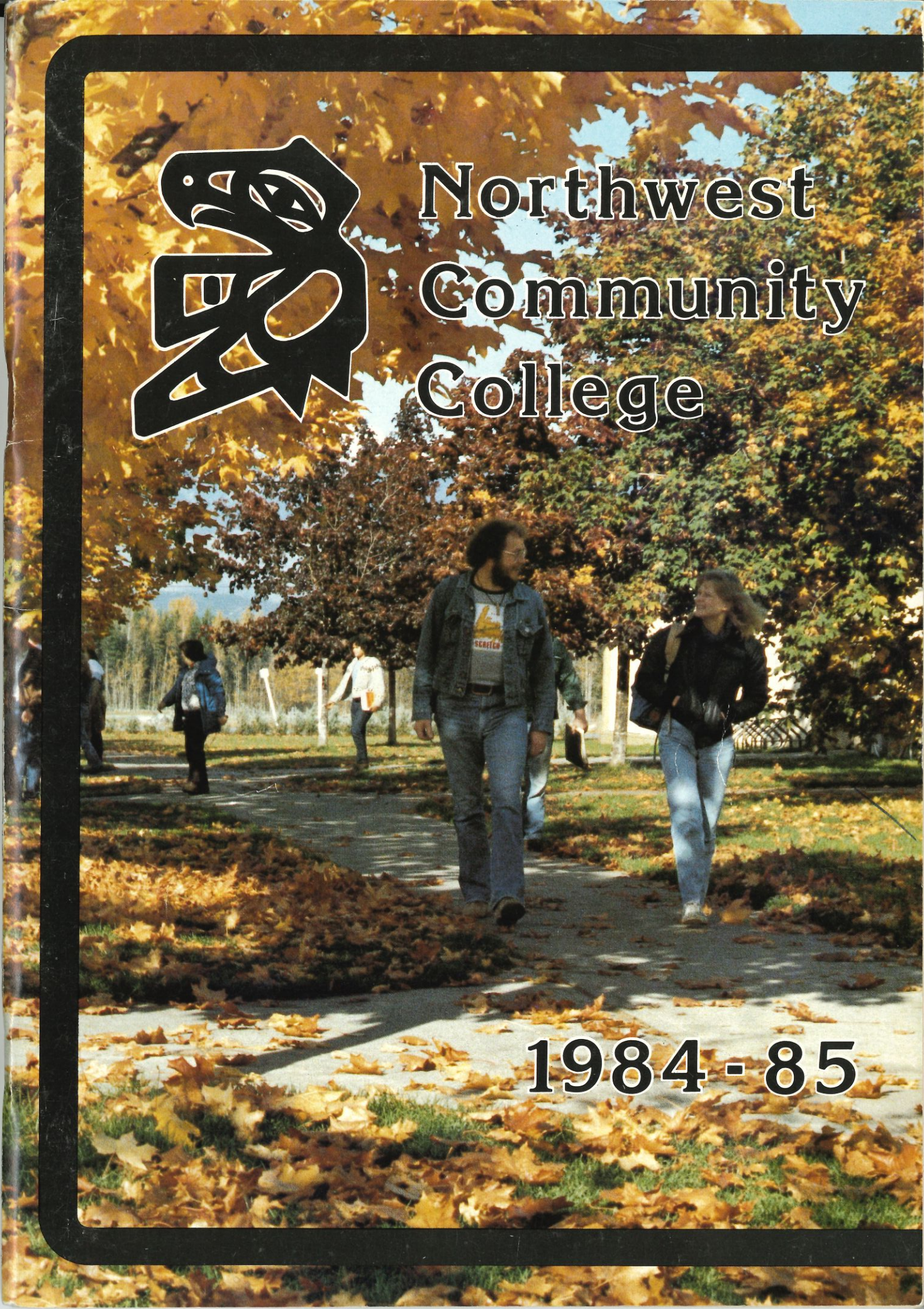
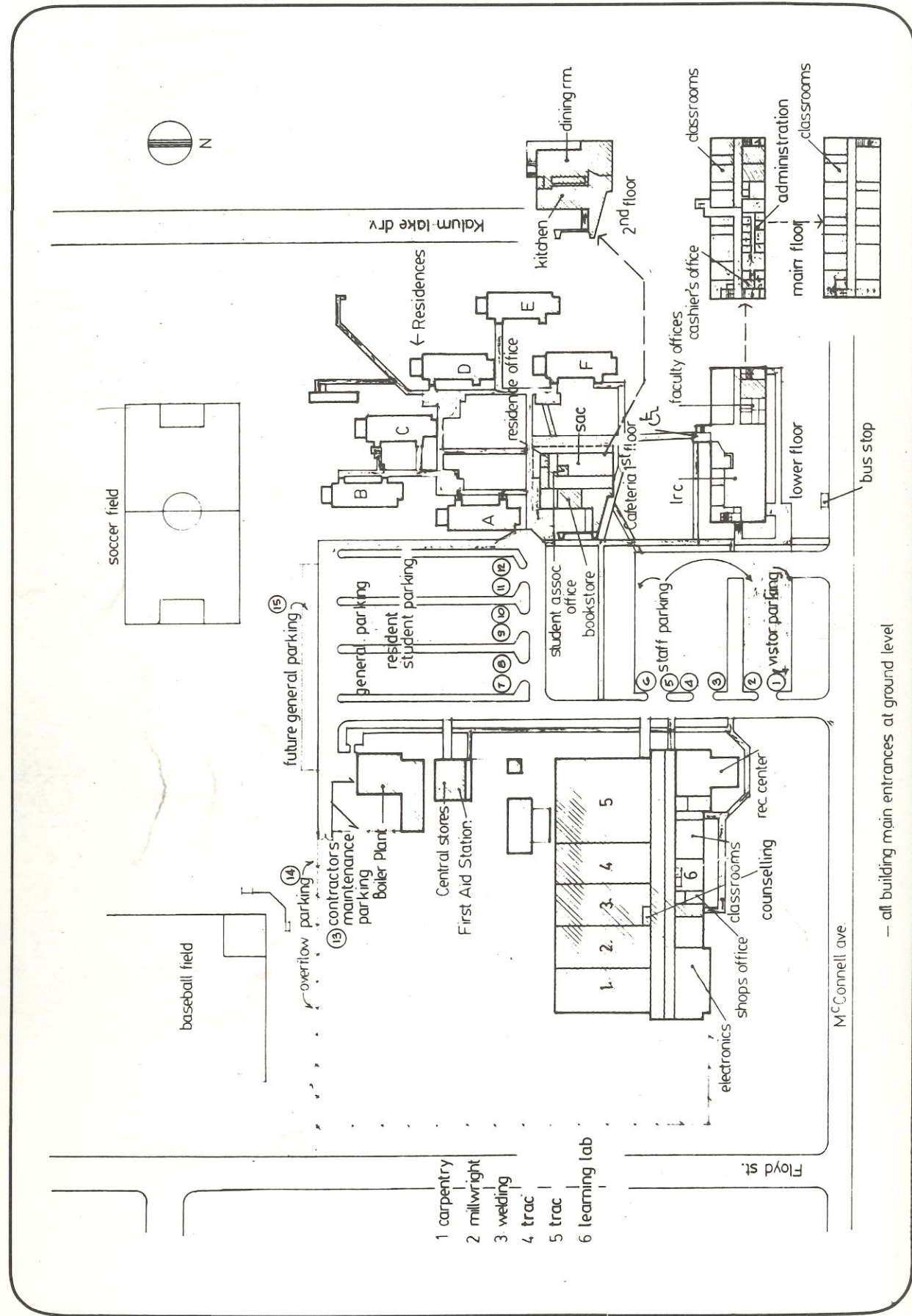




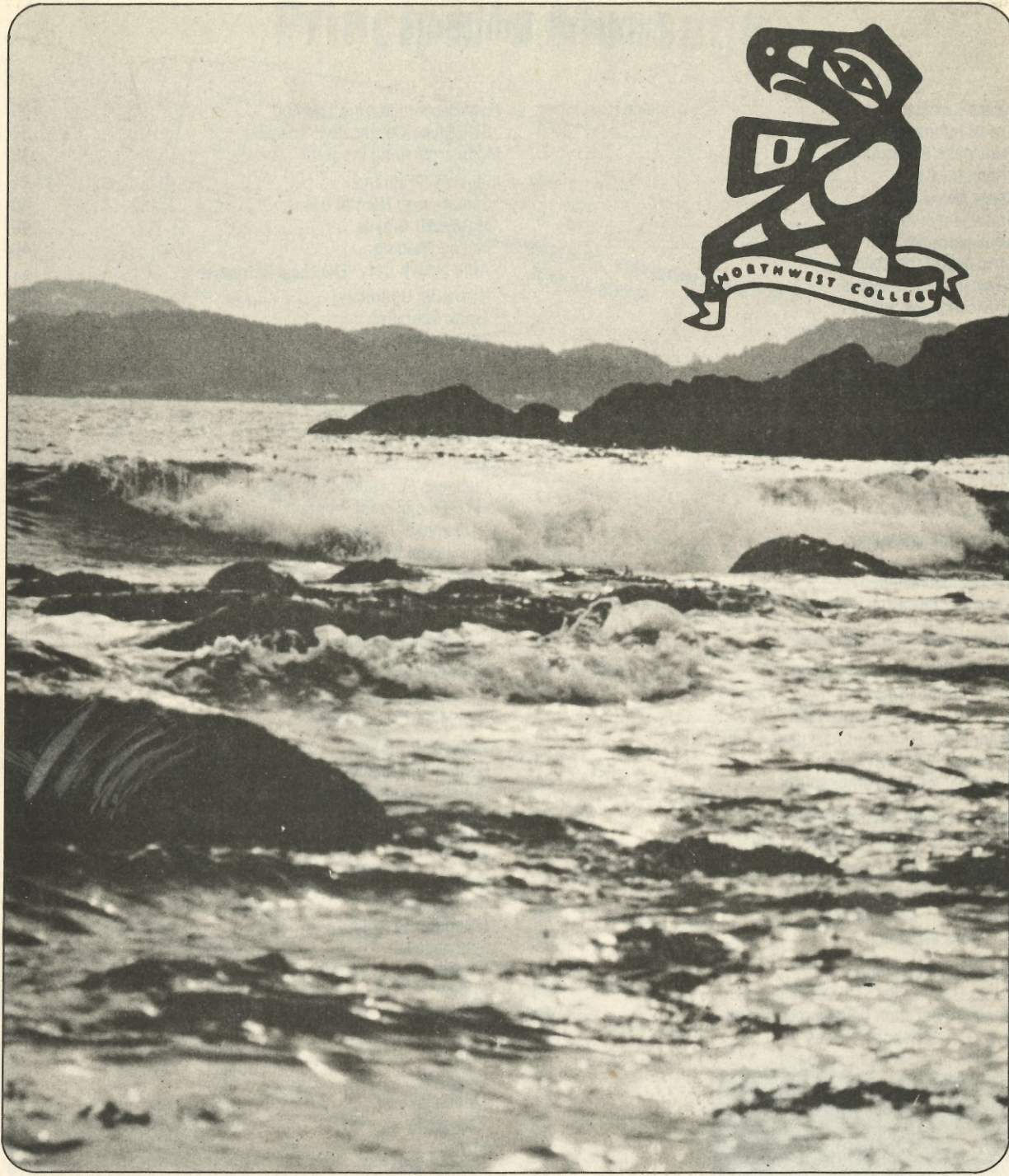
# Northwest Community College

1984 - 85





— all building main entrances at ground level



**Your Community College**  
 Tenth Annual Calendar  
 1984 - 1985

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## Principal's Message

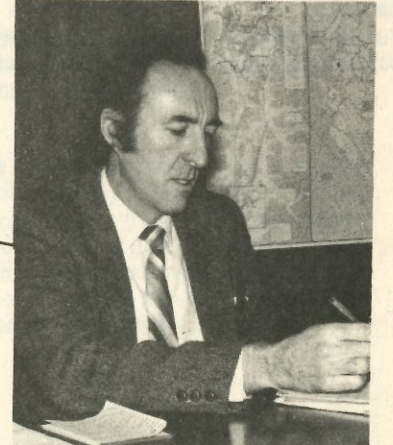
- QUEEN CHARLOTTE ISLANDS  
C/O School District No. 50  
P.O. Box 69  
Queen Charlotte City, B.C.  
V0T 1S0  
Telephone 559-8471
- PRINCE RUPERT  
820 W. 3rd Avenue  
Prince Rupert, B.C.  
V8J 2S1  
Telephone 624-6054
- TERRACE  
5331 McConnall Avenue  
P.O. Box 726  
Terrace, B.C.  
V8O 4C2  
Telephone 635-6511  
Telex 047-85570
- SMITHERS  
P.O. Box 3656  
1070 Main Street  
Smithers, B.C.  
V0J 2N0  
Telephone 847-4461
- HOUSTON  
3411 - 10th Street  
P.O. Box 1277  
Houston, B.C.  
V0J 1Z0  
Telephone 845-7266
- KITIMAT  
606 City Centre  
Kitimat, B.C.  
V8C 2N2  
Telephone 632-4766
- NISGMA  
General Delivery  
C/O School District No. 92  
New Aiyemh, B.C.  
V0J 1A9  
Telephone 633-2228
- STEWART  
C/O Stewart  
Secondary School  
P.O. Box 456  
Stewart, B.C.  
V0T 1W0  
Telephone 636-2238
- UPPER SKEENA  
P.O. Box 338  
Hazelton, B.C.  
V0J 1Y0  
Telephone 842-5291

### NORTHWEST COMMUNITY COLLEGE

Once again we are pleased to publish a Calendar to inform people in our region regarding the programs and services offered by Northwest Community College. The Calendar provides general information on full-time programs at the College. However, we hope you will seek further details by consulting the community calendars that give more detailed information on courses. And by all means give us a call if the Calendar and other College publications and advertising don't tell you everything you want to know.

The College is supported by your money, and we are dedicated to giving you the maximum value for your tax dollars. You can get your return for your money only if you participate in our programs. We're sure you can find something of interest to you. Over 12,000 people a year do so. If you're not already one of these, we invite you to peruse the Calendar to see if we have something for you; if you are already among the people who have used the College's services, you might find something new we're offering.

*D. V. George*  
D. V. George,  
Principal



Dr. D. V. George, Principal

# General Information

The Community Education Services Division co-ordinates off-campus courses. Registration times and dates may be different from those listed here. Prospective students are invited to phone the nearest College Center or to refer to the Community Education Brochure.

## 1984

Monday, July 2 Dominion Day Holiday  
College Offices Closed

Monday, August 6 B.C. Day  
College Offices Closed.

Wednesday, August 29 Registration begins for Academic, HSW, ECE programs. (Full-time students may pre-register during the summer months.)

Monday, September 3 Labour Day  
College Offices Closed. Residence staff will be on duty to accommodate arriving students.

Tuesday, September 4 Registration and Commencement of classes for Academic, Career, TRAC, and Vocational programs beginning in September.

Friday, September 14 Last Day for late registration for Academic, HSW and ECE programs. Last day for changing classes for Academic programs.

Monday, October 8 Thanksgiving Day  
College Offices Closed

Friday, October 26 Last day for official withdrawal from Academic, HSW, and ECE programs.

Monday, November 12 Remembrance Day Holiday  
College Offices Closed

Monday, November 12 Last day of classes for Academic, HSW, and ECE programs.

Monday, December 24 Last day of classes for Vocational, TRAC Adult Basic Education, Business Education, and Electronic Programs.

December 24 to January 1 Residences and Cafeteria will be CLOSED.

Tuesday & Wednesday, Dec. 25 & 26 Christmas Day and Boxing Day  
Holidays, College Offices Closed.

## 1985

Tuesday, January 1 New Year's Day  
College Offices Closed. Residence staff will be on duty to accommodate arriving students.

Wednesday, January 2 Registration and Commencement of TRAC, Vocational, Adult Basic Education, Business Education beginning in January. Recommencement of Vocational, TRAC, Adult Basic Education, Business Education, and Electronic programs.

Thursday, January 3 Registration begins for Academic, HSW, and ECE programs.

Monday, January 7 Classes begin for Academic, HSW, and ECE programs.

Friday, January 18 Last day for late registration in Academic, HSW, and ECE programs. Last day for changing classes in Academic, HSW, and ECE programs.

Friday, February 22 Last day for official withdrawal from Academic, HSW and ECE programs.

Friday, April 5 Good Friday  
College Offices Closed.

Monday, April 8 Easter Monday  
College Offices Closed

Friday, April 19 Last day of classes for Academic and HSW programs.

Monday, April 22 Practicum begins for HSW

Monday, May 20 Victoria Day  
College Offices Closed

Friday, May 24 Practicum ends for HSW.

# Northwest Community College 1984 - 1985 Board Membership

Appointed by the Lieutenant-Governor in Council

Ernie Hill, Sr.  
Prince Rupert  
W. Hutchison  
Terrace

Mrs. Judy Jephson  
Terrace  
Ms. Joanne Monaghan  
Kitimat

Armand Robitaille  
Kitimat  
William J. Smith  
Prince Rupert

Mrs. Marjorie Spisak  
Nass Camp  
Dirk Zutter  
Smithers

Board meetings are usually held monthly. Agendas are posted throughout the College. Students are welcome at board meetings.

## Statement of Philosophy

### General Responsibility

Northwest Community College assumes general responsibility for all the valid educational and training services in the College region that are beyond 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 are equitably shared by residents of the region. The College believes that access to these services can be facilitated where appropriate by utilization of modern technological developments in education.

### 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 its mandate to provide for educational and training needs of all people in the College region by striving to facilitate access to the appropriate educational and training programs and services. To this end, the College actively seeks input from all segments of the community; it is especially responsive to recommendations made by advisory committees established by the College.

### Relationships with other Organizations

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

### Presentation of Services

Northwest Community College strives for excellence in all the services it provides. It is committed to development of delivery systems that provide educational and training services for 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 its responsibility to aid in the development of citizens who can participate fully and effectively in society in general and in their individual communities.

### Governance of College

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

### 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. The College recognizes its responsibility to ensure that proper evaluation takes place in everything it does and that self-renewal is an ongoing obligation.

