of the Ministry of Transport examinations, the modules for Fishing Master IV, III, II, and Watchkeeping Mate will also be available separately.

Prerequisite: To be attempting MoT exams for Certificate of Competency.

Duration: As per full daytime modularized program.

Fee: \$40.00 per module.

Net Mending and Hanging

Of interest to shore workers and fishermen, this course covers basic net mending and hanging on seine and gill nets.

Tuition: To be announced.

Duration: Two evenings per week for 5 weeks.

Small Commercial Vessel Engine Repair and Trouble Shooting

This is a preventative maintenance troubleshooting course. Subjects to be covered include: common terms, basic principles (four-stroke and two-stroke, gas and diesel), fuel systems, timing, cooling systems, lubrication systems, pumping systems, filters, electrics, and auxiliaries. Common faults, troubleshooting, and simple repairs are all included in this course. Note: This is not a course for sports boaters.

Tuition: \$45.00.

Duration: One evening per week for ten weeks.

Marine Emergency Duties (MED I)

A safety-oriented course for small vessel operators and crew. This course was designed by the Canadian Coast Guard (Ship's Safety Branch) specifically for the small boat operator and fisherman, and consists of the practical and theoretical application of life saving, survival, fire fighting and seamanship. An MoT certificate will be issued on completion of the course. Note: This certificate is a requirement for the Fishing Master III-IV certificate of competency.

Tuition: \$50.00.

Duration: Four to five days, offered dependent upon student registrations.

Marine Emergency Duties (MED II)

This program, at the Pacific Marine Training Institute in Vancouver, is an extensive course in the theory and practice of a shipboard fire-fighting and survival carried out in a simulated vessel. An MoT certificate will be issued on successful completion. Note: This certificate is a requirement for the MoT Fishing Master II, I, and Watchkeeping Mate certificate of competency. Arrangements for student placement in this course will be made through Captain Ben West.

Tuition: \$65.00.

Duration: Five days.

Prerequisite: Should be attempting an MoT Certificate.

Fisheries and Marine Skills Program

Self-Study Certificate Preparation



The Northwest Community College is currently producing a series of self-study kits which prepare the student for specific MoT examinations. Their examinations are held monthly in Prince Rupert. One module covers one MoT examination.

Each module consists of lecture notes, exercises, answers and assignments. These modules are designed specifically for the fisherman who can study on board ship, at home or in the College.

Modules available for Winter 1982 are: 040 Chartwork and Pilotage; 020 Electronic Navigation Instruments; 060 Navigation Safety (Rules of the Road and Regulations); 161 General Seamanship. Note: Other modules up to Fishing Master II will be made available as they are developed.

Prerequisites — None.

Tuition: \$40.00 per module (includes contact with a tutor who will guide the student through the course by telephone in occasional meetings).

Supplies: \$35.00 (includes package of course materials only). Students must supply their own rulers, nautical dividers and writing materials.

Duration: At student's own pace. It is expected that a module shall be completed within six months.

Practical Fishing Skills

A practical course of instruction in basic net mending and trimming, net shaping and tapering, hanging, rope and wire work. This course will be of special interest to those people who are already employed, or are desirous of obtaining employment, in the fishing industry.

Tuition: \$40.00.

Duration: Three weeks; offered dependent upon student registration.

Pre-Sea Fisherman

A course designed for the person who wishes to obtain employment in the fishing industry as a fisherman, but has not had any previous experience. Topics include: shipboard safety, basic seamanship, basic practical skills. A trial trip as an observer will be arranged on a fishing vessel (if available) during the course.

Tuition: \$40.00.

Duration: Three weeks.

Simulated Electronic Navigation (SEN)

Part I (A and B)

This comprehensive course on electronic navigation instruments carries an MoT certificate, and offers theory and practical instruction in: Decca, Loran, Radio Direction Finder, and Echo Sounder.

SEN I Part A is a four-week course offered in Prince Rupert.

SEN I Part B is a two-week module available only at the Pacific Marine Training Institute in Vancouver.

Requirements: 18 months' sea time on a vessel of more than five tons.

Tuition: \$60.00 for Part A.

Celestial Navigation

Prerequisite: Completion of Coastal Navigation course or coastal navigation experience. This course provides an introduction to nautical publications, use of the sextant, time calculations, theory of celestial navigation, true altitude measuring, planet and star sights, pole star sights, calculations of sunrise, sunset and civil twilight.

Tuition: \$45.00.

Duration: One evening per week for ten weeks.

Coastal Navigation

For the sport boater, the ability to pilot a voyage, using all available information and aids, greatly enhances the joys of boating on the Pacific Northwest coast. Course includes chartwork, rules of the road, boat safety, radar, watchkeeping, and seamanship. Students are expected to purchase parallel rulers and dividers.

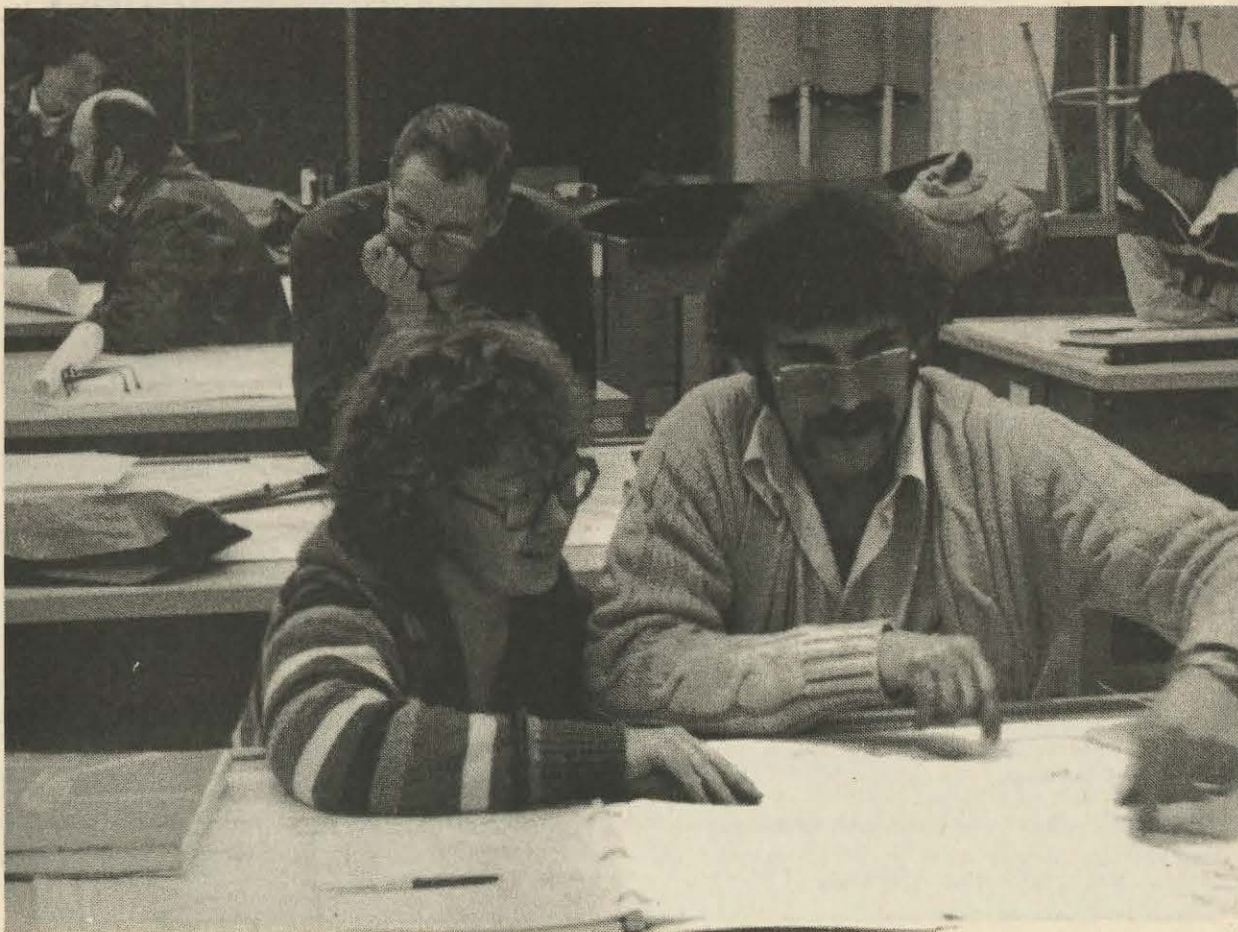
Tuition: \$45.00.

Duration: One evening per week for ten weeks.

Upgrading for Mariners

For the convenience of mariners studying for higher certification for which courses are not offered by the College at the present time. This program is ideal for the 40-ton, Master Minor Waters, Master Small Passenger Craft and Command Endorsement.

The College facilities, including the marine library, simulated electronics room and the assistance of an instructor (when available), will be made accessible to the upgrader. Classroom space will be provided.



Mechanical Programs

Tom Kenna - B.C. Trade Qualification, Chief Mechanical Instructor

Cliff Nielsen - Interprovincial Trade Qualification, Alberta Trade Qualification, Instructor's Diploma (U.B.C.)

Bruce Mackee - B.C. Trade Qualification, Interprovincial Trade Qualification

Al Kenny - B.C. Trade Qualification (Automotive and Heavy Duty Mechanics)

General Mechanics

(an individualized program)

Continuous Intake

The purpose of the General Mechanics program is to provide students with skills and knowledge necessary to enter the following areas of specialization:

- Automotive (pre-apprenticeship level)
- Heavy Duty Module 1 (pre-apprenticeship level)
- Small Engine Repair (pre-employment level)
- Marine Engine Repair (pre-employment level)

The program has been recently restructured to better suit individual needs of students. The program is designed to give credit for past industrial experience if students can demonstrate appropriate practical skills plus theoretical knowledge. This format will allow students who have completed training in secondary schools to apply credit to College programs.

The content has been organized into packaged modules of instruction to ensure maximum flexibility for individualized training.

Core Program

Students will first of all complete a series of modules of training that are common to all areas of specialization, such as safety, hand and power tools, principles and fundamentals of mechanical systems, etc.

Specialties:

Students can then choose from the four areas of specialization. (Certificate indicated in parentheses.)

1. Core plus Automotive option
(College certificate in Automotive Repair)
2. Core plus Heavy Duty Module 1 option
(College certificate in Heavy Duty)
3. Core plus Small Engine Repair option
(College certificate in Small Engine Repair)
4. Core plus Marine Engine Repair option which includes outboard, inboard/outboard, diesel engine
(College certificate in Marine Engine Repair)

General Mechanics:

Completion of the Core plus Automotive, Heavy Duty and Small Engine Repair will provide a student with a General Mechanics certificate. This will enable students to go into a wide variety of mechanical trades. The General Mechanics program consists of:

- safety procedures
- tools and equipment (hand and power tools)
- starting and running equipment
- applied mathematics, technical writing and reporting
- welding (basic oxyacetylene and arc welding)
- engine systems (two-cycle, four-cycle, diesel)

- fuel systems (gas, diesel, L.P.G.)
- starting systems (manual, electric and air)
- electrical systems (includes high-energy systems)
- hydraulic systems
- brake systems (hydraulic and air)
- clutches
- transmissions (standard & automatic)
- drive lines
- differentials and drive lines
- frame suspension and steering
- working attachments

Duration:

The program is offered Monday to Friday on a continuous intake basis. The estimated length of the program, depending on options, is approximately six to ten months. Early registration is recommended. (See application procedure in general information section.)

Requirements for Admission:

Applicants should have a minimum of Grade 10 or BTSD Level III. However, it would be to the applicant's advantage to have completed Grade 12.

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	\$30.00 per month
Student Association Fee	\$ 1.00 per month.
Tool Deposit	\$50.00 (refundable)
Textbook rental/purchase	Approx. \$50.00
Fees due on registration	

Tuition	\$30.00 (for first month)
Tool Deposit	\$50.00 (refundable)
Student Association Fee	\$10.00

Total	\$90.00
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Financial Aid and Sponsorship:

See general information section of this calendar.

General Information:

Dress and shop procedures for this course are in accordance with W.C.B. regulations. Coveralls are supplied and must be worn in shop areas. Good leather boots with safety toes are required.

Additional Information:

This course has been recognized by the Federal Government as being equal to sea time for credit toward an Engineer's ticket.

Some components of the program may be offered through evening classes.

Marine and Small Engine Repair

(an individualized program)

This course is designed to provide the student with the basic mechanical knowledge and techniques required to repair and maintain marine diesel and gas engines. On successful completion of this course, the student will be equipped to seek employment in the marine trade.

In order to facilitate a continuous intake/exit format, it is the intention of the College to integrate Marine Engine and Small Engine Repair into a mechanically oriented program. Due to popular request, some components will be available as self-study modules in September.

Course Content

- General shop practice and safety
- Gas and diesel engines
- Lubrication
- Fuel systems
- Service procedures
- Carburetion
- Engine electrical systems
- Clutches
- Transmissions
- Outboard motors

Length of Course

The program is offered Monday to Friday on a continuous intake basis. The estimated length of the program will be seven to nine months.

Requirements for Admission

Education

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

General

- Good health
- Non-allergic to solvents and lubricants
- Mechanical aptitude

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	\$30.00 per month	
Student Association Fee	\$ 1.00 per month	
Book or Tool Deposit	\$50.00 (refundable)	
Textbook Rental/Purchase	Approx. \$50.00	n
Fees due on registration		
Tuition	\$30.00 (for first month)	
Tool Deposit	\$50.00 (refundable)	
Student Association Fee	\$10.00 (for ten months)	
<hr/>		
Total	\$90.00	

Financial Aid and Sponsorship

See General Information section of this calendar.

General Information

Dress and shop procedures for this course are in accordance with W.C.B. regulations. Coveralls are supplied and must be worn in shop areas. Good leather boots with safety toes are required.

Heavy Duty Mechanics

Begins three times each year

Heavy Duty Mechanics, Module I, 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 Heavy Duty Mechanics Trade.

The training covers repair and maintenance of both wheeled and tracked heavy equipment.

Program Content

- Shop equipment and practices
- Starting and moving machinery
- Gasoline and diesel engines
- Electricity
- Drive lines
- Hydraulics
- Brakes and systems
- Running gear
- Winches, hoists and cables
- Welding and cutting

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 the student while she/he is attending school. Out-of-town students also receive a travel allowance of one return trip from their homes.

Length of Program

14 weeks.

Requirements for Admission

General

- Good health and good eyesight
- Non-allergic to solvents and lubricants
- Mechanical aptitude

Education

- Grade 12 is preferred
- Grade 10 or BTSD Level III is required
- Recommended high school courses 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 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; or the local Canada Employment Centre.

Fees Due on Registration

Tool Deposit	\$50.00 (refundable)
Student Association Fee	\$ 3.00
Manual	\$19.00

General Information

Dress and shop procedures for this course are in accordance with W.C.B. regulations. Coveralls are supplied and must be worn in shop areas. Good leather boots with safety toes are required.

Other Information

Some components of the program may be offered through evening classes.

Modular Welding Program

(an individualized program)

Continuous Intake

Emile Marchand - D.P.W. Certificates 1, 2, 3, 4, 5, P1F6, P8F5, Instructor's Diploma (U.B.C.); Chief Instructor, Non-Mechanical Trades

Ronald Lowrie - D.P.W. Certificates 1, 2, 3, 4, B.C. Pipeline Ticket, Alberta Pipeline Ticket, Alberta Proficiency Welder First Class

Peter Haigh - D.P.W. Certificates 1, 2, 3, 4, 5, P8F5, P8F7, P8F6

Lawrence Burkett - D.P.W. Certificates 2, 3, M.C.A.I.A., PP101, PP102

General Information

Welding is an industrial art in a highly competitive field. It requires constant physical co-ordination of arms, hands, eyes and brain. The welder develops manipulative skills through manual training. A graduate of this program will have gained sufficient practical experience and related theory to find employment in most welding fields.

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 centers where employment opportunities occur in practically every mechanical or metal trade.

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

Modular Welding Program

The Modular Welding Program will be following the Provincial Outline. This new welding program will allow students to enter the program on a continuous basis, and to progress at their own speed. The course content has been organized into packaged modules to ensure maximum flexibility for individualized training.

Program Content Module "C"

- P1 - Introduction and Program Orientation
- P2 - Gas Cutting
- P3 - Gas Welding & Braze Welding
- P4 - Shielded Metal Arc Welding I
- P5 - Shielded Metal Arc Welding I
- P6 - Gas Metal Arc Welding - I
- Flux Core Arc Welding - I
(Mild steel structured & Fillers)
- R K 1 - Material Handling
- R K 2 - Blueprint Reading
- R K 3 - Metallurgy I (Introduction only)

Program Content Module "B"

- P7 - Shielded Metal Arc Welding II
- P8 - Gas Metal Arc Welding II
- P9 - Flux Core Arc Welding II
- P10 - Gas Tungsten Arc Welding I

- R K 4 - Inspection
- R K 5 - Procedures
- R K 6 - Arc Welding (Theory only)
- R K 7 - Blueprint Reading II
- R K 8 - Metallurgy II

Program Content Module "A"

- P11 - Shielded Metal Arc Welding III
- P12 - Special Oxy-Fuel Process
- P13 - Gas Tungsten Arc Welding II
- R K 9 - Metallurgy III
- R K 10 - Blueprint Reading III

Length of Course

This program is offered Monday through Friday on a continuous intake basis. The estimated length of the program is:

- Module "C" - Approximately 7 months
- Module "B" - Approximately 3 months
- Module "A" - Approximately 2 months



Requirements for Admission

As the Module "C" has been set up to be a self-study, self-paced program, 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.

