

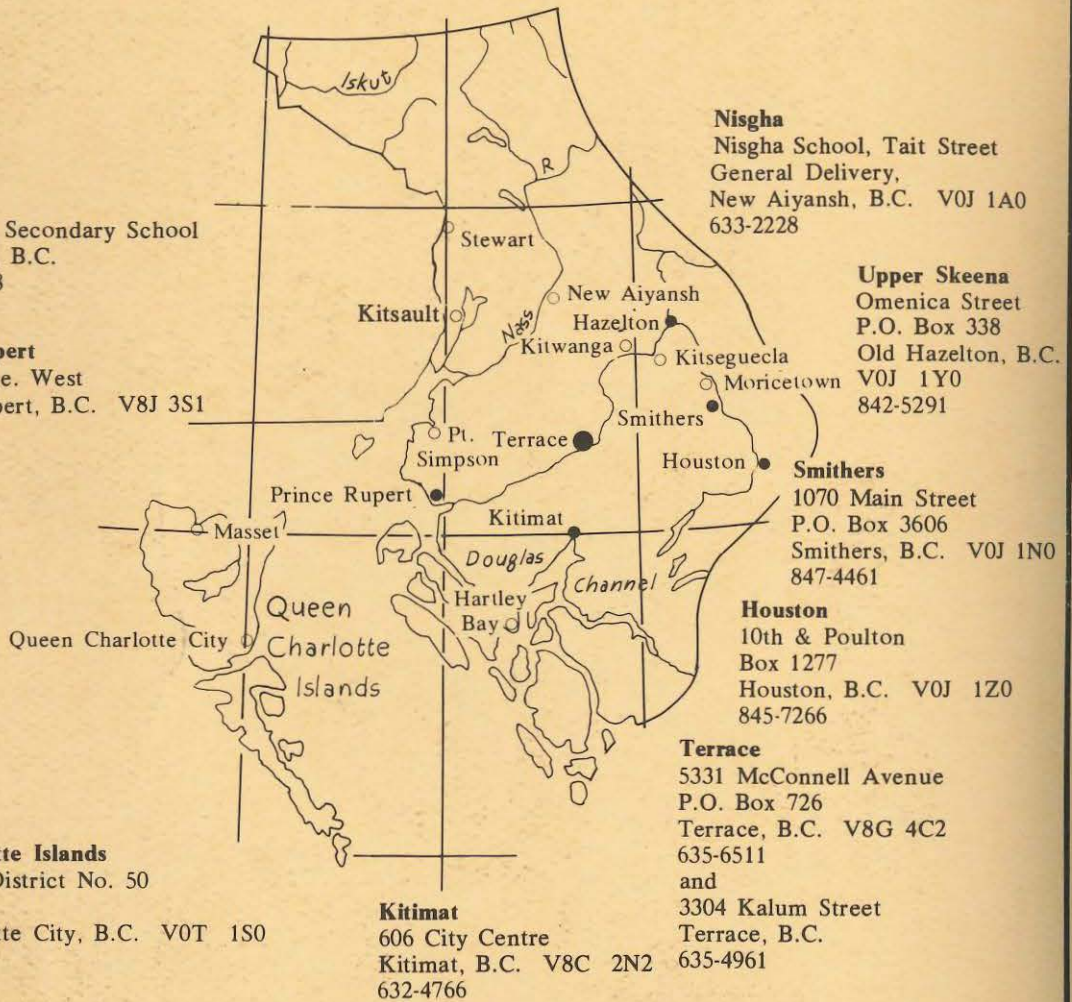
Northwest Community College

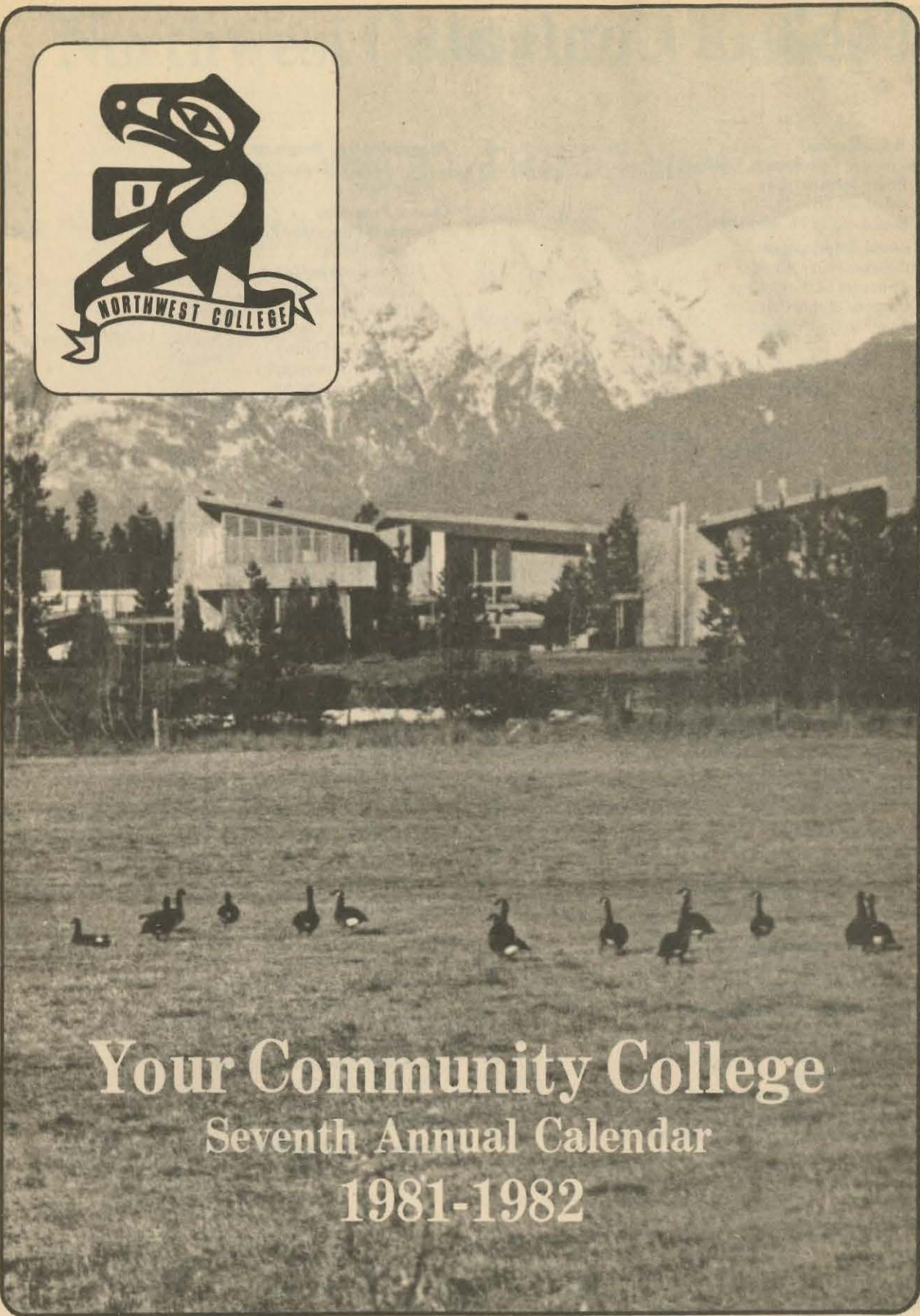
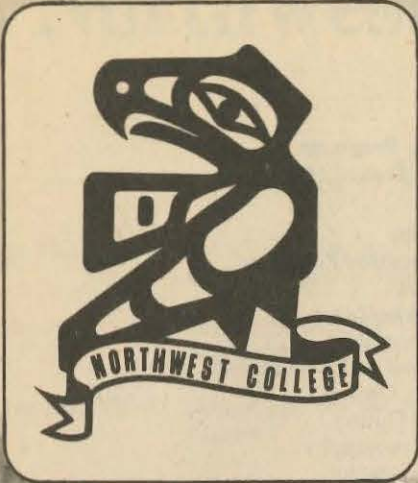
1981-1982



College Region

Northwest Community College Centres





Your Community College
Seventh Annual Calendar
1981-1982

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Northwest Community College

1981 - 1982 Board Membership

Werner Funk	School District 50 Queen Charlotte Islands	Matthew Moore	School District 92 Nisgha
Nora Lowe	School District 52 Prince Rupert	Bill Hutchinson	Terrace
Jennifer MacMillen	School District 54 Smithers	Duane Gould	Sandspit
Hans Wagner (chairperson)	School District 80 Kitimat	Roger Bennett	Kitimat
John Babcock	School District 88 Terrace	Ernest Hill	Prince Rupert
		Judy Jephson	Terrace

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	Emil Marchand	Chief Instructor, Non- mechanical Trades
Brian Loptson	Director of Student Services and Registrar	Kathy Mueller	Coordinator, Terrace CES
Peter Weber	Academic Head	Kress Nelson	Accountant, Systems Analyst
Fred Wilson	Director of Vocational and Trades Training	Elaine Robillard	Coordinator, Prince Rupert CES
Audun Birkedal	Coordinator, Supervisory Training	Francis Sabine	Counsellor
Laurie Bogue	Bookstore Clerk	Bert Seinen	Counsellor
Barry Church	Coordinator, Stewart CES	Lois Shannon	Coordinator, Upper Skeena CES
Nick Gessler	Coordinator, Queen Charlotte Islands CES	Maurice Squires	Coordinator, Nass CES
Fred Hislop	Coordinator, Off-Campus Vocational and Trades Training	Ian Stanley	Coordinator, ABE Programs Vocational Program Developer
Gary Karlsen	Coordinator, Distance Education	Brent Tolmie	
Bev Kealty	Assistant Registrar, Financial Aid officer	Rob Turner	Coordinator, Kitimat CES
Tom Kenna	Chief Instructor, Mechanical Trades	Leo Wang	Librarian
		Vic Waram	Maintenance Supervisor
		Tanya Widmark	Coordinator, Houston CES