## Administrative Staff

Dr. Val George	Principal	Anne Laforest	Coordinator, Smithers CES
Geoff Harris	Bursar	Murdo MacDonald	Coordinator, Residence and Recreation
Gary Baker	Director of Community Education	Emile Marchand	Chief Instructor, Non-mechanical Trades
Brian Loptson	Director of Student Services and Registrar	Donna Marken	Bookstore Clerk
Paul Sneed	Academic Head	Rol Morris	Coordinator, Learning Resources Center
Fred Wilson	Director of Vocational and Trades Training	Kress Nelson	Accountant, Systems Analyst
Auden Birkedal	Coordinator, Business/Industry Services	John Noonan	Coordinator, Adult Basic Education
Karen Birkedal	Coordinator, Terrace CES	Jack Perry	Coordinator, Program Development
Susan Cole	Coordinator, Kitimat CES	Bob Phillips	Facilitator, Adult Special Education
Harriet Falladown	Counsellor	Dave Richardson	Coordinator Stewart, CES
Fran Fowler	Coordinator, Queen Charlotte Islands CES	Francis Sabine	Counsellor
Gene Kerns	Coordinator, Distance Education	Bert Seinen	Senior Counsellor
Bev Kealty	Assistant Registrar, Financial Aid Officer	Lois Shannon	Coordinator, Upper Skeena CES
Tom Kenna	Chief Instructor, Trades, evening	Maurice Squires	Coordinator, Nass CES
Lil Kenny	Cafeteria Supervisor	Vic Waram	Maintenance Superintendent
Richard Kilborn	Coordinator, Business Education Programs	Captain Ben West	Coordinator, Marine Training Program
		Tanya Widmark	Coordinator, Houston CES
		Bob Wilson	Coordinator, Prince Rupert CES

## Structure of the college

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

- **The Vocational Division** administers the full-time vocational TRAC programs offered in Terrace and other centers as well as Career Programs in Business Education, Electronics Technician, and Business/Industry services. It has responsibility for the Adult Basic Education Programs offered by the College. It also coordinates the part-time and short-term vocational programs offered in Terrace and at other centres.
- **The Academic Division** administers the University Transfer Program; the College Preparatory Program; Career Programs in Early Childhood Education and Human Service Worker.

- **The Continuing Education Division** provides services in the area of Health Continuing Education, Adult Special Education, Distance Education, as well as programming a wide range of general interest and special interest courses for individuals and community groups. Continuing Education also administers all regional College facilities and provides administrative support for vocational and academic courses offered at these regional centres.
- **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.

### Wait List:

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

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

## Fees & Registration

The following is a general overview of the fees and charges proposed for Northwest Community College, effective September 1, 1984. (Business & Industry, Health and other contract courses will have other fees than the following and will be advertised individually.)

### Tuition:

ACADEMIC - All courses \$19.00 per credit hour per semester

(University Transfer, Early Childhood Education, Human Service Worker) MAXIMUM \$27.00 per semester

VOCATIONAL - Full time	\$56.00 per month payable on semester basis in advance. (Monthly payments can be arranged.)
A.B.E. - Full time	\$42.00 per month
VOCATIONAL UPGRADE - Full-time	\$6.30/day \$26.25/week \$78.75/month
PART-TIME (average)	
Community Education Services	\$1.60/hour
Part-time Vocational & Career	\$1.80/hour
Adult Basic Education	\$.40/hour
Supervisory/Management	\$53.00 per day

### Other Fees:

Student Association Fee	\$1.00/month
Transcript	\$1.00 for first and \$.50 for each additional ordered at one time

### Deposits: (Refundable)

Residence Deposit	\$50.00
Vocational Book & Tool Dep.	\$50.00
Adult Basic Education and Business Careers Program Book Deposit	\$25.00

### Housing

see page 11

### Tuition Reduction:

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

### 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.

### Registration:

Being registered means fully completing the proper forms and paying the required fees and deposits. (Students who are approved to pay fees on a monthly basis are considered to be registering monthly.)

## Late Registration and Refund Policy

### General Conditions:

1. Full refunds will be made only if a course is cancelled by the college or if a student withdraws from a course for medical or bereavement reasons prior to the course start date.
2. Refunds requested prior to the course start date will be assessed an administration charge of \$10.00.
3. There will be no refunds for courses with tuition fees of \$10 or less except for those conditions in General Statement #1.

### Part Time Courses (Including all Part Time C.E.S. Courses and all Part-time Vocational Courses)

1. Withdrawals before the second class of a course - 100% of tuition fees less a \$10 administration charge.
2. Withdrawal after the second class of a course - NO REFUND.
3. Special registration and refund policies apply to courses labelled as "Designated Courses". NO REFUNDS will be made after the pre-registration date unless the space can be sold to another student in which case the withdrawing student will be refunded 100% of the tuition fee less a \$10 administration charge.

### Academic (Part and Full Time)

1. A \$10 "late registration" charge will be assessed to any student registering after the second class or after the second week in standard semester courses.
2. Withdrawal after second class - 80% of tuition fee less a \$10 administration charge.
3. Withdrawal after third class or fourth class - 50% of tuition fee less a \$10 administration charge.
4. Withdrawal after fifth class - NO REFUND.

### Vocational (Full Time)

1. A \$10 "late registration" charge will be assessed to any student registering after the first day of classes in a full-time vocational program.
2. Vocational full-time fees are assessed on a calendar month basis, prorated as necessary in the first and last months:  
Entry between:  
1st - 15th — 100% of monthly fee.  
16th - 23rd — 50% of monthly fee.  
24th - 31st — 25% of monthly fee.  
Leaving before:  
1st - 7th — 25% of monthly fee.  
8th - 15th — 50% of monthly fee.  
16th - 31st — 100% of monthly fee.
3. Refunds on withdrawal before completion will be 100% of unused tuition (part months prorated as above) less a \$10 administration charge. (There will be no administration charge on refunds for students who have completed their program earlier than anticipated when fee payment was made.)

### 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.

### Personal Medical Insurance

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

### Certificates and Diplomas

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

full semesters or two years.

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

### Confidentiality of Student Records

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

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

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

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

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

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

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

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

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

No partial transcripts of a record will be issued.

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

### Suspension of Students For Disciplinary Reasons

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

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

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

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

If a student appeals a suspension decision, he or she will be

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

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

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

### Appeal

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

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



# Student Services

## Counselling Services

Harriet Falladown  
Francis Sabine  
Bert Seinen

Do you have questions about:

- making a career decision?
- matching courses and programs to your career choice?
- university degree requirements?
- financial aid?
- College rules and regulations?

The counsellors are here to help. There are two offices. The main Counselling Center is in Room 103E of the Classroom/Administration Building. Drop in anytime between 8:30 - 4:30. The second office is in Room 106A of the Vocational Building. Please sign up for an appointment. In addition, the counsellors travel regularly to all major regional centers. Please phone for an appointment.

As a student you can come in for personal counselling or receive help in dealing with such student concerns as financial aid, study skills, exam preparation, or anything which may affect your life as a student at the College.

In our Counselling Center we have an up-to-date selection of College and University calendars from across Canada. There is also a wealth of information on all types of careers. The CHOICES computer program may help you choose or test your choice of career. Other tests and exercises may help clarify your career and personal life objectives.

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

## Students with Disabilities

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

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

Students who are permanently, or temporarily disabled can receive information and assistance from Bob in the Counselling Centre. The various services, which assist them to participate in the mainstream of programs and activities include counselling, development of compensatory strategies or accommodations, arranging to obtain special equipment, readers, recorded or braille material, notetakers, interpreters for the deaf, campus orientation, and special parking permits.

Available to community groups, parents and professionals to increase their understanding of disabilities, is a workshop/conference organization and facilitation service. Please give Bob a call at 635-6511 to discuss any of these services.

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



## Health Services

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

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

## 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 in each building. Meals are available at the Cafeteria.

Students must bring their own bed linen. Residence living naturally involves some loss of personal privacy and it has been necessary to establish some rules and policies to try to ensure that each student's rights are respected. Students who are not prepared to follow these rules and policies are advised to find accommodation off campus.

### Reservations Are Required

Students wishing to live in residence must apply in advance to the Residence Office.

#### Residence Rates:

Room charge - double occupancy and required in advance	\$105/month
- single room, if available	\$210/month
- Programs less than 3 weeks and non-students on approval	\$21/day

### Food Services

Food services are available seven days a week in the College Cafeteria. Estimates suggest that the average student spends \$225.00 - \$275.00 per month on food.

In order to offer students some relief against the food costs the College offers students a discounted rate on the purchase of meal tickets valued at \$100.00 or more. Under this plan students are able to purchase meal tickets (minimum value of \$100.00) at 90% of their face value, i.e., a student could obtain \$100.00 worth of meal coupons for \$90.00.

Students preferring to purchase meal tickets in smaller amounts may do so but are required to pay the full face value of the meal ticket.

A \$50.00 security deposit is required at the time of admission to Residence and is refundable after completing the full formal process of checking out of the Residence, and providing that all College property has been returned and that no damage has been done to the room occupied or to other College property. The dormitories and cafeteria will be closed during Christmas break.

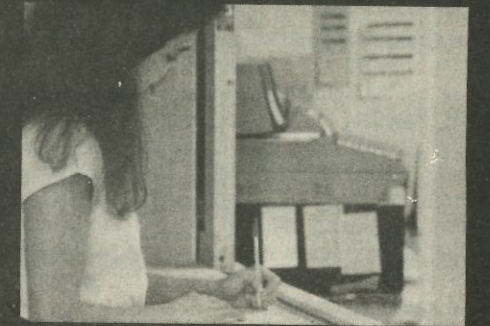
### Rental Accommodation

There is no accommodation available on campus for married students or children. These students should locate their own accommodation in Terrace. Student Services is developing a list of available accommodation.

Cost in Terrace range from \$300.00 to \$600.00 per month plus utilities.

## Public Transportation

Public transportation is available in Terrace from Monday to Saturday. Schedules are available on campus.



## 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. The College Bookstore will assist companies in acquiring texts for apprentices and in-house training programs.

## Recreation Facilities

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

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

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

## Learning Resource Center

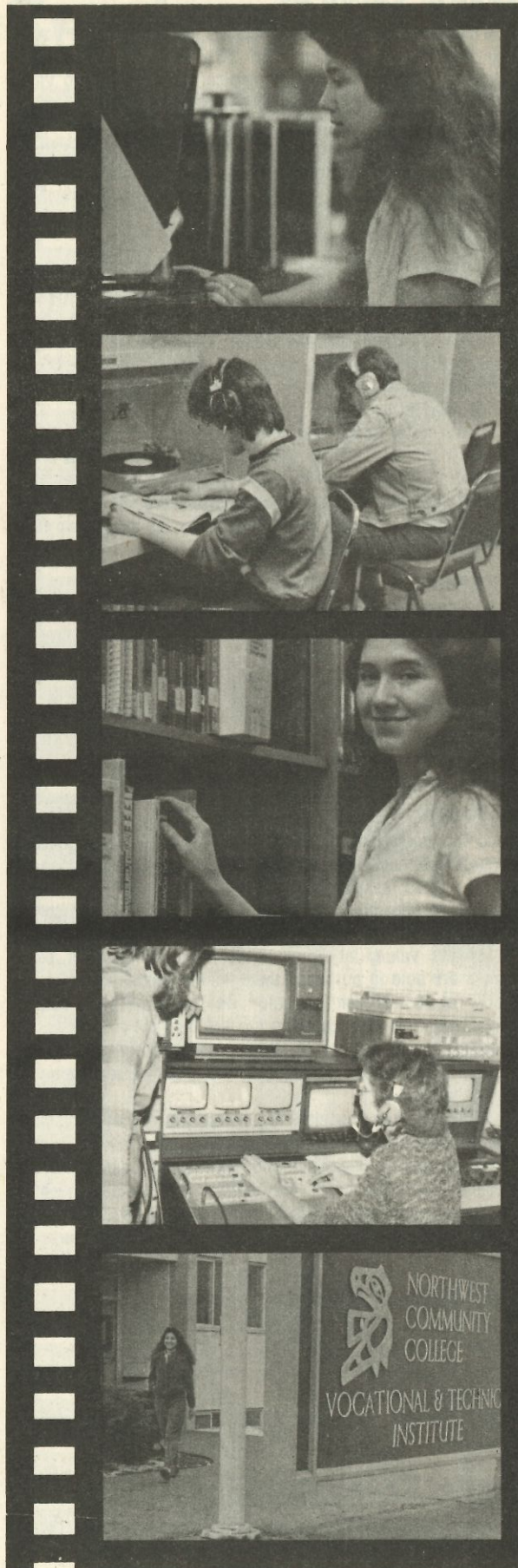
Coordinator: *Rol Morris, A.A., B.A. (Hons), M.A., M.L.S.*

The Northwest Community College Learning Resource Centers are broadly based forums for the exchange of ideas and information. Their purposes are to promote and nurture manifold opportunities for learning. It is the recognized role of these Centers to collect and deliver to the instructional programs, appropriate learning materials and equipment. Yet, our open doors welcome all citizens of the Northwest B.C. Community.

The Learning Resource Centers, therefore, are continually developing a relevant, forward-looking collection of books, magazines, newspapers, records, audio and video tapes, films, slides, prints, government documents, maps and photographs. A select inventory of state-of-the-art audio visual equipment is also maintained. Our local history archive, the Information Bank, provides indepth information on Northwest B.C. in the form of antiquarian newspapers, books, maps, photographs, and historical tape recordings. While most of these resources are housed at the Terrace Campus, each of the eight Regional Centres maintains appropriate and unique collections and provide access to the holdings in Terrace.

Located in the first floor of the Administration Building, the Terrace Learning Resource Center offers private and group study spaces, a restful reading lounge, conference facilities, audio and video playback equipment, the Knowledge Network apparatus and convenience typewriters. There is also a Photographic Lab and a Graphics Studio available for students and faculty and at the off-campus educational television studio our staff produce and distribute instructional video programs.

Our enthusiastic staff is dedicated to supporting and assisting you with learning and teaching needs every weekday from 8:00 a.m., most evenings, except Friday, and during the weekends.



# Student Association Message

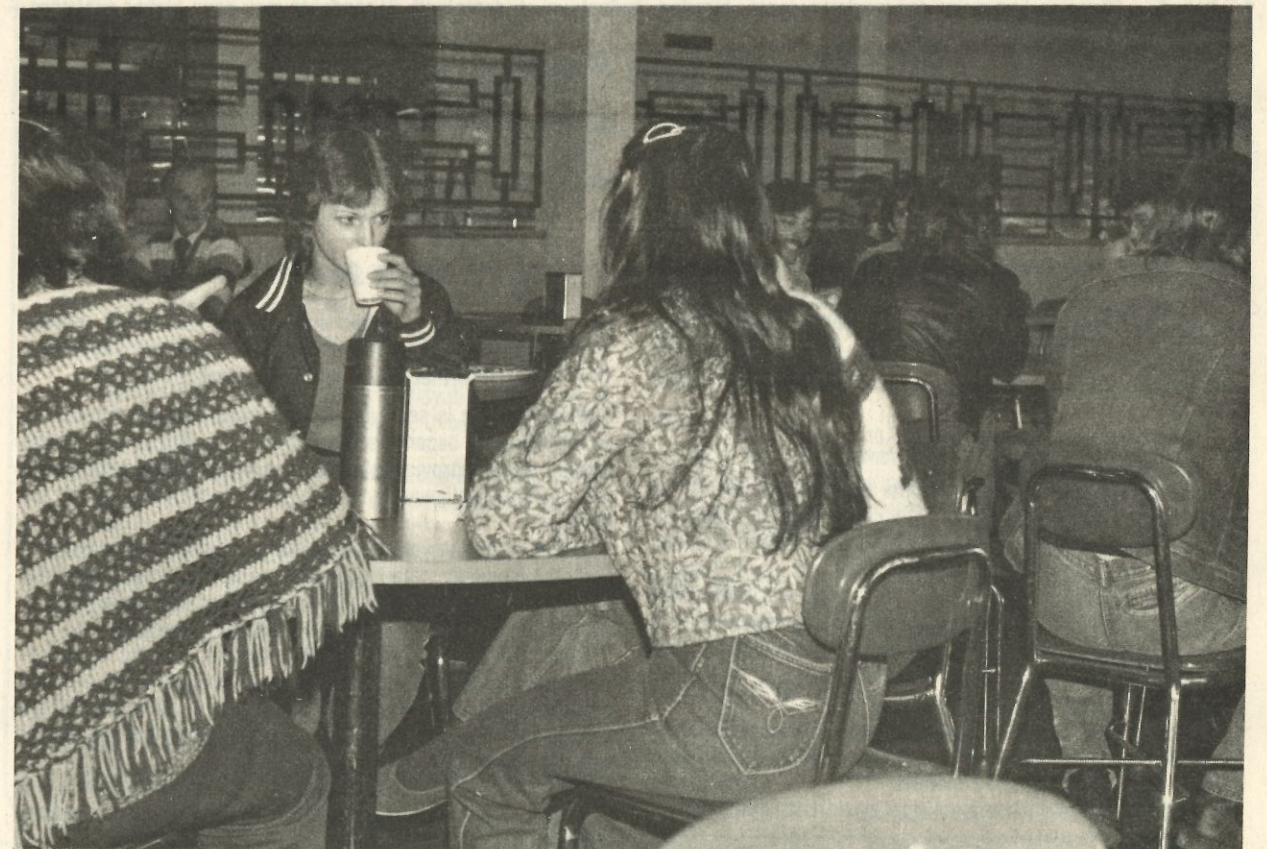
The Student Association of Northwest Community College normally elects a Student's Council during the first month of the academic year, that is late September or early October. However, due to the wide variety of Vocational, Academic and Continuing Education programs offered and their varying respective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

The Students' Council executive consists of elected positions including: President, Vice-President, Treasurer, Secretary and Sports Coordinator. The bulk of Students' Council and the most important 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 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 an 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 educational and also helps one to meet people.

Students pay special rates at the Recreation Center. Arrangements are made for gymtime with local schools, the arena or swimming pool. We may have to use a little ingenuity to create different pastimes which means working in unison. Some of the activities that can be arranged includes hockey, skating, volleyball, badminton and skiing. The Students' Association also arranges dances and outdoor activities. However, enthusiasm and cooperation are the two important factors needed to make it a reality. So get involved and make your stay a successful one!!

**Students' Association**  
Northwest Community College





# Financial Aid and Sponsorship

The financial implications of attending College should be considered by all prospective students. Students who are uncertain or who anticipate financial difficulties are urged to contact a College Counsellor 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 studies and family expenses.

## Per Semester or a 4-Month Vocational Term

	Living at Home	Living on Campus	Living in Rental Accom.
Tuition	\$270 - \$300*	\$270 - \$300*	\$270 - \$300*
Student Association	\$4	\$4	\$4
Books and Supplies	\$100 - \$300**	\$100 - \$300**	\$100 - \$300**
Room and Board	0 - \$1,000	\$1,250 - \$1,450	\$1,400 - \$2,600
Local Transportation	\$150	\$150	\$150
Miscellaneous	\$300	\$300	\$300
<b>TOTALS:</b>	<b>\$824 - \$2,054</b>	<b>\$2,074 - \$2,504</b>	<b>\$2,224 - \$3,654</b>

\*Tuition fees vary from program to program. See the fees section for specific fees.

\*\*Check the individual program description for details.

**Note 1:** Students should also budget for deposits, additional school supplies and clothes up to \$150 for some programs; see individual program.

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

**Note 3:** These are estimates for single students. Married students or students with dependents may have higher expenses.

## Sponsorship Programs

### Sponsorship Programs

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

#### Canada Employment and Immigration Commission

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

- upgrade present work skills; or
- 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.

### Ministry of Human Resources

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

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

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

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

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

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

### Vocational Rehabilitation Services

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

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

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

- Counselling and guidance as an ongoing process during the rehabilitation process.
- Physical and mental restoration services purchased for the client as needed.