Applicants must be able to work well on their own and should possess good reading and comprehension abilities. A reading comprehension and Math test will be administered prior to entering the program.

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. Students may also contact any of the welding instructors.

Prospective students for this program may be placed on a wait list. It will be essential for students interested in this program to apply as early as possible so that a training space will be available when required. (See application procedure in general information section of this calendar.)

Fees

Tuition	\$30.00 per month
Student Association Fee	\$ 1.00 per month
Tool/Book Deposit	\$50.00 (refundable)
Textbook rental	Due to the increased use of prepared instructional materials, a rental fee will be required. This fee will be assessed according to particular modules being used.

Fees due on registration

Tuition	\$30.00 (for first month)
Tool Deposit	\$50.00 (refundable)
Student Association fee	\$10.00 (for ten months)
Total	\$90.00

Financial Aid and Sponsorship

See general information section of this calendar.

Dress

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

Welding Upgrading

Welding upgrading is limited to people presently or recently employed in welding jobs who wish to improve their techniques or become proficient in special processes.

Students wishing boiler pressure vessel certification are required to apply directly to the Welding Department for information. The assessment of credentials will be done by the welding instructors and the boiler inspector. The test may be challenged when the techniques in that particular procedure are reached.

Fees

Tuition	
Fee Payer	\$4.50 per day
	\$18.00 per week
	\$60.00 per month
TIG Fees	\$10.00 per day
Company/Union Tests	\$50.00 per day
Test Materials	
6" Schedule 80	\$25.00 per position
2" Schedule 80	\$10.00 per position
4" Schedule 40	\$12.50 per position
¾" or 1" 106B Plate	\$10.00 per position
⅜" 106B Plate	\$10.00 per position
Student Association Fee	\$ 1.00 per month



Upgrading and 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 Air Brakes
2. Mobile Welding
3. Heavy Duty/Automotive Electrical Refresher
4. Hydraulics
5. Truck Operation and Basic Maintenance
6. Industrial Electronics (see Career Programs Section)
7. Welding Upgrading (see General Welding)
8. Cooking Upgrading (see Cooking Programs)
9. Business Education Upgrading (see Career Programs Section)
10. Marine Training (see Fisheries and Marine Training)

Mobile Air Brakes

General Information

This course prepares drivers for a written and practical serviceability test on types of air brake systems in use on motor vehicles.

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 meet Motor Vehicle Branch standards for the class of Driver's Licence desired.

Those students who require an industrial endorsement 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.

Tuition: \$50.00.

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.

Upgrading courses are also available on this mobile unit.

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 portion of Module "C".

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.

Tuition

\$60.00.



Auto/Heavy Duty Electrical Refresher

General Information

This course is designed for auto and heavy duty mechanics to enhance their knowledge of electricity as applied to the mechanical field.

Course Content

- Batteries
- Circuits and Meters
- Starters and Switches
- Alternators and Regulators
- Ignition Systems
- Gauges

Length of Course

30 Hours

Fees

Participants from industry sponsorship or individual fee payers are encouraged to apply.

Tuition: to be announced.

Books: \$20.

Certification

Upon successful completion of the course a certificate of completion will be presented to each student.

How to Apply

Contact your local college campus for further information on times and locations of courses.

Wilderness Guiding Skills

This is a very intensive three week course designed to aid people planning to work in the guiding and hunting field in all parts of British Columbia.

Course Content

Horse use and care (wrangling, packing and horse-shoeing); Hunting (use and care of firearms, hunting regulations, skinning and caping, care of meat, fundamental wildlife management and tracks and tracking); Natural history and non-hunting uses (wildlife inventory for the layman, fishing skills, photography and back packing); Emergency training (use of various communications systems and first aid training); Orienteering and survival (map reading, navigation by compass, weather forecasting and basic survival techniques); Boating skills (use and care of small engines and water safety); and Camp and trail cooking.

A Northwest Community College certificate will be issued to those completing the course satisfactorily.

Length of Course

Three weeks.

Dates

June 28 - July 16, 1982.

Tuition and fees

Tuition: \$250.00.

Supplies: \$250.00 (includes board).

How to Apply

Contact your local College Center for application or the Guide Outfitters' Association of B.C., P.O. Box 3790, Smithers, B.C., V0J 2N0.

Hydraulics Upgrading

General Information

This course is designed for millwrights, mechanics, industrial mechanics, etc. to enhance their knowledge of principles of hydraulics and application of those principles.

Course Content

UNIT I — Introduction to Fluid Principles

Properties of Liquids, Fluid Pressure, Fluid Control and Controlling Flow.

UNIT II — System Components and Trouble Shooting

Review of Pressure, Review of Flow, Pressure Control Valves, Flow Control Valves, Directional Control Valves, Reservoir Filters and Fluids, Pumps, Other System Components, Trouble Shooting, and Hydraulic Systems.

Length of Course

30 Hours.

Fees

Participants from industry sponsorship or individual fee payers are encouraged to apply.

Tuition: \$125.00.

Books: \$40.00.

Certification

Upon successful completion of the course the students will receive a certificate of completion.

How to Apply

Contact your local College campus for further information on times and locations of courses.

Truck Operation and Basic Maintenance Skills

General Information

This course is designed to familiarize truck operators or potential operators with the basic functions of all working components on a truck, or similar vehicles; to identify potential problems, and to inspect and perform adjustments to air brake systems. It will also outline a clear procedure for pre- and post-trip inspections.

Course Content

Engine and Engine Support Systems, Basic Power Trains, Basic Steering Systems, Basic Electricity, Air Brakes, Tires and Maintenance, Pre-Trip Inspection, Post Trip Inspection, and General Operating and Safety Procedures.

Length of Course

1. Day Course

- 60 hours (2 weeks at 6 hrs. per day)

2. Night Course

- 60 hours (10 weeks - 2 nights per week and 3 hrs. per night).

Fees

Participants from industry sponsorship or individual fee payers are encouraged to apply.

Tuition: \$200.00.

Certification

Upon successful completion of the course the students will receive a certificate of completion.

How to Apply

Contact your local college campus for further information on times and locations of courses.

Apprenticeship

There are three apprenticeship programs offered at the Terrace campus:

Carpentry,
Heavy Duty Mechanics, and
Millwright

Apprenticeship programs are under the jurisdiction of the Ministry of Labour. The college provides four- or five-week training sessions, three or four times during the apprenticeship, to provide students with the skills and related knowledge to complement their on-the-job training. Upon successful completion of the full apprenticeship program, the student will become a qualified journeyman.

Sponsorship to the program is available through the B.C. Ministry of Labour or from Canada Employment. For students sponsored under the Apprenticeship plan, financial assistance for tuition, living allowance and travel are available. For more information contact Ministry of Labour or Canada Employment Centers.

Carpentry

Commencing in August, Northwest Community College will be providing training for the 4 year Apprenticeship Carpentry program. Entrance requirements and scheduling are established

by the Ministry of Labour. Students should contact the Ministry of Labour for further information.

Heavy Duty Mechanics

The Heavy Duty apprenticeship program has been restructured by the Ministry of Labour and is now divided into five modules. Module 1 is 14 weeks and is a pre-indentured apprenticeship program. Modules 2, 3, 4 and 5 are five-week technical

sessions that are scheduled by the Ministry of Labour. Successful completion of all modules will lead to qualified journeyman status.

Millwright

Program Objectives

Millwrights are skilled craftsmen who are responsible for the installation, repair and maintenance of heavy industrial machinery such as, conveyors, pumps, compressors, cranes, hydraulic and pneumatic equipment and similar industrial equipment. The principal fields of employment include pulp and paper mills, iron, steel and aluminum plants, mines and concentrators, sawmills and related wood product factories, refineries and chemical plants.

Course Content

Shop arithmetic, blueprint reading and sketching, safety, ladders and scaffolding, rigging, shop practices, lubrication, trade science, packing and seals, shafts, couplings and bearings, hydraulics, belts, preventive maintenance, installation, compressed air, conveying machinery and drives.

General Information

Sponsorship for the program is available through B.C. Ministry of Labour or from Canada Employment.

Requirements for Admission

Good health. Non allergic to solvents and lubricants. Good mechanical aptitude.

Dress

Suitable clothing and safety footwear.

Length of Course

The allocation of approximately 150 hours of formal instruction in all four years of the program.

Books and Supplies

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

Career Programs

Northwest Community College Career Programs are designed to give course work and practical experience to prepare students for employment directly upon completion of the program. Programs are offered as full-time study programs, although components of some of the programs will be available through part-time study.

Admission to some career programs may require certain academic or personal prerequisites. Academic prerequisites could be obtained through the College's Adult Basic Education or College Foundations courses. Prospective students who are in doubt about their qualifications for admission are invited to consult a College Counsellor.

The Career Programs offered by the College include:

1. Business Education Programs
 - Clerk-Typist, Clerk-Bookkeeper, Clerk-Secretarial, Bookkeeping and Accounting, Legal Stenography, and Medical Stenography
 - Business Administration
 - Industrial Records and First Aid
 - Regional Business Education
2. Electronics Technician
3. Supervisory Management Training
4. Dental Assisting
5. Early Childhood Education
6. Human Service Workers

Business Education Programs

Business Careers Programs

Grant Bennest, B. Comm. (U.B.C.)

Roberta Harrison, Instructor's Certificate (W.C.B.)

Barbara Wilson, B.B.A., Professional B.C. Teacher's Certificate

Hilda Capak, B. Ed., Secretarial Certificate (N.W.C.C.)

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

Rosemary Nieman, Instructor's Diploma (U.B.C.)

Susan Russell, Instructor's Diploma (U.B.C.)

F. Ann Thompson, B.A. (S.F.U.)

Vanessa Oltmann

Program Objectives

The two most important objectives are:

1. To train students to a level of proficiency that will make them desirable employees in the business office field; and
2. To assist students in developing appropriate attitudes towards the jobs for which they are training in order that they may be more successful in their careers.

Normally most new students will enroll in Clerk-Typist or Clerk-Bookkeeper. These programs are fairly general in nature and prepare students for entry level jobs in most clerical and bookkeeping occupations. Some students may desire more advanced and/or specialized training and will go on to the Accounting Option or the Legal Option or one of several other more demanding programs. Former students may come back for upgrading after a time in the work force so as to increase their skills and improve their chances for advancement.

Location of Programs

The Clerk-Typist and Clerk-Bookkeeper programs are offered in Prince Rupert and Terrace on a regular basis and periodically in Kitimat, Hazelton, Smithers and Houston. All other programs are offered in Terrace only.

Requirements for Admission to Pre-Employment Programs

Grade 12 graduation is preferred for all courses. A minimum of Grade 10, BTSD Level III, or the equivalent is acceptable for Clerk-Typist and Clerk-Bookkeeper Programs. Business experience may be accepted in lieu of formal schooling in some cases. Recommended Secondary School prerequisites include Math 11, English 12, Accounting 11 and Typing.

Some secondary school courses may be accepted for credit towards a Northwest Community College certificate:

Secondary School Course

Accounting 12
Consumer Math 11
+Machine Calculations 12
Office Procedures 12
Shorthand 12
Business Communications 12

Northwest College

Accounting 101
Business Machines 101
Typing 101
Shorthand 101 & 102
Business English 103 & 104

A "B" minimum average (73-85%) in the secondary school course is required. Further information may be obtained from the Chief Instructor.

Requirements for Admission to Advanced Options

Normally students will be required to have obtained a Northwest Community College Business Certificate in a relevant area as a prerequisite for entry into an advanced Option Program. A combination of training and/or experience may be acceptable. Please contact the College to have your past experience evaluated.

How to Apply

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

Fees

Tuition	\$30.00 per month
Student Association Fee	\$ 1.00 per month
Book or Tool Deposit	\$25.00 (refundable)
Textbooks and Supplies	\$50.00 (approximately)
Fees Due on Registration	
Tuition	\$30.00 (for first month)
Book Deposit	\$25.00 (refundable)
Student Association Fee	\$5.00 (for first five months)
Total	\$60.00

Pre-Employment Programs

Program 1	Typist	4 - 6 Months
Typing	TYPG 101, 102 (50 WPM Net)	
Business English	BENG 101, 102, 103, 104	
Office Practice	OFPR 102 (Record Keeping)	
Dictatyping	DICT 101, 102, or 103	
Program 2	Clerk-Typist	4 - 6 Months
Typing	TYPG 101, 102 (50 WPM Net)	
English	BENG 102, 103, 104	
Office Practice	OFPR 101, 103, 104, 105	
Dictatyping	DICT 101, 102 or 103	
Business Machines	BUSM 101	
Program 3	Clerk-Bookkeeper	4 - 6 Months
Typing	TYPG 101 (30 WPM Net)	
Accounting	ACCT 101, 102	
Business Machines	BUSM 101	
Office Practice	OFPR 101, 103, 104, 105	
English	BENG 102, 103, 104	
Dictatyping	DICT 101	
Program 4	Clerk-Secretarial	8 - 10 Months
Typing	TYPG 101, 102, 103 (55 WPM Net and Over)	
Shorthand	SHRT 101, 102, 103, 104 (120 WPM)	
Business Machines	BUSM 101	
Office Practice	OFPR 101, 103, 104, 105	
English	BENG 102, 103, 104	
Dictatyping	DICT 101, 102, or 103	
Accounting	ACCT 101, 102	
Program 5	Accounting	8 - 10 Months
Typing	TYPG 101, 104	
Accounting	ACCT 101, 102, 150, 151	
Business Machines	BUSM 101, 102	
Office Practice	OFPR 101, 103, 104, 105	
English	BENG 102, 103, 104	
Dictatyping	DICT 101	
Economics	ECON 150, 151	
Business Law	BLAW 150, 151	
Program 6	Industrial Records & First Aid	5 Months
Accident Prevention or Accounting	ACCD 101	
Payroll & Timekeeping	ACCT 101, 102	
Business Machines	ACCT 103	
Spelling & Vocabulary	BUSM 101	
English	BENG 102	
Office Practice	BENG 101	
Typing	OFPR 083, 104	
First Aid	TYPG 101 (30 WPM Net)	
	FAID 101	

Advanced Options and Commercial Upgrading

Program 7A	Accounting Option	4 - 6 Months
Typing	TYPG 104	
Accounting Principles	ACCT 150, 151	
Economics	ECON 150, 151	
Business Law	BLAW 150, 151	
Business Machines	BUSM 102	

Program 7B

Typing
Accounting
Shorthand

Secretarial Option 4 - 6 Months

TYPG 102, 103 (55 WPM Net and Over)
ACCT 101, 102
SHRT 104 (120 WPM and Over)

Requirements for Admission to Program 7B: Completion of Course No. 2 and 60 WPM in Shorthand. (Applicants without Shorthand **must** enroll in September).

Program 7C

Medical Terminology 1
Medical Terminology 2
Advanced Medical
Transcription
Medical Terminology
General Medical Typing
Medical Shorthand
Transcription
Medical Office Practice
Medical Office Filing
Accounting
Business Machines
Spelling & Vocabulary
Grammar
Office Procedures

Medical Stenographer 6 Months

MSTN 101
MSTN 102
MSTN 103
MSTN 104
MSTN 105 (50 WPM and Over)
MSTN 106* (80 WPM and Over)
MSTN 107
MSTN 108
MSTN 109 (ACCT 101)
MSTN 110 (BUSM 101)
MSTN 111 (BENG 102)
MSTN 112 (BENG 103, 104)
MSTN 113 (OFPR 105)

*Optional

Program 7D

Legal Terminology
Legal Typing
Legal Forms Typing
Legal Dictatyping
Legal Shorthand
Legal Office Practice
Filing
Accounting
Business Machines
Spelling & Vocabulary
English
Office Practice

Legal Stenographer 6 Months

LSTN 101, 102, 103
LSTN 104 (50 WPM Net and Over)
LSTN 105
LSTN 106
LSTN 106A*
LSTN 107
LSTN 108
LSTN 109 (ACCT 101)
LSTN 110 (BUSM 101)
LSTN 111 (BENG 102)
LSTN 112 (BENG 103, 104)
LSTN 113 (OFPR 105)

*Optional

Program 7E

Introduction to
Concepts
Review of Transcription
Skills
Word Processing
Applications

Word Processing 2 Months

WPRO 101
WPRO 102
WPRO 103

Program 7F

Commercial Upgrading Up to 5 Months

Upgrading in specific areas is available to persons having previously earned a Northwest Community College Business Education Certificate or who have advanced experience. Further information may be obtained from the College.

Evening Courses

The following evening courses are offered beginning the weeks of September 20, 1982 and January 17, 1983:

Typing - Advanced
Typing - Beginner
Accounting Prerequisite
Business English Refresher
Principles of Supervision
Commercial Law
Principles of Business Management
Dictatyping
Accounting

Prospective students should watch for the regular Fall brochure in early September. Further information is available from the Student Services office in Terrace.

Industrial Records & First Aid

Program 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 Time-keepers certified to perform first aid duties.