Statement of Philosophy

General Responsibility

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

Decentralization

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

Provincial Responsibility

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

Assessment of Needs

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

Relationship with other Organizations

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

Quality

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

Presentation of Services

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

Citizenship

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

Disadvantaged People

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

Governance of College

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

Accountability

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

General Information

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

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

College Year Calendar

1981

Wednesday July 1	Dominion Day Holiday, College offices closed
Monday August 3	B.C. Day Holiday College offices closed
Wednesday September 2	Registration begins for Academic and Special programs
Monday September 7	Labour Day Holiday, College offices closed Residence staff will be on duty to accommodate arriving students
Tuesday September 8	Registration and commencement of classes for Career and Trades Training programs beginning in September (classes begin at 8:00 a.m.)
Wednesday September 9	Registration continues for Academic and Special programs
Monday September 14	Academic and Special program classes begin. Student Services and Bookstore will be open evenings Monday through Thursday (Sept. 14 to 24)
Friday September 25	Last day for late registration for Academic and Special program students. Last day for changing classes for Academic and special program students
Monday October 12	Thanksgiving Day Holiday, College offices closed
Friday October 23	Last day for official withdrawal from Academic and Special programs
Wednesday November 11	Remembrance Day Holiday, College offices closed
Friday December 18	Classes end for Academic and Special programs
Thursday December 24	Classes end for Vocational programs

Friday December 25	Christmas Day Holiday, College offices closed
Monday December 28	Boxing Day Holiday College offices closed

1982

Friday January 1	New Year's Day Holiday, College offices closed
Monday January 4	Registration and commencement of Trades Training programs beginning in January (Classes begin at 8:00 a.m.) Other Trades Training programs re-commence
Tuesday January 5	Registration begins for Academic and Special programs
Monday January 11	Academic and Special program classes begin. Student Services and Bookstore will be open evenings Monday through Thursday (Jan. 11 to 24)
Friday January 22	Last day for late registration for Academic and Special programs Last day for changing classes for Academic and Special program students.
Friday February 26	Last day for official withdrawal from Academic, Career and Special programs
Friday April 9	Good Friday Holiday, College Offices Closed.
Monday April 12	Easter Monday Holiday, College offices closed
Friday April 23	Classes end for Academic, Career and Special programs
Monday May 24	Victoria Day Holiday, College offices closed

Structure of the college

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

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

- The Vocational Division administers the full-time vocational pre-entry programs offered in Terrace and other centres as well as Career Programs in Business Education, Electronics Technician, and Supervisor/Management Training. It 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 Environmental 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.

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: \$11.50 per credit hour
(University Transfer, Early Childhood Education, Human Service Workers)
Maximum \$150 per semester

Vocational programs:
(Tuition fees include a premium for compulsory student accident insurance.) \$22.50 per month

Student Association fee: \$1.00 per month

Deposits:
Resident students' security deposit \$50.00
Vocational tool and book deposit vary up to \$50.00 maximum

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

Note: The following fee structure will apply during the 1982-83 Academic year.

Academic Programs \$23.00 per credit hour
Maximum \$180 per semester
Vocational Programs: \$30.00 per month

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.

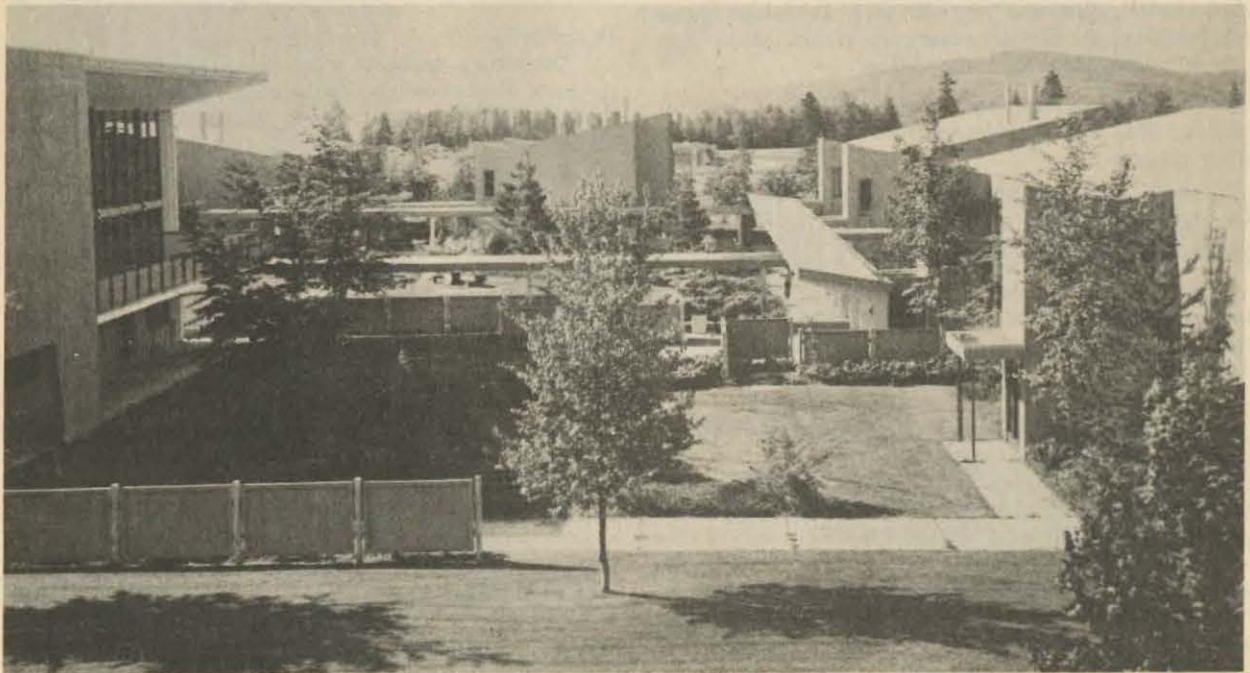
No partial transcripts of a record will be issued.

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

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
Frances 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.

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

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

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.

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.

Bookstore

The Bookstore is located on the ground floor of the Cafeteria building adjacent to the student Residence 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.

Health Services

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

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

Housing

Dormitories

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

Students can receive room assignments from the Residence Office on the main floor of the Cafeteria Building. This office is open each day at various hours up to 10:00 p.m.

The charge for residence for the 1981-82 academic year will be \$60.00 per month for a shared room (double) and \$100.00 per month for a single room if available. The availability of single rooms is determined by the demand for residence accommodation and varies throughout the year. Students who feel strongly about the need for this amount of privacy are advised to seek accommodation off campus as single rooms are seldom available during the winter months.

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 process of checking out of residence.

Meals are available seven days a week in the College Cafeteria. Students pay for their meals at the reasonable College Cafeteria prices. An average student should expect to spend between \$150.00 and \$180.00 per month for food at the College during 1981. Students who wish to, 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.

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 - \$500 per month plus utilities.

Recreation Facilities

The College has a steadily growing list of recreational facilities. In addition to our regulation Soccer / Football field and jogging track we have been able to develop for the Summer of 1981 a Softball field and recreation centre.

Located in the northwest corner of the Shops Building, the Physical Recreation Centre will contain two Racquetball courts, an exercise room with a Universal Gym and other weight and exercise equipment, a sauna, a whirlpool, showers, and a lounge.

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 Centre

The learning resource centre is growing very rapidly to develop an up-to-date multi-media collection of both print and non-print resource materials to support the teaching and learning at the College. There are over 14,000 books, 350 periodicals, plus videotapes, slides, films and film-strips, audio tapes and cassettes, to meet your study or research needs for information.

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

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

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

Student Association Message

The 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 programmes 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 five elected positions: 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 have been made with other schools, and transportation to and from the campus is supplied. 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 share, and studying leaves little time for leisure or pleasure, but if everybody chips in just a little, then everybody can gain a whole lot.

Student's 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 accommodation
	per semester		
Tuition	\$150	\$150	\$150
Student Fees	4	4	4
Books and Supplies	150	150	150
Room & Board	0-600	900-1,100	800-2,000
Transportation	150	150	150
Miscellaneous	300	300	300
Total:	\$1,354	\$1,654-1,854	\$1,554-2,754

★also Human service Worker and Early Childhood Education students.

Vocational Students

	Living at home	Living on campus	Living in rental accommodation
	per month		
Tuition+	\$22.50	\$22.50	\$22.50
Student Fees	1	1	1
Room & Board	225-275	0-150	200-500
Transportation	35	35	35
Miscellaneous	75	75	75
Total:	\$358.50-408.50	\$133.50-283.50	\$333.50-633.50

★also Electronic Technician, Dental Assistant, and Business Education students.

+ Students should also budget for a deposit and additional school supplies and clothes up to \$150.00 per course.

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 Insurance benefits, will be paid such benefits during training. Trainees not eligible for benefits may be paid training allowance. Additional allowances may be paid to trainees who must commute more than 48

km per day or who must live away from home while continuing to maintain a household. Trainees may also receive a travel grant to cover the cost of travel between their home and place of training.

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

For further information contact your local Canada Employment Centre.

B.C. Ministry of Labour

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

The selection of students is made by a committee comprised of Ministry of Labour officials, Ministry of Education officials, and representatives from industry

and (or) unions. Preference is given to persons over 16 years of age who have at least a Grade 10 education. Recent high school students are often well suited to this training.

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

Ministry of Human Resources

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

- (a) are currently in receipt of Income Assistance under the G.A.I.N. Act;

- (b) meet the eligibility requirements and are not deemed "job ready", or
- (c) not able to obtain employment that would provide adequate remuneration to make them self-supporting without further educational or vocational training.

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

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

Under the G.A.I.N. Act and Regulations, training or educational assistance is limited to a two-year training or

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 \$1,800 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 Centre.

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

WHEN TO APPLY

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

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

NEED HELP?

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

educational program, ordinarily vocationally orientated. Persons attending a college or university on a degree program do not qualify for training allowance.

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

Community Vocational Rehabilitation Service

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

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

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

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

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

Federal Department of Indian Affairs.

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

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

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

British Columbia Special Assistance Program

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

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

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

Work Study Program

The program is designed to provide on-campus work experience for students requiring financial assistance while attending a post-secondary institution.

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

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

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.

The loans are not designed only for University or College education, but are also made to students studying in technical or vocational fields. A suitable adult guarantor is usually required. Applicants should have an aptitude for their chosen field of study and a reasonable chance of success. Hopefully, they should contribute some of their own money to the cost of their education.

The Financial Awards Officer will interview possible candidates as to their suitability for a loan. In other Centres, counsellors will conduct the interview. If the candidate appears to merit a loan, the request may then be referred to the Foundation. The Foundation will send an Application Form and Guarantor's Statement Form to the applicant for completion. After the Foundation receives all information, it will assess the request. Cheques will be forwarded to the Financial Awards Officer for disbursement. Students eligible for government loans and grants should first apply to that source.