- Vocational and other training services including remedial education.
- Maintenance and transportation when needed to help the client receive the benefits of other services.
- Services to members of the client's family which are necessary to the adjustment or rehabilitation of the disabled individual.
- Placement in suitable employment after completion of rehabilitation.
- Post employment services when necessary to assist disabled persons to maintain suitable employment.
- Other goods and services which can be reasonably expected to benefit disabled individuals in terms of employability.

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

For further information contact: Vocational Rehabilitation Service, No. 33-3412 Kalum St., Terrace, B.C. V8G 2M9; or Ministry of Labour Apprenticeship and Training Branch, 4548 Lakelse Ave., Terrace, B.C., V8G 1P8.

## British Columbia Student Assistance Plan

(Subject to Change)

This is a comprehensive program of assistance based on need 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:

- The Canada Student Loan Plan, funded by the federal government and provincial government and provincially administered, allows for a repayable loan up to \$100.00 per educational week to a maximum of \$2,925 per educational year.
- The British Columbia Provincial Loan Program funded by the province, allows for a repayable loan up to a maximum of \$2,400 per year.

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.

Special assistance programs are available for part-time students and for those who are receiving permanent disability pensions.

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

### APPLICATION PROCEDURE

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

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

### WHEN TO APPLY

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

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

### NEED HELP?

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

### REPAYMENT OF LOAN?

Normally you must begin repaying six months after you leave school. If this is impossible, you may apply for interest relief.

#### Federal Department of Indian Affairs

The Federal Government provides a comprehensive program of financial assistance to status Indian people who meet Treasury Board requirements and who qualify for enrolment in technical, college, or university training at a variety of educational institutions.

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

#### British Columbia Special Assistance Program

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

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

For further information contact the Financial Awards office at any public post-secondary institution or write to Student 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.

#### British Columbia Youth Foundation Loans

Interest free loans can be made to bona-fide B.C. young people to a maximum age of 30. Loans may be for fees, books and/or a monthly allowance to assist with living expenses when the applicant is not living at home.

A suitable adult guarantor is usually required. Applicants should have an aptitude for their chosen field of study and a reasonable chance of success. Hopefully, they should contribute some of their own money to the cost of their education.

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

tion. The Foundation will send an Application Form and Guarantor's Statement Form to the applicant for completion. After the Foundation receives all information, it will assess the request. Cheques will be forwarded to the Financial Awards Officer for disbursement. Students eligible for government loans and grants should first apply to that source.

#### First Citizens' Fund

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

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

Interested Applicants must submit:

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

Forms for either the First Citizens' Fund Incentive Bursary or Canada Student Loan repayment may be obtained from the Financial Aid Office or through the First Citizens' Fund office in Victoria; Provincial Secretary and Government Services, First Citizens' Fund, 1016 Langley Street, Victoria, B.C. V8X 1V8.

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

## Adult Basic Education Student Assistance Plan

#### WHAT IS ABESAP?

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

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

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

#### WHO MAY APPLY?

Any person who is:

- a British Columbia Resident
- enrolled at a participating secondary/post-secondary institution, in a recognized Adult Basic Education program.

#### WHERE TO APPLY?

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

#### FURTHER INFORMATION

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

## Financial Aid Programs Available at Northwest Community College

### Bursaries and Scholarships

Northwest Community College administers a limited amount of scholarships and bursaries. Due to the limited monies available, applicants must first apply to the B.C. Student Assistance Plan/Canada Student Loan Program. Students who may not be eligible for the B.C. Student Assistance Plan are encouraged to apply.

Awards are made throughout the Academic year. Applicants may receive more than one award during their program, so students are advised to apply whenever they have financial need. Applications are retained for the current awards period only.

Applications can be obtained from any College Center and must be returned to the Counselling Center by the first of the month in which the awards are scheduled to be made.

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.

#### British Sailors' Society Canada Bursary

The British Sailors' Society Canada has given a \$250 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.

#### BC Timber, Pohle Lumber Division Awards

Pohle Lumber has established a Scholarship and Bursary fund at Northwest Community College which will award two \$300 scholarships in September of each year to the applicants who have the most outstanding achievement among the students entering full-time studies at the second year level in any Northwest Community College program.

In addition, four \$300 bursaries are to be awarded annually. Applicants will be expected to be full-time students in Northwest Community College programs of more than two months duration, who are in good academic standing and experiencing financial difficulty.

#### Credit Union Foundation

A grant of \$400 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.

#### NWCC Bursary Fund - Houston

#### NWCC Bursary Fund - Kitimat

#### NWCC Bursary Fund - Smithers

The Regional College Centers in Houston, Kitimat and Smithers have each established bursary funds to assist students attending each particular regional center. Students should apply on the College Financial Aid Application Form.

#### Academic Workers Union, CUPE Local 2406

The Academic Workers Union has made five 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 bursary for Native Students. This bursary was established to provide a continuing memorial to Jeff Mar-

vin's dedication in providing post-secondary education to meet the needs of Indian people in Northwest British Columbia.

2. Rhenia Gardiner Memorial Bursary  
One \$400 bursary for a second year Early Childhood Education student. This bursary was established to provide a continuing memorial to Rhenia Gardiner's dedication to the education of young children, especially to those with special needs.
3. One \$250 bursary for a student who has demonstrated active participation in the areas of women's, workers' or native's rights. A statement outlining their participation should accompany an application for this award.
4. Two \$250 bursaries to students who are in financial need.

Students should apply for awards on the Northwest Community College Bursary application form.

#### Thunderbird Emergency Loan Fund

Established in part by a donation from the Northwest College Student Association, this fund can be used for small, short term loans. Students wishing to borrow money from this fund should

make application to the Financial Aid Officer, Beverley Kealty.

#### Vancouver Foundation Bursary

The Vancouver Foundation has established a large Bursary fund to be awarded as bursaries 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.

### 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.

## Awards

#### Governor General's Silver Medal

The Governor General's Silver Medal is awarded each year to an outstanding student in a two-year program. The student which is selected for this prestigious award will be at the top of his or her class and have demonstrated exemplary citizenship at the College and in the Community.

#### Lieutenant-Governor's Silver Medal

The Lieutenant-Governor's Silver medal is awarded each year to a student in a vocational or career program of one year or less. The student selected will be one who has not only excelled in his or her studies, but has also contributed in a positive way to the life of the College or to the Community.



## Financial Aid Available from Other Sources

#### 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.

#### B.C. Cultural Fund Scholarship Assistance Program

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

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

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

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

The B.C. Government Employees' Union offers annual scholarships consisting of ten awards worth \$500 each for students related to B.C.G.E.U. members. All applicants must be relatives of B.C.G.E.U. members in good standing or relatives of deceased or retired members, i.e. spouse, parent, child (includes stepchild and foster child), brother, sister, grandchild. Applicant must be registering in a B.C. institution for post-secondary or post-graduate studies for courses of eight months or longer. Students must have an academic standing of C+ or better in previous year's courses and in courses presently enrolled in. For mature students this requirement would be waived. Include a typed personal letter to the Committee explaining why you are applying for this scholarship and detailing your academic goals and career plans. On back of application form give an indication of your career plans, a summary of estimated expenses, and a list of other scholarships you have applied for. Also attach a transcript of last year's marks as well as an attested record of this year's marks. A typed essay of 1,500 to 2,000 words about the "role of public service unions in your community and how they affect you." Accompanying this essay must be a list of the unions in your community, all reference material noted, and personal contacts should also be noted. The essay must be accompanied by a completed application form which is available from the address below. The Scholarship Committee comprises the union's 2nd Vice-President and five regional vice-presidents. All scholarship applications must be received by February 18 and sent to B.C.G.E.U., 4911 Canada Way, Burnaby, B.C. V5G 3W3.

#### B.C. Indian Arts Society Memorial Bursary

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

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

Commemorating Mungo Martin, the late Kwakiutl chief, ar-

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

#### B.C. Physical Fitness and Amateur Sports Fund

- (a) Premier's Athletic Awards — Five at \$1,000 each (For students already enrolled in a designated post-secondary educational institution).
- (b) B.C. Athletic Awards — 15 at \$750 each (For students already enrolled in a designated post-secondary institution).
- (c) Nancy Green Scholarships — 26 at \$750 each (For British Columbia secondary school students who are about to enroll in a designated post-secondary institution).

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

#### Cal Callahan Memorial Bursary

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

Applicants must be sons, daughters or wards of persons whose principal income is derived from the Pipeline Industry and whose employer is a member of the Pipe Line Contractors Association of Canada. Applications will be reviewed and selection made by the executive committee of the association on or about September 1983.

Application forms are available from Pipeline Contractors, Association of Canada, Suite 203, 698 Seymour Street, Vancouver, B.C. V6P 3X6.

#### Canadian Army Welfare Fund Bursaries

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

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

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

#### Canadian National Institute for the Blind

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

#### Cariboo Real Estate Board Scholarships

Four scholarships of \$500 each are open to students whose regular residence is in School District 27 (Williams Lake), 28 (Quesnel), 54 (Smithers), 55 (Burns Lake), 546 (Nechako), 57 (Prince George), and 59 (Peace River South). To be eligible an

applicant must show proof of admission to a post-secondary program of studies of at least two semesters' duration. Students entering second year programs are also eligible. Students should obtain application forms from the Financial Aid office at the College of New Caledonia, 2001 Central Street, Prince George, B.C. Applications must be returned by June 1 of the year in which the student will commence studies.

#### Children of War Dead

The Department of Veterans' Affairs under the Children of War Dead (Education Assistance) Act provides assistance in respect of tuition fees up to \$800 per year as well as a monthly allowance. Eligibility is determined by the applicant being dependent upon a pension being paid during some period prior to application for training. Contact the College Counsellor, Special Services, Department of Veterans Affairs, 115 Robson Street, Vancouver, B.C. V6E 1B9.

#### Independent Order of Foresters

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

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

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

#### International Year of Disabled Persons Bursaries

In recognition of the International Year of Disabled Persons, these bursaries were created to financially assist students with disabilities and will be awarded on merit and the basis of financial need. Several annual bursaries of \$500 each will be available. To be eligible, the disabled students must be a resident of B.C., Canadian Citizen or Landed Immigrant. Application forms can be obtained by contacting the Grant Coordinator, B.C. Paraplegic Foundation, 780 S.W. Marine Drive, Vancouver, B.C. V6P 5Y7.

#### Bill and Elsie More Memorial Award

In memory of loving parents Bill and Elsie More, one or two bursaries (to a total of approximately \$400 per year) have been made available through the Bill and Elsie More Indian Bursary Fund of the Vancouver Foundation to assist native Indian students in B.C. for post-secondary education. Preference will be given to applicants in the helping professions such as: education, social sciences, nursing/medicine, law and theology. The award is open to status and non-status Indian students in any post-secondary institute. Students should submit a letter of self-description, expressing their sincerity and interest in accomplishing their educational goal plus demonstrated financial need. Applications can be submitted anytime and should be sent to: The Bill and Elsie More Indian Bursary Fund, Vancouver Foundation, 1199 West Pender St., Vancouver, B.C. V6E 2R1.

#### Navy League of Canada Scholarships

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

#### Sam Nelson Memorial Award

To commemorate the late Samuel Nelson, a Nishga wood carver and silver engraver, who generously donated prints and carvings so that the contributions from his donations could be used to assist native Indian students with their educational costs. Award(s) will be made in any amount within the limitations of available funds (usually \$50 - \$100). Purpose of award is to offer assistance to needy Indian students in post-secondary education. Applicants must be in their second term of classes or more; must carry a course load of three or more classes whilst maintaining a C average or better. Awards will be granted twice yearly depending on availability of funds. Applications can be obtained from: Financial Aid Office, V.C.C. Langara Campus, 100 West 49th Ave., Vancouver, B.C., V5Y 2Z6. Applications can be submitted anytime.

#### Pacific Association for Continuing Education (PACE)

PACE award bursaries ranging from \$50 to \$100 for any one period of study to students registered as part-time or short-term studies. Applicants are to be residents of B.C. and may receive only one award. Applicants must show evidence of financial need, limited or no access to other funds, and intent to pursue a continuing education plan or job upgrading goal which will benefit the community. Applications must be in writing describing the reasons for seeking the bursary, the name of the institution and course to be taken and registration fee. Applications should be sent to Pace Bursary Committee, c/o Mrs. Barbara Clague, 2832 West - 36th Avenue, Vancouver, B.C., V6N 7R1 by August 31 or November 30 of the year to be applied for.

#### The Omer Bradwin Peters Memorial Scholarship

Omer Peters grew up on the Moraviantown Indian Reserve near Thamesville in southwestern Ontario. Omer, a World War II veteran, was proud of the fact that he was a Flight Sergeant in the Royal Canadian Air Force and served overseas. For nearly 17 years Omer was involved with the Moraviantown Band Council as Chief, Councillor and Band Administrator. Omer Peters led an active life and in recent years spent as much time as he could with his family.

The Omer Bradwin Peters Memorial Scholarship for the amount of \$1,000, will be presented at the National Indian Brotherhood General Assembly. The Council of Elders will select the winner based on the following criteria: A post-secondary education, athletic and academic performance, demonstrated leadership abilities among the Native people, working experience among the Native people either at the community, school or reserve level, a letter of recommendation is preferable from the Chief or a band member. To obtain an application form, please write to: Mr. Ernie Benedict, Resident Elder, National Indian Brotherhood, 2nd Floor, Bankal Building, 102 Bank Street, Ottawa, Ontario. Deadline June 30.

#### Rixon Rafter Scholarship Fund

This fund was established in honor of the late Rixon Rafter, a graduate of the Ontario School for the Blind (now the W. Ross Macdonald School) in Brantford, Ontario. Mr. Rafter became a successful newspaper publisher. Interest from the fund is intended to provide assistance to needy, registered blind students involved in academic or educational pursuits. In most instances, an amount of \$150 to \$300 is provided; under exceptional circumstances, this may be increased to a maximum of \$500. In British Columbia, applications are to be directed to The Canadian National Institute for the Blind, Vocational Counselling and Employment Services Department, 350 East 36th Ave., Vancouver, B.C., V5W 1C6.

#### The MC. Robinson and Donald Buckland Memorial Fund.

The MC. Robinson and Donald Buckland Memorial Fund is sponsored by the Canadian National Institute for the Blind. Captain Merrill C. Robinson, blinded since 1917, was the Director of the Canadian National Institute for the Blind, B.C. - Yukon Division, from 1929 to 1964. His contribution towards the development of CNIB and services to the blind of B.C. - Yukon will long be remembered. Donald Channing Buckland, a graduate and distinguished faculty member of the University of British Columbia, was himself overtaken by blindness a few years before his untimely death. An annual award of \$200 is available from this fund to any blind, full-time university or post-secondary student, having established permanent residence in British Columbia. Requests should be directed to the Executive Director of the B.C. - Yukon Division, C.N.I.B., 350 East 36th Ave., Vancouver, B.C. V5W 1C6.

#### Royal Canadian Legion (Pacific Command) Bursary/Scholarship

The Royal Canadian Legion (Pacific Command) offers annually a number of awards of \$200-\$800 for students proceeding

from Secondary School to a post-secondary institution. These bursaries are awarded on the basis of academic standing, financial need and participation and achievement in student and community affairs. Preference is given to sons and daughters of deceased, disabled or other veterans, but applications from other worthy students are considered. The deadline date for receipt of applications is May 30. Application forms and further information may be obtained from, and completed applications are to be returned to: Pacific Command, The Royal Canadian Legion, 3026 Arbutus St., 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.



### Vancouver Foundation Student Aid Funds.

Donors to the Vancouver Foundation have established a variety of students' aid Funds. A grant of \$200 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 of 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 each available annually.

2. The Ingledew Bursary Fund

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

3. The H. R. MacMillan Family Fund

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

Approximately 50 awards are available annually in amounts of \$250 to \$600.

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 to \$600 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 to \$600 are available annually.

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

- A biographical letter in which the student briefly describes his or her family background, general interests, specific education objectives and career aspirations.
- 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.
- A recent transcript of marks.
- A budget in which the student outlines anticipated income and expenses for the period of study for which aid is being sought.

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

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

### Van-Tel Credit Union

#### The Les King Memorial Bursary

To honor the memory of Les King, late President of Van-Tel Credit Union, a Bursary of \$500 will be awarded to the sons, daughters and legal dependents residing in British Columbia, or members of Van-Tel Credit Union. It is open to competition to students proceeding from Grade XII into a full program of studies at the University of B.C., University of Victoria, Simon Fraser University, or any accredited post-secondary Institute within the Province of British Columbia. To be eligible for consideration a candidate must have an average of at least 70%. The winner will be selected by the University of B.C., in consultation with Van-Tel Credit Union. From those who so qualify, in the final selection, a major factor will be in the financial circumstances of the applicants and their families. Applications and further information may be obtained from the Awards Office at the University of British Columbia, Vancouver, B.C., V6T 1W5. Applications must be received by U.B.C. on or before July 1.

#### The Leo Morris Memorial Bursary

To honour the memory of Leo Morris, late Treasurer of Van-Tel Credit Union, a Bursary of \$500 will be awarded to the sons, daughters and legal dependents residing in British Columbia, or 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.

#### 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 Employees' 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
10547	The Retail, Wholesale and Department Store Union, Local 517, Bursary
7672	Retail, Wholesale and Department Store Union, Local 580, Bursaries
6778	The Royal Arch Bursaries
4780	The Vancouver Sun Regional College Entrance Scholarship for Sun Carrirs
7718	The War Amputations of Canada, Vancouver Branch, Bursaries.

# Continuing Education Services

The Continuing Education Services Division is integral to Northwest Community College's efforts to provide a wide range of educational services throughout the college region. Continuing Education Services administers regional college centres and provides administrative support for academic and vocational courses offered at these centres. In addition to these regional services Continuing Education is responsible for the development and delivery of a wide range of general interest, community education and special interest programs.

Within the Continuing Education Services Division are these specialized program/service departments.

## 1. Distance Education

At Northwest Community College we recognize that many people find it difficult to continue their education because they cannot attend regularly scheduled classes. To meet the needs of these people, the College uses distance education methods.

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.

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

Courses offered by Northwest Community College via KNOW are published in the college's regional program brochure. For more information on Distance Education courses offered by the college please call the nearest college centre.

## 2. Health Programs

The mandates of the Health Program are to serve the continuing health education needs of health and human service workers and to provide general interest health care programs for the public.

The college employs a Program Coordinator who works to develop programs throughout the college region as needs demand. Input for these programs can be made through our local Continuing Education Services Coordinator or by calling Emily Rozee, Health Programs Coordinator at 635-6511 (Terrace).