Program Content

Accident Prevention, or	ACCD 101
Accounting	ACCT 101, 102
Payroll & Timekeeping	ACCT 103
Business Machines	BUSM 101
Spelling & Vocabulary	BENG 102
English	BENG 101
Office Practice	OFPR 083, 104
Typing	TYPG 101 (30 WPM Net)
First Aid	FAID 101

Requirements for Admission

Education

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

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	\$30.00 per month
Student Association Fee	\$ 1.00 per month
Book or Tool Deposit	\$25.00 (refundable)
Textbooks and Supplies	\$50.00 (approximately)

Fees Due on Registration

Tuition	\$30.00 (for first month)
Book Deposit	\$25.00 (refundable)
Student Association Fee	\$5.00 (for five months)

Total:	\$60.00
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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 cannot be modified.

Regional Business Education

The College offers Business Careers programs in the regional centers periodically each year. These are pre-employment programs using the same curriculum as at the Terrace campus.

Programs Offered in Prince Rupert:

September 7, 1982	Clerk - Bookkeeper	6 Months
Typing	TYPG 101 (30 WPM Net)	
Accounting	ACCT 101, 102	
Business Machines	BUSM 101	
Office Practice	OFPR 101, 103, 104, 105	
English	BENG 102, 103, 104	
Dictatyping	DICT 101	

Requirements for Admission:

Grade 12 Graduation preferred, or Grade 10 plus Business experience to be evaluated by the Department.

February 28, 1983	Typist	4 Months
Typing	TYPG 101, 102 (50 WPM Net)	
Business English	BENG 101, 102, 103, 104	
Office Practice	OFPR 102 (Record Keeping)	
Dictatyping	DICT 101, 102, or 103	

Requirements for Admission:

Grade 10 or equivalent (grade 12 preferred). Students completing this program will earn an NWCC Short Certificate.

Programs Offered in Smithers, Houston or Hazelton:

Please contact your Regional Center Coordinator for the exact dates and locations of programs.

	Clerk Typist	5 Months
Typing	TYPG 101, 102 (50 WPM Net)	
English	BENG 102, 103, 104	
Office Practice	OFPR 101, 103, 104, 105	
Dictatyping	DICT 101, 102 or 103	
Business Machines	BUSM 101	

Requirements for Admission: Grade 10 or Equivalent (Grade 12 Preferred).

	Clerk-Bookkeeper	5 Months
Typing	TYPG 101 (30 WPM Net)	
Accounting	ACCT 101, 102	
Business Machines	BUSM 101	
Office Practice	OFPR 101, 103, 104, 105	
English	BENG 102, 103, 104	
Dictatyping	DICT 101	

Requirements for Admission: Grade 12 graduation preferred, or Grade 10 plus business experience to be evaluated by the Department.

How to Apply (All College Centres):

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	\$30.00 per month
Student Association Fee	\$ 1.00 per month
Book or Tool Deposit	\$25.00 (refundable)
Textbooks and Supplies	\$50.00 (approximately)

Fees Due on Registration

Tuition	\$30.00 (for first month)
Book Deposit	\$25.00 (refundable)
Student Association Fee	\$5.00 (for first five months)

Total: \$60.00

Financial Aid and Sponsorship

See general information section of this calendar.

Business Administration Program

In co-operation with Camosun College, Northwest Community College is offering a two year diploma in Business Administration. After successfully completing nine months of studies, Northwest Community College will grant a Certificate in Business Administration. Students may then register for the Accounting option or the Finance option at Camosun College in Victoria. On successful completion of one of these second year options Camosun College will grant the Associate of Arts Diploma in Business Administration.

Business Administration is offered only at the Terrace campus as a full-time program. However, some modules may be offered from time to time at the Regional College Centers. For more information please contact the Chief Instructor in Terrace or your Regional C.E.S. Coordinator.

Length of Program

Nine months beginning September 7th.

Requirements for Admission

Grade 12 graduation with Algebra 11 is normally required. However, BTSD Level 4 or work experience in related business areas may also be accepted with the permission of the Chief Instructor.

How to Apply

Applications may be obtained from the Counselling Office or the Registrar's office or from one of the Regional College offices.

Program of Studies & Course Dates

September 7, 1982	Accounting 150 Economics 150 Management 150 Exams week of November 1
November 8, 1982	Accounting 151 Economics 151 Communications 150 Exams week of December 20
January 10, 1983	Mathematics 150 Business Law 150 Marketing 150 Exams week of March 14
March 21, 1983	Data Processing 150 Mathematics 151 Business Law 151 Exams week of May 23

Fees

Tuition	\$30.00 per month
Student Association Fee	\$ 1.00 per month
Textbooks and Supplies	\$125.00 (approx. per semester)

Fees Due on Registration

Tuition	\$30.00 (for first month)
Student Association Fee	\$5.00 (for first five months)

Total: \$35.00

Financial Aid

Refer to the general information section of this calendar.

Additional Notes

Some components of the program may be offered through evening courses.

The College has submitted a proposal to the Ministry of Education to obtain funding for a second year of Business Administration training. If this funding is approved, a full second year of the Accounting option will be offered. Students successful in the program will receive a Diploma in Business Administration from Northwest Community College.

Please direct inquiries to the Chief Instructor in Terrace if you are interested in this program.

Transfer Equivalents				Society of Management Accountants (R.I.A.)	Accredited Public Accountants (A.P.A.)
Northwest College		Camosun College			
Accounting	150	ACCT	152	11 Introductory Accounting	Accounting 100
Accounting	151	ACCT	153		
Economics	150	ECON	160	12 Economics	Economics 710
Economics	151	ECON	161		
Principles of Management	150	BUS	157	n/a	n/a
Communications	150	ENGL	150	13 Communications	n/a
Mathematics	150	BUS	164	n/a	n/a
Mathematics	151	BUS	165	32 Quantitative Methods I	n/a
Business Law	150	BUS	176	22 Commercial Law	Commercial Law 500
Business Law	151	BUS	177		
Marketing	150	MARK	150	n/a	n/a
Data Processing	150	BUS	190	14 Data Processing	Computers 430

Transfer arrangements are being articulated with the Certified General Accountants Association of B.C. and the Institute of Canadian Bankers.

Course Descriptions

Accounting 101 - 2

The framework of Accounting. Financial statements introduction and journals.

Accounting 102 - 3

Introduction to systems and procedures and specialized journals. Three accounting projects.

Accounting 103 - 2½

Payroll and timekeeping procedures. Federal and provincial law as related to payment of wages.

Accounting 150 - 3

Concerned with basic methodology and logic; recording transactions and maintaining books of account for service and merchandising concerns; preparation and interpretation of financial statements; recording, reconciling and valuation of cash, accounts receivable, inventory and plant and equipment. Preparation of payroll records.

Accounting 151 - 3

Concerned with the interpretation of income measurement and valuation problems with regard to sources and uses of invested capital. Preparation of financial statements for various types of business operations, and an introduction to financial reporting analysis and interpretation for management purposes. Preparation and setting up of a cash budget and flexible budget.

Accident Prevention 101 - 2½

Safety and accident prevention in the workplace. Teaches good safety attitudes and methods of spotting unsafe working conditions and practices.

Business English 101 - 2½

A review of the structure of English language. Grammar, sentences, form and style, reporting and evaluating, understanding interpersonal relationships.

Business English 102 - 1½

Spelling and vocabulary building and word usage.

Business English 103 - 1½

The framework of English language in more depth than in BENG 101. Parts of speech, the sentence, punctuation, capitalization and figures.

Business English 104 - 1

Business communications, letters, memos, minutes, resumes, job interviews, enunciation and pronunciation.

Business English 150 - 3

The student will develop expertise in the communication skills, both written and oral, required in today's business community, and an awareness of the protocol used in business.

Business Law 150 - 3

Business Law 151 - 3

The student will acquire an understanding of law as it applies to the business community. As an employer or employee he/she will be able to recognize legal pitfalls and will have the tools to deal with them.

Business Machines 101 - 2½

The operation of desk calculators and the application of basic math in decimals, fractions and percentage. Proficiency in the operation of the machines is required.

Business Machines 102 - 2½

Business applications of mathematics with emphasis on taxation, interest, stocks and bonds and annuities.

Data Processing 150 - 3

This course will provide students with sufficient knowledge of data processing, computers and management information systems to prepare them for a successful working relationship with such systems in their future careers. Specific topics include: principles of data processing, programming in the BASIC language, survey of hardware and software, survey of applications of modern computerized information systems in organizations.

Dictatyping 101 - ½

The operation of dictating and transcribing machines. Twelve letters.

Dictatyping 102 - 2

A programmed course in taped dictation. Seventy letters.

Dictatyping 103 - 2

A self-study course in dictatyping with job simulation. More than 60 letters and projects.

Dictatyping 104 - 3

Medical transcription.

Dictatyping 105 - 3

Legal transcription.

Economics 150 - 3

Economics 151 - 3

Career-oriented courses emphasizing the practical approach to the study of the market system and pricing in the first half of the course, with the attention focused on aggregate concepts in economics in the second half. Topics covered will be the price system, consumer behaviour and demand, market structures, money and banking, national income, fiscal policy, monetary policy, international trade and public policy.

First Aid 101 - 5

W.C.B. Industrial First Aid

Legal Stenographer 101/102/103 - 7½

Legal terminology.

Legal Stenographer 104 - 1½

Legal typewriting. Speeds over 50 WPM.

Legal Stenographer 105 - 1½

Legal forms typing.

Legal Stenographer 106 - 1½

Dictation, transcription.

Legal Stenographer 106A - 3

Legal shorthand. Speeds over 80 WPM.

Legal Stenographer 107 - 1

Legal office practice.

Legal Stenographer 108 - 1

Filing in legal offices.

Legal Stenographer 109 - 2

Accounting 101.

Legal Stenographer 110 - 2½

Business Machines 101.

Legal Stenographer 111 - 1½

Spelling & vocabulary building. Business English 102.

Legal Stenographer 112 - 2½

English grammar and letter writing. Business English 103/104.

Legal Stenographer 113 - 1

Introduction to data processing. Office Practice 105.

Marketing 150 - 3

This is an introductory course on the techniques and activities involved in the marketing of goods and services. Besides an emphasis on the "4P's" (product, price, promotion, place), the contents include market research, consumer behaviour and contemporary concerns.

Mathematics 150 - 3

The course will provide the student with skills necessary to solve common, practical business problems that employ the mathematics of finance. Topics covered include simple interest and discount, instalment plan financing, amortization and sinking fund schedules, general annuities, and bonds. Emphasis will find it relevant and useful. The contents of the course are:

- (i) how to describe data
- (ii) analysis of decisions made with uncertainty
- (iii) analysis of statistical data
- (iv) making predictions based on statistical data

Mathematics 151 - 3

A basic statistics course for students who have no prior knowledge of the field. The emphasis of the course is on business applications of statistical methods; students in other disciplines will find it relevant and useful. The contents of the course are:

Medical Stenographer 101 - 3

Medical terminology. Word building.

Medical Stenographer 102 - 3½

Medical terminology. Transcription.

Medical Stenographer 103 - 3½

Advanced transcription.

Medical Stenographer 104 - 4½

Advanced terminology.

Medical Stenographer 105 - 3

General medical typing. Speeds over 50 WPM.

Medical Stenographer 106 - 3

Medical shorthand. Speeds over 80 WPM.

Medical Stenographer 107 - 1

Medical office procedures.

Medical Stenographer 108 - 1

Medical office filing.

Medical Stenographer 108 - 1

Accounting 101.

Medical Stenographer 110 - 2½

Business Machines 101.

Medical Stenographer 111 - 1½

Spelling and vocabulary building. Business English 102.

Medical Stenographer 112 - 2½

English grammar. Business English 103/104.

Medical Stenographer 113 - 1

Office Procedures 105. Introduction to data processing.

Office Practice 101 - 1½

A general course in office procedures. Includes forms of business letters, postal and telephone information, transportation methods, banking services, purchasing and sales procedures.

Office Practice 102 - 1½

A general course in record keeping. Includes personal and business recordkeeping and introductory bookkeeping.

Office Practice 103 - 1

Filing systems and records management. Various methods of filing and several kinds of systems are studied.

Office Practice 083 - 1

Records systems and purchasing/sales routines for IR & FA students only. Not available to students in other programs.

Office Practice 104 - 1

Duplicating machines. Use and basic maintenance of spirit duplicators, mimeograph machines, photo copiers, Thermofax and Gestafax scanner machines.

Office Practice 105 - 1

Introduction to Data Processing. The development of computers. Introduction to programming language. Input and output devices. Storage of data.

Principles of Management 150 - 3

This course is an introduction to contemporary management functions. Management theories and their practical applications are examined.

Shorthand 101 - 2

Beginning shorthand. Basic theory and drills. Speed to 40

Shorthand 102 - 1½

Intermediate shorthand. Shortforms. Speed to 60 WPM.

Shorthand 103 - 1

Advanced phrasing. Make shortforms. Dictation to 80 WPM.

Shorthand 104 - 3

Advanced dictation. Speed to 120 WPM.

Typing 101 - 2½

Basic typing skills. Keyboard and parts of the typewriter. Introductory production typing. Speed to 30 NWPM.

Typing 102 - 2½

Advanced typing skills. More intensive production. Business forms, tabulation, manuscripts. Speed to 50 NWPM.

Typing 103 - 2½

Rough draft typing. Concentrates on typing techniques and English skills for typing from rough copy. Speeds over 50 NWPM.

Typing 104 - 1

Statistical typing. Typing numbers. Business and accounting forms.

Word Processing 101 - 3

Introduction to word processing concepts. Automation in offices. Career opportunities. Review of transcription processes, style and formatting.

Word Processing 102 - 2

Introduction to reprographics. Distribution and storage of data. Review of English skills.

Word Processing 103 - 3

Word processing systems. On the job simulation.



Electronics Technician

Begins September and February

Al Naherny - Instructor's Diploma (U.B.C.), C.E.T.

Frank Woodward - Instructor's Diploma (U.B.C.), C.E.T., M.I.P.R.E.

Program Objective

The purpose of this program is to provide students, who have a desire for, and are motivated towards learning, a challenging and rewarding career in Electronics.

The successful student will have an opportunity to gain employment in one of the following areas of the Electronics field:

- Electronic Communications
- Black and White and Colour TV Servicing
- Radio, Audio Electronics
- Industrial Electronics
- Digital Electronics
- Microcomputer / Microprocessors
- Video Tape Servicing

Course Content

The 10 month Provincial Course Outline consists of:

1. D.C. A/C Theory
2. Semi-Conductor Devices
3. Electronic Circuits
4. Basic A.M. Radio
5. Digital Techniques
6. MPU 6800 Microprocessors
7. Communication Systems
8. Narrow Band F.M. VHF Systems
9. Antennas and Transmission Lines
10. Microwave
11. Home Entertainment Systems
12. CRTs Set Up Techniques, Electronic Tuners, IF Sweep Techniques, Video, Time Base Circuits
13. Introduction to VTR Systems and Adjustments

Method

The method adopted for this full-time ten-month program consists of a natural progression towards technical knowledge and applied skills. The student is taught the Basics of Electrical and Electronics Theory in the first 26 weeks of the course, which is designed to provide the student with confidence to handle laboratory experiments in:

- DC Theory
- AC Theory
- Tube Theory
- Transistor and Semiconductor Theory
- Electronic Circuit Fundamentals
- Digital Electronic Techniques
- Microprocessors, Programming and Interfacing Techniques
- Also providing lectures and practical "Hands On" jobs.

Following successful completion of the Basic Electronics course (for those students who have maintained a minimum average of 70 per cent on all tests), the student has the opportunity to continue in the programs.

Over the next 16 weeks, the student will receive training in: Stereo, Colour TV, Video Systems Servicing Techniques, Telecommunications, Systems Maintenance by instructional demonstrations, lectures and practical "Hand On" experience.

Concept

Over the last two decades, following the development of the digital computer, there has been a rapid growth in the Electronics industry. As a result of this growth, many new applications of digital circuits have been designed for communications, colour TV circuits, remote systems, data processing and many other electronic systems. (All options include further training in "Digital Techniques"). These developments have created a need for specialized technicians who have not only a flair for Electronics Service Work, but who also have a sound knowledge of fundamentals in order to keep pace with new developments.

This course was designed to fill this need and is geared towards those students who have no prior knowledge of Electronics. This course is also intended for those Technicians who have some knowledge and/or experience in Electronics, but desire further training within a specific area.

The Philosophy behind the optional portion of the course emphasized, for the student, the development of knowledge, technical initiative, imagination and the ability to communicate the results of his/her work to others. To this end, the optional portion of the

course is conducted on a tutorial system. The number of lectures are kept to a minimum and the student is given freedom to develop his practical ability through his own efforts and/or through the efforts of the instructional staff.

Starting Dates

Starting dates for the course are September and February.

Length of Program

Ten 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	\$30.00 per month
Student Association Fee	\$ 1.00 per month
Tool/Book Deposit	\$50.00 (refundable)
Textbooks and Supplies	\$50.00 (approximately)

Fees Due on Registration

Tuition	\$30.00 (for first month)
Tool/Book Deposit	\$50.00 (refundable)
Student Association Fee	\$10.00 (for ten months)
<hr/>	
Total:	\$90.00

Industrial Electronics Upgrading for Journeymen Electricians and Instrumentation Mechanics

At the present time there are two phases of upgrading available. Phase III will be implemented in the spring of 1982. All courses are of 2 weeks duration. The time frame for the course will be 40% Theory, 60% Practical.

Course Content

Phase I

- Prerequisite — must be a Journeyman Electrician or an Instrumentation Mechanic.

Course consists of solid state devices and circuits, digital techniques as used in industrial control systems, care and use of test equipment.

Tuition: \$440.00

Phase II

- Prerequisite — Phase I or equivalent knowledge.