Financial Aid Programs Available at Northwest Community College

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

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

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

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

The following financial aid programs are currently available:

B.C. Telephone Awards

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

British Sailor's Society Canada Bursary

The British Sailors' Society Canada has given a \$250,000 bursary for a student in the Fisheries and Marine Training Program. To be eligible students must be a son or daughter of a Canadian Seaman and furthering their education in Marine matters. Students should apply on the College Bursary application form.

Canadian Cellulose Company Ltd. Terrace

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

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

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

Credit Union Foundation

A grant of \$300.00 is to be made available to Northwest

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

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

This award will normally be made in February.

Northwest Community College Bursary Fund

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

Northwest Community College Faculty Union Bursaries

The Faculty Union of the College has made four \$250.00 bursaries available to full-time and part-time students of the College who are enrolled in University Transfer, 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 \$250.000 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 Student Services Office at the cashier's window.

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.

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

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 \$750.000 each (For British Columbia secondary school students who are about to enroll in a designated post-secondary institution).

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

B.C. Cultural Fund Scholarship Assistance Program

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

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

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

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 8 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 comprising 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.

Caribou Real Estate Board Scholarships

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

Cal Callahan Memorial Bursary

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

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

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

Canadian Army Welfare Fund Bursaries

Bursaries are available from the Canadian Army Welfare Fund to assist dependants of former members of the 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 application is July 1st each year. All applicants will be notified of the results by August 15th.

Canadian National Institute for the Blind

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

Children of War Dead

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

Merrill C. Robinson Bursary Fund

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

Navy League of Canada Scholarships

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

Royal Canadian Legion (Pacific Command) Bursary / Scholarships

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

Sons of Norway Foundation in Canada

Three scholarships of \$600 each are offered by Sons of Norway Foundation in Canada to students who have shown interest in Norwegian culture, history or language. They are open to students who show evidence of sound academic performance and financial need. The awards are tenable at any recognized community college, vocational institute or university in B.C. and can be for any student year. Application forms are available at the College or from Sons of Norway Foundation in Canada, 905-935 Marine Drive, West Vancouver, B.C. V7T 1A7.

Van-tel Credit Union

The Les King Memorial Bursary 4791

To honour 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 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 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.

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 Ingledeew 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 \$200.00 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 the 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 \$150.00 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.

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 show 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.

High School Scholarships and Bursaries

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

Awards administered by UBC and tenable at Northwest Community College

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

- 4777 British Columbia Forest Products Limited Regional College Scholarships
- 4734 Chevron Canada Ltd. Entrance Scholarships.
- 4735 Chevron Canada Ltd. Special Scholarships.
- 4710 The Federation of Telephone Workers of British Columbia, Plant Division, Scholarships.
- 7597 The Grand Lodge Masonic Bursaries.
- 4778 The Hospital Employee's Union. (Victoria General Unit) Bursary.
- 4786 The William L. Hurford Memorial Scholarship.
- 4718 The International Longshoremen's and Warehousemen's Union Entrance Scholarships.
- 4783 The International Longshoremen's and Warehousemen's Union Scholarships for Entrance to Vocational School.
- 0530 The International Longshoremen's and Warehousemen's Union Undergraduate Scholarships.
- 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.



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 Education 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 centre (check the inside covers) for starting dates and locations.

Basic Training for Skills Development (BTSD)

Ian Stanley - Coordinator, ABE

Pat Hayes - Permanent B.C. Teaching Certificate

Mike Latham - Permanent B.C. Teacher's 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.)

General Information

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

Requirements for Admission

Education

No educational pre-requisites.

General

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

How to Apply

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

Length of Program

Varies to suit individual needs.

Fees

Tuition	\$22.50 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	\$22.50 (for first month)
Deposit	\$25.00 (refundable)
Student Association Fee	\$ 3.00 (for three months)

Total	\$50.50
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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 pre-requisites.

General

Applicants must be capable of concentrated, independent study.

How to Apply

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

Starting Dates

Variable throughout the year

Length of Program

10 weeks

Location

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

Fees

Tuition	\$22.50 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	\$22.50 (for first month)
Deposit	\$25.00 (refundable)
Student Association Fee	\$ 3.00 (for three months)
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Total	\$50.50

Financial Aid and Sponsorship

See general information section of this calendar.

Employment Orientation For Women

General Information

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

Requirements for Admission

Education

No educational pre-requisites.

General

Applicants must be capable of concentrated, independent study.

How to Apply

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

Starting Dates

Variable throughout the year.

Length of Program

10 weeks

Location

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

Fees

Tuition	\$22.50 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	\$22.50 (for first month)
Deposit	\$25.00 (refundable)
Student Association Fee	\$ 3.00 (for three months)
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Total:	\$50.50

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.

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.



College Preparatory

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

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

Tuition

New Entry programs \$22.50 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 \$22.50 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 department 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 5 - 6 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 three pre-apprenticeship programs:

1. Heavy Duty Mechanics,
2. Automotive Mechanics and
3. Carpentry and Joinery

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 41-47)
2. Industrial Records and First Aid (see Career Programs, page 47)
3. Cook training, and upgrading
4. Electronics Technician and upgrading (see Career Programs, page 48)
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 \$22.50 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 and Joinery

Begins April and October

Program Objectives

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

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

Program Content

- 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

5½ 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 subject 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	\$ 6.00
<hr/>	
Total	\$56.00



Cook Training Programs

Richard Kilborn, Instructor's (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

General Basic Cooking

Begins Weekly

Program Objective

The objective of Cook Training is to prepare students in all the basic skills necessary to gain employment in the Hospitality industry. To students who have an interest in working with the general public and a desire for permanent gainful employment, the Cook Training program can lead them to a greatly enriched life style. Employment opportunities are plentiful for graduates of this program.

Program Outline

All phases of basic cooking, including the preparation and serving of Soups, Salads, Sandwiches; Meat Cookery Vegetable preparation; Baking Bread, Rolls and Desserts. Basic Management procedures are also taught. i.e. Menu Planning, Costing, Inventory Control, Use of leftovers and Employee Relations.

Length of Program

12 months

Camp Cooking

Begins weekly

Program Objective

A student, on satisfactory completion, will have skills that will enable him / her to obtain employment and / or advance within the industry.

Program Outline

This course is organized to provide a new student with the necessary basic skills of cookery so that he / she can gain and advance in employment with various types of established camps. Also, semi-skilled workers can use all, or segments of the course, to upgrade their present skills.

Length of Program

Six months.



Short Order Cooking

Begins Weekly

Program Objective

To have students reach sufficient skills in short order cookery that they will be able to obtain new employment or upgrade their skills and function properly in any kitchen on a short order station.

Program Outline

This course is outlined in such a method that students will have theoretical plus practical application as close to industry conditions as can be duplicated. Subjects covered need not be taught in sequence, but all subjects will be covered throughout the course.

Length of Program

Three months

Fees due on registration

	General	Camp	Short Order
Tuition	\$22.50	\$22.50	\$22.50 (for first month)
Book Deposit	\$50.00	\$50.00	\$50.00 (refundable)
Student Association Fee	\$12.00	\$ 6.00	\$ 3.00
Total:	\$84.50	\$78.50	\$75.50

Financial Aid and Sponsorship

See general information section of this calendar

Other Information

Students in Cook Training programs will be required to work different shifts. General Cooking and Camp Cooking students will be required to purchase manuals and recipes valued at approximately \$50.00.

Cook Upgrading

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

Requirements for Admission for all Programs

Completion of Grade 10 or BTSD Level III minimum is required. However, Grade 12 standing could be very advantageous towards future promotions. Must have good health and a willingness to work. A recent chest X-ray is compulsory. Work experience will be considered at all times.

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	\$22.50 per month
Student Association Fee	\$ 1.00 per month
Book or Tool Deposit	\$50.00 (refundable)
Textbooks and Supplies	\$30.00

Evening Courses

The following evening courses are offered periodically beginning the week of September 21, 1981.

- 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

Begins in November

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 sixty 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.

Net Mending and Hanging

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

Fee: \$37.50

Duration: Two evenings per week for five 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.

Fee: \$37.50

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 fishermen 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.

Fee: \$40.00

Duration: 4-5 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 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 Master certificate of Competency. Arrangements for student placement in this course will be made through Captain Ben West. (Call 624-6054).

Fee: \$50.00

Duration: 5 days

Pre-requisite: Should be attempting on MoT Cert.

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 or are desirous of obtaining employment in the fishing industry.

Fee: \$30.00

Duration: 3 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.

Fee: \$30.00

Duration: 3 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 month sea time on a vessel of more than five tons.

Fee: \$45.00 for Part A.

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 40ton, 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.

Requirements: To be attempting an MoT certificate.

Fees: \$3.00 / day; \$12.00 / week; \$40.00 / month.

Duration: Offered dependent upon student registration.

Celestial Navigation

Pre-requisite: 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.

Fee: \$37.50

Duration: One evening per week for 10 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.

Fee: \$37.50

Duration: One evening per week for 10 weeks.

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 1981 are: 040 Chartwork and Pilotage; 020 Electronic Navigation Instruments; 060 Navigation Safety (Rules of the Road and Regulations). **Note:** Other modules up to Fishing Master II will be made available as they are developed.

Pre-requisites — None.

Fee: \$30.00 per module (includes contact with a tutor who will guide the student through the course by telephone or in occasional meetings).

Supplies: \$30.00 (includes complete package of course materials). Students must supply their own rulers, nautical dividers and writing materials.

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

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 any way.

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.
Fee: \$40.00

Duration: 6 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.

Fee: \$55.00

Duration: 9 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 (Fee \$70.00)**
- EXN 020: Navigation Instruments
- EXN 041: Chartwork and Pilotage
- EXN 060: Navigation Safety
- EXN 157: General Ship Knowledge.

- Part B (Fee \$35.00)**
- EXN 011: Communications
- EXN 167: General Seamanship

Note: Structured on modular system as above.

Prerequisites: Minimum of 24 months sea time on vessels of 5 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 (Fee \$70.00)

- EXN 021: Navigating Instruments
- EXN 041: Chartwork and Pilotage
- EXN 060: Navigation Safety
- EXN 157: General Ship Knowledge

Part B (Fee: \$25.00)

- 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 5 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 that subject module.

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

Fee: \$90.00

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 day-time modularized program

Fee: \$30.00 per module.