## 3. Adult Special Education

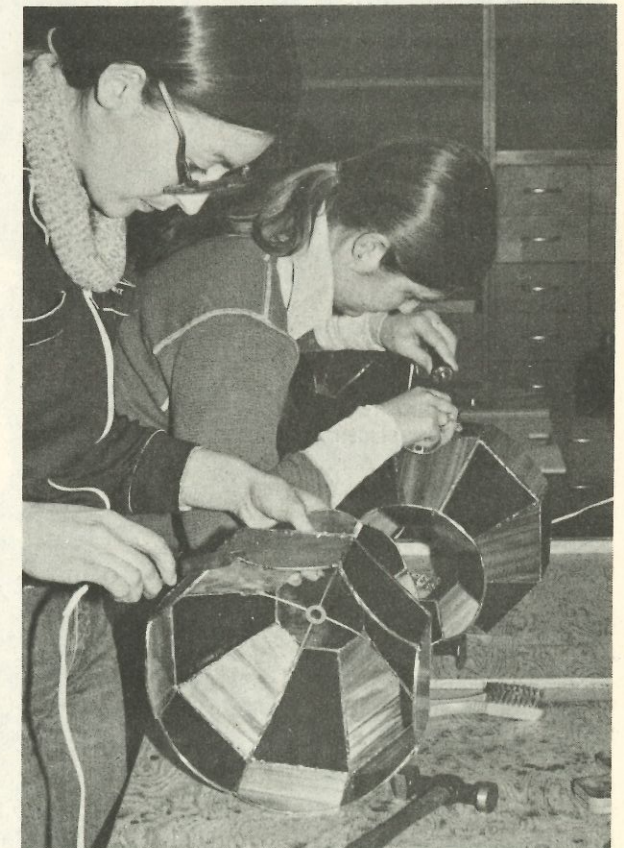
Northwest Community College recognizes that many adults have special education needs. To better identify and meet these needs the College Board formed a Regional Advisory Facilitator who works closely with the committee and with College staff and instructors to implement services and programs for adults with special educational needs.

For information on the special education services available at Northwest Community College, please call your local college centre or contact Bob Phillips, Adult Special Education Program Facilitator at 635-6511, (Terrace).

At each regional centre Northwest Community College has

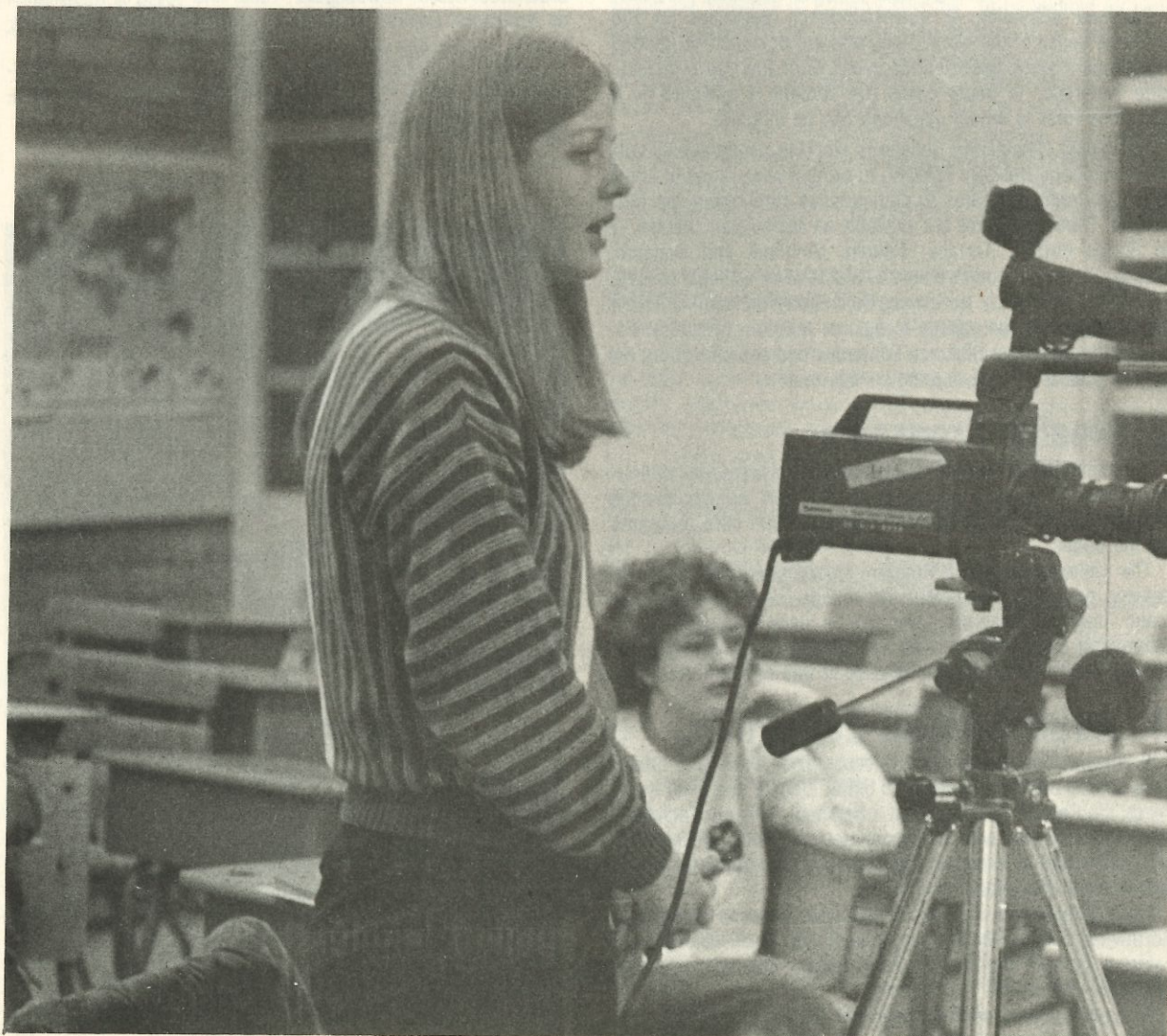
established a Learning Resource Centre with a collection of educational and career opportunities materials. Educational and career counselling is also available on an appointment basis. Information on Academic, Vocational and C.E.S. courses offered in each region is widely publicized using a combination of brochures/flyers, newspapers, radio and T.V. For information on Northwest Community College courses offered in your community, please call your nearest College centre.

Continuing Education staff welcome and encourage your suggestions for future courses and programs. If you have an idea, please contact them!



## Regional College Centers and Staff

<b>Queen Charlotte Islands</b>	Fran Fowler, C.E.S. Regional Coordinator, c/o School District #50, Box 69 Queen Charlotte City, B.C. V0T 1S0 Telephone: 559-8471	<b>Nass Valley</b>	Maurice Squires, C.E.S. Regional Coordinator c/o Nisgha School District #92 General Delivery, New Aiyansh, B.C. V0J 1A0 Telephone: 633-2228
<b>Prince Rupert</b>	Bob Wilson, C.E.S. Regional Coordinator 820 - 34rd Avenue West Prince Rupert, B.C. V8J 3S1 Telephone: 624-6054	<b>Stewart</b>	David Richardson, C.E.S. Coordinator or Bob Peacock, Stewart Secondary School Stewart, B.C. V0T 1W0 Telephone: 636-2238
<b>Terrace</b>	Karen Birkedal, C.E.S. Coordinator Emily Rozee, Health Program Coordinator Gene Kerns, Distance Education Coordinator Bob Phillips, Adult Special Education Facilitator Box 726, Terrace, B.C. V8G 4C2 Telephone: 635-6511	<b>Upper Skeena</b>	Lois Shannon, C.E.S. Regional Coordinator Box 338, Old Hazelton, B.C. V0J 1Y0 Telephone: 842-5291
<b>Kitimat</b>	Susan Cole, C.E.S. Regional Coordinator 606 City Centre, Kitimat, B.C. V8C 2N2 Telephone: 632-4766	<b>Smithers</b>	Anne Laforest, C.E.S. Regional Coordinator Box 3606, Smithers, B.C. V0J 2N0 Telephone: 847-4461
		<b>Houston</b>	Tanya Widmark, Ass't. Coordinator Box 1277, Houston, B.C. V0J 1Z0 Telephone: 845-7266



## Business/Industry Services

Audun Birkedal, Coordinator, phone 635-6511, local 245

Through Business/Industry Services, Northwest Community College offers time and cost effective courses, seminars, workshops and clinics in many areas and levels to business, industry, and government, organizations and individuals throughout the College region.

We offer a variety of courses in Technology, Management/Supervisory Skills and in Business and Industrial based subjects. These courses can be matched to your specific interests and diversified needs.

The programs are presented at the College centres, on company premises or at an off-site location you select. They involve the participants, question them, and challenge them! The emphasis is on putting theory into practice — quickly and successfully.

Customized programs let you:

1. Tailor course design and content to the needs of your staff and organization.
2. Choose times and locations convenient to you.

To find out more about the programs and courses offered and subjects not listed please call Audun Birkedal, Terrace, Phone 635-6511, local 245 or contact your local College Center.

## Computer Technology Programs

In addition to the courses described below, we have several three-hour modules in a wide range of computing and word processing topics that fall within the following categories:

- a. ABC's of computing
- b. Computer concepts and development techniques

- c. Financial software
- d. Record keeping software
- e. Spreadsheet software
- f. Word processing software

### Data Processing Concepts for Business and Industry

#### Program Description

To provide sufficient information for the graduate to understand the jargon of the data processing field and to provide the necessary background for exploring many data processing topics in depth.

Also to provide an introduction to the use of the Apple II microcomputer and some basics of the BASIC language.

#### Course Outline

- History of Computing
- Programming and Programming Languages
- Algorithm Development
- Introduction to BASIC
- Elements of Computer Processing
- Input/Output and Internal Storage
- Hardware
- Program Maintenance and Documentation
- More BASIC
- Debugging
- Even More BASIC
- Arrays
- Files
- File Handling in BASIC

#### Length of Course

35 Hours.

**Location** - as required throughout the College Region.

**Fees** - Contact the Coordinator

### Intermediate Computing for Business/Industry

#### Program Description

This course brings the participants to the intermediate level in the programming language BASIC. Skills in BASIC are enhanced by writing file handling routines developed by the use of Data Directed Design techniques. Graduates of this program will have well developed Basic programming skills and a good foundation in file handling concepts for industry.

#### Course Outline

- Structure Diagrams and Data Directed Design
- General Multiple File Processing
- Additions, Deletions and Modifications
- Random Access
- Binary Search Algorithm
- Record Project
- BASIC Coding and Testing
- Company Problem Statement and Background
- Company Data Directed Design Development
- Company Basic Coding and Testing

#### Course Duration

35 Hours.

#### Fees

Please contact the Coordinator.

#### Location

As required throughout the College region.

## Supervisory Management

### Management Skills for Supervisors

#### Program Description

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 or five months.

#### Location

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

#### Fees

Please contact the Coordinator.

#### 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.

### Effective Written Communications

#### Program Description

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

#### Course Content

Evaluation of current writing skills with specific comments on how to improve them; tools for dealing with on-the-job writing problems; up-to-date information on business writing; time management for writing projects; approaches to writing such things as instructions and unpopular messages, and techniques for organizing material to suit the writing task at hand.

#### Length of Course

Two or three day consecutive workshop.

#### Fees

Please contact the Coordinator.

#### Location

As required throughout the College Region.

### Time Management

#### Program Description

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.
4. List characteristics of effective managers
  - Measuring effectiveness
  - Dealing with time wasters.

#### Length of course

One day

#### Fees

Please contact the Coordinator

#### Location

As required throughout the College region.

### Basic Instruction Techniques

#### Course Objective

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

#### Course Content

You will:

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

#### Length of Course

Five days.

#### Fees

Please contact the Co-ordinator.

#### Location

As requested throughout the College region.

## Business Programs

In addition to the courses described below, we can organize programs on short notice in practically any subject or topic in the world of business.

### How to Start Your Own Business

This seminar gives a step-by-step approach to start your own business.

### An Introduction to Small Business Accounting

This seminar will help you learn how to set up and maintain financial records by performing bookkeeping functions, from the recording of initial transactions to preparing financial statements.

### Increasing Your Profits

In this seminar participants will develop techniques that can be used to reduce costs through more effective use of Financial Management Control Systems.

#### Seminar Length

6 Hours.

#### Location:

As required throughout the College Region.

#### Fee

\$47.50

### Computer Accounting for Business and Industry

#### Course Length

24 Hours

#### Class Size

12 Maximum

This hands-on course is designed for owners, managers and employees who want to know what accounting is all about in the computer age. No previous knowledge of computers and accounting needed, but would be helpful.

You will learn:

1. The Accounting Cycle
2. To set up and maintain financial records
3. To identify basic internal control procedures
4. How to use the MICRO COMPUTER
5. How to complete the Accounting cycle, using the micro computer, i.e.
  - a. Journalize source data (cash, cheques, invoices and payroll)
  - b. Post to the general ledger
  - c. Make necessary adjustments
  - d. Prepare profit and loss statement
  - e. Prepare the balance sheet
  - f. Run a month end

#### Fee

\$150, including materials.

### Taxation for Small Business

This workshop explains and illustrates the main aspects of Taxation and defines the important elements. The participants will learn:

1. Taxation vocabulary
2. Key provisions of the Tax Act
3. Implications of the Act as it affects partnerships
4. Special problems facing the small business person.

#### Course Length

3 Hours

#### Location

As required throughout the College Region.

#### \*Fees

\$27.50

### Financing a Small Business

This course is designed as a clinic to discuss the financial needs of small business and the types and sources of financing.

#### Course Length

2 Hours

#### Location

As required throughout the College Region.

#### \*Fees

\$10.00

\*Costs are subject to change.

# Adult Basic Education

Admission daily, as space permits.

Northwest Community College offers a variety of programs designed to upgrade adult learners. Our courses make it possible for the student to achieve his/her personal goals whatever they may be — learning to read and write, entry into a trade training program, general upgrading or high school 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 Skills Development
- 2) English as a Second Language
- 3) General Education Development
- 4) College Preparatory

Prospective students are encouraged to contact their local College Centre for starting dates and times.

*John V. Noonan — Coordinator, A.B.E.*

*Charlotte Renshaw — Secretary, A.B.E.*

*Alex Deas — B.Sc., M.Sc. (U.B.C.)*

*Pat Hayes — Permanent B.C. Teaching Certificate*

*Robert Sullivan — Permanent B.C. Teaching Certificate*

*Wilfe Tripe de Roche —*

*Mike Willcox — Permanent B.C. Teaching Certificate*

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

*John Wood — B.A., B.Ed. (Queens)*

## Basic Training for Skills Development (BTSD)

### 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 the necessary skills to gain entrance to trade or vocational training? If your answer is yes to any of the above questions, then this is the course for you. Each student begins at his own level and works at his own speed. The instructor will design a program with each student to suit his individual needs. College certificates are awarded for successful completion of Level II, Level III and Level IV.

### Requirements for Admission

Applicants must:

1. Have been away from the public school system for at least one year.
2. Be capable of concentrated, independent study.
3. Be over 18 years of age. (See criteria for under age applicants).
4. Have a career or educational goal

### Under Age Applicant Admission Criteria

Above factors apply plus:

1. Written permission from the Superintendent of the School District.
2. Written permission from the High School Principal. School District #88 requires #2 only.
3. Reasons for leaving school must be fully outlined. (A behavior problem does not qualify for entry into Upgrading.)
4. Interview and permission of parents or guardians with College Staff — (where practical).
5. Interview with College staff, counsellor and/or instructor.
6. Work experience is an asset. This provides an indication of

maturity, career goal, etc.

7. A maximum of two students per class under 18 years of age will be admitted to the program at any time.

Other applicants with special circumstances will be considered on an individual basis by the A.B.E. Coordinator's office and the Registrar.

### 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.

### Times - Terrace

8:00 a.m. - 3:00 p.m. Monday - Friday: day program  
3:00 p.m. - 10:00 p.m. Monday - Friday: afternoon program  
7:00 p.m. - 10:00 p.m. Mon. & Wednesday: part-time program

Full time programs are offered in Prince Rupert, Hazelton, and Smithers.

Part-time programs are offered in Houston, Kitimat and other centres where necessary.

### Fees

See General Information section.

### Financial Aid and Sponsorship

See General Information section.

## General Education Development Tests

The G.E.D. test 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

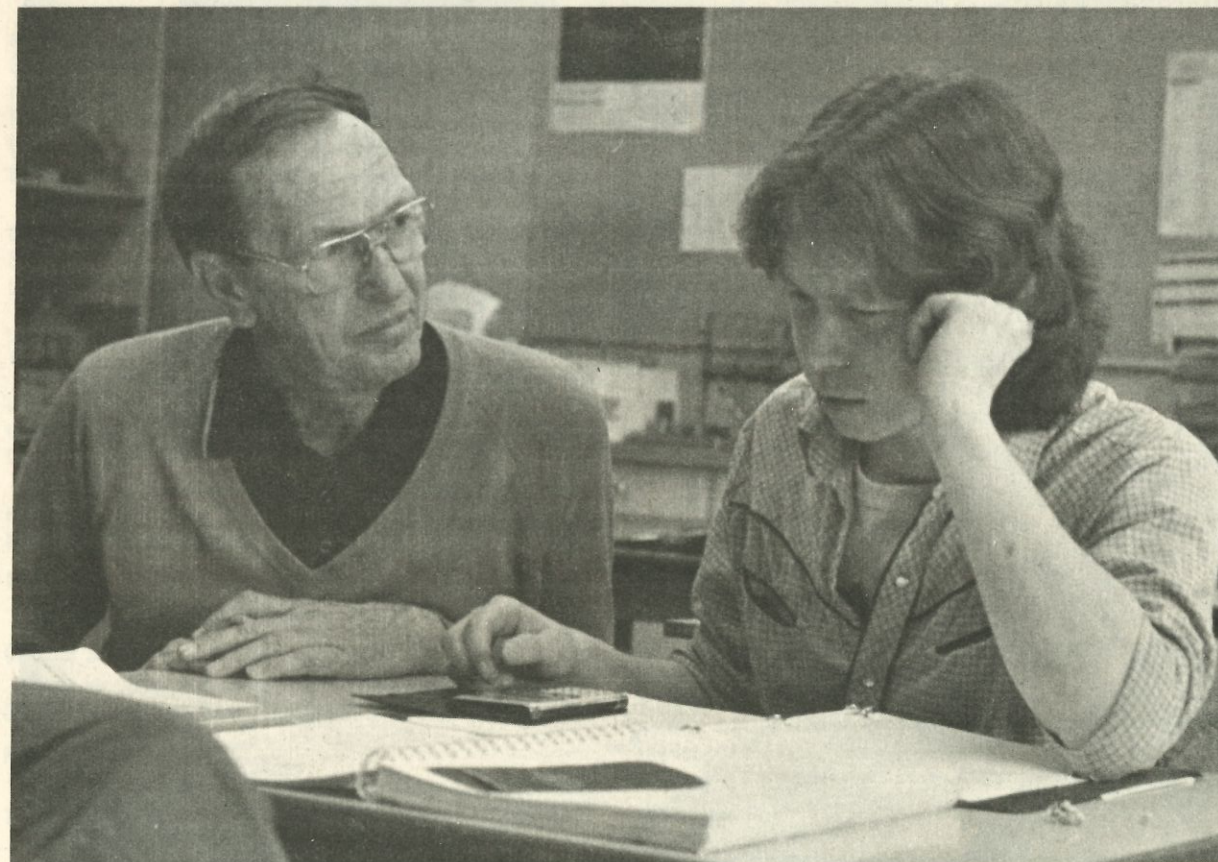
Qualified teachers will assist you with your study and provide lessons on English, Math, Social Studies and Science. This course is offered in various locations. Check your College's local bulletin.