Course consists of digital techniques, programming and interfacing of microcomputers, ladder network programming of the programmable controller, troubleshooting of industrial control systems.

Tuition: \$700.00

Phase III

- Prerequisites — Phase II or equivalent knowledge.

When implemented Phase III will consist of advanced techniques in microcomputer and programmable controller interfacing as well as troubleshooting.

Tuition: \$700.00



Supervisory Management Training

Audun Birkedal, Coordinator

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. This is a Ministry of Education approved program. 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

\$200.00 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.

Additional Workshops

We are pleased to announce the following courses and seminars:

Effective Written Communications

This is a workshop for working people who want practical suggestions and useful techniques to improve their on-the-job writing. It is an opportunity to learn and practice specific skills for writing effective memos, letters and reports that say exactly what you mean.

Course Content

Evaluation of current writing skills with specific comments on how to improve them; tools for dealing with on-the-job writing problems; up-to-date information on business writing; time

management for writing projects; approaches to writing such things as instructions and unpopular messages, and techniques for organizing material to suit the writing task at hand.

Length of Course

Two-day consecutive workshop.

Fees

\$100.00

Location

As required throughout the College region.

Time Management

This workshop will assist participants to be more productive at work, at home, in business and in education by using their time effectively.

Course Content

You will have the opportunity to:

1. Analyze use/abuse of your time.
2. Identify causes and solutions to your time wasters.
3. Develop the skill for effective time management
 - Characteristics of effective managers
 - Measuring effectiveness
 - Dealing with time wasters

Length of Course

One day

Fees

\$55.00

Location

As required throughout the College region.

Basic Instruction Techniques

This course will teach you to instruct and function effectively as a trainer on the job.

Course Content

You will:

1. Acquire some knowledge of the learning process.
2. Compare and discuss different methods of presentation.
3. Identify objectives and write them in performance terms.
4. Write the plan for a series of instructional sessions.
5. Write individual lesson plans.
6. Select audio-visual aids and be able to produce them.
7. Make an effective presentation of prepared material.
8. Assess whether learning has taken place.

Length of Course

Five days

Fee

\$300.00

Location

As requested throughout the College region.

Further Information

In addition to the above courses, we can arrange for seminars and workshops in a variety of topics that will meet employee training requirements in industry/business including government agencies, private and public corporations, professional and volunteer organizations and individuals, for example: selecting and evaluating mini- and micro-computers, problem-solving and interviewing techniques; contracting guidelines, and how to start a small business.

Northwest Community College will provide this service at the College centers, on business or industry premises, or other available locations throughout the College region.

Personal training and development is not a profit enterprise but it does operate on a cost-recovery basis.

Why not call us at 635-6511, Local 212 and let us assist in meeting your employee training needs.

Dental Assistant Program

Linda Hnatiak, C.D.A. (Malaspina College)

has had extensive Continuing Education courses in a variety of health fields.

Part-time instructors include Registered Dental Hygienists and Dentists

The Dental Assistant Program is intended to prepare persons for employment in private dental clinics, hospital dental clinics, community dental services programs, as well as a satisfying career in helping your fellow citizens.

Graduates will have received a good background in the dental sciences, dental materials, laboratory methods and will be proficient in the taking of dental radiographs and other intraoral procedures.

Upon successful completion, the student will be awarded a Certificate and their name will be submitted to the College of Dental Surgeons of B.C. for application to write the licensing exam as a Certified Dental Assistant. (C.D.A. - Registered Dental Auxiliary One). Successful completion of this exam will also make the student eligible for their National Licence.

Admission Requirements

Persons applying for entry into the program must:

1. Demonstrate a mature attitude.
2. Have grade 12 graduation, preferably with Biology, Chemistry and Social Science courses. (Persons who have worked for a number of years may have their experience and education assessed in lieu of the stated educational minimum.)
3. Submit an application form and medical and dental certificates. (Forms are available from the College.)
4. Spend a minimum of one day in observation in a dental office.

Applications for the 1982 - 82 academic year should be submitted through the office of the Registrar no later than June 15th, 1982. Additional information is available on request from the Registrar.

Applicants may be required to attend an interview by the Dental Committee before acceptance to the program.

Dates and Locations

The Program extends from September 7, 1982 until July 8, 1983. At present, a full time program is being offered at the Terrace campus, Northwest Community College.

Fees and Costs

Tuition fees for the program are currently \$30.00 per month - total \$300.00 The approximate cost of required textbooks is \$200.00 - \$250.00

Dental Assistant Program

The subject areas covered in the program are:

PreClinical Sciences
Radiography
Dental Specialty Sciences
Dental Materials
Emergency Procedures
Nutritional Sciences
Clinical Practice
St. John's First Aid
Cardiopulmonary Resuscitation (C.P.R.)



Early Childhood Education

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

Rosemarie Goodwin - B. Ed., E.C.E. Specialist - University of Alberta.

Rhena Gardiner - Registered Nurse (Kingston General Hospital 1958), Pre-school Training Program (N.W.C.C. 1975),
M.A. in Human Development - Pacific Oaks.

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, 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 1982-83 academic year should be submitted through the office of the Registrar no later than August 30, 1982. 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.

After completion of the first three semesters the students are then required to have 500 hours of supervised work experience which entails the course E.C.E. 129 (Work Study Course). The completion of this (three semesters plus Work Study 129) qualifies a person to be a pre-school assistant and completes Level I competencies. After the successful completion of Level I students are then eligible to enroll in Level II courses. Completion of Level II qualifies a person to be a pre-school supervisor.

Note: It may be that instead of the three semester program described, a two semester program will be offered. Interested persons are urged to contact the instructors for an update.

Dates and Location

The program extends from September 7, 1982 until May 31, 1983. Third semester starting September 12, 1983 until December 6, 1983. All students MUST ATTEND AN ORIENTATION CLASS on Thursday, September 9, 1982. 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 \$180.00 per semester. Books and other supplies will cost approximately \$100.00 per semester, plus a trip to Vancouver in the second semester will entail some expense.

Level II Courses will be offered on a part-time basis in some of the college centers in Spring of 1983. Interested people should contact E.C.E. co-ordinator and/or teaching staff for further information.

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 125	Practicum I
ECE 104	Health and Nutrition

Winter Semester

English 102-3	Literature and Composition I
Psychology 202-3	Development Psychology
ECE 121	Program Development II
ECE 122	Curriculum Workshop II
ECE 123	Human Relations (HSW 164)
ECE 126	Practicum II

Fall Semester:

ECE 135	Working with Special Children
ECE 131	Program Development III
ECE 132	Curriculum Workshop III
ECE 128	Models and Methods of Parent Involvement
ECE 127	Practicum III
ECE 129	Work - study course

Level II Qualifications (Offered part-time)

Sociology 205-3	Sociology of the Family I
ECE 124	Working in Community Service (HSW 166)
ECE 130	Administration Practicum
ECE 142	Curriculum Workshop, Advanced
ECE 136	Parent and Community
ECE 135	Working with Special Children
ECE 128	Models and Methods of Parent Involvement
Anthropology 102-3:	Introduction to Social and Cultural Anthropology

Any six of the Second Level Courses required.

Early Childhood Education Courses

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. (3, 3, 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 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.

The 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 communities and how organizations and agencies relate to the larger community. (3, 0, 0)

Early Childhood Education 125: 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 126: Practicum II

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

Early Childhood Education 127: Practicum III

To participate as a staff member in one pre-school or day care center for 4 weeks. (0, 6, 1)

Early Childhood Education 128: Models and Methods of Parent Involvement

Topics will include a variety of programs and methods for im-

plementing parent work in different communities and institutional settings. (3, 1, 0)

Early Childhood Education 129: Work-Study Course

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

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 Childhood Education 132: Curriculum Workshop III

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 135: 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 136: Parent and Community

Follows ideas raised in 128 plus adding issues of multiculturalism. Furthers and develops personal philosophical approach to working with parents. Students will receive practical experiences in working with parents such as interviewing and observing and interpreting observations to parents. (3, 0, 3)

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 of all ages, significance of encouraging imaginative exploration and discovery in the pre-school. (3, 3, 0)

Human Service Worker Program

Jake Muller, Coordinator - B.A. (University of Guelph, 1971), M.A. (Dalhousie University, 1974)

Sara Collinson - B.A. (McGill University, 1969), Diploma in Education (McGill University, 1971), M. Ed. (U.B.C., 1978)

Dora Fitzgerald - B.A. (University of Connecticut), M.S.W. (New York University)

The Human Service Worker (HSW) Program is directed at those people who wish to obtain training and skills in the social service fields. This training will include university transfer courses and special courses to prepare the student who works at a para-professional level of occupation in helping and caring for people with different needs. Usually para-professional people are supervised by a professional person.

This program is directed at those HSW's such as home-school co-ordinators, child care workers, teacher aides, etc. In general, anyone interested in learning more about skills in the social services will benefit from this program. Opportunities of graduates from this program include: child care workers; social work aids; financial assistance workers; homemaker supervisor; community service worker; home-school co-ordinator; family workers; youth workers; native band social workers; etc.

With credits from the university transfer program students may wish to go on into professional careers in human and social service such as: social worker; family counsellor; probation officer; management positions within corrections; high school or college counsellor; any other professional position in the social service field.

Admission Requirements

Persons accepted into the program must:

1. Present evidence of a medical examination and evidence of a recent chest X-ray for T.B.
2. Demonstrate a mature attitude, and must attain age 19 by graduation.
3. Submit two letters of reference from previous employers or personal associates.
4. Come for a personal interview prior to acceptance.
5. Have work or volunteer experience in the field of social and human services. (This is a recommendation).

How to Apply

Applications for the 1982-83 academic year should be submitted through the Registrar's Office as early as possible. Additional information is available on request from the Registrar.

Students will be interviewed by the HSW Department before the commencement of the academic year.

Dates and Locations

The program extends from September 1982 until May 1983. At present, a full time program is offered at the Terrace Campus, Northwest Community College. Part-time courses are offered on the other college campuses.

Fees and Costs

Each course costs \$39.00 and textbooks and supplies about \$20.00 to \$25.00. For those attending the full time program the cost is \$180.00 per semester with books and supplies costing \$150.00 - \$200.00 per semester.

Diplomas and Certificates

Upon successful completion of the two-year program, the

student will be awarded a Diploma in Human Service Worker. Some students who will complete only year one successfully may be awarded a Certificate in Human Service Worker.

The Modular Program

It is proposed in the 1982-83 academic year that the HSW offer some of the Level I courses in a block format, primarily to accommodate those who:

1. are already employed by relevant employers
2. are seeking HSW training
3. can obtain educational leave to meet the modular schedule

Students who pursue the HSW Level I through the modular format will be able to take four to five HSW sections per year (as well as the modular practicum) on the basis of a one-week learning block per month, and can anticipate obtaining the Level I certificate after two years of such study.

For more information on the modular block program, please contact Sara Collinson at 635-6511, Local 236.

Probation

In addition to maintaining satisfactory academic progress, students are expected to develop a level of interpersonal and helping skills necessary for successful performance in the human relations field. Admission to the practicum requires permission of the practicum supervisor as well as successful completion of the HSW course work.

A student who fails to develop to the necessary level of skill required for successful completion of the practicum may, in consultation with the HSW instructors and the agency supervisors, be required to go on probation, in which the student would be expected to either meet the necessary standards within a set time period (as determined by HSW instructors, the student and agency supervisors), or be required to withdraw from the HSW program.

Human Service Workers' Program

Human Service Worker Courses — Level I

Semester 1

English 152-3	Business and Technical Writing
HSW 151	Communication Skills I
HSW 153	Human Growth and Development
HSW 155	Community Services — Introductory
HSW 163	Health and Nutrition — 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

Human Service Worker Courses — Level II

Semester I

HSW 251	Helping Skills
Sociology 101-3	Introduction to Sociology I
Psychology 221-3	Abnormal Psychology
HSW 291	Practicum III
Elective	University Transfer course
Elective	University Transfer course

Semester II

HSW 262	Alcohol and Drug Abuse
Sociology 102-3	Introduction to Sociology II
Psychology 222-3	Clinical Psychology: Intervention Methods
Anthropology 102-3	Introduction to Social and Cultural Anthropology
HSW 292	Practicum IV
Elective	University Transfer Course

Recommended Electives

(All are university transfer courses)

Anthropology 101-3	Introduction to Physical Anthropology and Archeology
Economics 101-3	Introductory Economic I
Economics 102-3	Introductory Economics II
English 101-3	Literature and Composition I
English 102-3	Literature and Composition II
History 131-3; 132-3; 133-3; 153-3;	Local History courses (select one only)
Math 131-3	Introduction to Statistics
Political Science 101-3	Canadian Politics I
Political Science 102-3	Canadian Politics II
Sociology 205-3	Sociology of the Family I
Sociology 206-3	Sociology of the Family II

Human Service Worker Courses

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)

HSW 151 - Communications I

The course introduces the student to the basic processes and content of effective communication, so that each student achieves an understanding of what effective communications means as well as a personal understanding of his/her style of communications. Topics to be covered include: active listening, empathy, self-disclosure, giving feedback, understanding and expressing feelings, helpful responding and non-verbal communication. (3, 0, 0)

HSW 153 - Human Growth and Development

The course offers a study of the growth and development of people, taking a life-span approach — from prenatal development to birth and infancy, to childhood, to adolescence, to adulthood and to old age. Special focus will be placed on the role of the family in development, as well as the processes of birth and death. Growth is seen as an on-going human process with different physical, emotional and social aspects at each age and phase. (3, 0, 0)

HSW 155 - Community Services - Introductory

This course will introduce the student to the range of human services, both private and public, within the community. The development of human services will be examined from the historical context in which they originated and evolved to establish an understanding of the rationale for existing services. It will also look at the ongoing process of change which human services undergo reflecting the changing attitudes and priorities of our society. (3, 0, 0)

HSW 156 - Community Services - Advanced

Agencies and policies of particular significance to this region will be examined: The Ministry of Human Resources and its administration of the GAIN Act; Department of Indian Affairs and Northern Development and its implementation of the Indian Act and local band structures; resources relating to handicapped persons; services to drug and alcohol dependent persons; the Court system and its involvement in family issues are amongst the community services to be studied. The perspective of the human service worker dealing effectively with these community resources will provide the focal point of the course. (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. (3, 0, 0)

HSW 160 - Child Care Workshop (Special Needs) II

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

HSW 162 - Communications II

The continued study of interpersonal communication, with a view to helping students develop an understanding of their own and others' style of communication, especially in the helping situation. Special focus will be on the study of group dynamics and communication within groups. Special emphasis will also be on developing effective techniques of communication within the helping relationship. (3, 0, 0)

HSW 163 - Health and Nutrition (ECE 104)

Methods of fostering sound health and nutrition. Includes an introduction to first aid. (3, 0, 0)

HSW 164 - Behavior Management (ECE 124)

Students will learn how behavior is learned and how it can be relearned for effective living. Some basic models of counselling will be studied, with emphasis on the development of a problem-solving model and its specific applications in the social services. (3, 0, 0)

HSW 166 - Working in Community Service (Poli Sci 204)

This course teaches the student about working in community and social 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

This course provides an introduction to the agencies and facilities that provide human services in the community. The emphasis is on first hand field experiences with visits to a wide variety of community resources and meeting the professional personnel who provide the services. Each practicum day will include classroom seminars focussing on the student's role within the various agencies as practicum settings. (3, 6, 0)

HSW 192 - Practicum II

The student in conjunction with instructor and agency supervisor will choose a setting in which to do a six-week practicum. This will include weekly visits to the placement during the semester and a four-week full-time placement following the completion of the academic semester. This practicum will allow the student to become thoroughly acquainted with the function of the agency and learn to work within that structure in a human service worker capacity. Classroom seminars, workshops will form part of the content of this course, as will sessions with instructor and agency supervisor which will permit individualized feedback and response to each student's personal learning needs. (3, 6, 0)

Prerequisite: Permission of Instructor.

HSW 251 - Helping Skills

The student will develop interpersonal skills in helping relationships including advanced empathy, problem-solving and group leadership skills, with emphasis on specific applications and developing a conceptual framework. (3, 0, 0)

HSW 262 - Alcohol and Drug Abuse

This course will deal with the influence of alcohol and drug dependencies in institutional and community settings. Included will be the effects of alcoholism at the workplace. There will be substantial emphasis on practical approaches in working with abusers as well as theoretical development. (3, 0, 0)

HSW 266 - To be announced

HSW 291 - Practicum III

This course provides the opportunity for a practicum program geared to the special interests and learning needs of the student. It will allow for further development of interpersonal, group and community skills within the context of the practicum agency or service. Seminars, workshops and supervisory sessions with agency personnel and instructor will provide discussion, feedback and assessment of student practicum performance. (3, 6, 0)

Prerequisite: Permission of Instructor.

HSW 292 - Practicum IV

This course is intended to prepare the student to make the transition from student to worker by examining the skills developed to date and identifying strengths and weaknesses. The student, under the supervision of the instructor and agency personnel, will work within the context of the practicum setting toward achieving both the confidence and competence appropriate to a beginning worker in the human services field. Seminars, workshops and individual supervisory meetings will occur throughout the six-week practicum program which is comprised of weekly agency contacts during the spring semester followed by a four-week full time block placement. (3, 6, 0)

Prerequisite: Permission of Instructor

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 201-3:	Human Development
Psychology 202-3:	Developmental Psychology
Psychology 221-3:	Abnormal Psychology
Psychology 222-3:	Clinical Psychology: Application of Intervention Methods
Sociology 101-3:	Introductory Sociology I
Sociology 102-3:	Introductory Sociology II

¹ CORE courses for both the Human Service Worker (HSW) Program and the Early Childhood Education (ECE) Program.