Mechanical Programs

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

Wm. Crouch - B.C. Trade Qualification, Interprovincial Trade Qualification, Instructor's Diploma (U.B.C.)

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)

Terry McNeil - B.C. Trade Qualification (Automotive and Heavy Duty Mechanics) Interprovincial Trade Qualification

General Mechanics

Begins in September

This is a ten-month pre-employment program intended to prepare the student for employment in the mechanical field. On successful completion of this course, the student will have gained a basic knowledge of all phases of mechanics with training equal to pre-apprentice Heavy Duty Mechanics, Automotive Mechanics and pre-employment Marine Engine Mechanics.

General Program Outline

- Shop equipment and practices
- Engines: gasoline, 2 and 4 cycle, and Diesel
- Carburetor fuel systems
- Diesel fuel systems
- Electricity
- Hydraulics
- Brakes
- Clutches
- Standard transmission
- Fluid couplings and torque converters
- Power shift and automatic transmission
- Drives lines
- Drive Axles
- Frames, suspensions, running gear and attachments
- Independent suspension
- Operation of equipment
- Recordkeeping for mechanics
- Oxy-Acetylene and electric arc welding

Length of Program

10 months

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.

Good health, eye sight and coordination, non-allergic to solvents and lubricants and mechanical aptitude are necessary for enrolment in this course.

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	\$22.50 per month
Student Association Fee	\$ 1.00 per month
Book or Tool Deposit	\$50.00 (refundable)

Fees due on registration

Tuition	\$22.50 (for first month)
Tool Deposit	\$50.00 (refundable)
Student Association Fee	\$10.00

Total	\$82.50
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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 WCB 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 towards an Engineers ticket.

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



Marine Engine Repair and Maintenance

Begins in September

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 Service Trade.

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

10 months

Requirements for Admission

Education

- Grade 12 is 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	\$22.50 per month
Student Association Fee	\$ 1.00 per month
Book or Tool Deposit	\$50.00 (refundable)

Fees due on registration

Tuition	\$22.50 (for first month)
Tool Deposit	\$50.00 (refundable)
Student Association fee	\$10.00 (for ten months)
Total:	\$82.50

Financial Aid and Sponsorship

See general information section of this calendar.

General Information

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

Heavy Duty Mechanics

Begins April and October

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

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 WCB 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.

Automotive Mechanical Repair

Begins September

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

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

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

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

Program Content

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

General Information

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

Length of Program

Five months

Requirements for Admission

General:

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

Education:

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

How to Apply

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

Books and Supplies

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

Fees due on Registration

Tool Deposit	\$50.00 (refundable)
Student Association Fee	\$5.00



General Welding

Continuous Intake

- Emil Marchand - DPW Certificates 1, 2, 3, 4, 5, P1F6, P8F5,
Instructor's Diploma (U.B.C.); Chief Instructor, Non-Mechanical Trades*
- Ronald Lowrie - DPW Certificates 1, 2, 3, 4, B.C. Pipeline Ticket,
Alberta Pipeline Ticket, Alberta Proficiency Welder First Class*
- Peter Haigh - DPW Certificates 1, 2, 3, 4, 5, P8F5, P8F7, P8F6*
- Del Torgalson - DPW Certificates 1, 2, 3, 4, Red Down, CWB "O".
Alberta B Pressure, Millwright T.Q.*
- Lawrence Burkett - DPW Certificate No. 3*

General Information

Welding is an industrial art in a highly competitive field. It requires constant physical co-ordination of arms, hands, eye 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 centres, 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 skills.

General Welding will be following the Provincial Outline closely. At the present time the "C" Module Outline is complete and will be taught beginning in September. The self-paced Module "C" will take approximately eight months for the average student to complete.

Program Content Module "C"

- P1 - Introduction & Program Orientation
- P2 - Gas Cutting
- P3 - Gas Welding & Braze Welding
- P4 - S.M.A.W. I (less Unit 14, 15)
- P5 - Carbon Arc Gouging
- P6 - G.M.A.W. & F.C.A.W. I
(M.S. Structural & Fillets)
- R K 1 - Material Handling
- R K 2 - Blueprint Reading I
- R K 3 - Metallurgy I (Introduction only)

Length of course

Approximately 10 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 BTS Level III, although it would be to their advantage, not only on the course but also in securing employment, to have completed Grade 12 on an Industrial Program.

Applicants must be able to work well on their own and should possess good reading and comprehension abilities.

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

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

How to Apply

Prospective students may obtain application forms from the Student Services Office at the Terrace Campus or from one of the local College offices. Students may also contact any of the Welding instructors.

Fees (Payable on Registration)

Tuition	\$22.50 per month
Student Association Fee	\$10.00 per month
Tool / Book Deposit	\$50.00 (refundable)
Textbooks	\$100.00 approximately
<hr/>	
Total:	\$182.50 approximately

Financial Aid and Sponsorship

See general information section of this calendar.

Dress

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

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 Provincial government certification, are required to apply to the Welding Inspector, Ministry of Labour, for assessment of their credentials. The Inspector may stipulate a certain length of time for instruction before the test. The testing appointment will be arranged by the welding instructor of the College.

See also Mobile welding (page 36).

Program Content

Any practical or related knowledge modules can be obtained through Welding Upgrade. Students will be assessed by the appropriate instructor and placed accordingly.

MODULE "B"

- P 7 - S.M.A.W. II
- P 8 - G.M.A.W. II
- P 9 - F.C.A.W. II
- P 10 - G.T.A.W. 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

MODULE "A"

- P 11 - S.M.A.W. III
- P 12 - Special Oxy Fuel Processes
- P 13 - G.T.A.W. II

- R K 9 - Metallurgy III
- R K 10 - Blueprint Reading II

Fees

- Tuition
- (a) Day \$ 3.00
- (b) Week \$12.00
- (c) Months \$40.00

For detailed information on course costs, duration and various procedures available please contact the Welding Department, Terrace Campus.



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.

Fees:

\$38.00.

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' (see General Welding, page 34)

Requirements for Admission

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

How to Apply

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

Fees

\$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.

Fees: \$100

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.

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
- 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
- Othr System Compnents
- Trouble Shooting
- Hydraulic Systems

Length of Course

30 Hours

Fees

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

Fees: \$100

Books: \$30

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
- 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.

Fees: \$150

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 two apprenticeship programs offered at the Terrace campus.

Heavy Duty Mechanics

Millwright (to commence in Jan. 1982)

Apprenticeship programs are under the jurisdiction of the Ministry of Labour. The college provides 4 or 5 week training sessions each year of a 4 year program, 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 fees, living allowance and travel allowance are available. For more information contact Ministry of Labour or Canada Employment Centers.

Heavy Duty Mechanics

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

are 5 week technical sessions that are scheduled by the Ministry of Labour. Successful completion of all modules will lead to qualified journeyman status.

Millwright

Millwright apprenticeship classes are offered as scheduled by the Ministry of Labour covering first, second, third and fourth year levels.

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

Starting Date:

This course is scheduled to commence January, 1982.

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 pre-requisites. Academic pre-requisites 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

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

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

Ronald Harris, Instructor's Certificate (WCB), Instructor's Diploma (U.B.C.)

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

Beverley Davidson, B. Com., (U.B.C.)

Terrie McCreary, Diploma in Tech. (NAIT)

Program Objective

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

Programs Available

A. Pre-employment Programs

- | | |
|-----------------------------|---------------------------------|
| 1. Clerk-Typist | Length 4-6 months |
| Typing | T 1, 2 (50 wpm net) |
| Business English | BE 2, 3, 4 |
| Office Practice | OP 1, 3, 4, 5 |
| Dictatyping | D 1, 2, or 3 |
| Business Machines | BM 1 |
| 2. Clerk-Bookkeeper | Length 4-6 months |
| Typing | T 1 (30 wpm net) |
| Accounting | ACC 1, 2 |
| Business Machines | BM 1 |
| Office Practice | OP 1, 3, 4, 5 |
| Business English | BE 2, 3, 4 |
| Dictatyping | D 1 |
| 3. Clerk-Secretarial | Length 8-11 months |
| Typing | T 1, 2, 3 (55 wpm net and over) |
| Shorthand | S 1, 2, 3, 4 (120 wpm) |
| Business Machines | BM 1 |
| Office Practice | OP 1, 3, 4, 5 |
| Business English | BE 2, 3, 4 |
| Dictatyping | D 1, 2 or 3 |
| Accounting | ACC 1, 2 |

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

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

4. Bookkeeping and Accounting

	Length 8-11 months
Typing	T 1, 4
Accounting	ACC 1, 2, 4*, 5*
Business Machines	BM 1, 2*
Office Practice	OP 1, 3, 4, 5
Business English	BE 2, 3, 4
Dictatyping	D 1
Economics	E 1*
Business Law	BL 1*

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

B. Advanced Options and Commercial Upgrading

5. Accounting Option

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

Requirements for Admission:

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

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

6. Secretarial Option

	Length 4-6 months
Typing	T 2, 3 (55 wpm net and over)
Accounting	ACC 1, 2
Shorthand	S 4 (120 wpm and over)

Requirements for Admission:

Completion of Course No. 1 and 60 wpm in shorthand. (Applicants without shorthand must enroll in September), or equivalent experience and training.

7. Medical Stenographer	Length 6 months
Medical Terminology 1	MS 1, 2, 3
General Typewriting - Medical (50 wpm net and up)	MS 4
Medical Forms Typing	MS 5
Medical Transcription - Dictatyping	MS 6
Medical Transcription - Shorthand (80 wpm and up)	MS 6A*
Medical Office Practice	MS 7
Filing in the Medical Office	MS 8
Accounting I and Payroll	MS 9
Business Machines (BM 1)	MS 10
Spelling & Vocabulary Studies (BE 2)	MS 11
Business English Grammar (BE 3)	MS 12
Office Procedures (OP 5)	MS 13

Requirements for Admission:

- (a) Qualified Clerk-Steno (80 wpm Shorthand
(50 wpm net typing); or
- (b) Qualified Dictatypist (50 wpm net typing); or
- (c) Completion of Northwest Community College
Clerk-typist or Clerk-Bookkeeper programs.

*Shorthand dictation is available as an option to students having a previous qualification in shorthand.

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 pre-requisites include Math 11, English 12 and Commercial Courses.

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 pre-requisite 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 Office at the Terrace campus or from one of the local College offices.