## English As A Second Language

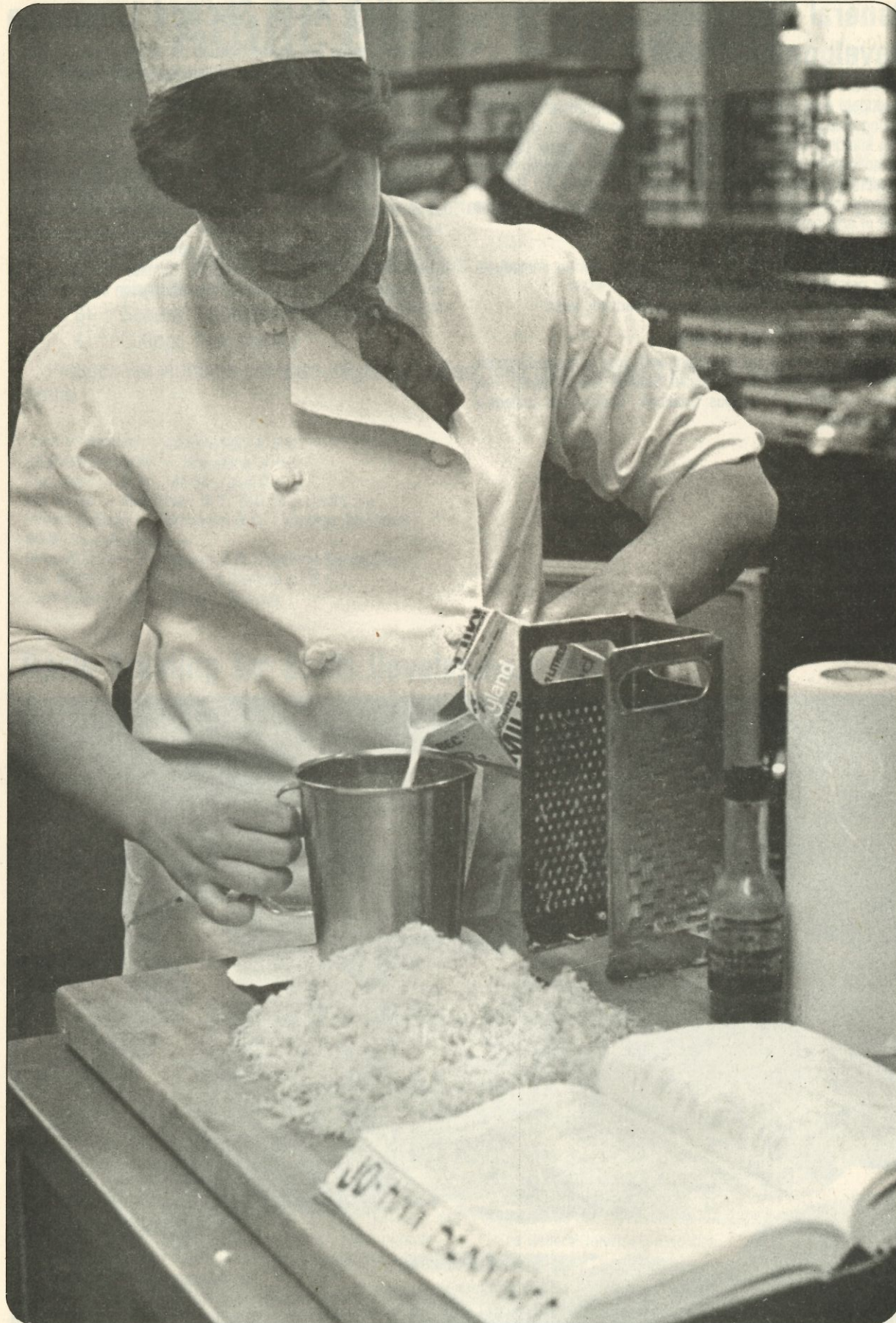
These classes provide instruction on written skills, phonics and spelling as well as oral and listening skills, based on the personal needs of the student.

## Basic Literacy

Volunteer Tutor Program. Aim — To enable adults who for one reason or another cannot read, to read the English language as quickly and enjoyably as possible. This will be achieved by having a volunteer commit the time to teach a student to read, on a one to one basis in the home or other suitable environment. There are no fees for this program. Contact John Noonan or your local college centre for further information on becoming a student or tutor in this program.







# Trades Training Programs

Vocational and Trades training programs are available on a year-around basis. Programs, designed to give the trainee skills essential for employment, are available in the following trades areas:

- MARINE ENGINE REPAIR
- AUTOMOTIVE REPAIR
- HEAVY DUTY EQUIPMENT
- CARPENTRY
- JOINERY
- WELDING
- COOKING

Apprenticeship training and trade specialty programs operated jointly with the Apprenticeship Branch of the Ministry of Labor, are available in the following trades areas:

- HEAVY DUTY MECHANICS
- MILLWRIGHT
- CARPENTRY

Trade upgrading programs are offered at a variety of locations throughout the College region and are available in:

- |   |                                 |
|---|---------------------------------|
| 1. Air Brakes                                 | 6. Industrial Electronics       |
| 2. Welding                                    | 7. Welding Upgrading            |
| 3. Heavy Duty/Automotive Electrical Refresher | 8. Cook Upgrading               |
| 4. Hydraulics                                 | 9. Business Education Upgrading |
| 5. Truck Operation and Basic Maintenance      | 10. Marine Training             |

See program descriptions for more detail

### Admission Requirements

In general, an applicant must have completed Grade 12 or its equivalent (GED). 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 28)

It must be emphasized that employers are giving preference to applicants with Grade 12 graduation or equivalent (GED). 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.

### Fees

See general information section.

### Cost for Books

Costs for books and supplies vary from program to program. Student should anticipate a minimum of \$50.00 per program.

### Registration

On the day that your classes are scheduled to begin, report at 10:00 a.m. to the cashier's wicket on the main floor of the Ad-

ministration 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 wicket you will be expected to pay your:

1. tuition fee
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, 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 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.

## Individualized Learning Format: (TRAC)

Mechanical, carpentry and welding programs are now available in the TRAC learning format. TRAC permits trainees to enroll whenever convenient, to learn on an individual basis at their own speed, and to get credit for all training completed should they find they have to quit before completing training. Most students like its flexibility and find the TRAC format a much more satisfying approach to learning. TRAC is preferred to the more conventional approach to learning.

The TRAC learning program is available 14 hours daily to better accommodate trainee needs. Student may enroll on a full-time or part-time basis as follows:

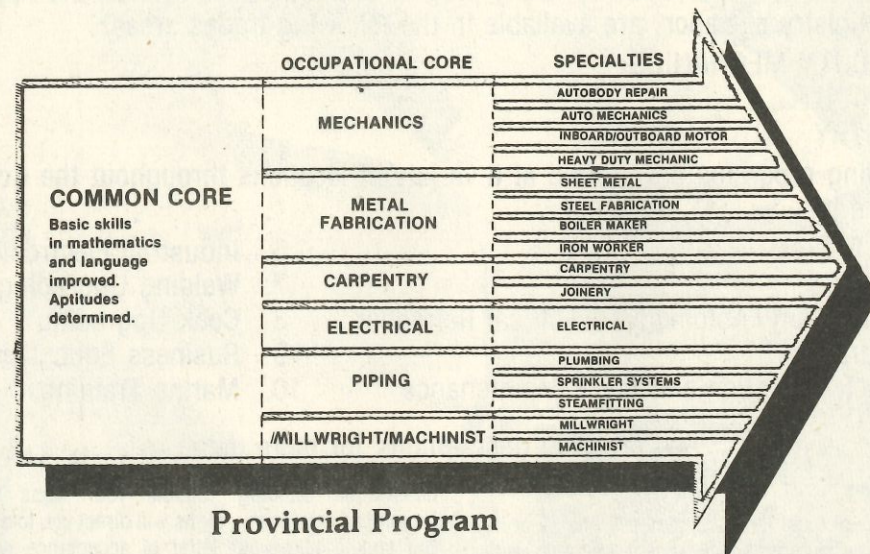
8:00 a.m. - 3:00 p.m. - Day Block — full-time

3:00 p.m. - 6:45 p.m. - Afternoon Block — part-time

7:00 p.m. - 10:00 p.m. - Evening Block — part-time

Fulltime evening enrolment is also possible by combining afternoon and evening blocks.

The first 2-3 months of training in Carpentry or Mechanics can be used as credit towards some 16 trades. See figure. Even though only 7 trades are totally available at Northwest Community College, students can take the first 2½ months of training (Common Core) for almost any trade and then go to another institution which offers the program of the student's choice. For residents of the Northwest Community College region, this feature is well worth looking into. Give us a call to find out more!



## Mechanical Training Program

The Mechanical Training Program provides student with skills needed for employment in junior levels within businesses and industries concerned with the maintenance and repair of automotive, marine, industrial or construction equipment. Employment opportunities for graduates may be found in logging, mining, transportation, industrial manufacturing, automotive, marine and recreational vehicle service industries.

Working conditions may vary from in-shop job locations to in-field mechanical repairs in winter months. Generally, wage levels in the Mechanical field are among the highest in the trades fields.

### Automotive Mechanics

Prerequisite — Grade 10, or BTSD III, or equivalent.

Length - approximately 7 months (varies with student performance).

Starting Dates - course is ongoing with registration every Monday.

#### Content

Trade safety, trade math and science, technical drawing, processing technical information, use of tools, welding, automotive electrical materials, mechanical shop equipment, power transmission, internal combustion engines, hydraulic systems, tires, brakes, wheels, steering, cooling fuel, ignition transmissions.

#### Instructors

Cliff Nielsen — Interprovincial Trade Qualification (Automotive), Alberta Trade Qualification, Instructor's Diploma (UBC), Chief Instructor, TRAC Programs.

Al Kenny — B.C. Trade Qualification (Automotive and Heavy Duty) Instructor's Diploma (UBC)

Bruce MacKee — B.C. and Interprovincial Trade Qualifications (Heavy Duty and Automotive)

Instructor's Diploma (UBC.)

Russ Quinn — B.C. and Interprovincial Trade Qualifications

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

### Heavy Duty Repair

Prerequisite - Grade 10, or BTSD III, or equivalent.

Length - approximately 8 month (varies with student performance).

Starting Dates - course is ongoing with registration every Monday.

#### Content

Trade safety, trade math and science, technical drawing, processing technical information, use of tools, electricity, hydraulic equipment, brakes, power trains, bearings and seals, tracks and undercarriage, final drives, steering, suspensions, tires and wheels, gas and diesel engine support systems, electrical systems, winches and hoists.

#### Instructors

Tom Kenna — B.C. Trade Qualification (Heavy Duty), Chief Instructor, Evening Program

Al Kenny — B.C. Trade Qualification (Automotive and Heavy Duty) Instructor's Diploma (UBC)

Bruce MacKee — B.C. and Interprovincial Trade Qualifications (Heavy Duty and Automotive) Instructor's Diploma (UBC.)

Russ Quinn — B.C. and Interprovincial Trade Qualifications

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

### Inboard - Outboard Repair

Prerequisite - Grade 10, or BTSD III, or equivalent.

Length - approximately 7½ months (varies with student performance), 8½ months with diesel option.

Starting Dates - course is ongoing with registration every Monday.

#### Content

Trade safety, trade math and science, technical drawing, processing technical information, use of tools, electricity, materials, mechanical shop equipment, service outboard engines and support systems, service support brackets and gearcases, service inboard engines and support systems, remote controls, outdrives, tilt, trim, rigging a boat. (Optional) — Service diesel engines and support systems.

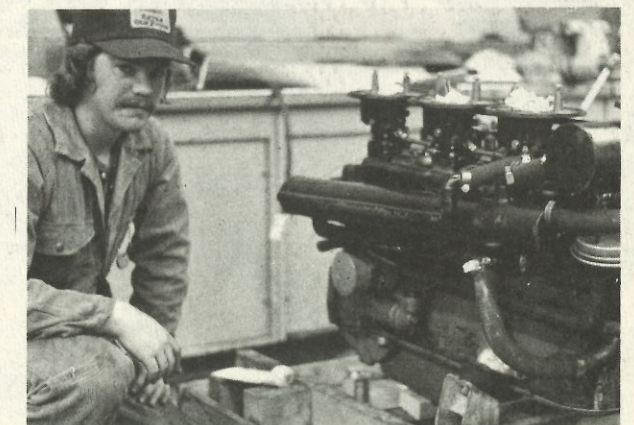
#### Instructors

Bruce Mackee — B.C. and Interprovincial Trade Qualifications (Heavy Duty and Automotive) Instructor's Diploma (UBC)

Al Kenny — B.C. Trade Qualifications (Automotive and Heavy Duty) Instructor's Diploma (UBC)

Russ Quinn — B.C. and Interprovincial Trade Qualifications

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



## Building and Construction Training

The Carpentry and Joinery Training Programs provide trainees with the skills needed for employment in the junior levels of the building construction industries. Employment opportunities for graduates may be found in all aspects of the building construction industry. Opportunities for employment may be found in commercial, industrial, residential and pre-fab construction projects in locations throughout B.C. and Canada.

Working conditions will vary from in-shop to on-site, being very similar to most construction jobs. Pay level is generally in line with most construction trades.

### Carpentry

Prerequisites — Grade 10, or BTSD III, or equivalent.

Length - approximately 7 months (varies with student performance).

Starting Dates - course is ongoing with registration every Monday.

#### Content

Trade safety, trade math and science, technical drawing, processing technical information, use of tools, gas welding, electricity, shop equipment; carpentry/joinery drawing, tools, shop equipment; wood working joints; hardware, house construction detail, constructing cabinets, site drawings, levelling, set building lines, select materials, forms, concrete, anchor bolts, dowels, snap ties, beams and girders, framing, sheeting, roofing, dry walling, windows and doors.

#### Instructors

Dick Coxford — B.C. and Interprovincial Trade Qualifications (Carpentry)

Russ Quinn — B.C. and Interprovincial Trade Qualifications (Carpentry)

Al Kenny — B.C. Trade Qualifications (Automotive and Heavy Duty) Instructor's Diploma (UBC)

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

### Joinery

Prerequisite — Grade 10, or BTSD III, or equivalent.

Length - approximately 7 months (varies with student performance).

Starting Dates - course is ongoing with registration every Monday.

#### Content

Trade safety; trade math and science; technical drawing; processing technical information; use of tools; gas welding; electricity; shop equipment; carpentry/joinery drawings, tools, shop equipment; woodworking joints; hardware; house construction detail; constructing cabinets; specialty materials; joinery shop equipment; layout techniques; cabinet construction, hardware, finishes, installation; wall panels.

#### Instructors

Dick Coxford — B.C. and Interprovincial Trade Qualifications (Carpentry)

Russ Quinn — B.C. and Interprovincial Trades Qualifications (Carpentry)

Al Kenny — B.C. Trade Qualifications (Automotive and Heavy Duty)

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



## Cook Training Programs

Richard Kilborn, C.P.M. P.Mgr., V.I. Certificate (UBC), Coordinator

B. D. Parkes, C.C.D.C., VI Certificate (UBC)

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

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

#### Cook Training Offers Four Options:

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

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

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

#### Admission Requirements

Completion of Grade 10, BTSD III or equivalent, it would be to the advantage of the applicant for the program, and in securing future employment, to have completed Grade 12 or equivalent (GED).

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

#### Fees

See General Information section for tuition.

#### Books and Supplies

Up to \$50.00

#### Starting Dates

Any Monday as space permits throughout the year.

#### Starting Times

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

#### Dress

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

#### Short Order Cooking

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

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

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

### Camp Cooking

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

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

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

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

### General Basic Cooking

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

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

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

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

### Upgrading Program

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

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

### Evening Course

The following evening courses are offered periodically, beginning the week of September 17, 1984:

- 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



The Northwest Community College, Marine Training Department, in Prince Rupert offers Ministry of Transport certificate preparation programs leading up to the examinations required for Watchkeeping Mate, the Command Endorsement to the Watchkeeping Mate, Fishing Master IV, III, II and I, Master Minor Waters and Master Small Craft as well as upgrading tutorials for ON II and ON I levels.

Commencing April 1, 1984, the Certificate Preparation programs will be offered under the Continuous Intake, Self-Paced format. This format allows a student to enter at any time during the year, take any part of the program and work at his own pace. The M.O.T. examinations can be attempted on the fourth Monday of every month except for the month of August.

All parts of the program are modular with the examinations attempted on completion of each module.

The various levels of certification and modules required for each specific certificate are listed below along with the estimated average time of completion and estimated cost.

## Watchkeeping Mate

Modules:	Estimat. Time	Estimat. Cost
041 Chartwork and Pilotage	5 wks.	
061 Navigation Safety	3 wks.	
151 General Ship Knowledge	4 wks.	
021 Navigating Instruments	5 wks.	
161 General Seamanship	3 wks.	
Total Estimated Time:	20 wks.	
Tuition Fees — \$50.00 per month = \$250.00		
Additional requirements are:		
Standard First Aid	3 days	\$ 50.00
SEN I (B) at PMTI, Vancouver	2 wks.	\$ 96.00
M.E.D. II (A, B, C) at PMTI, Vancouver	2 wks.	\$200.00
Each M.O.T. examination fee is \$10.00 with the exception of 161 which is \$20.00		
Total Tuition & Examination Fees		\$656.00
Total Estimated Time	25 wks.	

## Command Endorsement Certificate

Modules:	Estimat. Time	Estimat. Cost
042 Chartwork and Pilotage	3 wks.	
072 Meteorology	2 wks.	
090 Ship Management	2 wks.	
160 General Seamanship	2 wks.	
Total Estimated Time:	9 wks.	
Tuition Fees - \$50.00 per months = \$112.00		
Additional Requirements are:		
Must hold Watchkeeping Mate Certificate		
SEN II at PMTI, Vancouver	1 wk.	\$ 96.00
MED III at PMTI, Vancouver	1 wk.	\$130.00
C.P.R. (part of the MED III)		\$ 25.00
Examination Fees		\$ 50.00
Total Tuition & Examination Fees		\$413.00
Total Estimated Time	11 wks.	

## Fishing Master II Certificate

Modules:	Estimat. Time	Estimat. Cost
041 Chartwork and Pilotage	5 wks.	
061 Navigation Safety	3 wks.	
157 General Ship Knowledge	3 wks.	
021 Navigation Instruments	5 wks.	
011 Communications	2 wks.	
072 Meteorology	2 wks.	
099 Ship Management	2 wks.	
168 General Seamanship	3 wks.	
Total Estimated Time:	30 wks.	
Tuition Fees — \$50.00 per month = \$312.00		
Additional Requirements are:		
Standard First Aid	3 days	\$ 50.00
SEN I (B) at PMTI, Vancouver	2 wks.	\$ 96.00
MED II (A, B, C) at PMTI, Vancouver	2 wks.	\$200.00
Examination Fees		\$ 90.00
Total Tuition & Examination Fees		\$748.00
Total Estimated Time	30 wks.	