Anthropology 102: Introduction to Social and Cultural Anthropology.

HSW 160: Child Care Workshop (Special Needs) II
ECE 135 — Working with Special Needs Children.

HSW 163: Health and Nutrition and First Aid
ECE 104: Health and Nutrition.

HSW 164: Behavior Management
ECE 124: Human Relations

HSW 166: Working in Community Service
Poli Sci 204

Academic Programs

Nature of Program

The Academic Division was established in 1975 and serves a region comprising the six school districts in Northwest B.C. Courses are offered in Houston, Smithers, Hazelton, Terrace, Kitimat, Prince Rupert, Stewart, in the Nass Valley and on the Queen Charlotte Islands. The courses offered in the individual communities will vary from year to year. In most centers, classes are usually held in the evening. In Terrace (with on-campus dormitories) and in Prince Rupert a full-time program is available. The College promotes the concept of "lifelong learning" and is sensitive to particular educational needs.

Presently courses are offered in the following programs:

- 1) The University Transfer program offers academic courses for university transfer credit and for general interest.
- 2) Career Programs are offered in Early Childhood Education, Dental Assistant and Human Service Worker.
- 3) The College Preparatory Program offers courses in English, Mathematics and Chemistry for students who wish to obtain background in these areas prior to enrolling in a university transfer or a career program.
- 4) Special Programs offer courses through the Women's Studies Program, Northwest and Canadian Studies Program, and the Workers' Education Program.

Admission Requirements — Open Door

The Academic Division has an "open door" admissions policy and the College will, in general, not require a specific educational background except for some science courses. Students coming from high school are normally expected to have completed grade twelve. Courses are designed for students who intend to proceed to a first degree at a university or for those who wish to further their intellectual interests. Some students may have been out of formal schooling for some time. This latter group forms a large and successful portion of the student body. Counselling is available to assist students in selecting their course of study.

Course Offerings

A timetable of courses to be offered and their location will be available from local College Centers in early August.

Prerequisites

Unless a course specifically requires a prerequisite, the course is open to any student of the College.

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.

How to Apply

Application for admission should be made on forms available from the Registrar's Office in Terrace and College Centers 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 may anticipate some increases if inflation continues.

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)	\$180.00 per semester
Part-time students	\$ 39.00 per course

(Note: Students enrolled in other than 3 credit hour courses will be charged at the rate of \$13.00 per credit hour).

Refunds

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

Scale of Withdrawal Refunds

- (a) 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.

This scale also applies to HSW and ECE students.

Student Association Fee

See General Information Section.

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 where applicable.

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

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.

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.

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.

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.

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+	3.5	
B	3.0	Above average achievement
C+	2.5	
C	2.0	Average achievement
C-	1.5	
P	1.0	Below average achievement
F	0.0	Failure — no credit
I		Incomplete grade
W		Withdrawal
Aud.		Audit
Cr		Credit

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.

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.

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.

Of Interest to University Transfer Students

Transfer to and from other institutions

1) Colleges

All B.C. Colleges have agreed to accept each other's credits upon transfer if an equivalent course exists at the admitting college.

2) Universities in B.C.

For course equivalencies at U.B.C., S.F.U., and UVic students should consult the counsellor for assistance in ascertaining specific university requirements. (University calendars are available to students). The general standards for transfer are as follows:

- No grades less than "C" are assured of credit

- A cumulative Grade Point Average of at least 2.0 is required.

- Students may not normally transfer more than 60 College credits to a university.

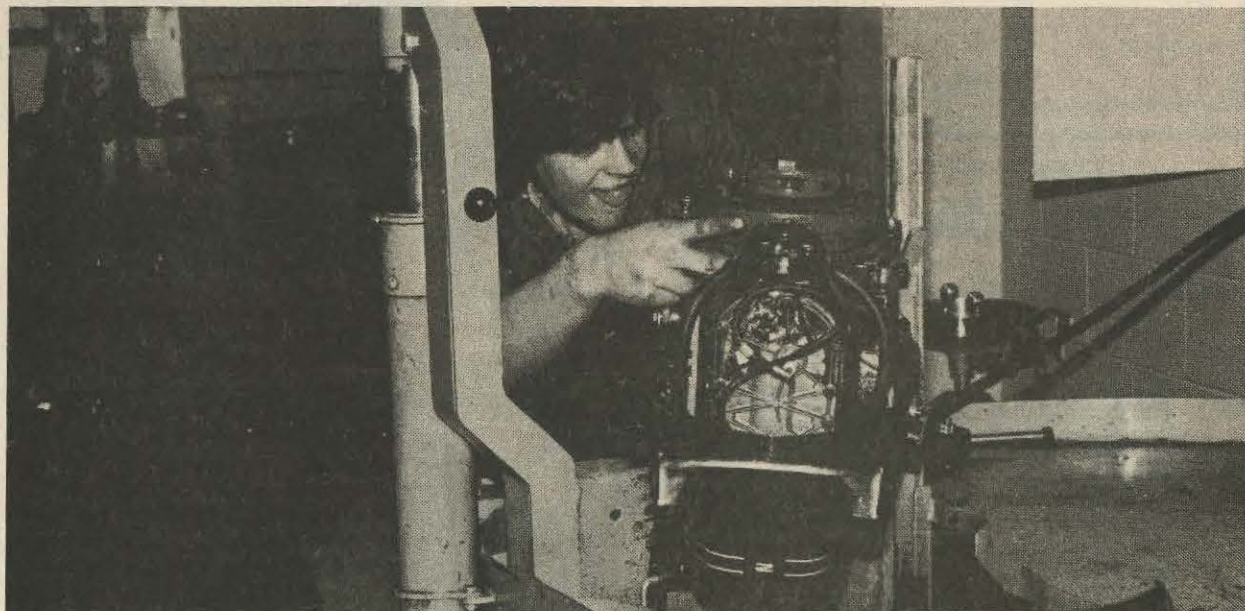
The Academic Division carefully reviews its curriculum to ensure a variety of course offerings and acceptable university equivalency.

Numbering System

The numbers listed for each course in this calendar indicate the course number and the credit units per semester. A full-time student taking a full load of 5 courses per semester would obtain 30 credits in each academic year. Part-time students obtain the same credits over a longer period of time. Students are not encouraged to enrol in more than 15 credits each semester.

Please Note: Simon Fraser University operates on a semester system as does the College, while the University of B.C. and the University of Victoria operate on a year system; eight-month academic therefore: 30 College credits equal 30 credits at SFU or 15 credits at UBC or UVic.

Following each course description is a series of three numbers, eg. (3, 3, 0). The first number represents the number of hours per week in lecture, the second the number of hours per week in laboratory, and the third the number of hours per week in tutorial.



Appeals

(See General Information Section).

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 prerequisite course as a result of advanced placement, credit may or may not be granted for the prerequisite course.

Transfer Credit for students previously enrolled in another Post-Secondary institution

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

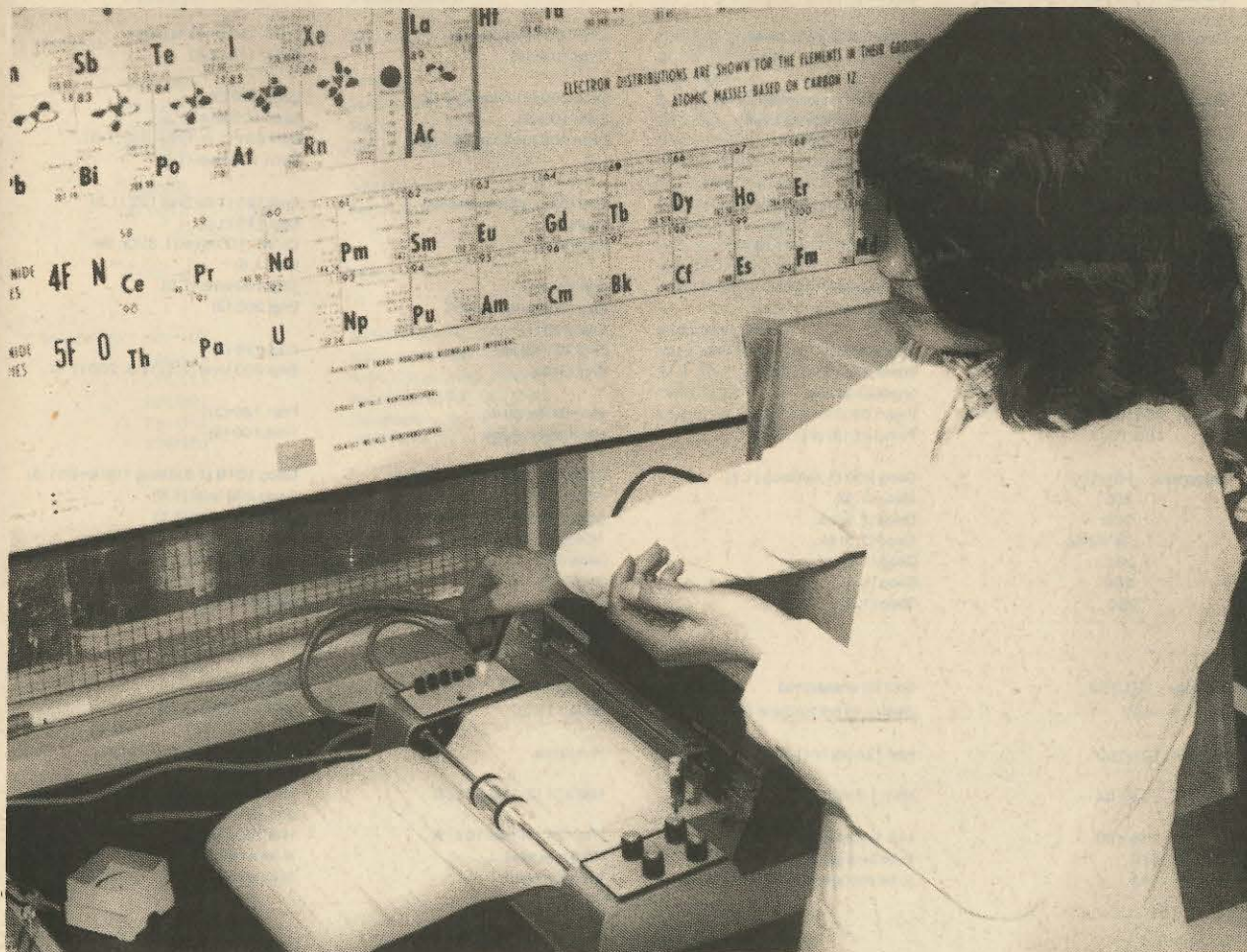
(See General Information Section)

For Career Technical Programs under the
auspices of the Academic Division see:

Dental Assistant Program (Page 54)

Early Childhood Education (Pages 55-56)

Human Service Worker Program (Pages 57-58)



Transfer Guide

The following Transfer Guide is printed as an unofficial summary of the transfer guides published by U.B.C, S.F.U. and U.Vic. Students should consult the university transfer guide for

detailed information. Students are encouraged to choose their courses in consultation with a counsellor.

Note: This Guide is up to date only as of April 15, 1982.

N.W.C.C.	U.B.C.	S.F.U.	U. Vic.
Anthropology 101/102 103 104 111/112 201/202	Anth (1.5) ea. 2nd yr. — Anth (1.5)/t.b.a. Anth (1.5) ea. 2nd yr.	S.A. 170 (3) — G.E. Anth (3)/t.b.a. Anth (3) 200 level ea. or S.A. 270 (3)/Anth (3) 200 level for both	Anth 100 (3) Anth. 100 level (1.5) Anth 100 level (1.5) Anth 200 (3) or (1.5) ea.
Archaeology 101/102	Anth (1.5) 1st or 2nd yr.		
Art 101/102 103/104 151/152 153/154 201/202	F.A. 181 (3) or (1.5) ea. F.A. 125 (3) F.A. 125 (3) or (1.5) ea. F.A. 181 (3)	101-104 Gen. Elect. Visual Art Studio (3) Gen Elect Art Hist (3) ea. Gen Elect Art Hist (3) ea. Gen Elect Art Hist (3) ea.	Art 100 (3) H.A. 100 level (1.5) ea. F.A. 100 level (3) H.A. 100 level (1.5) ea. Art 210 (3)
Biology 101/102 151 212 228	Biol 102 (3) Biol 311 (1.5) Biol 311 (1.5) Biol (1.5) unassigned	BISC 102 (3)/BISC 101 (3) Gen Elect BISC (3) BISC (3) BISC (3)	Biol 150 (3) or (1.5) ea. Biol 100 level (1.5) Biol 200 level (1.5) Biol 200 level (1.5)
Chemistry 101/102	Chem 110 (3)	Chem (3) ea./see Guide for both	Chem 124 (3)
Classics 101/102	Clas St. (1.5) ea.	Gen Elect Clas (3) ea.	Clas 100 (3) or (1.5) ea.
Comp. Sc. 151/152 121	Comp. Sc. (1.5)/to be arr. C.Sc. 101 (1.5)	Cmpt. 001 (3)/to be arr. Cmpt. 103 (3)	C.Sc. 100 (1.5)/to be arr. C.Sc. 110 (1.5)
Economics 101/102 } 120 201/202 210	Econ (1.5) ea. to a max. of (3) Not major or honors Econ Econ 100 (1.5) ea. as 101/102/120	Econ 200 (3)/Econ 205 (3) Econ 102 (3) Econ 200 (3)/Econ 205 (3)	Econ 100 (3) Econ 100 level (1.5) Econ 201 (1.5)/Econ 202 (1.5) Econ 100 level (1.5)
English 101/102 103 109/110 151 201/202 203/204 224/225	Engl 100 (3) or (1.5) ea. — Cr. Wr. 202 (3) or (1.5) ea. Non-transfer Engl 201 (3) or (1.5) ea. Engl 202 (3) WmSt 244 (3) or (1.5) ea. unassigned Arts Fren 105 (3) Fren 105 (3) or (1.5) ea.	Engl (3) ea. plus exemption/ Engl (3) Engl (3) ea. Non-transfer Engl (3) plus exemption Engl 206 (3) Engl 221 (3) ea. Engl (3) ea.	Engl 121 (1.5)/Engl 122 (1.5) Engl 115 (1.5) Cr. Wr. 100 level (1.5)/Cr. Wr. p.c. (1.5) Engl 100 level (1.5) Engl 200 (3) Engl 238 (3) Engl 200 level (1.5)/W.S. 200 (1.5)
French 101/102 103/104	Fren 105 (3) Fren 105 (3) or (1.5) ea.	see transfer guide see transfer guide	Fren 180 (3) Fren 100 (3)
Geography 101/102 205 228 241/242 257 284 290	Geog 200 (1.5)/Geog (1.5) Geog (1.5) Geog (1.5) ea. Geog (1.5) ea. Geog (1.5) Geog (1.5) Geog (1.5) Geog (1.5)	Geog 141 (3)/Geog 101 (3) *Geog (3) Geog 263 (3) *Geog (3)/Geog 121 (3) Geog (3) Geog (3) Geog (3) Geog (3) *If both 205 & 241 complete Geog 262 (3)/Geog (3)	Geog 101B (1.5)/Geog 100 level (1.5) Geog 200 level (1.5) Geog 200 level (1.5) Geog 200 level (1.5) ea. Geog 100 level (1.5) Geog 205A (1.5) Geog 100 level (1.5)
Geology 101/102 157	Geol (3) unassigned Geol (1.5) not for Earth Sc.	appl. withdrawn Geog 112 (3)	Geol 200 (3) Geol 100 level (1.5)
History 101/102 103/104 105/106 110 113	Hist 125 (3) or (1.5) ea. Hist (1.5) ea. Hist 135 (3) or (1.5) ea. to be arranged to be arranged	Hist (3) ea. Hist 224 (3)/Hist 225 (3) Hist 101 (3)/Hist 102 (3) to be arranged to be arranged	Hist 200 level (1.5)/Hist 242 p.c. (1.5) Hist 200 level (1.5)/Hist 242 p.c. (1.5) Hist 230 (3) to be arranged to be arranged

N.W.C.C.

U.B.C.

S.F.U.