8. Legal Stenographer	Length 6 months
Legal Terminology 1	LS 1, 2, 3
General Typewriting - Legal (50 wpm net and up)	LS 4
Legal Forms Typing	LS 5
Legal Transcription - Dictatyping	LS 6
Legal Transcription - Shorthand (80 wpm and up)	LS 6A*
Legal Office Practice	LS 7
Filing in the Legal Office	LS 8
Accounting I and Payroll	LS 9
Business Machines (BMI)	LS 10
Spelling and Vocabulary Studies (BE 2)	LS 11
Business English Grammar (BE 3)	LS 12
Office Procedures (OP 5)	LS 13

Requirements for Admission:

- (a) Qualified Clerk-Steno (80 wpm Shorthand
(50 wpm net Typing); or
- (b) Qualified Dictatypist (50 wpm net Typing); or
- (c) Completion of Northwest Community College
Clerk-Typist or Clerk-Bookkeeper programs.

*Shorthand dictation is available as an option to students having a previous qualification in shorthand.

Fees

Tuition	\$22.50 per month
Student Association Fee	\$ 1.00 per month
Book or Tool Deposit	\$25.00 (refundable)
Textbooks and Supplies	\$40.00 (approximately)

Fees due on registration

Tuition	\$22.50 (for first month)
Book Deposit	\$25.00 (refundable)
Student Association Fee	\$ 5.00 (for first five months)
Total:	\$52.50

Financial Aid and Sponsorship

See general information section of this calendar.

Additional Information

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

Course Descriptions

Course Name	Code	Credits	Content
Accounting	ACC 1	4	Fundamentals of Bookkeeping
	ACC 2	6	Routine Bookkeeping Procedures
	ACC 3	5	Payroll and Timekeeping
	ACC 4	4	Accounting Principles
	ACC 5	4	Accounting Principles
Business Machines	BM 1*	5	Operation of all Adders and Calculators, both Mechanical and Electronic, plus Application of Arithmetical Calculations normally associated with everyday business needs.
	BM 2	5	Advanced Machine Applications of Business Mathematics relevant to Financial Institutions.
*Completion requires proficiency in operation of machines plus normal passing mark in application of Business Mathematics.			
Dictatyping	D 1	1	Operation of machines, transcription
	D 2	4	Word Processing
	D 3	4	Art of Machine Transcription
	D 4	6	Medical Transcription
	D 5	3	Legal Transcription
Business English	BE 1	4	Business Communications
	BE 2	3	Spelling & Vocabulary Studies
	BE 3	3	Business English Grammar
	BE 4	2	Written Communications
Office Practice	OP 1	3	General Office Practice
	OP 2	3	Record Keeping
	OP 3	2	Filing and Records Management
	OP 3A	1	Alphabetic Indexing / Warehousing
	OP 4	1½	Duplicating Machines
	OP 5	2	Introduction to Data Processing
	S 1	4	Basic Shorthand Theory
	S 2	3	Dictation & Transcription Aids Speeds to 60 wpm
	S 3	2	Advances Phrasing Speeds up to 80 wpm
	S 4	6	Fast Dictation Speeds to 120 wpm
Typing	T 1	4½	Specific Outlined Course - 30 wpm net
	T 2	4½	Specific Outlined Course - 50 wpm net
	T 3	4½	Specific Outlined Course - 55 wpm net
	T 4	1½	Statistical Typing
Economics	E 1	6	Basic Economics
Business Law	BL 1	6	Canadian Commercial Law
First Aid	FA 1	6	Industrial First Aid
Accident Prevention	AP 1	4	Supervisory Training in Accident Prevention

Course Name	Code	Credits	Content
Medical Stenography	MS 1	6	Medical Terminology 1
	MS 2	7	Medical Terminology 2
	MS 3	7	Medical Terminology 3
	MS 4	9	Medical Terminology 4
	MS 5	6	Medical Typing (50 wpm)
	MS 6	6	Medical Transcription Shorthand
	MS 7	1½	Medical Office Practice
	MS 8	1½	Filing in the Medical office
	MS 9	4	Accounting 1 & Payroll (ACC 1)
	MS 10	5	Business Machines (BM 1)
	MS 11	3	Spelling & Vocabulary Studies (BF 2)
	MS 12	3	Grammar (BE 3)
	MS 13	2	Introduction to Data Processing (OP 5)

* Medical Shorthand Dictation will be made available for those students who have 80 wpm shorthand or better.

Legal Stenography	LS 1	9	Legal Terminology 1
	LS 2	3	Legal Terminology 2
	LS 3	3	Legal Terminology 3
	LS 4	3	General Typing - Legal (50 wpm net)
	LS 5	3½	Typing - Legal Forms
	LS 6	3	Legal Transcription - Dictatyping
	LS 6A *	(6)	Legal Transcription - Shorthand
	LS 7	1½	Legal Office Practice
	LS 8	1½	Filing in the Legal Office
	LS 9	4	Accounting 1 & Payroll (ACC 1)
	LS 10	5	Business Machines (BM 1)
	LS 11	3	Spelling & Vocabulary Studies (BE 2)
	LS 12	3	Grammar (BE 3)
LS 13	2	Introduction to Data Processing (OP 5)	

* Legal Shorthand Dictation will be made available for those students who have 80 wpm shorthand or better.

Business Education Upgrading

Upgrading in specific areas is available to persons having previously earned a Northwest Community College 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 21, 1981 and January 18, 1982:

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

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



Business Administration

Begins in September

Business Education Instructors

In co-operation with Camosun College, Northwest College is offering a two year diploma in Business Administration. After successful completion of two semesters of studies (9 months) Northwest 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.

Program of Studies

Students entering the Business Administration program will be required to take the following first year of studies:

1st Semester

ACCT 152 (Fundamentals of Financial Accounting)
BUS 164 (Mathematics of Finance)
BUS 190 (Data Processing)
ECON 160 (Microeconomics)
ENGL 150 (English Composition)
MARK 150 (Introduction to Marketing)

2nd Semester

ACCT 153 (Fundamentals of Financial Accounting)
BUS 157 (Principles of Management)
BUS 165 (Elementary Statistics)
BUS 176 (Commercial Law)
BUS 191 (Data Processing & Information Systems)
ECON 161 (Macroeconomics)

Length of Program

Nine months beginning September 14

Requirements for Admission

Grade 12 graduation with Math 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.

Transfer Equivalents

Students will find that several of the courses in the two-year program are transferable to the Society of Management Accountants, the Certified General Accountants and other professional bodies. Further information may be obtained from 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.

Fees

Tuition	\$22.50 per month
Book deposit	\$25.00 (refundable)
Student Association fee	\$1.00 per month
Textbooks & Supplies	\$150 (approximately)

Fees due on Registration

Tuition	\$22.50
Students Association Fees	\$ 1.00
Book Deposit	\$25.00

Total	\$48.50
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Financial Aid

Refer to the general information section of this calendar.

Additional notes

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

Regional Business Education

Offered in Kitimat and Prince Rupert in September

General Information

The College has developed an Office Administration program to train students for employment in entry level office positions.

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

Program Content

1. Clerk-Typist

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

2. Clerk-Bookkeeper

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

See Business Education Program Section for course descriptions.

Length of Program

5 months

Requirements for Admission

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

How to apply

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

Fees

Tuition	\$22.50 per month
Student Association Fee	\$ 1.00 per month
Book or Tool Deposit	\$25.00 (refundable)
Textbooks and Supplies	\$40.00 (approximately)

Fees due on registration

Tuition	\$22.50 (for first month)
Book Deposit	\$25.00 (refundable)
Student Association Fee	\$ 5.00 (for first five months)
Total:	\$52.50

Financial Aid and Sponsorship

See general information section of this calendar.



Industrial Records and First Aid

Begins in February and September

Business Education Instructors

Course Objective

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

Employment

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

Program Content

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

Length of Program

Five months

Requirements for Admission

Education

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

General

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

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

Medical

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

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

Age

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

Examinations

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

How to apply

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

Fees

Tuition	\$22.50 per month
Student Association Fee	\$ 1.00 per month
Book or Tool Deposit	\$25.00 (refundable)
Textbooks and Supplies	\$40.00 (approximately)
Fees due on registration	
Tuition	\$22.50 (for first month)
Book Deposit	\$25.00 (refundable)
Student Association Fee	\$ 5.00 (for five months)
Total:	\$52.50

Financial Aid and Sponsorship

See general information section of this calendar

Further Information

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



Electronics Technician

Begins September

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 "Hand On" jobs.

Following successful completion of the Basic Electronics course, (for those students who have maintained a minimum average of 70 percent 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 January and September.

Length of Program

10 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.

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

- Pre-requisite — 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.

Fees - \$275.00 Tuition

Phase II

- Pre-requisite — 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.

Fees — \$440.00 Tuition.

Phase III

- Pre-requisites — Phase II or equivalent knowledge.

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

Fees — To be determined at a later date.

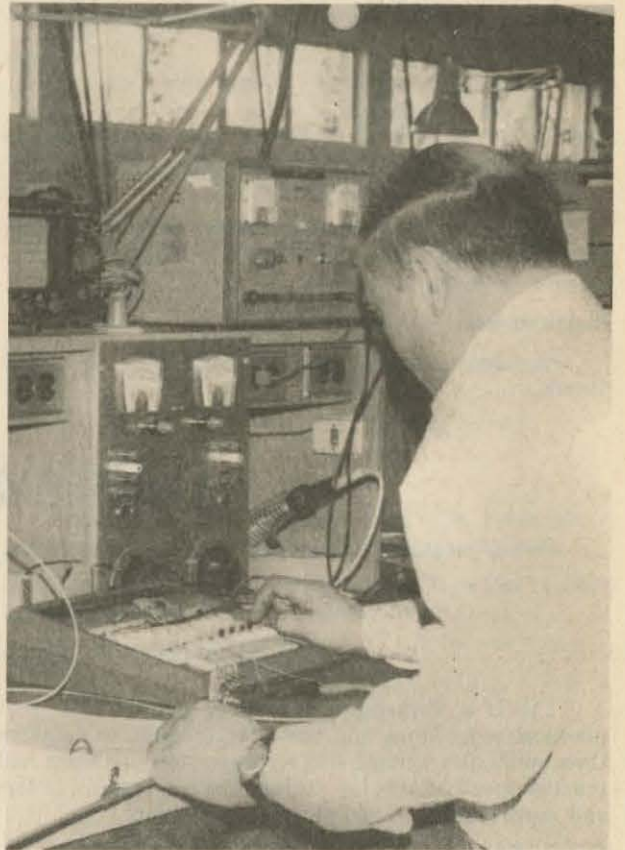
Fees

Tuition	\$22.50 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	\$22.50 (for first month)
Tool / Book Deposit	\$50.00 (refundable)
Student Association Fee	\$10.00 (for ten months)

Total:	\$82.50
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Supervisory Management Training

The Management Skills for Supervisors program is currently being offered throughout the College region. It includes 90 hours of integrated material covering a broad range of management skills. 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 III 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 report 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

2 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

1 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 aid and be able to produce them.
7. Make an effective presentation of prepared material.
8. Assess whether learning has taken place.