## Fishing Master II Certificate

Modules:	Estimat. Time	Estimat. Cost
041 Chartwork and Pilotage	5 wks.	
061 Navigation Safety	3 wks.	
157 General Ship Knowledge	3 wks.	
020 Navigating Instruments	3 wks.	
011 Communications	2 wks.	
167 General Seamanship	3 wks.	
Total Estimated Time:	20 wks.	
Tuition Fees — \$50.00 per months = \$237.00		
Additional Requirements are:		
MED I	1 wk.	\$ 80.00
Examination Fees		\$ 70.00
Total Tuition & Examination Fees		\$387.00
Total Estimated Time	20 wks.	

## Fishing Master III Certificate

Modules:	Estimat. Time	Estimat. Cost
041 Chartwork and Pilotage	5 wks.	
061 Navigation Safety	3 wks.	
157 General Ship Knowledge	3 wks.	
020 Navigating Instruments	3 wks.	
011 Communications	2 wks.	
167 General Seamanship	3 wks.	
Total Estimated Time:	20 wks.	
Tuition Fees — \$50.00 per months = \$237.00		
Additional Requirements are:		
- MED I	1 wk.	\$ 80.00
- Examination Fees		\$ 70.00
Total Tuition & Examination Fees		\$387.00
Total Estimated Time	20 wks.	

## Fishing Master IV Certificate

Modules:	Estimat. Time	Estimat. Cost
040 Chartwork and Pilotage	3 wks.	
061 Navigation Safety	3 wks.	
020 Navigating Instruments	3 wks.	
166 General Seamanship	2 wks.	
Total Estimated Time:	12 wks.	
Tuition Fees — \$50.00 per month = \$137.00		
Additional Requirements are:		
- MED I	1 wk.	\$ 80.00
- Examination Fees		\$ 50.00
Total Tuition & Examination Fees		\$267.00
Total Estimated Time	12 wks.	

## Master Minor Water

	Estimat. Time	Estimat. Cost
Chartwork and Pilotage	3 wks.	
Ship's Business and Knowledge	3 wks.	
Oral and Practical	4 wks.	
Total Estimated Time:	10 wks.	
Tuition Fees — \$50.00 per months = \$125.00		
Additional Requirements are:		
- MED II (A, B, C) at PMTI, Vancouver	2 wks.	\$200.00
- Standard First Aid	3 days	\$ 50.00
- Examination Fees		\$ 50.00
Total Tuition & Examination Fees		\$425.00
Total Estimated Time	13 wks.	

## Master Small Craft (40 Ton)

	Estimat. Time	Estimat. Cost
Three week period of tuition	3 wks.	
Tuition Fees — \$50.00 per months		\$38.00
Examination Fees		\$20.00
Total Tuition & Examination Fees		\$58.00
Total Estimated Time	3 wks.	

## Self Study

Self-Study kits are also being produced to prepare students for specific M.O.T. examinations.

Modules currently available are:

040 Chartwork and Pilotage
041 Chartwork and Pilotage
020 Navigating Instruments
061 Navigating Safety
166 General Seamanship

For those mariners requiring certificate preparation for certificates other than shown above, arrangements can be made through the Marine Training Department office.

Canada Employment and Immigration Commission financial assistance is available for those students who qualify under Canada Employment regulations for sponsorship or student referral programs.

Students should contact their local Canada Employment office before registering with the College.

It is recommended that potential students take the sight test and complete all M.O.T. documentation before commencing training.

M.O.T. documents may be obtained from the local Canadian Coast Guard (Ship's Safety Branch) office, or, for out-of-town students, the Northwest Community College, Marine Training Department, Prince Rupert.

### Other daytime courses offered are:

Basic Fishing Skills	Fee \$300.00	6 weeks
Net Repair and Hanging	Fee \$100.00	2 weeks
Marine Emergency Duties I (MED I)	Fee \$ 80.00	1 week
Simulated Electronic Navigation I Part A (SEN I)	Fee \$ 75.00	4 weeks

### Evening courses offered are:

Coastal Navigation	30 hrs.	1 evening per week
Celestial Navigation	30 hrs.	1 evening per week
Net Mending and Hanging	60 hrs.	(depends on class preference)

The evening courses and other daytime courses listed above will be offered when student numbers demonstrate a need.

Students registering for navigation courses must supply their own parallel rulers, nautical dividers and pencil compasses. These items can be obtained from marine suppliers or from the Northwest Community College, Marine Training Department on request. A pocket calculator will be an asset.

### For further information contact:

Cap. Ben West  
Northwest Community College  
Prince Rupert, B.C.  
Telephone: 627-7598

# Modular Welding Program

(an individualized program)

Continuous Intake

- Emile Marchand - D.P.W. Certificates 1, 2, 3, 4, 5, P1F6, P8F5., Instructor's Diploma (U.B.C.);  
Chief Instructor, Non-Mechanical Trades
- Ronald Lowrie - D.P.W., Certificates 1, 2, 3, 4, B.C. Pipeline Ticket, Alberta Pipeline Ticket,  
Alberta Proficiency Welder First Class, I.D. (U.B.C.)
- Peter Haigh - D.P.W. Certificates 1, 2, 3, 4, 5, P8F5, P8F7, P8F6, Instructor's Diploma (U.B.C.)

## General Information

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

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

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

## Modular Welding Program

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

### Program Content Module "C"

- P1 - Introduction and Program Orientation
- P2 - Gas Cutting
- P3 - Gas Welding & Braze Welding
- P4 - Shielded Metal Arc Welding I
- P5 - Shielded Metal Arc Welding II
- P6 - Gas Metal Arc Welding I
- Flux Core Arc Welding
- RK1 - Material Handling
- RK2 - Blueprint Reading
- RK3 - Metallurgy I (Introduction only)

### Program Content Module "B"

- P7 - Shielded Metal Arc Welding II
- P8 - Gas Metal Arc Welding II
- P9 - Flux Core Arc Welding II
- P10 - Gas Tungsten Arc Welding I
- RK4 - Inspection
- RK5 - Procedures
- RK6 - Arc Welding (Theory only)
- RK7 - Blueprint Reading II
- RK8 - Metallurgy II

### Program Content Module "A"

- P11 - Shielded Metal Arc Welding III
- P12 - Special Oxy-Fuel Process
- P13 - Gas Tungsten Arc Welding II
- RK9 - Metallurgy III
- RK10 - Blueprint Reading III

### Length of Course

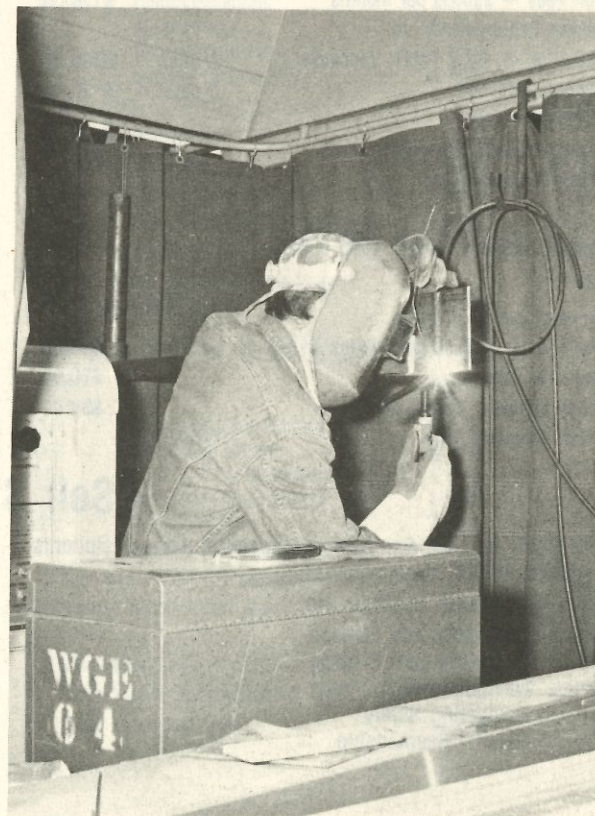
This program is offered Monday through Friday on a continuous intake basis. The estimated length of the program is:

Module "C" — Approximately 7 months

Module "B" — Approximately 3 months

Module "A" — Approximately 2 months

Please contact the College for starting dates of "A" and "B" Modules.



## 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 BTSO Level III, although it would be to their advantage, not only on the course but also in securing employment, to have completed Grade 12 or equivalent (GED).

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

## How to Apply

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

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

## Fees

See General Information Section.  
Fees for books and supplies may cost as much as \$250. Students should budget for these costs.

## Financial Aid and Sponsorship

See general information section of this calendar.

## Dress

The student must supply gloves, goggles (No. 5 or 6 lens), welding helmet (No. 10 or 11 lens), measuring tape (metric and imperial), leather jacket and hard toed boots. Contact lenses are not permitted.

## Welding Upgrading

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

Students wishing boiler pressure vessel certification are required to apply directly to the Welding Department for information. The assessment of credentials will be done by the welding instructors and the boiler inspector.



## Industrial Programs

Other upgrading and Mobile Training Programs available are:

1. Compressed Natural Gas
2. Air Brakes
3. Welding
4. Heavy Duty/Automotive Refresher
5. Hydraulics
6. Truck Operation and Basic Maintenance
7. Industrial Electronics (see Career Program Section)
8. Welding Upgrading (see General Welding)

### Compressed Natural Gas

Stay abreast in Motor Vehicle Technology and register now for training to become a certified "Compressed Natural Gas (C.N.G.) and Liquid Petroleum Gas (L.P.G.) Installer" for Motor Vehicles.

This course is designed to prepare individuals in the motor vehicle industry to install and service CNG/LPG conversions and accessories.

#### Admission Requirements

Journeyman, certificate of apprenticeship, T.Q., or successful completion of pre-entry evaluation.

#### Course Content

Safety  
Basic Test Equipment  
Characteristics of CNG/LPG  
Engine and ignition requirements  
C.N.G./L.P.G. components  
Installation  
Refuelling  
Tune-up  
Troubleshooting

#### Course Length

C.N.G. — 30 Hours  
L.P.G. — 18 Hours

#### Start Dates

Contact Student Services

#### \*Fee

\$480.00

\*Cost subject to change.

### 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 and fees.

### Mobile Welding

#### General Information

The Mobile Welding unit was developed to assist in training people whose occupation requires some form of welding, e.g. Millwrights, Mechanics, Farmers, Fishermen, Equipment Operators, and Owner Operators. The Unit is self-contained and is equipped with 12 arc welding machines and 12 oxy-acetylene stations.

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

Upgrading courses are also available on this Mobile unit.

#### Course Outline

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

#### Transfer and Placement

Students who complete the program may be admitted to the Welding Upgrading Program at the main campus and have their training time credited towards a portion of Module "C".

#### Requirements for Admission

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

#### How to Apply

Contact your local campus for dates and times and fees.

### 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

#### 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 fees, times and locations of courses.

### Hydraulics Upgrading

#### General Information

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

#### Course Content

UNIT I Introduction to Fluid Principles, Properties of Liquids, Fluid Pressure, Fluid Control and Controlling Flow.  
UNIT II Systems components and Troubleshooting, Review of Pressure, Review of Flow, Pressure Control Valves, Flow Control Valves, Directional Control Valves, Reservoir Filters and Fluids, Pumps, Other System Components, Trouble Shooting, and Hydraulic Systems.

#### Length of Course

30 Hours

#### Certification

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

### 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, and General Operating and Safety Procedures.

#### How to Apply

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

#### Length of Course

1. 2 Day Course  
- 60 Hours (2 weeks at 6 hours per day)
2. Night Course  
- 60 Hours (10 weeks - 2 nights per week and 3 hours per night).

#### 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 fees, times and locations of courses.

### Wilderness Guiding Skills

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

#### Course Content

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

#### Certification

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

#### Length of Course

Three Weeks.

#### How to Apply

Contact your local College Centre for dates, times and fees, or the Guide Outfitters' Association of B.C., P.O. Box 3790, Smithers, B.C. V0J 2N0.

## Apprenticeship

There are three apprenticeship programs offered at the Terrace campus:

Carpentry  
Heavy Duty Mechanics, and  
Millwright

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

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

### 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.

### Carpentry

Northwest Community College provides training for the 4 year Apprenticeship Carpentry program. Entrance requirements and scheduling are established by the Ministry of Labour. Students should contact the Ministry of Labour for further information.

### Heavy Duty Mechanics

The Heavy Duty apprenticeship program has been restructured by the Ministry of Labour and is now divided into four modules. Modules are five-week technical sessions that are scheduled by the Ministry of Labour. Successful completion of all modules will lead to qualified journeyman status.

### 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.

### 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.

### Millwright

#### Program Objectives

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

#### Course Content

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



# Career Programs

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

Admission to some career programs may require certain academic or personal prerequisites. Academic prerequisites could be obtained through the College's Adult Basic Education or College Preparatory 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
  - Business Administration
  - Clerk-Typist, Clerk-Bookkeeper, Administrative Secretary, Bookkeeping and Accounting, Legal Stenography, Medical Stenography, Word Processing, and Industrial Records and First Aid
2. Electronics Technician
3. Business/Industry Services
4. Early Childhood Education
5. Human Service Worker

# Business Education Programs

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

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

Carole Edwards

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

Fred S. Hislop, V.I. Certificate (U.B.C.), Instructor's Certificate (W.C.B.)

Richard Kilborn, C.P.M., P. Mgr., V.I. Certificate (U.B.C.),

Coordinator, Business Education Programs

Terry McCreary, Dipl. in Tech. (N.A.I.T.)

Vanessa Oltman, I.D. (U.B.C.)

Susan Russel, I.D. (U.B.C.)

F. Anne Thompson, B.A. (S.F.U.), I.D. (U.B.C.)

Edward Warkentin, B.A. (S.F.U.), I. D. (U.B.C.)

## Business Careers Programs

### Program Objectives

The two most important objectives are:

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

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

### Secondary School Course

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

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

### Admission to Advanced Options

Normally students will be required to have obtained a Northwest Community College Business Certificate in a relevant area as a prerequisite 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.

### Location of Programs

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

### Requirements for Admission to Pre-Employment Programs

A Grade 12 graduation equivalent (GED) is preferred for all courses. A minimum of Grade 10, BTSD Level III, or the equivalent is acceptable for Clerk-Typist and Clerk-Bookkeeper Programs. Business experience may be accepted in lieu of formal schooling in some cases. Recommended Secondary School prerequisites include Math 11, English 12 and Business Courses. Some secondary school courses may be accepted for credit towards a Northwest Community College certificate.

### Northwest Community College

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

### 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.

### Course Starting Dates

Students are enrolled on the first business day of September and January, and the first Monday of every other month when spaces are available. Part-time students are welcome in both the Business Careers and Business Administration Programs.

### Fees

See General Information Section.



## Pre-Employment Programs

<b>Program 1</b>	<b>Typist</b>	<b>4-6 months</b>
Typing	TYPG 101, 102, (50 WPM Net)	
Business English	BENG 102, 103, 104	
Office Practice	OFPR 101, 103, 105	
Dictatyping	DICT 101, 102 or 103	
<b>Program 2</b>	<b>Clerk-Typist</b>	<b>4-6 months</b>
Typing	TYPG 101, 102, (50 WPM Net)	
English	BENG 102, 103, 104	
Office Practice	OFPR 101, 103, 104, 105	
Dictatyping	DICT 101, 102 or 103	
Business Machines	BUSM 101	
<b>Program 3</b>	<b>Clerk-Bookkeeper</b>	<b>4-6 months</b>
Typing	TYPG 101 (30 WPM Net)	
Accounting	ACCT 101, 102	
Business Machines	BUSM 101	
Office Practice	OFPR 101, 103, 104, 105	
English	BENG 102, 103, 104	
Dictatyping	DICT 101	
<b>Program 4</b>	<b>Administrative Secretary</b>	<b>8-11 months</b>
Typing	TYPG 101, 102, 103, (55 WPM Net and Over)	
Word Progressing or Shorthand*	WPRO 101, 102, 103, 104, 105, 106	
Dictatyping	SHRT 103, 104, (120 WPM)	
Business Machines	DICT 101, 102 or 103	
Office Practice	BUSM 101	
Business English	OFPR 101, 103, 104, 105	
Accounting	BENG 102, 103, 104	
Business Law or Canadian Business	ACCT 101, 102	
	BLAW 150, 151	
	MGTM 151, 250	
*Shorthand is available only to those having previous qualifications.		
<b>Program 5</b>	<b>Accounting</b>	<b>8-11 months</b>
Typing	TYPG 101	
Accounting	ACCT 101, 102, 104, 150, 151	
Business Machines	BUSM 101	
Office Practice	OFPR 101, 103, 104, 105	
English	BENG 102, 103, 104	
Dictatyping	DICT 101	
Economics	ECON 150, 151	
Business Law	BLAW 150, 151	
Data Processing or Math of Finance	DATA 150	
	MATH 150	
<b>Program 6</b>	<b>Industrial Records and First Aid</b>	<b>5 months</b>
Accident Prevention or Accounting	ACCD 101	
Payroll/Timekeeping	ACCT 101, 102	
Business Machines	ACCT 103	
English Communications	BUSM 101	
Spelling and Vocabulary	BENG 101	
Office Practice	BENG 102	
Typing	OFPR 083, 104	
First Aid	TYPG 101 (30 WPM Net)	
	FAID 101	

## Advanced Options and Commercial Upgrading

<b>Program 7A</b>	<b>Accounting Option</b>	<b>4-6 months</b>
Accounting Principles	ACCT 104, 150, 151	
Economics	ECON 150, 151	
Business Law	BLAW 150, 151	
Data Processing or Math of Finance	DATA 150	
	MATH 150	

<b>Program 7B</b>	<b>Secretarial Option</b>	<b>4-6 months</b>
Business Law or Canadian Business	BLAW 150, 151	
Typing	MGMT 151, 250	
Accounting	TYPG 102, 103 (55 WPM Net and Over)	
Shorthand or Word Processing	ACCT 101, 102	
	SHRT 103, 104 (120 WPM and Over)	
	WPRD 101, 102, 103, 104, 105, 106	

Requirements for Admission to Program 7B: Completion of Course No. 2 (and 60 WPM in Shorthand if opting for Shorthand).