U. Vic

114	to be arranged	to be arranged	to be arranged
131		Hist (3)	Hist 200 level (1.5)
132	Hist (1.5)	Hist (3)	Hist 200 level (1.5)
133	Hist (1.5)	Hist (3)	Hist 200 level (1.5)
153	Anth (1.5)	Hist (3)	Hum 100 level (1.5)
201/202	Hist (1.5) ea.	Hist (3) ea.	Hist 200 level (1.5) ea.
203/204	Hist (1.5) ea.	Hist (3) ea.	Hist 200 level (1.5) ea.
211	to be arranged	to be arranged	to be arranged
212	to be arranged	to be arranged	to be arranged
251		Hist (3)	Hist 200 level (1.5)
Labour St. 207/208	Soci (1.5) ea. 1st or 2nd yr.	S.A. (3) or S.A. (1) for one	Soci 200 level (1.5)
Math 101/102	Math 100 (1.5)/Math 101 (1.5)	Math 151 (3)/Math 152 (3)	Math 130 (3) or Math 100 (1.5)/101 (1.5)
121	C. Sc. 101 (1.5)	Note warning in guide	C. Sc. 110 (1.5)
130/131	Math 130 (3) for both	Cmpt 103 (3)	no credit/Math 151 (1.5)
190	—	Math (3) ea.	—
		Math 190 (3)	
NW Studies 101/102	—	—	Hum 100 level (1.5) ea.
Philosophy 101/102	Phil 100 (3) or (1.5) unassigned	Phil 100 (3)/Phil 120 (3)	Phil 100 (3) or 100 level (1.5) ea.
103/104	—	Gen El Phil (3)/Phil (3)	Phil 100 (3)
Physics 101/102	Phys 110 (3)	Phys 101 (3)/Phys 102 (3)	Phys 102 (3)
Poli Sc. 101/102	Poli 200 (1.5)/Poli 202 (1.5)	Poli 121 (3)/Poli 212 (3)	Poli 100 level (1.5)/Poli 201 (1.5)
203/204	Poli (1.5) ea.	Poli 241 (3)/Poli 251 (3)	Poli 240 (1.5)/Poli 250 (1.5)
Psychology 101/102	Psyc 100 (3) or (1.5) ea.	Psyc (3) ea. or Psyc 101 (3)/Psyc (3) for both	Psyc. 100 (3) or pt. cr. 100 level (1.5) ea.
201/202	Psyc 301 (3) or (1.5) ea.	Psyc (3) ea. or Psyc (3)/G.E. Psyc (3) for both	Psyc 220 (3) or 200 level (1.5) ea.
211/201	Psyc 200 (3) or Psyc (1.5) ea.	Psyc (3) ea. or Psyc 201 (3)/Psyc (3) for both	Psyc 200 level (1.5) ea.
221/222	Psyc (1.5)/t.b.a.	Psyc 340 (3)/Psyc (3)	Psyc 200 level (1.5) ea.
Sociology 101/102	Soci 200 (3) or (1.5) ea.	S.A. 150 (3)/S.A. (3) 100 div. or S.A. (3) for one	Soci (3) or 100 level (1.5) ea.
201/202	Pending	W.S. (3) ea.	Soci 200 level (1.5) ea.
203/204	Soci (1.5) ea. 2nd yr.	S.A. (3) ea. 200 div	Soci 200 level (1.5) ea.
205/206	Soci (1.5) ea. 2nd yr.	S.A. (3) ea. 200 div	Soci 200 level (1.5) ea.
207/208	Soci (1.5) ea. 2nd yr.	S.A. 100 (3) ea. or S.A. 100 (3)/S.A. (3) for both	Soci 200 level (1.5) ea.
209/210	Soci (1.5) ea.	S.A. 100 (3) for both or (1) ea.	Soci 200 (3)
211/212	Soci (1.5) ea.	Gen Elect Soci (3) ea.	
		For WmSt. cr. apply to W.S. Committee	
217/218	Soci (1.5) ea.	S.A. 100 (3) ea. or S.A. 100 (3)/S.A. (3) 100 for both	Soci 200 level (1.5) ea.
Women's St. 101/102	101-104 socio (1.5) ea.	W.S. (3) ea. 200 div	no equiv.
103/104	to a max of 3 units	W.S. 200 (3)/W.S. (3) 200 div	Hum 200 level (1.5) ea.
110/111	Soci (1.5) ea. 1st or 2nd yr.	W.S. (3) ea. 200 div	Hum 100 level (1.5) ea.
201/202	Same crse as Soci 201/202	W.S. (3) ea.	Same crse as Soci 201/202
211/212	Same crse as Soci 211/212	apply to W.S. Committee	Same crse as Soci 211/212
224/225	WMST 224 (3)/ or Arts (1.5) ea.		

Anthropology

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 has done various kinds of published anthropological research for over fifteen years.

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. 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.

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 111-2: Native Peoples of Canada

A course dealing with the nature and diversity of Canadian Indian and Inuit traditional cultures and lifestyles. We will also examine the history of European colonialism in Canada and the impact it had on Canadian native peoples. Finally, we will review some of the important issues in contemporary native affairs.

Anthropology 112-3: Indians of British Columbia

This course is an introductory study of the native Indian peoples of B.C. from the time prior to contact with Europeans to the present. Emphasis will be placed on examination of the traditional societies and the history of the European colonial impact. Finally, selected current issues such as land claims, education, aboriginal rights, Indian Status and political action will be discussed.

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)

Anthropology 210-3: Culture and Environment

This course will deal with the relationship between culture and environment in societies around the world. We will examine the human use of and attitudes towards the natural environment. We will study the ways in which humans have adapted to their environment in the development of social structure. Finally, we will assess the implication of the ecological approach for our own society and its "Environmental Crisis".

Art

(No Art courses are expected to be offered in the 1982-83 Academic Year)

Art 101-3: Design Fundamentals I

A course in which the student is introduced to various techniques, skills and the theory of design. Basic design techniques, composition and the development of designs from the study of nature, geometrical form and man-made form. (3, 3, 0)

Art 102-3: Design Fundamentals II

A continuation of Art 101. Students will continue studies on point, line, colour theory, shape, plane, form, and will develop designs in graphics and three-dimensional from nature, geometrical and man-made forms. (3, 3, 0)

Art 103-3: Art History I

This course is designed to familiarize the non-professional as well as the serious art students with the historical concepts that have shaped the current art situation. This introductory course examines the major developments in art from prehistoric to the Gothic. (3, 0, 0)

Art 104-3: Art History II

A continued survey of major art developments from neo-classical to the present day. Throughout their study, students examine the social conditions and factors that have permitted contemporary trends in art. (3, 0, 0)

Art 153-3: Indian Art of the Americas

An introduction to the indigenous Art and Architecture of Pre-Columbian civilizations in Central and South America, Eskimo and North American tribal arts, with final emphasis on North West Coast Indian Art. (3, 0, 0)

Art 154-3: Western European Art History

A chronological study of the mainstream of Western European Art and Architecture from Paleolithic times to the present. Each lecture will be illustrated with slides. Historical context, aesthetics, techniques, and materials used are discussed. (3, 0, 0)

Art 201-3: Painting I

This course covers the basic skills in watercolour, oil, and acrylic painting. All available contact to painting is made through the use of slides, movies, lectures, critiques, etc. (3, 3, 0)

Art 202-3: Painting II

Continued development from painting basics to more advanced techniques of compositions, paint theory and color mixing, variety of subject, and the completion of finished paintings in various media, (3, 3, 0)

Biology

Allen S. Gottesfeld - B.A. Queens College,
City University of New York, Biology;
M.S. University of Arizona, Geology;
Ph.D. University of California,
Berkeley, Paleontology.

Dr. Gottesfeld has taught Paleontology while at university and completion of his studies, and Biology at Northwest Community College. He has done research in paleoecology, environmental studies, mining geology and forestry since completion of his doctorate in 1975. Dr. Gottesfeld has been particularly concerned with modern forest composition and forest history since deglaciation in Oregon and B.C. He has a keen interest in landscape evolution and long term ecosystem dynamics and the response of eco-systems to human activities and natural disturbance.

Biology encompasses the study of living things and the properties of life. The origin of life from complex organic molecules far back in the earth's history, the laws which govern our "spaceship earth" and the origins of mankind are all part of the science of biology. The fascinating societies of termites, the physiology and structure of the giant forest trees and the intricacy of DNA are other topics of current interest in biology. At Northwest Community College we offer general courses on various relevant topics of biology and a basic laboratory biology course suitable as a first year course for majors in life sciences and as a lab science course for humanities or social science majors.

Biology 100-0: Human Biology

This course will explore human beings as biological entities beginning with a review of cell biology and DNA. We will cover human genetics and evolution, human ecology, anatomy and physiology, reproduction and development, and nutrition. Aspects of health and disease will be integrated with other topics. (3, 0, 0)

Biology 101-3: Introductory Biology I

A basic introductory course in general biology. The course covers the origin of life, cell biology, a survey of the kinds of living things including micro-organisms, plants and animals, DNA and RNA and Mendelian genetics. There will be a weekend field trip to the coast to study intertidal life. The laboratory will cover classification of living things, use of the microscope, and a survey of micro-organisms, fungi, plants and invertebrate animals based on microscopic and macroscopic study. Techniques for identification will be included. (3, 3, 0)

Biology 102-3: Introductory Biology II

A continuation of Biology 101. The course covers population genetics, evolution and adaptation, anatomy and physiology, animal behavior and ecology. The laboratory will cover higher invertebrates, genetics, vertebrate anatomy and histology, functional and comparative anatomy and ecology. At least one field trip will be included. Techniques will involve culturing of *Drosophilla*, use of microscopes, dissection and macro-study of specimens, and use of field equipment. (3, 3, 0)

Prerequisite: Biology 101 or consent of Instructor.

Biology 212-3: Environmental Studies

This course will cover basic principles of ecology and will focus on their application to resource utilization and exploitation in the Northwest including forest resources, watershed and fisheries, big game management, and mineral extraction. (3, 0, 0)

Biology 228-3: Marine Biology

A course in marine biology covering the physical environment of the oceans, the origin and history of marine life, plankton, algae, invertebrate and vertebrate sea life, marine ecology, fisheries and pollution. The laboratory will involve collection and identification of local intertidal plants and animals, plankton and benthic life, and study of water masses. (3, 3, 0)

Chemistry

Chemistry is for the curious and for the consumer, as well as those who need a science credit. It touches our lives continually, from the clothes we wear to the food we eat. It concerns itself (along with other sciences) with the nature of matter and the chemical changes it undergoes. This is important not only for the buyer asking how and from what the substance is made and what its properties are, but for the discarder who might ponder what will become of the throw away and how it will affect the environment.

Chemistry consists of two courses at Northwest Community College. Firstly, there is an introductory course for those who never did it before or have forgotten much of what they did. (Students who would like an insight into the world of chemistry are especially welcome). Secondly, there is a university transferable course for those who seek credit at a first year level. Both courses include a generous amount of lab time.

Chemistry 082-1½: Chemistry Prep I

This is an introductory course in Chemistry designed for people who have little or no knowledge of the subject. It is intended not only to provide the necessary background for those who later might wish to take a first year university course, but also to give the student some insight into the importance of Chemistry in our society. (1½, 1½, 0)

Pre- or Co-requisite: ALG 11 or MATH 11 or Math 082.

Chemistry 083-1½: Chemistry Prep II

A continuation of Chem 082. (1½, 1½, 0)

Prerequisite: Chem 082, or equivalent.

Chemistry 101-3: Introductory Chemistry I

This is a basic first year course in chemistry which will enable students to pursue further courses in all areas of Science and in Engineering. Topics will include:

A review of some basic principles, basics of quantum mechanics and electronic configurations, the periodicity of chemical and physical properties, chemical bonding, thermochemistry, properties of gases, and chemical equilibrium in both gases and solutions. (4, 3, 0)

Prerequisite: Chemistry 11, or Chemistry 083, and Math 12 or Math 083/084

Chemistry 102-3: Introductory Chemistry II

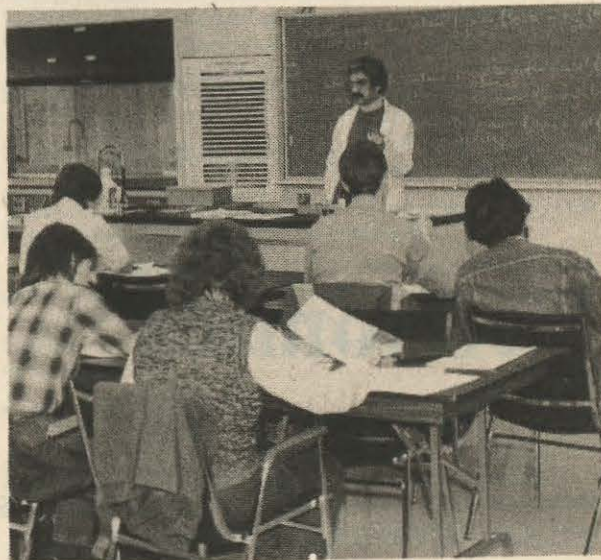
A continuation of Chemistry 101. Topics will include: Redox Reactions and electrochemistry, acids and bases, pH, hydrolysis, buffers, and introduction to organic chemistry. (4, 3, 0)

Prerequisite: Chemistry 101 or permission of the Instructor.

Norman J. Webster - B.Sc. (Hons) Wales

M. Sc. (Windsor)

Worked in Government and hospital laboratories for eight years before going into teaching. Taught in Science and Technology Programs for 12 years at St. Clair College (Windsor). Since 1975, Chemistry and Math Instructor at Northwest Community College. Head of the Academic Division 1977-1979.



Computer Science

Instructor to be announced

CPSC 151-3: Computer Literacy I

A one semester course directed towards those who have little or no computer experience but wish to know how a computer can be used and what it can do. The course includes history of the development of the computer, its impact on society, computer applications, a look at some of the software available (eg. games, educational and business applications) and computer graphics. Students will be learning to write simple programs in BASIC and using the IBM microcomputer. (3, 3, 0)

Prerequisite: Grade 11 Algebra or Math. Prep. I

CPSC 152: Computer Literacy II

To be offered in the spring semester dependent on student demand. Continuation of CPSC 151. (3, 3, 0)

Prerequisite: CPSC - 151, or equivalent

CPSC 121-3: An Introduction to Computer Programming

To be offered in the spring semester dependent on student demand. This course is for those who have had some computer experience. Students will learn to solve problems by developing algorithms then writing computer programs in a high level computer language (PASCAL). Programs will be run on the IBM microcomputer. (3, 3, 0)

Prerequisite: Grade 12 Algebra or Math 083-084, and CPSC 151 or Grade 11 CPSC

Note: All Computer Science Classes will be limited to 35 students.



Economics

Peter Weber - M.A. (Germany), Ph.D (S.F.U.)

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

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 Microeconomics

This course will be concerned with the functioning of the market system around the activities of individual units (consumer behavior), theory of the firm and industrial organization. Emphasis will be given to the application of theory to contemporary issues in the private and public sectors (prices, value theory, collective bargaining, poverty, pollution, advertising). (3, 0, 0)

Economics 202-3: Principles of Macroeconomics

This course will provide a survey of economic activities and institutions and will center on an analysis of the production and distribution of wealth in the capitalist system. Specific items include: Production and Market Mechanisms, National Income Accounts, Economic Growth, International Trade and Capital Flows, Government Policies (budget, taxes, money supply, trade unions). Theoretical tools and conceptual models from various schools of thought will be used as guidelines and will be tested for realistic validity in a historical perspective. (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)

English

Maureen Bostock - B.A., M.A. (University of Toronto)

Born in 1951. Resident of northwest B.C. since 1976. Has been a full-time instructor at Northwest Community College for two years. Areas of interest include the literature of native peoples and women.

George Stanley - B.A., M.A. (San Francisco State)

Has taught at San Francisco State, Mercer University, and Northwest Community College. A published poet, who has also worked in journalism and publishing.

The teaching of English at Northwest Community College is intended to impart, or increase, the student's competence and familiarity with the English language in all of its living manifestations: reading, writing, speaking, listening, thinking. Specifically, we aim at:

The enjoyment of reading. Those who have not learned to read with enjoyment are deprived not only of one of life's greatest pleasures, but also of a strong bulwark against boredom and loneliness.

Understanding through literature. Life presents us with problems: social, political, moral, emotional. Other men and women have had similar problems, and have put into words the record of their struggles and the particular solutions they found. The understanding to be gained from reading is particularly important in an era whose vision of reality and values are dominated by the fleeting and disconnected images of TV.

Competence in the use of language. In writing, speaking and thinking, our competence with language is exercised actively. Language is like a horse in this respect. A horse will not respond if it is treated like a lump of inert matter, to be shoved, kicked, or dragged along the road. The writer is only frustrated when he or she treats language as a dead, unresponsive apparatus. The better the writer gets to know it, the more it will become his partner, or ally, in expressing what he has to say.

Integrity. The writer gradually comes to a sense of what she or he particularly has to say, and no longer thinks it adequate just to reproduce the unexamined ideas of others. Emily Carr has put this notion of integrity into pungent language:

Be careful that you do not write anything that is not your own, that you don't know in your own soul. You will have to experiment and try things out for yourself and you will not be sure of what you are doing. That's all right, you are feeling your way into the thing.

But don't take what someone else has made sure of and pretend that it's you yourself that have made sure of it, till it's yours absolutely by conviction.