Length of Course

5 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.

Northwest Community College will provide this service at the College centres, 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 Assisting Programme 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. They will become eligible to write the College of Dental Surgeons of B.C. exam for licensing as a Certified Dental Assistant. (C.D.A. - Registered Dental Auxiliary One).

Upon successful completion, the student will be awarded a Diploma and their name will be submitted to the College of Dental Surgeons of B.C. for application for the writing of their licensing exam. 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 1981-82 academic year should be submitted through the office of the Registrar no later than June 15th, 1981. 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 8, 1981 until July 10, 1982. 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 \$22.50 per month - total \$225.00. The approximate cost of required textbooks is \$200.00 - \$250.00

Dental Assistant Program

The subject areas covered in the program are:

- Nutrition Sciences
- Oral Pathology
- Oral Anatomy
- Dental Materials
- Emergency Procedures
- Radiography
- 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 1981-82 academic year should be submitted through the office of the Registrar no later than August 30, 1981. 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.

Dates and Location

The program extends from September 8, 1981 until May 31, 1982. Third semester starting September 13, 1982 until December 17, 1982. All students MUST ATTEND AN ORIENTATION CLASS on Thursday, September 10, 1981. At present, the full-time program is offered at the Terrace Campus, Northwest Community College. Individual sections are also offered in Terrace and other areas throughout the College region.

Fees and Costs

Fees will be \$150.00 per semester. Books and other supplies will cost approximately \$100.00 per semester. Plus a trip to Vancouver in second semester which will entail some expense.

Level II Courses will be offered on a part-time basis in some of the college centers in Spring 1982. 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
ECR 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 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 are 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. (6, 0, 0)

Early Childhood Education 104: Health and Nutrition

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

Early Childhood Education 121: Program Development II

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

Early Childhood Education 122: Curriculum Workshop II

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

Early Childhood Education 123: (HSW 164) Human Relations.

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

Early Childhood Education 124: (HSW 166) Working in Community Services.

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

Early Childhood Education 125: Practicum 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

Two three week 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 implementing parent work in different communities and institutional settings. (3, 0, 0)

Early Childhood Education 129: Work-Study Course

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

Early Childhood Education 130: Administrative Practicum

An individual practicum designed to develop competences 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 multi culturism. 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.

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)

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 work 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, 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.
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 1981-82 academic year should be submitted through the Registrar's Office as early as possible. Applications will not be accepted after August 31st. Additional information is available on request from the Registrar.

Students will be interviewed by the HSW Department before the commencement of the academic year. Upon successful completion of the first year the student will be awarded a Certificate. Upon successful completion of the second year a Diploma will be awarded.

Dates and Locations

The program extends from September 1981 until May 1982. 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 \$34.50 and textbooks and supplies about \$20.00 to \$25.00. For those attending the full time program the cost is \$150.00 per semester with books and supplies costing \$150.00 - \$200.00 per semester.

Human Service Worker Program

Human Service Worker Courses — Level I

Semester 1

English 151-0	Business and Technical Writing
HSW 151	Communication Skills I
HSW 152	Human Growth and Development
HSW 155	Community Services — Introductory
HSW 163	Health and Nutrition — Introductory
Psychology 101-3	Introductory Psychology
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	
Elective	

Semester II

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

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

Child Care Worker Program

(This is only offered on a part time basis)

Child Care Worker Courses — Level I

Semester 1

English 151	Business and Technical Writing
HSW 151	Communication Skills I
HSW 153	Human Growth and Development
HSW 155	Community Services — Introductory
HSW 159	Child Care Workshop I
HSW 163	Health and Nutrition
HSW 191	Practicum I

Semester 2

HSW 156	Community Services, Advanced
HSW 160	Child Care Workshop (Special Needs) II
HSW 162	Communications II
HSW 164	Behaviour Management
HSW 166	Working in Community Service
HSW 192	Practicum II

Child Care Worker Courses — Level II

Semester I

HSW 252	Helping Skills
Anthropology 102-3	Introduction to Social and Cultural Anthropology
Psychology 201-3	Human Development
HSW 259	Child Care Workshop III
HSW 291	Practicum III
Elective	

Semester 2

HSW 260	Child Care Workshop IV
HSW 266	To be announced
HSW 264	Counselling Skills
Psychology 202-3	Development Psychology
HSW 292	Practicum IV
Elective	

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

College Credit

English 151-0: Business and Technical Writing

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

HSW 151: Communication Skills I

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

HSW 153: Human Growth and Development

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

HSW 155: Community Services — Introductory

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

HSW 156: Community Services — Advanced.

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

HSW 159: Child Care Workshop I

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

HSW 160: Child Care Workshop (Special Needs) II

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

HSW 162: Communications II

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

HSW 163: Health and Nutrition (ECE 104)

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

HSW 164: Behaviour Management

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

HSW 166: Working in Community Service

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

HSW 191: Practicum I

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

Pre-requisite: Permission of instructor

HSW 192: Practicum II

Supervised work experience in a related work setting during the month of April. In addition to the work time there will be regular seminars to discuss students' experience, exchange feedback, as well as regular on-site visits with instructor, supervisor and student. (3, 6, 0)
Pre-requisite: 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. The emphasis will be on the students' practicing their skills through experimental exercises, role-playing, while developing a conceptual framework.

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 on the workplace. There will be substantial emphasis on practical approaches in working with abusers as well as theoretical development.

HSW 266: to be announced

HSW 291: Practicum III

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

HSW 292: Practicum IV

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

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

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 centres, 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 Assisting 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 Aboriginal Studies Program, the Women's Studies Program, Northwest and Environmental 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 Centres in early August.

Pre-requisites

Unless a course specifically requires a pre-requisite, the course is open to any student of the College.

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 UBC, SFU, 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.

How to Apply

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

Return completed application forms to:

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

Fees

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

Tuition Fees

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

Full-time students (15 or more credit hours)	\$150.00 per semester
Part-time students	\$ 34.50 per course

(Note: Students enrolled in other than 3 credit hour courses will be charged at the rate of \$11.50 per credit hour)

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

Student Association Fee

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

Special Fees

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

Registration

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

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

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

Sponsored Students

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

Permanent Record and withdrawal from classes.

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

Auditor (Non-Credit)

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

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

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

Refunds

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

Scale of Withdrawal Refunds

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

Course Change, Withdrawals

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

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

Responsibilities of the Student

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

Academic Advising

Prior to registration prospective students are encouraged to discuss questions about courses and programs with the instructors or counsellors. Coordinators in each area have information on programs

available at most institutions in B.C. and can make an appointment with a counsellor. Students are strongly advised to make themselves aware of the requirements of the institutions to which they wish to transfer. The final responsibility for the selection of courses and programs rests with the student.

Statement of Grades

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

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

Transcripts of Permanent Record.

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

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

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

Appeals

(See General Information Section).

Grades

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

Letter Grade	Numerical Equivalent	Interpretation
A	4.0	Outstanding Achievement
B+	3.5	Above average achievement
B	3.0	
C+	2.5	Average achievement
C	2.0	
C-	1.5	
P	1.0	Below average achievement
F	0.0	Failure — no credit
I		Incomplete grade
W		Withdrawal

Incomplete Grade

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

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

Grade Point Average.

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

Advance Placement

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

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
the auspices of the Academic Division see:**

Dental Assistance Program (page 52)

Early Childhood Education (page 53)

Human Service Worker Program (page 55)

Transfer Guide

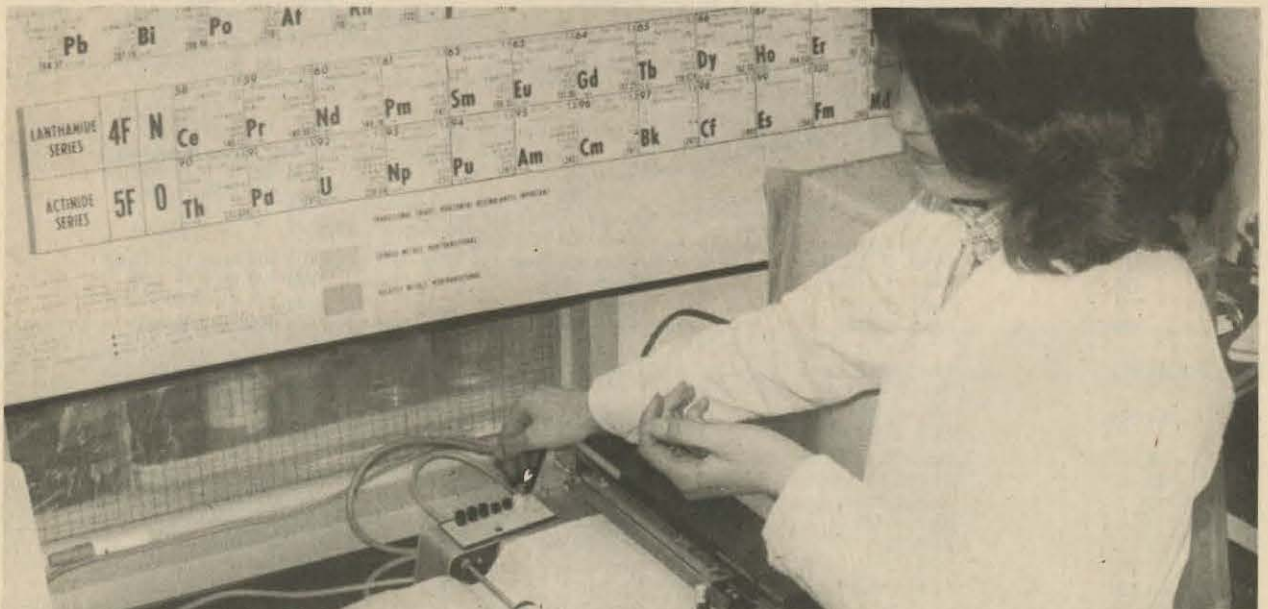
The following Transfer Guide is printed as an unofficial summary of the transfer guides published by U.B.C., S.F.U., and U.Vic. Students should consult the university transfer guide for detailed information. Students are

encouraged to choose their courses in consultation with a counsellor.