<b>Program 7C</b>	<b>Medical Stenographer</b>	<b>6 months</b>
Medical Terminology	MSTN 101, 102, 104	
Advanced Medical Transcription	MSTN 103	
General Medical Typing	MSTN 105 (50 WPM and Over)	
Medical Shorthand Transcription*	MSTN 106 (80 WPM and over)	
Medical Office Practice	MSTN 107	
Medical Office Filing	MSTN 108	
Accounting	ACCT 101	
Business Machines	BUSM 101	
English	BENG 102, 103, 104	
Office Procedures	OFPR 105	

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

<b>Program 7D</b>	<b>Legal Stenographer</b>	<b>6 months</b>
General Legal Typing	LSTN 101	
Introduction	LSTN 102	
Litigation	LSTN 103	
Divorce/Family Law	LSTN 104	
Wills and Estates	LSTN 105	
Conveyancing	LSTN 106	
Corporate Law	LSTN 107	
Legal Dictatyping or Shorthand*	LSTN 108	
Accounting	LSTN 109	
Business Machines	ACCT 101	
English	BUSM 101	
Office Procedures	BENG 102, 103, 104	
	OFPR 105	

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

<b>Program 7E</b>	<b>Word Processing</b>	<b>Up to 5 months</b>
Word Processing Concepts	WPRO 101	
Electronic Typewriters	WPRO 102	
Volkswriter Word Processor	WPRO 103	
Wordstar Word Processor	WPRO 104	
Transcription Specialist	WPRO 105	
Advanced Word Processing Applications	WPRO 106	

### Program 7F Commercial Upgrading Up to 5 months

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

## Evening Courses

The following evening courses are offered beginning the weeks of September 17, 1984 and January 21, 1985:

Typing — Beginner  
 Typing — Advanced  
 Business Prerequisite  
 Introducing to Computers  
 Data Processing  
 Bookkeeping  
 Commercial Law  
 Principles of Business Management  
 Dictating  
 Accounting.

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

## Industrial Records and First Aid

### Program Objectives

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

### Employment

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

### Program Content

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

### Requirements for Admission

Grade 12 education or equivalent (GED) is preferred, Grade 10 or BTSD Level III minimum, or equivalent is required.

### Medical Examination

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 \$20 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 Regional College Offices.

### Fees

See General Information section.

### Financial Aid Sponsorship

See General Information section of this calendar.

## Regional Business Education

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

### Requirements for Admission

Grade 12 graduation or equivalent (GED) preferred. Grade 10 or BTSD III plus business experience to be evaluated by the Department.

### How to Apply

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

### Fees

See General Information section.

### Financial Aid and Sponsorship

See General Information section of this calendar.

### Programs Offered in Prince Rupert:

September 4, 1984:

Clerk-Bookkeeper and Clerk-Typist

See page 46 for content.

February 25, 1985, or earlier as spaces become available in the September 4 class:

Typist and Clerk-Typist.

See page 46 for content.

### Programs Offered in Kitimat:

September 4, 1984:

Clerk-Bookkeeper and Clerk-Typist.

Students who have completed Clerk-Bookkeeper or Clerk-Typist may enroll for Medical Steno, or the Accounting Op-

tion. Spaces are filled in the class as they become available throughout the school year.

See page 46 for program content.

### Programs Offered in Smithers, Hazelton or Houston:

September 4, 1984

Clerk-Bookkeeper and Clerk-Typist.

See page 46 for content.

February 18, 1985:

Typist and Clerk-Typist

See page 46 for content.

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



## Business Administration Program

Northwest Community College offers a two-year diploma in Business Administration. After successful completion of two semesters (9 months) Northwest Community College may grant a Certificate in Business Administration to students who do not wish to register for the final year.

Students who are interested in a second year option not available at Northwest Community College will receive credit at Camosun College in Victoria for subjects completed here. Refer to the equivalents chart on page 51.

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

### Length of Program

18 month (4 semesters) beginning in September.

### Requirements for Admission

Grade 12 graduation or equivalent (GED) with Algebra 11 is normally required. However, BTSD Level IV or work experience in related business areas may be acceptable with the permission of the Program Coordinator.

### How to Apply

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

### Fees

See General Information section.

### Financial Aid

See General Information section.

### Program of Studies and Course Dates

#### YEAR 1

September 4, 1984

Mathematics 150  
Economics 150  
Management 150  
Exams: Week of Oct. 22

October 29, 1984

Mathematics 151  
Economics 151  
Communications 150  
Exams: Week of Dec. 17

January 7, 1985

Accounting 150  
Data 150  
Business Law 150  
Exams: Week of Mar. 4  
Assigned reading: Mar. 11-15

March 18, 1985

Accounting 151  
Management 151  
Business Law 151  
Exams: week of May 20

YEAR 2

September 4, 1984

Data Processing 250  
Management 252  
Finance 250  
Exams: week of Oct. 22

October 29, 1984

Management 250  
Accounting 254  
Finance 251  
Exams: Week of Dec. 17

January 7, 1985

Taxation 250  
Accounting 250  
Accounting 252  
Exams: Week of Mar. 4  
Assigned Reading: Mar. 11-15

March 18, 1985

Accounting 251  
Accounting 253  
Management 251  
Exams: Week of May 20

## Transfer Guide For Business Education Courses

Northwest Community College	Camosun College	Society of Management Accountants (RIA)	Institute of Chartered Accountants of B.C. (CA)	Accredited Public Accountants (APA)	Certified General Accountants (CGA)	Canadian Institute Traffic and Transportation (CITT)
ACCT. 150 ACCT. 151	ACCT. 152 ACCT. 153	INTRO.ACCT 112	INTRO.FINANCIAL ACCOUNTING	ACCT. 100	AECT. 101	
ECON. 150 ECON. 151	ECON. 160 ECON. 161	ECON. 212	ECONOMICS FOR EITHER ONE	ECON. 210	ECON. 104	INTRO. ECON. SCS 8004
MGTM. 150	BUS. 157					
BENG. 150	ENG. 150	COMM. 213		BUS. COMM. 120	BUS. WRTG.	
MATH. 150	BUS. 164		MATHEMATICS			
MATH. 151	BUS. 165	QUANT.METHODS 1-232	PROBABILITY/STATS		STATS. 203	
BLAW 150 BLAW 151	BUS. 176 BUS. 177	COMM.LAW 122	COMMERCIAL LAW	COMM. LAW 150	LAW 108	COMM. LAW SCS 8005
MGMT. 151						
DATA 150	BUS. 190	DATA 314	BUS. COMPUTERS	COMPUTERS 130	ICS 325 *Note 1	
MGMT. 250	BUS. 258					
MGMT. 251	BUS. 275	ORG. BEHAV. 123	ORG.BEHAV/POLICY	ORG. BEHAVIOUR 230		
MGMT. 252	BUS. 278					
BFIN. 250 BFIN. 251	BUS. 268 BUS. 269	FIN.MGMT 442	BUS.FINANCE	BUS. FINANCE 320	FINANCE 316	
DATA 250	BUS. 290		INFOR.SYSTEMS	MGMT. INFO. SYS. 240	ICS 325 *Note 1	
TAXN 250	ACCT. 256	TAXATION 424		TAXATION 420		
ACCT. 250	ACCT. 250	INTER.FIN. ACCT 229	INTERMEDIATE FINANCIAL ACCOUNTING	INTERMEDIATE FINANCIAL ACCOUNTING 200	ACCT. 211	
ACCT. 251	ACCT. 251	INTER.FIN. ACCT 339			ACCT. 222	
ACCT. 252 ACCT. 253	ACCT. 252 ACCT. 253	COST ACCT. 331	INTRO.MGMT.ACCT. COST ACCOUNTING	MGMT ACCOUNTING 300	COST ACCT. 311	
ACCT. 254	BUS. 255			AUDITING 310		
ENG. 101 BENG 150						ENGLISH COMP. SCS 8001
MATH 101/102/130						MATH FOR MGMT SCS 8034

\*Note 1: Data 150 AND 250 required

## Business Education Course Descriptions

### Accounting 101-2

The framework of Accounting. Financial statement introduction and journals.

### Accounting 102-3

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

### Accounting 103-2.5

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

### Accounting 104-1

A hands-on computer applications course for accounting students. Prerequisite ACCT 102 or equivalent.

### Accounting 150-3

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

### Accounting 151-3

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

### Accounting 250-3

Emphasis is on theory and concepts and an analysis of problems that arise in the application to financial accounting. The majority of the course will analyze current monetary assets, inventories and current liabilities. The time value of money, price level changes and financial statement preparation is included.

### Accounting 251-3

The analysis of valuation and cost allocation issues with regard to long-term investments, plant and equipment acquisition and retirement, intangible assets, and the reporting of long-term liabilities is included. Study of the Shareholder Equity section — types of shares, dividends, stock rights, warrants, preparation of Statement of Sources and Uses of Funds and an analysis and interpretation of accounting reports will be studied. Accounting for income taxes, pensions and leases will be considered.

### Accounting 252-3

Cost accounting as applicable to manufacturing and other industrial activities is discussed. Specifically studied areas are job order costing and analysis, costing procedures, cost-volume-profit analysis, budget preparation, standard cost systems, overhead variance calculation, and cost analysis for managerial decision making.

### Accounting 253-3

This course investigates a number of significant topics in cost accounting including transfer pricing, divisional performance evaluation, accounting for joint products and by-products, inventory valuation, cost allocation methodology, accounting for spoilage and scrap, process costing and variable costing.

### Accounting 254-3

Basic external auditing procedures plus internal control features are covered. Audit program, statutory audits, the audit

routine is applied to cash, inventory, accounts receivable, sales, fixed and other assets, accounts payable, purchases, income and other taxes and expenses, specialized audit procedures.

### Accident Prevention 101-2.5

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

### Business English 101-2.5

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

### Business English 102-1.5

Spelling and vocabulary building and word usage.

### Business English 103-1.5

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

### Business English 104-1

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

### Business English 150-3

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

### Business Finance 250-3

An introduction to the study of the finance function within a corporation. The development of short-term financing and working capital management techniques will be studied. Exposure to security analysis, Canadian financial institutions and markets, and financial management tools will be gained.

### Business Finance 251-3

An indepth study of the corporate financial function. Decision making techniques within varying conditions and the theoretical framework will be explored: capital budgeting under certainty and uncertainty, cost of capital, capital structure, dividend policy, long-term financing and leasing.

### Business Law 150-3 and Business Law 151-3

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

### Business Machines 101-2.5

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

### Business Machines 102-2.5

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

### Data Processing 150-3

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

tions of modern computerized information systems in organizations.

### Data Processing 151-3

A continuation of DATA 150 with emphasis on advanced programming concepts and advanced features of the BASIC language. These concepts and features include: structured programming, "top down" modular approaches, matrices, virtual arrays, internal and user-defined functions, input/output operations. Laboratory assignments are typical business problems which must be coded and documented in accordance with accepted standards.

### Data Processing 250-3

The exciting challenges of the "information systems revolution" are examined with respect to modern organizations. This course highlights the characteristics and design of successful management information systems and the impact on the organization and its managers. The role of information systems in decision-making and systems modelling will be emphasized.

### Dictatyping 101-0.5

The operation of dictating and transcribing machines. Twelve letters.

### Dictatyping 102-2

A programmed course in taped dictation. Seventy letters.

### Dictatyping 103-3

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

### Dictatyping 105-3

Legal transcription.

### Economics 150-3 and Economics 151-3

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

### First Aid 101-5

W.C.B. Industrial First Aid.

### Legal Stenography 101-2

Legal — General Typwriting

### Legal Stenography 102-2

Introduction to Legal Stenography

### Legal Stenography 103-2

Litigation

### Legal Stenography 104-1.5

Divorce/Family Law

### Legal Stenography 105-1.5

Wills and Estates

### Legal Stenography 106-2

Conveyancing

### Legal Stenography 107-2

Corporate

### Legal Stenography 108-1.5

Legal Dictatyping

### Legal Stenography 109-3

Shorthand Dictation

### Management 150-3

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

### Management 151-3

Topics discussed in this course are on current and local issues as they relate to Canadian Business. The areas covered include business ownership, marketing, personnel management and the social responsibilities of the business firm.

### Management 250-3

Topics discussed in this course are on current and local issues as they relate to the Canadian Business environment. The areas covered include finance and banking, real estate, insurance, investments, personnel planning. Guest speakers will constitute the bulk of course time.

### Management 251-3

An examination of the behaviour of people in organizations and small groups. The focus of our attention will be: communications, motivation, leadership, group processes, structure, organization change, conflict, power and authority.

### Management 252-3

A study of the fundamental functions of a consumer credit department. Attention is given to the legal environment, credit instruments and collateral, credit investigations, collections and the management function.

### Mathematics 150-3

The course will provide the student with skills necessary to solve common, practical business problems that employ the mathematics of finance. Topics covered include simple interest and discount, instalment plan financing, amortization and sinking fund schedules, general annuities, and bonds. Emphasis on practical problem-solving in business rather than theoretical derivations.

### Mathematics 151-3

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

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

### Medical Stenographer 101-3

Medical terminology.

### Medical Stenographer 102-3

Medical terminology, transcription.

### Medical Stenographer 103-3.5

Advanced transcription.

### Medical Stenographer 104-4.5

Advanced terminology.

### Medical Stenographer 105-3

General medical typing. Speeds over 50 WPM.

### Medical Stenographer 106-3

Medical shorthand. Speeds over 80 WPM.

**Medical Stenographer 107-1**

Medical office procedures.

**Office Practice 101-1.5**

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

**Office Practice 102-1.5**

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

**Office Practice 103-1**

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

**Office Practice 083-1**

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

**Office Practice 104-1**

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

**Office Practice 105-1.5**

Introduction to Data Processing. The development of computers. Introduction to programming language. Input and output devices. Storage of data. Use of several computer software packages.

**Shorthand 101-2**

Beginning shorthand. Basic theory and drills. Speed to 40 WPM.

**Shorthand 102-1.5**

Intermediate shorthand. Shortforms. Speed to 60 WPM.

**Shorthand 103-1**

Advanced phrasing. Make shortforms. Dictation to 80 WPM.

**Shorthand 104-3**

Advanced dictation. Speed to 120 WPM.

**Taxation 250-3**

An introductory course in Canadian Income Tax covering: the computation of income from employment, from business, and from property, including capital gains and losses, as well as capital cost allowances; computation of taxable income for individuals, partnerships and corporations.

**Typing 101-2.5**

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

**Typing 102-2.5**

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

**Typing 103-2.5**

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

**Typing 104-1**

Statistical typing. Typing numbers. Business and accounting forms.

**Word Processing 101-3**

Introduction to word processing concepts.

**Word Processing 102-2**

Electronic typewriters.

**Word Processing 103-2**

Volkswriter word processor.

**Word Processing 104-3**

Wordstar Word Processor

**Word Processing 105-4**

The transcription specialist.

**Word Processing 106-3**

Advanced word processing applications.

# Electronics Technician

**Begins September and February**

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

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

**Program Objective**

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

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

**Electronics Communication**

Opportunities in this area include:

- UHF - VHF Mobile Radio Technician
- Microwave Technician
- Antenna Systems Maintenance Technician

**Video Systems**

Opportunities in this area include:

- Video Systems Technician
- Broadcast Technician
- Audio Service Technician
- Cable Vision Technician
- T/V Service Technician
- VTR Camera Technician

**Micro Computer Systems**

Opportunities in this area include Digital and Micro Processor Based Systems in Communications or Video Systems.

- Calculator Service Technician
- Business Machine Technician
- Micro Computer Analyst

**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.

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

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

**History**

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.

**Course Content**

The 10 month course follows the provincial outline. Throughout the course students are trained under strict rules of safety as recommended by the Workers' Compensation Board.

- 1) DC/AC Theory.
- 2) Semiconductor/Electronic circuits are combined to provide the student with the theoretical concepts and practical applications of all semiconductor devices in actual circuit configuration.
- 3) Introducing to Basic Audio Amplifiers Theory and Troubleshooting principals.
- 4) Introduction to Basic Theory of AM Radio receivers and alignment techniques.
- 5) Digital Techniques, this provides the student with an introduction to numbering systems, basic logic gates, digital integrated circuits, Boolean Algebra, Flip Flops, sequential, combinational Logic Circuits.
- 6) Microprocessor Systems. Provides a natural flow from digital into microprocessors. This introduces machine language programming M.P.U., Architecture, interfacing Techniques, Troubleshooting Procedures, on the Motorola 6800.
- 7) Communications Systems. Is designed to allow the student to study the Basic Theoretical Concepts of Communication Fundamentals of Modulation, Pulse Modulation, Antennas. These areas are reinforced by practical experiments which gives the student more than a cursory view of Communications Systems, prior to a specialized study in the above area.
- 8) Narrow Band F.M. In this area of communication the student is exposed to the theory, alignment and service of V-H-F, U-H-F and Mobile Radio. The student learns factory test procedures to evaluate, power measurement, deviation, symmetry, transmitter audio distortion, 12 db Sinad sensitivity, modulation acceptance band width, 20db quieting sensitivity, audio distortion, and squelch sensitivity procedures. The student will also be exposed to, and gain practice in troubleshooting methods.
- 9 &
- 10) Antennas and Transmission lines are studied in more depth during microwave transmission systems. In this area the student is exposed to the study of waveguides, microwave antennas, isolators and circulators methods of polarization,

factors that affect signal degradation, microwave electron tubes, solid state microwave devices, P.C.M. and F.D.M. techniques, heterodyne repeaters. The student is also instructed how to turn on and verify that, signals injected into the transmitter are being received over an actual microwave system.

#### 11) Video Systems.

In this area the student is taught the general theory of T/V transmission techniques, transmitter and receiver synchronization, theory of picture tube construction, and methods of picture deflection. Adjustment and set up procedures of a color picture tube, color television set up and service adjustments, C.R.T. installation procedures, electronic and mechanical R.F., V.H.F. and U.H.F. tuners, electronic remote control circuits, video IF circuit theory and alignment procedures, video amplifiers and synchronization circuits.

12) Automatic Control circuits, deflection oscillators, vertical, horizontal deflection circuits. High voltage and high voltage regulators, color circuits, and color synchronization, high and low level demodulation circuits, automatic color control circuits, M.A.T.V. and C.A.T.V. distribution techniques. During this area the students are expected to demonstrate their ability to troubleshooting procedures. In addition circuit analysis of state of the art T/V chassis are covered in detail.

#### 13) VTR Systems.

In this area the student learns the theory of the Betamax, and V-H-S formats that are the two most popular VTR

systems in use today. They learn the principals of the U-Matic VTR. Including elements of magnetic recording, video recording, scanner systems, tape formats, tape transports, scanner servos, luminance processing, color signal processing, VTR failures digital video and scanner systems. Video motion analyzer.

#### Starting Dates

Starting dates for the course are September and February.

#### Length of Program

Ten months.

#### Requirements for Admission

Grade 12 or equivalent (GED) (Grade 11 graduates will be considered by the instructor) including Math 12 and Physics 11.

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

#### How To Apply

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

#### Fees

See General Information section.

#### Financial Aid

See General Information section.

## Industrial Electronics Upgrading

At the present time there are three phases of upgrading available. All courses are of 2 weeks duration. The time frame for the course will be 40% Theory 60% Practical. These programs are offered periodically to serve the needs of industry.

#### Course Content

##### Phase I

Prerequisite — must be a Journeyman Electrician or an instrumentation mechanic.