Emily Carr, *Diaries*

English 081-3: Preparation for College English

This course is based on the requirements for English 12 (language option). Emphasis is on grammar, vocabulary, and style. (3, 0, 0)

English 082-3: Preparation for College English II

A continuation of English 081. Emphasis is on sentence structure, paragraphs, and the essay. Students will do intensive work in these areas, and will also read and discuss some modern fiction, poetry and essays. (3, 0, 0)

English 101-3: Literature and Composition I

Reading and discussion of modern autobiography, fiction, and poetry. Lectures on grammar and style. Written assignments based on analysis of the literature read, personal experience, and subjects of general interest. (3, 0, 0)

English 102-3: Literature and Composition II

Reading and discussion of modern fiction, essays, drama, and poetry. Lectures on grammar and style. Introduction to the study of language. Written assignments based on analysis of the literature read, personal experience, and subjects of general interest. (3, 0, 0)

English 109-3: Creative Writing I

Reading and criticism of student writing. Lyric poetry, short fiction myths autobiography, local history, journalism. (3, 0, 0)

English 110-3: Creative Writing II

Continuation of English 109. English 109 is not a prerequisite for English 110. (3, 0, 0)

English 151-3: Technical Writing I

Methods and forms of technical writing, including letters, resumes, short reports, and communications with media. Lectures and exercises in grammar, vocabulary, and style. Students will also read and discuss some modern literature. (3, 0, 0)

English 152-3: Technical Writing II

A continuation of English 151. Emphasis is on research and longer forms of technical communication: case histories and reports. Lectures and exercises in grammar, vocabulary, and style. Students will also read and discuss some modern literature. (3, 0, 0)

English 201-3: English Literature, 1300-1650

Medieval and Elizabethan England. Reading and discussion of works by Chaucer, Shakespeare, Donne, and others. Written assignments based on the works read. (3, 0, 0)

English 202-3: English Literature, 1650-1880

Puritanism, Romanticism, Industrialism. Reading and discussion of works by Milton, Bunyan, Swift, Blake, Coleridge, Dickens, and others. Written assignments based on the works read. (3, 0, 0)

English 203-3: Canadian Literature to World War II

The English literature of Canada from the early 19th Century to World War II. Reading and discussion of works by Susanna Moodie, Stephen Leacock, Sinclair Ross, Emily Carr, and others. Written assignments based on the works read. (3, 0, 0)

English 204-3: Canadian Literature since World War II

The English literature of Canada from World War II to the present (with some French literature in translation). Reading, and discussion of works by Gabrielle Roy, Earle Birney, Margaret Laurence, Al Purdy, Margaret Atwood, and others. Written assignments based on the works read. (3, 0, 0)

English 224-3: Women in Literature

(See Women's Studies 224)

English 225-3: Women in Literature

(See Women's Studies 225)

French

Instructor to be announced.

The study of any other language is a broadening experience which opens the mind to fresh possibilities and increases the awareness of the rights of all peoples, to be different, or to be the same; breaking down the 'I am right, you are wrong' syndrome. Similarities in the aspirations of all people become more evident as we examine the various patterns of communication, humanity's attempts to clearly transfer an idea from one mind to another.

To the individual, knowledge of another language brings confidence and the ability to form Original Impressions of literature, political goals and social ideals, not impressions interpreted by others, analysed to suit popular tastes and dished out in the same old bowl. Direct communication facilitates a better understanding of the present pluralistic, yet interdependent world.

Familiarity with another language system also increases awareness of the native tongue as an asset, its nuances and its vastness, leading the way to better personal expression and a deeper appreciation of the vernacular.

French 101-3: Introductory French I

This is a beginning French course for College Students, which stresses the opportunity to communicate immediately. Texts used are based on natural everyday French and approximately equal emphasis is given to the four language skills: understanding, speaking, reading and writing. Though the French used is basic, reading content is gauged to interest mature students.

Lecture sections are devoted to preparation and comprehension of conversations, articles etc., followed by practical application both in oral and written form. In the laboratory section extensive use is made of language tapes with particular emphasis on pronunciation and intonation and variety of listening experience. Tapes are accessible to students for individual listening and tutorial time is available by arrangement. (3, 1½, 0)

French 102-3: Introductory French II

This course is a continuation of French 101 with introduction to some original French literature. (3, 1½, 0)

Prerequisite: French 101 or equivalent.

French 103-3: First year French I

This course is intended to provide a solid grounding in French grammar and syntax, concentrating on aural comprehension, oral expression, and lastly written recognition and expression. (3, 1½, 0)

French 104-3: First year French II

A continuation of French 103. (3, 1½, 0)

French 107-3: Intermediate French I

This course focuses on advanced form of composition of the French language, with emphasis on the study of original French literature.

Prerequisites: French 12, French 102, or equivalent knowledge of the French language. (3, 1½, 0)

French 108-3: Intermediate French II

A continuation of French 107 (3, 1½, 0)

Geography

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)

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 257-3: Urban Understanding

This course will examine the processes of Urbanization. Topics to be reviewed will include the origin of cities, pre-industrial cities, metropolitan domination, suburban development, and the problems of contemporary urban settlement. (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)

Geography 290-3: The Geography of Prehistoric America

The Geography of Pre-Historic America will examine man-land relationships in North America during the Pre-Historic period. The course will focus upon pleistocene glaciation, routeways of early immigrants, the development of culture regions, and landscape reflections of early man. (3, 0, 0)

Geology

*Allen S. Gottesfeld - B.A. Queens College,
City University of New York, Biology;
M.S. University of Arizona, Geology;
Ph. D. University of California,
Berkeley, Paleontology.*

Geology 157-0: Introduction to Northwest Geology

Introduction to the earth sciences with particular emphasis on the geology of the Northwest. Topics to be studied will include the history and structure of the Earth, rocks and minerals, ore deposits and economic minerals, fossils, volcanic geology, geology of the Northwest, glacial geology and origin of local landforms. Anticipated field trips may include some of the following: trips to the Tseax lava flow, a local glacier, one or more mineralized areas, and a historical geology/regional structure trip. (3, 0, 0)

History

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.

Gail Emmerson - M.A. (Windsor), B. Ed. (Toronto), T.E.S.T. Certificate (Concordia)

Instructors for local history to be appointed.

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 center 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 behavior 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 1840s 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)

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 1890s

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 1930s 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)

History 110-3: Early Civilizations

This course presents a selective survey of material, cultural and socio-political aspects of societies in the Middle East, the Aegean and Europe before 500 B.C. We shall engage in detailed case studies for purposes of illustration and investigation and use a variety of visual materials. (3, 0, 0)

History 113-3: Passages from Antiquity to Feudalism (300 A.D. - 900 A.D.)

An analysis of Socio-Economic Developments in the Northern and Eastern Mediterranean and Continental Western Europe from the Diocletian Reforms to the Division of Charlemagne's Empire. (3, 0, 0)

History 114-3: The Central Middle Ages (900 - 1300). (3, 0, 0)

History 201-3: Imperialism from the mid-19th century to the present

We shall be dealing with a variety of notions, theories and analyses (from Lenin to current discussions) to find out about the historical origins and socio-political implications of empire building (by European countries and the U.S.). We shall examine general policies and individual events, economic and other statistical data in order to explain two world wars, changes in the nature of society and the relations of developed with underdeveloped countries in the past and in the present. (3, 0, 0)

History 202-3: Fascism

An in-depth look at the origins, conceptions and nature of socio-political developments in Central and Southern Europe from 1918 to 1945 (and beyond). We shall study source material and interpretations of National Socialism in Germany, Fascism in Italy and Spain, similar movements in Western Europe and various forms of dictatorship. The origins and the political history of the Second World War will be examined in some detail. (3, 0, 0)

History 203-3: The working class and the industrial revolution in Europe and North America (1750 - 1914)

A study of social and economic preconditions for and the variegated impact of industrialization, uneven economic development and long-term industrial growth. Considerable attention will be paid to the nature of capitalism in its various historic stages and its impact on workers (Working conditions, standard and quality of life, formation of political consciousness and ideologies, activities of trade unions and parties). (3, 0, 0)

History 204-3: Organized Labor and Organized Capitalism since 1914

A historical comparative analysis of developments in Europe and North America. Topics include: Workers and peasants in the Russian Revolution, Russia's economic and political development; the Winnipeg Strike and its long-term repercussions; workers and industry in the Great Depression and Roosevelt's New Deal; general strikes, socialist parties and the advent of Fascism; the reconstruction of Western Europe after 1945; China since the late forties; the working class in the period of decolonization and of the trans-national corporation. (3, 0, 0)

History 211-3: Ancient Greece (600-300 B.C.)

This course will focus on the interrelation of the economic foundations with the social and political structures in various city states and their reflections in cultural achievements. The major aspects of Philosophy and Literature will be studied through selected readings in translation; special visual sessions will be devoted to developments in Art and Architecture. (3, 0, 0)

History 212-3: Rome - Republic to Empire (400 B.C. - 70 A.D.)

A study of Roman Society and the Development of the Political System in the context of the expansion of territorial rule. Special attention will be given to Society and Civilization in the age of Caesar and Augustus (with selected readings in translation). (3, 0, 0)

History 251-3: The Writing of History

A review of major historical schools and of various contemporary approaches to the study of history. Discussion of problems of methodology and the relation of history to sociology, economics, political science and social psychology. (3, 0, 0)

Local History

Local History from approximately 1800 to the present time. Topics to be discussed include the fur trade, missionary activity, steamboat days, settler/native relation, and issues in communication and transportation. We will also look at provincial and Canadian history as it has touched this area. Extensive use will be made of original photos, maps, newspapers and documents from the area. Each student will be expected to do a project relevant to the course. (3, 0, 0)

History 131-3: Terrace and the Skeena

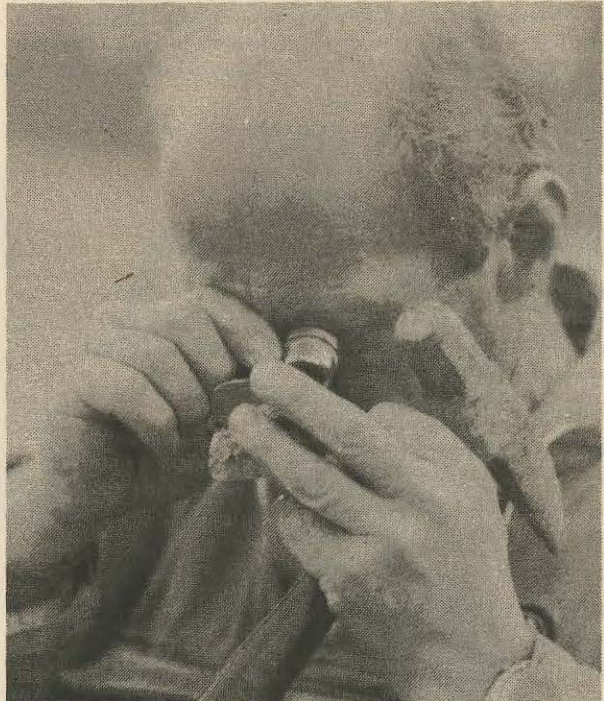
History 132-3: Smithers and the Bulkley Valley

History 133-3: Prince Rupert and the Northwest Coast

History 153-3: Nisgha Local History

The purpose of this course is to describe the Nisgha traditional life, focusing on pre-contact and post-contact periods. The course is organized to cover Pre-Contact; Post-Contact; Nisgha Land (geography); Nisgha Culture (material); Social Organization; and Nisgha Matriliney. (3, 0, 0)

(Note: only one local history course may be used for university transfer credit).



Mathematics

Carolyn Williston - Ph. D.

Has assisted in the development of and taught Math classes at the College since 1977.

Mathematics is a language. It has a precise vocabulary and an orderly structure. Through the language people attempt to describe observed phenomena and to process this information in an attempt to answer questions. It is perhaps unfortunate that at Northwest Community College, (as in many other educational institutions) Math has become almost the sole preserve of science-oriented students for it was, historically, an important component of liberal arts courses.

Both science and non-science, credit and non-credit students are invited to participate.

Math 082-3: Math Prep I

A one semester course in which the class meets twice per week. The topics covered are those prescribed in the Algebra 11 course. (5, 0, 0)

Prerequisite: Math 10.

Math 083-3: Math Prep II

A two semester course in which the class meets twice per week to cover the topic prescribed in the Algebra 12 course. (5, 0, 0)

Prerequisite: Math 11 (or Math 082)

Math 084-3: Math Prep III

A continuation of Math 083. (5, 0, 0)

Prerequisite: Math 083

Math 101-4½: Calculus I

An introduction to the basic techniques of calculus, designed to meet the needs of Science and Engineering students at a first year university level. (4½, 0, 1)

Prerequisite: Math 12, Alg 12 or Math 083/084

Math 102-4½: Calculus II

A continuation of Math 101 in which the basic techniques of INTEGRAL calculus will be studied. The course is designed to meet the needs of Science and Engineering students at a first year university level. (4½, 0, 1)

Prerequisite: Math 101

Math 121-3: Introduction to Computer Science

(See Computer Science 121-3)

Math 130-3: Finite Math

A course designed for those who need a science/math elective and who are planning to take courses in economics, business, sociology, political science, psychology and biology. This course will also prepare the student for more specialized courses in the social sciences such as statistics and econometrics. Topics will include: Linear equations, linear programming, matrices, set theory, probability, combinations. (3, 0, 0)

Prerequisite: Algebra 11 or equivalent

Math 131-3: Introduction to Statistics

A course developed for those who wish to be able to evaluate and analyse data. Topics will include: The basic language of statistics, sampling, descriptive analysis, probability, sample variability, estimation of parameters and hypothesis testing. (3, 0, 0)

Prerequisite: Algebra 11 or equivalent.

(Students are advised that it would be an advantage to have taken Math 130-3).

Note: All students entering Math courses will be required to take a test at the beginning of the semester. The object of this test will be to determine whether the student has an adequate background for the course in which he/she is enrolled. Students will be counselled about the result.

Philosophy

(No Philosophy courses are expected to be offered in the 1982-83 Academic Year)

Philosophy 101-3: Introduction to Philosophy

An attempt to deal with the problems of men through an analysis of some of the problems of philosophy. Course content includes an introduction to philosophical inquiry, human behavior, mind-body problem, knowledge and certainty. (3, 0, 0)

Philosophy 102-3: Moral Philosophy

An introduction to the central concepts in moral philosophy including consideration of obligation, responsibility, and justice in the community. (3, 0, 0)

Philosophy 103-3: Introductory Philosophy I

An introductory course analyzing and defining our most fundamental and general concepts, such as understanding, morality, authority, identity, and community. Broadly the course attempts to look at man and our position and prospects today and in the future. (3, 0, 0)

Philosophy 104-3: Introductory Philosophy II

This course is designed to introduce the tradition of Philosophy: its history, application, and future. Specific topics in metaphysics, ethics, the philosophy of politics, and existentialism will be selected and examined by the group. (3, 0, 0)



Physics

Instructor to be announced.

Physics 082-1½: Physics Prep I

A course designed for those without any previous Physics background. Topics are as prescribed in grade 11 physics. (1½, 1½, 0)

Prerequisite/Corequisite: Math Prep I or Algebra 11

Physics 083-1½: Physics Prep II

A continuation of Physics Prep I. (1½, 1½, 0)

Prerequisite: Physics Prep I or equivalent.

Physics 101-3: Introductory Physics I

An introductory survey of mechanics and heat; kinematics and dynamics of particles, work, energy, momentum, rotational motion, simple harmonic motion, temperature scales, thermal expansion, heat transfer, specific heat. (3, 3, 0)

Prerequisite: Physics 11 and Algebra 12 or Math 083/084

Physics 102-3: Introductory Physics II

An introductory survey of electricity, magnetism and light; electrostatics; electric fields, capacitance, potential, currents, resistance, electric circuits, magnetic forces, magnetic fields, electromagnetic induction; alternating currents, waves and light; interference, diffraction; emission and absorption spectra, special relativity. (3, 3, 0)

Prerequisite: Physics 101

Political Science

Gail Emmerson - M.A. (Windsor), B. Ed. (Toronto), T.E.S.L. Certificate (Concordia)

Peter Weber - M.A. (Germany), Ph.D. (S.F.U.)

Political Science 101-3: Canadian Politics I

A basic introduction to political science through the study of Canadian government and politics. Part I will concentrate on government and politics at the national level. Topics to be covered include the institutions of parliamentary government, elections and voting behavior, political parties, ideology and political culture, and sources of political power and conflict. (3, 0, 0)

Political Science 102-3: Canadian Politics II

A continuation of Political Science 101. Topics include federalism, foreign policy, provincial governments and politics, and municipal governments and politics. (3, 0, 0)

Political Science 103-3: B.C. Politics

An introduction to B.C. politics covering the period 1952 to the present. Topics include the rise of the CCF/NDP, the development of the Social Credit Party, the Bennett governments and the NDP government of 1972-75. (3, 0, 0)

Political Science 203-3: International Politics

An introduction to the study of international politics. This course will examine the existing international political system through the study of topics such as alliance systems and the balance of power, international trade and development, multinational enterprises and international finance, arms control, and international organizations. (3, 0, 0)

Psychology

*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 interests include neuropsychology, psychogeriatrics, and clinical psychology.*

Psychology is the study of the behavior of organisms. In this quest psychologists have investigated the effects of the external, physical and social environment and internal biochemical and psychological events on behavior 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.

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 behavior; 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 behavior; 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)

Psychology 211-3: Experimental Psychology I

An introduction to experimental design. Students will achieve familiarization with various experimental design strategies and their application to research in Psychology, through planning, conducting and reporting experiments. The course consists of lectures and laboratory sessions. (2, 2, 0)

Prerequisite: Psychology 101 and 102 or permission of Instructor.

Psychology 212-3: Experimental Psychology II

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

Prerequisite: Psychology 211

Psychology 221-3: Abnormal Psychology

This course offers an overview of the contemporary theories of psychopathology — behavioral, humanistic, psychodynamic and biophysical, as well as a perspective on research, classification and treatment of affective, social, psychotic and organic disorders.

Prerequisite: Psychology 101 and 102 or permission of Instructor.

Psychology 222-3: Clinical Psychology & Intervention Methods

The indications for, appreciation and evaluation of therapeutic interventions, techniques such as behavior and cognitive behavior, modification, biofeedback, psychopharmacology, and relaxation training techniques are the focus of this course. The wholistic approach to human life styling and community health core will also be discussed.

Prerequisite: Psychology 101 and 102 or permission of Instructor.