Note: This Guide is up-to-date only as of May 15, 1981.

N.W.C.C.	U.B.C.	S.F.U.	U.Vic.
ANTHROPOLOGY 101/102 111/112 201/202 210	Anth (1 1/2) ea. 2nd yr. -- -- Anth (1 1/2) ea. 2nd yr. will be applied for	S.A. 170 (3) -- -- S.A. 290 (3)/S.A. 280 (3)	Anth 100 (3) -- -- Anth 200 (3) or (1 1/2) ea.
ARCHAEOLOGY 101/102	Anth (1 1/2) 1st or 2nd yr.		
ART 101/102 103/104 151/152 153/154 201/202	F.A. 181(3) or 1 1/2) ea. F.A. 125 (3) F.A. 125 (3) or 1 1/2) 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 1/2) ea. F.A. 100 level (3) H.A. 100 level (1 1/2) ea. Art 210 (3)
BIOLOGY 101/102 151 212 228	Biol. 102 (3) Biol 311 (1 1/2) Biol 311 (1 1/2) Biol (1 1/2) unassigned	BISC 102 (3)/BISC 101 (3) Gen. Elect BISC (3) BISC (3) BISC (3)	Biol 150 (3) or (1 1/2) ea. Biol 100 level (1 1/2) Biol 200 level (1 1/2) Biol 200 level (1 1/2)
CHEMISTRY 101/102	Chem 110 (3)	Chem (3) ea.	Chem 124 (3)
CLASSICS 101/102 ('75/'76)	Clas St. (1 1/2) ea.	Gen. Elect Clas (3) ea.	Clas 100 (3) or (1 1/2) ea.
CPSC 121	See Math 121		
ECONOMICS 101/102 120 201/202 210	Econ 1 1/2 ea. to max of 3 Not major or honors Econ Econ 100 (1 1/2) ea. as 101/102/120	Econ 200 (3)/Econ 205 (3) Econ 102 (3) Econ 200 (3)/Econ 205 (3) Econ 101 (3)	Econ 100 (3) Econ 100 level (1 1/2) Econ 201 (1 1/2)/Econ 202 (1 1/2) Econ 100 level (1 1/2)
ENGLISH 101/102 109/110 151 201/202 203/204 224/225 103 ('75/'76)	Engl. 100 (3) or (1 1/2) ea. Cr.Wr. 202 (3) or (1 1/2) ea. Non-transfer Engl 201 (3) or (1 1/2) ea. Engl 202 (3) WmSt 244 (3) or (1 1/2) ea. unassigned Arts	Engl (3) ea. Engl (3) ea. Non-transfer Engl (3)/Engl 206 (3) Engl 221 (3) ea. Engl (3) ea. Engl (3)	Engl 121 (1 1/2) /Engl 122 (1 1/2) Cr.Wr. 100 level (1 1/2)/ Cr. Wr. p.c. (1 1/2) Non-transfer Engl 200 (3) Engl 238 (3) Engl 200 level (1 1/2)/ W.S. 200 (1 1/2) Engl 115 (1 1/2)
FRENCH 101/102 103/104 107/108	Fren 105 (3) Fren 105 (3) or (1 1/2) ea. will be applied for	see transfer guide see transfer guide	Fren 180 (3) Fren 100 (3)
GEOGRAPHY 101/102 205 228 241/242 157 284 290	Geog 200 (1 1/2)/Geog (1 1/2) Geog (1 1/2) Geog (1 1/2) ea. Geog. (1 1/2) ea. Geog (1 1/2) Geog (1 1/2) Geog (1 1/2)	Geog 141 (3)/Geo 101 (3) Geog (3) Geog 263 (3) If both 205 & 241 comp. Geog 262 (3)/Geog (3) Geog (3)/Geog 121 (3) Geog (3) Geog (3) Geog (3)	Geog 101B (1 1/2)/ Geog 100 level (1 1/2) Geog 200 level (1 1/2) Geog 200 level (1 1/2) Geog 200 level (1 1/2) ea. Geog 100 level (1 1/2) Geog 205A (1 1/2) Geog 100 level (1 1/2)
HISTORY 101/102 103/104 105/106 131 132 133 153 201/202 203/204 251	Hist 125 (3) or (1 1/2) ea. Hist (1 1/2) ea. Hist 135 (3) or (1 1/2) ea. Hist (1 1/2) Hist (1 1/2) Anth (1 1/2) Hist (1 1/2) for 202 Hist (1 1/2) ea.	Hist (3) ea. Hist 224 (3)/Hist 225 (3) Hist 101 (3)/Hist 102 (3) Hist (3) Hist (3) Hist (3) Hist (3) ea. Hist (3) ea. Hist (3) Hist (3)	Hist 200 level (1 1/2)/ Hist 242 p.c. (1 1/2) Hist 200 level (1 1/2)/ Hist 242 p.c. (1 1/2) Hist 230 (3) Hist 200 level (1 1/2) Hist 200 level (1 1/2) Hist 200 level (1 1/2) Hum 100 level (1 1/2) Hist 200 level (1 1/2) ea. Hist 200 level (1 1/2) ea. Hist 200 level (1 1/2)

N.W.C.C.	U.B.C.	S.F.U.	U.Vic.
LaST 207/208	Soci (1 1/2) ea. 1st or 2nd yr.	S.A. (3)	Soci 200 level (1 1/2)
MATHEMATICS 101/102	Math 100 (1 1/2)/ Math 101 (1 1/2) C.Sc. 101 (1 1/2)	Math 151 (3)/Math 152(3) Cmpt 103 (3) Math (3) Math (3)	Math 130 (3) or Math 100 (1 1/2)/101 (1 1/2) C.Sc. 110 (1 1/2) Math 151 (1 1/2) no credit
121			
130	Math 203 (1 1/2)		
131			
NW STUDIES 101/102			Hum 100 level (1 1/2) ea.
PHILOSOPHY 101/102	Phil 100 (3) or 1 1/2 unassign.	Phil 100 (3)/Phil 120 (3)	Phil 100 (3) or 100 level (1 1/2) 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 1/2)/Poli 202 (1 1/2) will be applied for Poli (1 1/2)	Poli 121 (3)/Poli 212 (3) Poli 241 (3)	Poli 100 level 1 1/2/Poli 201 (1 1/2) Poli 240 (1 1/2)
103			
203			
PSYCHOLOGY 101/102	Psyc 100 (3) or (1 1/2) ea. Psyc 301 (3) or (1 1/2) ea. Psyc 200 (3) or Psyc (1 1/2) ea.	Psyc (3) ea. or Psyc 101(3)/ Psyc (3) for both Psyc (3) ea. Psyc (3) ea. opr Psyc 201 (3)/ Psyc (3) for both	Psyc 100 (3) or p.c. 100 level (1 1/2) ea. Psyc 220 (3) or 200 level (1 1/2) ea. Psyc 200 level (1 1/2) ea.
201/202			
211/212	Will be applied for		
221/222			
SOCIOLOGY 101/102	Soci 200 (3) or (1 1/2) ea. Pending Soci (1 1/2) ea. 2nd yr. Soci (1 1/2) ea. 2nd yr. Soci (1 1/2) ea. 2nd yr.	S.A. 150 (3) for both or S.A. (3) for one W.S. (3) ea. S.A. (3) ea. 200 div. S.A. (3) ea. 2009 div. S.A. 100 (3) ea. or S.A. 100 (3)/S.A. (3) for both S.A. 100 (3) for both or (1) ea. Gen Elect Soci (3) ea. for WmSt cr. apply to W.S. committee	Soci 100 (3) or 100 level (1 1/2) ea. Soci 200 level (1 1/2) ea. Soci 200 level (1 1/2) ea. Soci 200 level (1 1/2) ea. Soci 200 level (1 1/2) ea. Soci 200 (3)
201/202			
203/204			
205/206			
207/208			
209/210	Soci (1 1/2) ea.		
211/212	Soci (1 1/2) ea.		
WOMENS STUDIES 101/102	101-104 Socio (1 1/2) ea. to a max. of 3 units will be applied for Soci (1 1/2) ea. 1st or sec. yr. Same crse as Soci 201/202 Same crse as Soci 211/212 see English 224/225	W.S. (3) ea. 200 div. W.S. 200 (3)/W.S. (3) 200 div. W.S. (3) ea. 200 div. W.S. (3) ea. apply to W.S. committee	no equivalent Hum 200 level (1 1/2) ea. Hum 11) level (1 1/2) ea. Same crse as Soci 201/202 Same crse as Soci 211/212
103/104			
105/106			
110/111			
201/202			
211/212			
224/225			



Anthropology

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

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

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

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

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

Anthropology 102-3: Introduction to Social and Cultural Anthropology

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

Anthropology 111-3: 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.

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

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

Anthropology 201-3: Social Organization I

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

Anthropology 202-3: Social Organization II

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

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

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 colour mixing, variety of subject, and the completion of finished paintings in various media. (3, 3, 0)

Biology

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 behaviour 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 *Drosophila*, use of microscopes, dissection and macro-study of specimens, and use of field equipment. (3, 3, 0)
Pre-requisite: Biology 101 or consent of instructor.

*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 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 082-0: From Molecules to Metals 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. (3, 3, 0)

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

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:

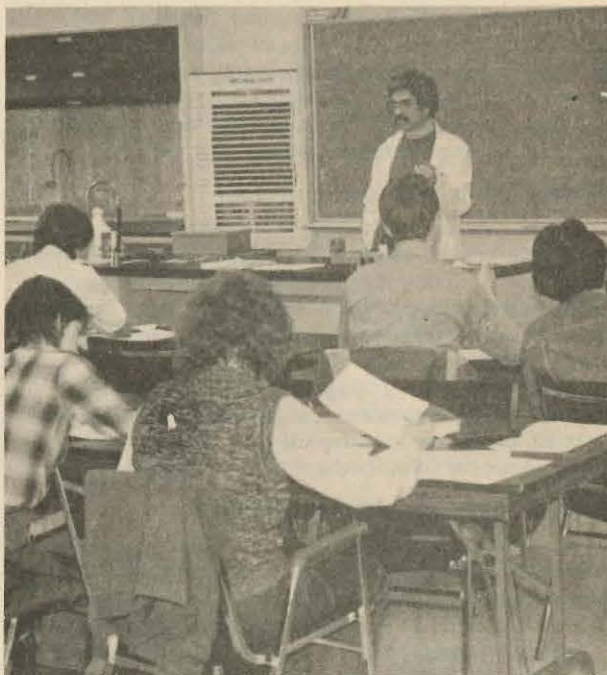
- A review of some basic principles.
- Basics of quantum mechanics and electronic configurations.
- The periodicity of chemical and physical properties.
- Chemical bonding.
- Liquids, solution strengths and volumetric analysis.
- Properties of gases.
- Chemical equilibrium in both gases and solutions.

(4, 3, 0)

Pre-requisite: Chemistry 11, or Chemistry 082, and Math 12 or Math 083/084

*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.



Chemistry 102-3: Introductory Chemistry II

A continuation of Chemistry 101

TOPICS:

- Thermochemistry
- Redox Reactions and electrochemistry
- Acids and Bases
- pH, hydrolysis, buffers
- Intro. to organic chemistry

(4, 3, 0)

Pre-requisite: Chemistry 101 or permission of the instructor.

Computer Science

CPSC 151-0: An Introduction to the Computer

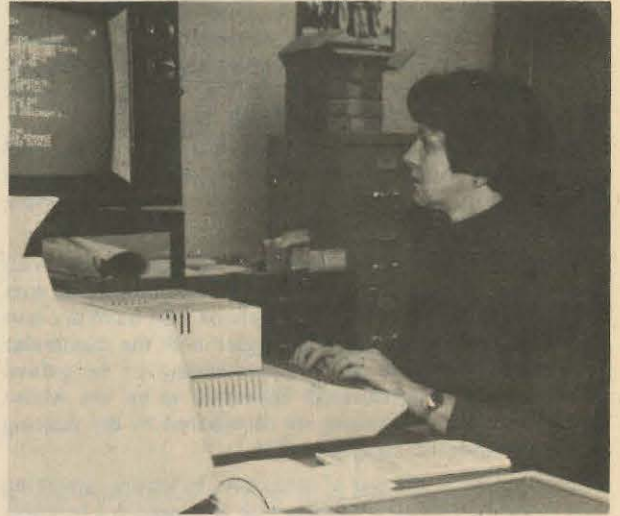
A one semester course directed towards those who have little or no computer experience but wish to know how a computer can be used and what it can do. The course includes computer languages, computer applications and their impact on society, as well as a good look at some of the software available: e.g. games, simulations, business and accounting applications and graphics. Students will use the Apple II Plus, a versatile microcomputer. (3, 1½, 0)

Pre-requisite: Grade 11 Math, or Math 082

CPSC 121-3: An Introduction to Computer Programming

A one semester course for those who wish to learn to write programs in high level computer language. (Either Fortran or Pascal will be offered). Problem solving will be emphasized. Algori and flow charts will be prepared prior to the writing of programs. Programs will be run by students on an Apple II plus microcomputer. (3, 1½, 0)

Pre-requisite: Math 151, or Grade 12 Math or Math 083 / 084.



Economics

Economics 101-3: Introductory Economics I

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

Economics 102-3: Introductory Economics II

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

Economics 120-3: Comparative Economic Systems

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

Economics 201-3: Principles of Micro-Economics

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

Economics 202-3: Principles of Macro-Economics

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

Economics 210-3: The Canadian Economy

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

English

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 081-0: 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)

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.

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)

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)

Elaine Fleischmann: B.A. Hons. National University of Ireland, (U.C.C.) in French and German language and literature. H. Dip. Ed. (N.U.I.); a post-graduate degree in Education — specialized in the teaching of modern language and literature.

French 102-3: Introductory French II

This course is a continuation of French 101 with introduction to some original French literature.

(3, 1½, 0)

Pre-requisite: 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.

Pre-requisites: 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)

French

Geography

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

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

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

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

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

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

Geography 101-3: An Introduction to Geography

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

Geography 102-3: Social Geography

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

Geography 205-3: Canada - Cultural Geography

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

Geography 228-3: British Columbia

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

Geography 241-3: Canada — Physical and Cultural

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

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

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

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

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

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

History 101-3: European and World History I

(See History 103)

History 102-3: European and World History II

(See History 104)

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

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

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

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

*Instructors for Local History:
to be appointed.*

History 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 1890's

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

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 Labour 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 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

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 082-0: Math 11

A one semester course in which the class meets twice per week. The topics covered are those prescribed in the Algebra 11 course. (4, 0, 0)

Pre-requisite: Match 10.

Math 083-0: Math 12 - I

A two semester course in which the class meets twice per week to cover the topic prescribed in the Algebra 12 course. (4, 0, 0)

Pre-requisite: Math 11 (or Math 082)

Math 084-0: Math 12 - II

A continuation of Math 083. (4, 0, 0)

Pre-requisite: Math 083.

Math 101-4 1 / 2: Calculus I

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

Pre-requisite: Math 12 or equivalent.

Math 102-4 1 / 2: 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)

Pre-requisite: Math 101.

Math 121-3: Introduction to Computer Science

(see Computer Science)

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

M.Sc. (Windsor).

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.

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)

Pre-requisite: 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. (4, 0, 0)

Pre-requisite: Algebra 11 or equivalent.

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

Philosophy

Philosophy is a study in the history of human thought and a study in the sensible use of our thinking faculties for living in dialogue with our fellow man.

Applied philosophy, then becomes the practice of life management. That means people use their thinking faculties to evaluate their ultimate values and learn to choose responsible action from the many alternatives open to them.

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 behaviour, 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

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)

Pre-requisite: 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)

Pre-requisite: Physics 101

Political Science

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 behaviour, 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

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

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

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

Psychology 101-3: Introductory Psychology I

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

Psychology 102-3: Introductory Psychology II

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

Psychology 201-3: Human Development

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

Psychology 202-3: Developmental Psychology

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

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)

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

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

Psychology 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)

Pre-requisite: 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.

Pre-requisite: Psychology 101 and 102 or permission on 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, neurolinguistic programming, group therapy, biofeedback, Psychopharmacology, and relaxation training techniques are the focus of this course. The wholistic approach to human life styling and community health care will also be discussed.

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

Sociology

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 Gonick, 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 42)

Sociology 111-3: Women in Cross-Cultural Perspective

(See Women's Studies 111, page 42)

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

(See Women's Studies 201, page 42)

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

(See Women's Studies 202, page 42)

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)

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

*Stan Persky - B.A. (U.B.C. - 1969)
M.A. (U.B.C. - 1972)*

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 Labour

(See Labour Studies 207, page 44)

Sociology 208-3: Sociology of Labour

(See Labour Studies 208, page 44)

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 Perspective 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) TESL Cert. (Concordia)

What are Women's Studies?

Women's Studies are female perspectives, on all traditional (male) disciplines. Women's Studies focuses on women's "herstory", 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 1980's.

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

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

Programs

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

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

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

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

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

Women's Studies 101-3: Women in Canada

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

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

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

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

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

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

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

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

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

Northwest and Environmental Studies

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

The purpose of the Northwest and Environmental 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 Environmental 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: environmental and regional. First, in terms of philosophical orientation, the program will centre 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 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 Environmental 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 Environmental 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
Labour 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

The 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 co-ordinator, 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.

Wilderness Guiding Skills

Northwest Community College, in cooperation with the Western Guide and Outfitters Association (W.G.O.A.), has begun a summer training program to provide basic and upgrading training for those persons presently employed or anticipating employment in the wilderness guiding business. Dr. David Hatler, of Smithers, is currently providing instruction, along with the help of various guest experts, in a variety of outdoor guiding skills. For more information and referral contact the program coordinator at 847-4461.

The Regional Information Component

In cooperation with the Learning Resource Centre at the Terrace Campus, the Northwest and Environment Studies program will act as an information centre 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 the 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 centre, 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 Environmental 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

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 labour 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 prerequisites other than interest is needed for any W.E.P. course.

GENERAL INTEREST COURSES

Labour Studies 151: Communications

A variety of ways of communications will be discussed in this course; T.V., Radio, Newspaper, as well as writing and speaking. 8 weeks.

Labour Studies 153: Eyewitness Account I

Seven weeks.

Labour Studies 154: Eyewitness Account II

Seven weeks

Labour Studies 155: Paid Professional Leave

Fifteen weeks.

Labour Studies 156: Jobs and Energy

Eight weeks.

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

Stan Persky - B.A. (U.B.C. - 1969)

M.A. (U.B.C. - 1972)

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. 8 weeks.

Labour Studies 207-1½: Sociology of Labour 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. 8 weeks.

Labour Studies 208-1½: Sociology of Labour II

Continuation of Labour Studies 207. 8 weeks.

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 Labour Relations.

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

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 Centres and Staff

Queen Charlotte Islands	Mr. Nick Gessler, 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	Mrs. Kathy Mueller, C.E.S. Coordinator Mrs. Emily Rozee, Health Program Coordinator Box 726 635-6511
Kitimat	Mr. Rob Turner, 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	Lois Shannon, 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
845-4461

Houston Mrs. Tanya Widmark, Assistant Coordinator
Box 1277
Houston, B.C. V0J 1Z0
845-7266

Distance Education

Northwest Community College recognizes that many residents are denied the opportunity to continue their education due to family or geographic limitations. For many other people the programs they need or would like to take have traditionally not been available in the Northwest.

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 will be available on cablevision in Prince Rupert, Terrace and Kitimat. In Houston, Smithers and Hazelton these programs will be available at the College Centre. Other communities may access this service in 1981-82. For information on this service and the programs that are offered contact the C.E.S. Regional Coordinator nearest to you or call Gary Karlsen, Education Coordinator at 635-6511 (Terrace).

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 Coordinator at 635-6511, (Terrace).

International Year of Disabled Persons

The United Nations has declared 1981 as the International Year of the Disabled Persons. N.W.C.C. has worked in the past to make its facilities and programs accessible to disabled persons. This effort has resulted in the formation of an advisory Committee for the Disabled

chaired by David Gellately. For information about the programs and services N.W.C.C. can provide for the disabled persons, please contact the college centre nearest you or the Counselling Department of N.W.C.C. at 635-6511 in Terrace.

“Continuing Education is a part of life”

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