Sociology

Jake Muller - B.A. (University of Guelph - 1971)

M.A. (Dalhousie University - 1974)

Gail Emerson - M.A. (Windsor), B.Ed. (Toronto),

TESL Certificate (Concordia)

Are you curious about the kind of society and world that we live in?

Are there particular institutions, social groups and social phenomena of interest to you?

Are you interested in learning more about the kind of community in which you live?

Are you interested in how the world, society and community in which you live affect you personally?

Sociology encourages the understanding of ourselves, communities and the human world. It seeks to develop that understanding through questioning and curiosity.

Sociologists aim "...to stimulate, interest and open the minds of young scholars to their society." (Finnigan and Gonic, 1972)

Sociology 101-3: Introductory Sociology I

An examination of the structure of society through the major topics in the discipline of sociology: culture, socialization, primary groups, status and role and associations. (3, 0, 0)

Sociology 102-3: Introductory Sociology II

An examination of the major institutions of society and some of the major trends of modern society. Religion, law, education, politics, urbanization, industrialization and social movements will form the basis of the course. (3, 0, 0)

Sociology 110-3: Women's Movement in Canada

(See Women's Studies 110, page 81)

Sociology 111-3: Women in Cross-Cultural Perspective

(See Women's Studies 111, page 81)

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

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

Sociology 203-3: Sociology of Education

Sociological study of the structure of educational institution in industrial societies; emphasis on Canadian context. (3, 0, 0)

Sociology 204-3: Sociology of Education

This course is a continuation of Sociology 203 with cross-cultural emphasis. (3, 0, 0)

Sociology 205-3: Sociology of the Family I

The family and related social institutions. Topics include the origin and history of the family, marriage and children in Western Society. (3, 0, 0)

Sociology 206-3: Sociology of the Family II

A continuation of first semester with emphasis on cross-cultural aspects of family such as sexual practices, marriage styles, living arrangements and child rearing practices set in various social and economic contexts. (3, 0, 0)

Sociology 207-3: Sociology of Labor

(See Labor Studies 207, page 85)

Sociology 208-3: Sociology of Labor

(See Labor Studies 208, page 85)

Sociology 209-3: Canada: Differing Perspectives I

This course examines Canadian society; its problems and developments from a sociological perspective, which will include differing regions and ethnic groups from across Canada. (3, 0, 0)

Sociology 210-3: Canada: Differing Perspectives II

This course is a continuation of Sociology 209, with an emphasis on work patterns and life styles. (3, 0, 0)

Sociology 211-3: Social Roles and Relationships I

A sociological examination of the changing social roles and relationships of men and women in contemporary society. Topics include: marriage and child rearing practices, changes in work patterns, women's bodies and challenges to traditional male role models.

Sociology 212-3: Social Roles and Relationships II

A continuation of Sociology 211-3. An examination of the changing social roles and relationships of men and women in contemporary society. Topics include: marriage and child rearing practices, work patterns, women's bodies and traditional male role models.

Women's Studies

Gail Emmerson - M.A. (Windsor), B. Ed. (Toronto), T.E.S.L. Certificate (Concordia)

What are Women's Studies?

Women's Studies are female perspectives, on all traditional (male) disciplines. Women's Studies focuses on women's "her-story", their work, paid and unpaid, women's psychology, their socialization and social roles, their creativity and their political ideas and activities. Women's Studies examines the impact of religion, institutions, and language on the female psyche. Women's Studies provides the theoretical construct upon which many current issues are discussed.

Who takes Women's Studies?

Everyone who is interested in critically analyzing the question of "male and female" in our society takes Women's Studies.

Will Women's Studies get me a job?

While Women's Studies *per se* will probably not get you a job, they will help you to keep one. You will better understand who you are, why you're doing what you're doing and how to cope with sexism in our society. For men, Women's Studies will provide a basis for understanding women in the 1980s.

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

The W.S.A.C. is composed of representatives of women's groups, which promote the status of women 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 and community education courses. The following topics can be offered individually as workshops or as a general interest course comprising fifteen sessions:

- The Job Search (Part I, II and III)
- Public Speaking Skills
- "Journal Writing"
- "Killing us Softly" — Women and Advertising
- Being Happily Single
- "We're not unassertive; we just communicate differently"
— women and language
- Sexual Harassment
- "The Victim Nobody Believes" — incest
- Women and the Law — The B.C. Family Relations Act,
The Labour Code and Criminal Legal Issues for Women
- Women and Work in Canada — female work-patterns, job
ghettos and the future.

"Is your daughter getting a fair shake?" Women and the education system

Marriage — is it a health hazard?

Patriarchal Society and Female Stereotypes — women and power

Women and Body Image

Organizing a collective

Violence Against Women

Leadership Skills for Women

Women's Studies 101-3: Women in Canada

See Women's Studies 105-3

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

See Women's Studies 106-3

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 105-3: 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 106-3: Women in Other Countries

A continuation of Women's Studies 105. Particular attention will be paid to the role of women in the paid labor 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 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 121-3: Women and Work in the Age of the Trans-National Corporation: Canada

An examination and analysis of Women's work, paid and unpaid, in the Canadian economy.

Women's Studies 122-3: Women and Work in the Age of the Trans-National Corporation

An examination and analysis of work done by women in other cultures at different stages of development and under different political and economic systems. Theoretical concepts of the development of class stratification and sexual inequality will be considered.

Women's Studies 211-3: Social Roles and Relationships I
(See Sociology 211.)

Women's Studies 212-3: Social Roles and Relationships II
(See Sociology 212.)

Women's Studies 221-3: Tracing our Roots — Women in European History

This course will focus on women in Europe, with special emphasis on England and France, from medieval times to the twentieth century using traditional historical periodization. Primary and secondary sources will be used in an attempt to make history adequate to our times by asking students to rethink, restructure and reconceptualize the dominant paradigm of our collective existence.

We shall look at women and power, courtly love and witchcraft, women and the renaissance, reformation and counter-reformation, women and revolution, women's relations to the means of production and the first international feminist wave. Using traditional historical periodization we shall examine women's role to see whether it is meaningful and to better understand our socio/economic, political/legal position today.

Women's Studies 222-3: Tracing our Roots — Women in Canadian History

This course is a continuation of WMST 222. It will focus on women in Canadian history from the early days of New France to the twentieth century using primary and secondary sources. Roles, the impact of the frontier, the relations of women to the means of production and the struggle for political/legal equality will be examined to better understand the demands of women today.

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)

Northwest and Canadian Studies

Paul Sneed - B.C. (University of California), Graduate Studies (U.B.C.)

The purpose of the Northwest and Canadian Studies Program is to provide a means of coordinating the resources of faculty, students and the community into both structured and non-structured educational programs. It is believed this approach will contribute to a better understanding of crucial problem areas and local interests often excluded from the formal academic disciplines. The Northwest and Canadian Studies program offers the means of linking disciplines and routine courses of formal study to some of the realities and issues of the Northwest region.

The focus of this program is two-fold: Canadian and regional. First, in terms of philosophical orientation, the program will center on the environment; both the natural environment (human to nature relationships) and the social environment (human to human relationships). This interdisciplinary orientation should

aid understanding of some of the most critical problems facing both the individual and society today. Second, the program will be particularly concerned with Northwestern British Columbia as a distinct region within the province. The nature, identity, unique features and special problems of the region will receive considerable attention and emphasis. In this way, Northwest Community College can contribute its resources in researching, documenting and making accessible, through the educational process, the cultural and natural and social uniqueness of the region.

Presently, the Northwest and Canadian Studies Program is comprised of three separate components: The Certificate/University Transfer Component; The Career Development Component; and The Community Information Component.

The Certificate/University Transfer Component

This component is designed so that by accruing a total of 30 college credit hours, through selected courses and/or workshops, a person will earn a College Certificate in Northwest and Canadian Studies. In addition, the participant in this program will have earned a number of transferable first and second year academic courses.

All participants seeking certification will be required to take

- both Northwest Studies 101 and Environmental Studies 101. Those selecting the Social Science Emphasis will be encouraged to participate in Northwest Studies 102 and those specializing in the Natural Science Emphasis should consider taking Environmental Studies 102. Everyone participating in the program is required to take English 101/102 (or equivalent). Mathematics 130/131 (or equivalent) is highly recommended.

College Credit Courses

Northwest Studies 101-3: Northwest B.C.

This course is designed to provide a basic introduction to the Northwest as a distinct region of British Columbia and Canada. The course will focus on the structure of society and government in the Northwest, as well as on existing power relationships and sources of conflict in the region. Topics to be covered include aboriginal culture, European settlement, industrial development in the Northwest and relationships with British Columbia, Canada, and the world at large. (3, 0, 0)

Northwest Studies 102-3: Introduction to Social Science Research Methods

The purpose of this course is to introduce the student to various research methods used by social scientists (e.g. archival, census, interview, statistical, etc.) The participant will be required to carry out a major piece of research dealing with the Northwest region and present results in seminar. Students will also be encouraged to publish their research in a regional journal. (3, 0, 0)

Environmental Studies 101-3: Environment and Society

This course will focus on environmental problems and issues at both the worldwide and local levels. Emphasis will be on understanding the social relations and structures which cause environmental problems. In addition, selected topics of environmental management (such as impact assessment, social evaluation of environmental stress, measures of environmental quality, and questions of natural resource management) will be examined in a seminar situation. (3, 0, 0)

Environmental Studies 102-3: Introduction to Environmental Research Methods

In this course, participants will be introduced to a variety of methods for evaluating conditions and characteristics of the natural environment (e.g., aerial photo and map interpretation, soil testing, air and water quality testing, habitat evaluation, field geology, etc.) It is anticipated that this course may be offered during a summer field school. (3, 0, 0)

University Transfer Courses

See Calendar description in appropriate section.

Social Science Emphasis

Anthropology 111-3:	Native People of Canada
Anthropology 112-3:	Indians of British Columbia
Anthropology 210-3:	Culture and Environment
Economics 210-3:	The Canadian Economy
Geography 228-3:	British Columbia
Local History (131-3, 132-3, 133-3 and 153-3)	
Political Science 103-3:	B.C. Politics
Sociology 209-3:	Canada: Differing Perspectives I
Sociology 210-3:	Canada: Differing Perspectives II
Women's Studies 101-3:	Women in Canada
Labor Studies 207/208-3:	Sociology of Labour

Natural Science Emphasis

Biology 205-3:	Ecology
Biology 212-3:	Environmental Studies
Biology 228-3:	Marine Biology
Chemistry 101-3:	Introductory Chemistry I
Chemistry 102-3:	Introductory Chemistry II
Geography 242-3:	Man-Land Relationships
Geography 284-3:	Environment and Values
Geology 227-3:	Northwest Geology
Mathematics 101-4½:	Calculus I
Mathematics 102-4½:	Calculus II
Mathematics 121-3:	Introduction to Computer Science

Career Development Component

Salmonid Enhancement Training Program

Currently Northwest Community College is cooperating with Malaspina College, the Ministry of Education and the Department of Fisheries and Oceans to offer short specific training courses for people presently employed on S.E.P. projects or who are anticipating such employment. The following courses are offered from time to time at Terrace or other communities in the Northwest region.

- | | |
|--|-----------|
| 1. Introduction to Salmonid Enhancement | - 2 weeks |
| 2. Fish Biology and Ecology: Salmonids | - 1 week |
| 3. Inventory, Fry Identification, Fry Trapping, and Stream Enhancement | - 1 week |
| 4. Hydrology | - 1 week |
| 5. Hydraulics Engineering | - 1 week |
| 6. Small Hatchery Design | - 1 week |
| 7. Adult Capture and Holding; Incubation, Ponding and Feeding | - 1 week |
| 8. Introduction to Biometrics | - 1 week |
| 9. Basic Enumeration | - 1 week |
| 10. Fish Diseases | - 3 days |

Contact the program coordinator, Paul Sneed, for further details regarding future courses, course schedules and course fees.

Fish Culture

Northwest College may offer a first year certificate program in fish culture technology in the near future, if there is sufficient interest and employment opportunity in the Northwest region. This program will consist of a selection of university transfer courses (listed above) and several college credit courses dealing specifically with fish biology, aqua-culture techniques and fisheries management. It is anticipated that this program component would be transferable to the B.C.I.T. and Malaspina College fish culture programs.



Regional Information Component

In cooperation with the Learning Resource Center at the Terrace Campus, the Northwest and Canadian Studies program will act as an information center and referral service for people requiring information about the natural and social environment of Northwestern B.C.

Presently there is a well-developed archival resource called the Information Bank. The purpose of this archive is to collect, preserve, organize and make available information about northwest B.C.: its lands, peoples, communities and industries. Materials include xeroxes and microfilms of historical documents, historical photos, maps, and taped interviews of "oldtimers". Expansion in the photographic archive and modern socio-economic data is presently under way. In addition a mini-museum display

of geological specimens and natural history materials will be established soon. Everyone in the region can gain access to this resource by checking the Information Bank file in their local College center by calling the L.R.C. in Terrace or by contacting the program coordinator.

In the future, we hope to establish a summer field school attached to the Northwest and Canadian Studies Program. This field school would be interdisciplinary and would include such subjects as anthropology, archaeology, biology, chemistry, geography, geology, and wilderness skills.

In addition to the above activities and courses, workshops and seminars can and will be organized through this program. These will be held wherever people want them and can concern just about any issue important to the people of Northwest B.C.

Workers' Education Program

John Jensen — John has 25 years of active involvement in the trade union movement with theoretical and practical skills in a number of areas of interest to workers.

The Workers' Education Program is designed to serve the needs of the trade union organizations and workers in general. The program offers material useful to those engaged in all aspects of practical trade union work: bargaining, grievance procedures, steward training, etc. The program also provides unorganized workers interested in trade unionism with an introduction to labor rights. The program further provides courses which will develop an understanding of the economic, social and political environment in which trade unions operate.

The Workers' Education Program runs from September until May and is offered throughout the College region — no prerequisite other than interest is needed for any W.E.P. course.

General Interest Courses

Labour Studies 161: Leadership

Designed to give skills and understanding needed for leadership positions within the local Union, public speaking, rules of order, taking minutes, delegate responsibility, elementary bookkeeping, etc. Eight weeks.

Labor Studies 207-1½: Sociology of Labor I

Analysis of how the Canadian working class has organized itself under capitalism in its various stages of development.

This course will familiarize the student with the impact of industrialization, uneven economic development, short and long term industrial growth. Quality of life, the Trade Union movement and political consciousness will also be discussed. Eight weeks.

Labor Studies 208-1½: Sociology of Labor II

Continuation of Labour Studies 207. Eight weeks.

Labor Studies 220-3: Sociology of Labor III

The issues of the 1980s including automation, technological change, worksharing, co-determination will be discussed, along with laws affecting the work place, the B.C. Labour Code, injunctions, Essential Services Act, and wage restraint acts.

Labour Studies 221-2: Industrial Health and Safety

This course will cover the Workers' Compensation Board Act, safety in the work place, and industrial health. It will be helpful to people engaged in safety committees, as well as shop stewards.

TOOL COURSES

These courses, mainly offered on a workshop or seminar basis, will give participants skills needed in areas such as grievance procedures, shop steward training, arbitration, parliamentary procedures, negotiations, etc, in short, "tools" required to function in the complex world of Labor Relations.

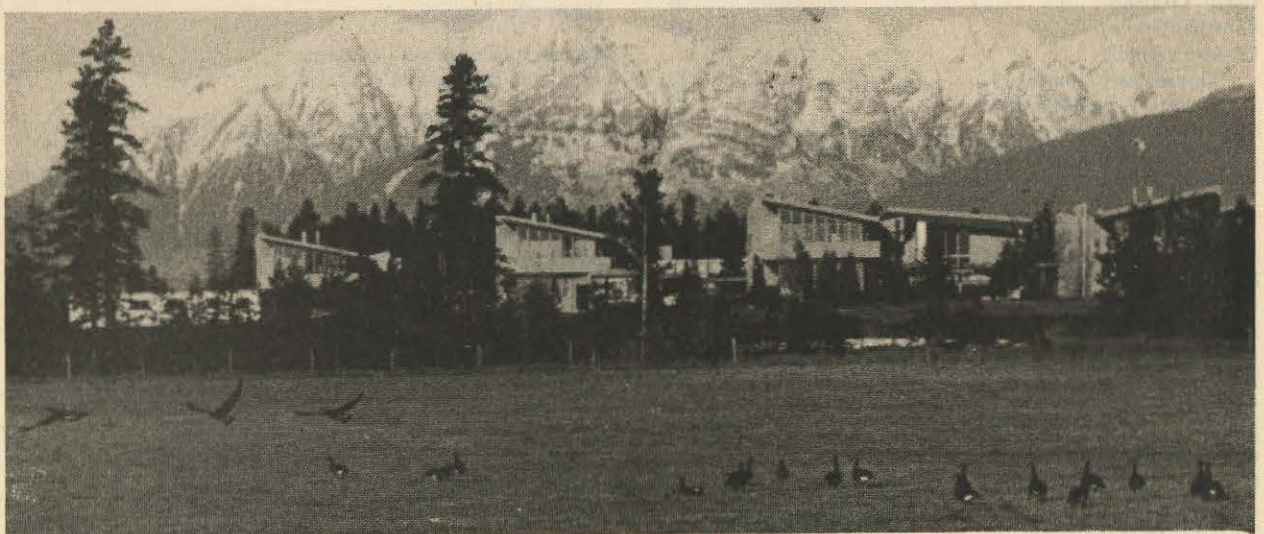
Tool courses can be given to and geared to fit the need of individual groups or Unions.

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1982-83 Calendar

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