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

##### Phase II

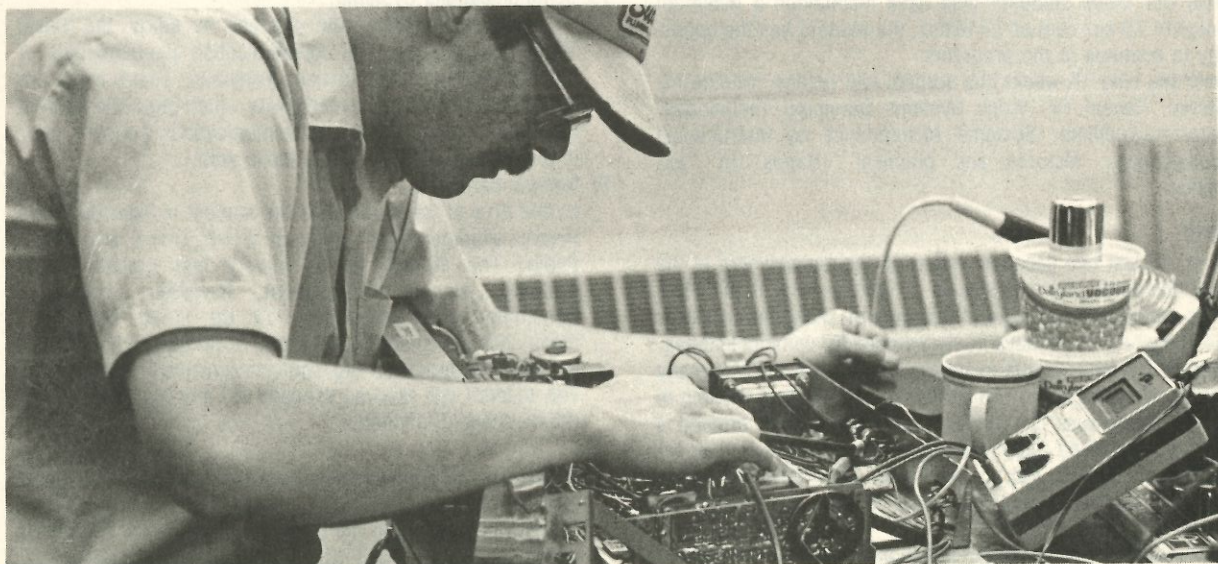
Prerequisite — Phase I or equivalent knowledge.

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

##### Phase III

Prerequisite — Phase II or equivalent knowledge.

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



# Early Childhood Education

Larisa Tarwick - Coordinator - Pre-school Training Program (Van. Com. Col.), M.A. (Pacific Oaks, Calif., - pending)  
Rosemarie Goodwin - B.Ed., E.C.E. Specialist - (U. of Alberta)  
Pamela Straker - Teaching Diploma, (Kedron Park Teacher's College, Queensland, Australia), B.Ed., (U.B.C.)

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 or equivalent (GED) 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

Application for the 1984-85 academic year should be submitted through the office of the Registrar no later than August 30, 1984. 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 10 months the students are then required to have 500 hours work experience.

Students who have completed their course work and 500 hours should submit all documentation to Gayle Davies, Community Care Facilities Licensing Board, 914 Yates, Victoria, B.C. V8W 1T8.

#### Dates and Location

The program extends from September 6, 1984 until June 20, 1985. All students MUST ATTEND AN ORIENTATION CLASS on Tuesday, September 4, 1984. 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

For tuition fees see the General Information section. Books and other supplies will cost approximately \$250.00 per semester, plus a trip to Vancouver in the second semester will entail some expense.

#### Level I Qualifications — Full-time Program

The program meeting Level I competencies is in the process of reorganization and new students will be taking courses similar to courses listed; however, they will be in a different order to fit the 10 month model.

#### Fall Semester:

Psychology 201-3	Human Development
ECE 101	Program Development
ECE 102	Curriculum Development I
ECE 134	Introduction to Child Development
ECE 125	Practicum I

#### Winter Semester

Psychology 202-3	Developmental Psychology
ECE 121	Program Development II
ECE 122	Curriculum Development II
ECE 123	Issues in Family Living
ECE 126	Practicum II
ECE 225	Practicum IV
ECE 104	Health and Nutrition

#### Fall Semester:

ECE 135	Working with Special Children
ECE 131	Program Development III
ECE 132	Curriculum Development III
ECE 128	Models and Methods of Parent Involvement
ECE 127	Practicum III

## Early Childhood Education Courses

Courses and Practicum hours as outlined in the following course description are mandatory for completion.

#### 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 Development I

An introduction to curriculum elements as related to child development; includes language, literature, art, music, science and social studies. (3,3,0)

#### Early Childhood Education 104: Health and Nutrition (HSW 163)

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.) with a continuation of Philosophy of Early Childhood.

#### Early Childhood Education 122: Curriculum Development 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: Issues of Family Living

The course covers working with people, family forms, marriage and family patterns. It will examine the changes occurring in family life. (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

A five week practicum as an assistant in a child care setting at the end of Second Semester.

#### Early Childhood Education 127: Practicum III

To participate as a staff member in one pre-school or day care center for 5 weeks. (0,6,1)

#### Early Childhood Education 128: Models and Methods of Parent Involvement

Topics will include a variety of programs and methods of implementing parent work in different communities and institutional settings. (3,1,0)

#### Early Childhood Education 131: Program Development 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 132: Curriculum III

A continuation of curriculum areas plus a unit and theme approach to developing teaching experiences for the Early Childhood program.

#### 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 (HSW 160)

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 225: Practicum IV

A practicum that covers the second semester (three-week, full-time) plus part-time in the College pre-school center.



# Human Service Worker Program

Jake Muller, Coordinator — B.A. (U. of Guelph, M.A. (Dalhousie U.)

Sara Collinson — B.A. (McGill U.), Diploma in Education (McGill U.), M.Ed. (U.B.C.)

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

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

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

#### Admission Requirements

Persons accepted into the program must:

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

#### How to Apply

Applications for the 1984-85 academic year should be submitted through the Registrar's Office as early as possible. Additional information is available on request from the Registrar.

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

#### Dates and Locations

The program extends from September 1984 until May 1985. 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

See General Information section.

#### Diplomas and Certificates

Upon successful completion of the two-year program, the student will be awarded a Diploma in Human Service Worker. Some students who will complete only year one successfully may be awarded a Certificate in Human Service Worker.

#### The Modular Program

Whenever there is sufficient need in a local community and when funds permit, the HSW instructors are prepared to offer some of the HSW Level I courses in a block format. The courses offered in this modular format may be offered in that local community.

The target group here would most likely include those already working in social services who are seeking training and can obtain educational leave to take courses offered in the modular format. For more information contact Jake Muller or Sara Collinson at 635-6511.

#### Probation

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

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

#### Transfer Credit

Some Human Service Worker graduates go on to University for their B.S.W. degree. All university transfer courses which form an integral part of the program will be transferable. In addition, the University of Victoria awards on an individual basis, additional transfer credit for HSW courses. Interested students can obtain further information from the program instructors or a counsellor.

## Human Service Workers' Program

### Human Service Worker Courses — Level I

#### Semester 1

English 151-3	Business and Technical Writing or English 101-3	151
HSW 151	Communication Skills I	
HSW 153	Human Growth and Development	
HSW 155	Community Services - Introductory	
HSW 163	Health and Nutrition - Introductory	
Psychology 101-3	Introductory Psychology I	
HSW 191	Practicum I	

#### Semester 2

HSW 156	Community Services - Advanced
HSW 162	Communication II
HSW 164	Behaviour Intervention
HSW 166	Working in Community Service
Psychology 102-3	Introductory Psychology II
HSW 192	Practicum II

### Human Service Worker Courses - Level II

#### Semester 1

HSW 251	Helping Skills
Sociology 101-3	Introduction to Sociology I
Psychology 221-3	Abnormal Psychology
HSW 291	Practicum II
Elective	University Trans. course
Elective	University Trans. course

#### Semester 2

Elective	Special HSW course
Sociology 102-3	Introduction to Sociology II

Psychology 222-3	Clinical Psychology: Intervention Methods
Anthropology 102-3	Introduction to Social and Cultural Anthropology
HSW 292	Practicum IV
Elective	University Transfer Course

#### Recommended Electives (University Transfer Courses)

Anthropology 101-3	Introduction to Physical Anthropology and Archeology
Economics 101-3	Introductory Economics 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

#### Special HSW Courses:

Second year students will be offered one of the following courses (which will vary depending on local interest and demand):

HSW 159	Child Care Workshop I
HSW 160	Child Care Workshop (Special Needs) II (ECE 135)
HSW 266	Family Skills
HSW 268	Understanding Adolescence
HSW 282	Disabilities and Handicaps

## Human Service Worker Courses

### English 151: Business and Technical Writing

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

### HSW 151: Communications I

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

### HSW 153: Human Growth and Development

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

### HSW 155: Community Services - Introductory

This course will introduce the student to the range of human services, both private and public, within the community. The

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

### HSW 156: Community Services - Advanced

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

### HSW 159: Child Care Workshop I

For those students interested in the Child Care Certificate, an introduction to the relevant child care areas; e.g. specific problems of adolescents and pre-adolescents, specific skills, understanding families, etc. (3,0,0)

### HSW 162: Communications II

The continued study of interpersonal communication, with a view to helping students develop an understanding of their own and others' style of communication, especially in the helping situation. Special focus will be on the study of group dynamics

and communication within groups. Special emphasis will also be on developing effective techniques of communication within the helping relationship. (3,0,0)

### HSW 163: Health and Nutrition (ECE 104)

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

### HSW 164: Behavior Intervention (ECE 123)

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

### HSW 166: Working on Community Service (Poli Sci 204)

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

### HSW 191: Practicum I

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

### HSW 192: Practicum II

The student in conjunction with instructor and agency supervisor will choose a setting in which to do a six-week practicum. This will include weekly visits to the placement during the semester and a four-week full-time placement following the completion of the academic semester. This practicum will allow the student to become thoroughly acquainted with the function of the agency and learn to work within that structure in a human service worker capacity. Classroom seminars, workshops will form part of the content of this course, as will sessions with instructor and agency supervisor which will permit individualized feedback and response to each student's personal learning needs. (3,6,8)

Prerequisite: Permission of Instructor

### HSW 251: Helping Skills

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

### HSW 262: Alcohol and Drug Abuse

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

### HSW 266: Family Skills

This course will focus on the family as the significant social entity within which many personal and interpersonal roles are learned and maintained. The distinct interpersonal dynamics of the family unit contribute to the shaping of individual behavior and response patterns. In addition to addressing the central issue of what makes families tick, the effects of special circumstances, such as alcoholism, family violence, chronic illness, disability, poverty, single and alternate parenting will be examined. (3,0,0)

### HSW 268: Understanding Adolescence

Adolescence has generated considerable interest, concern, and controversy as a time of profound change between childhood and adulthood. The course will look at the implications for an understanding of adolescence from several different perspectives: the physical (e.g. sexual maturation, hormonal changes,) psychological (e.g. cognitive growth, identity formation,) and social (e.g. high youth unemployment, peer sub-cultures).

While the course will look at generalizations about adolescence, there will also be emphasis on variations in individual adjustments: this will include looking at problems that manifest themselves in adolescence (e.g. behavioral problems, emotional disorders, etc.), and the implications of adolescence for people who are mentally and physically disabled. (3,0,0)

### HSW 282: Human Services - Disabilities and Handicaps

This course is designed to prepare the student to work more effectively with disabled persons. The focus will be on influencing the way the student interacts with individuals with disabling conditions. The intent is to teach the student to see the person more clearly: to understand some of the person's disability associated difficulties, and learn ways of assisting him/her to deal with them; but more, to respect the person as a decision-maker, and recognize his/her strengths and capabilities. (3,0,0)

### HSW 291: Practicum III

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

Prerequisite: Permission of Instructor.

### HSW 292: Practicum IV

This course is intended to prepare the student to make the transition from student to worker by examining the skills developed to date and identifying strengths and weaknesses. The student, under the supervision of the instructor and agency personnel, will work within the context of the practicum setting toward achieving both the confidence and competence appropriate to a beginning worker in the human services field. Seminars, workshops and individual supervisory meetings will occur throughout the six-week practicum program which is comprised of weekly agency contacts during the spring semester followed by a four-week full time block placement. (3,6,8)

Prerequisite: Permission of Instructor

### UNIVERSITY TRANSFER

See Calendar description in appropriate section.

Anthropology 101-3	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**

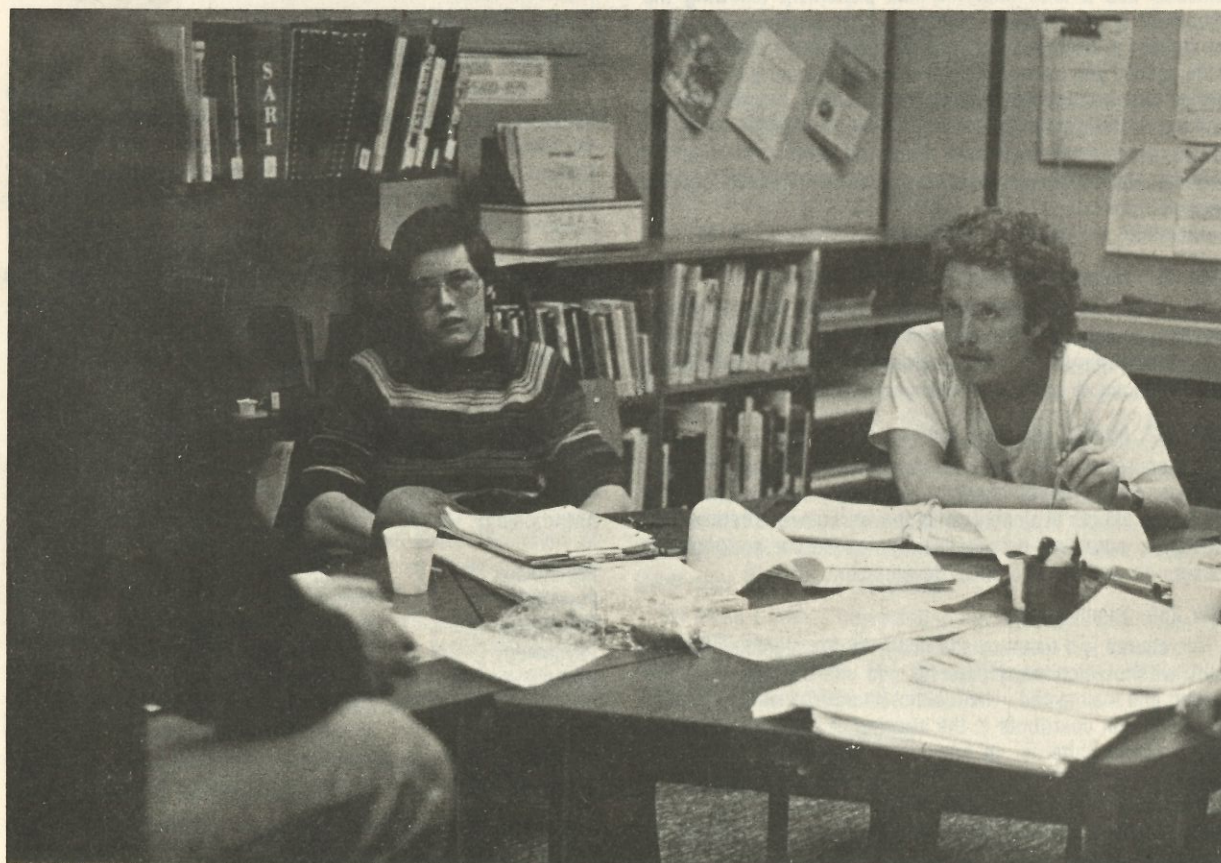
ECE 104: Health and Nutrition.

**HSW 164: Behavior Intervention**

ECE 123: Issues in Family Living

**HSW 166: Working in Community Service**

Poli Sci 204



# Northwest News

SPRING 1984

## Academic Division Introduces Distance Education

The Academic Division at Northwest Community College is introducing a Distance Education Program of university transfer courses this year. This program is designed for those students who are unable to attend regularly scheduled classes or who reside in communities where no such classes are offered.

First, and some second,

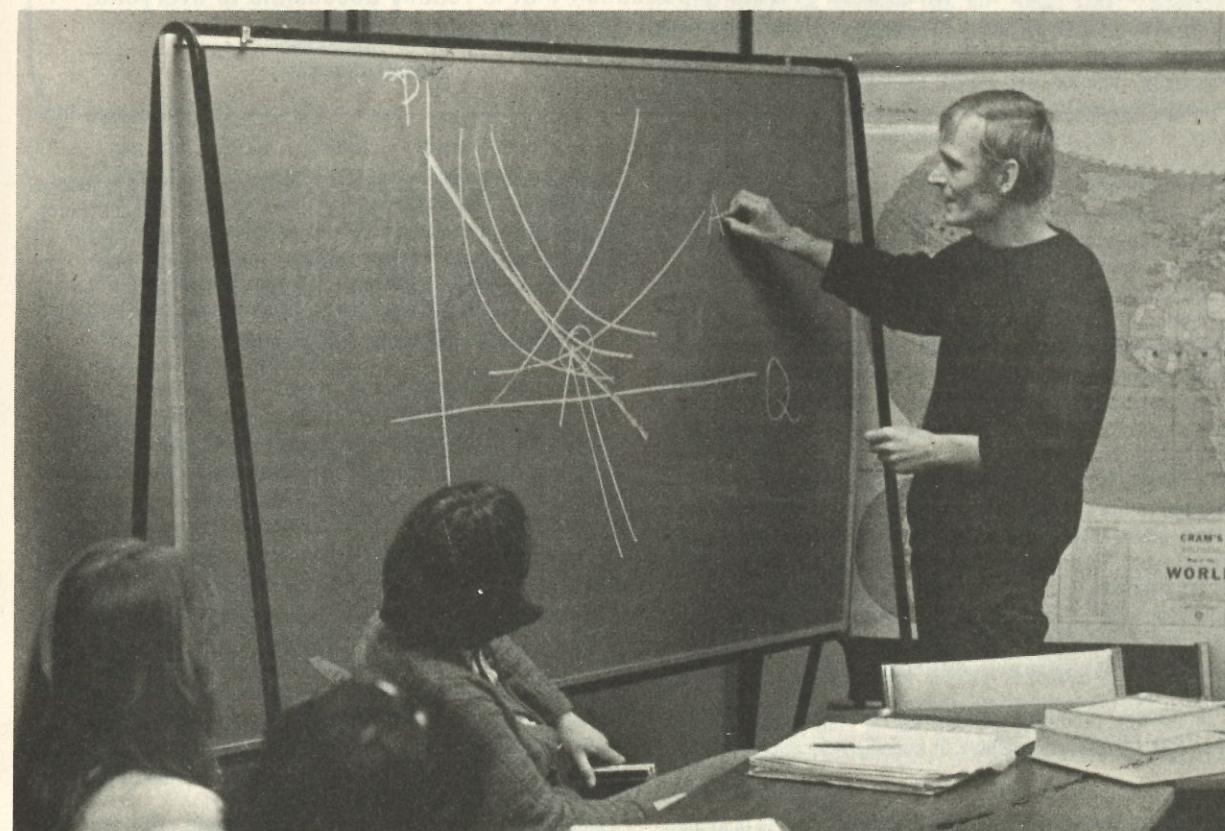
year courses, fully transferable to B.C. universities, will be offered in these disciplines:

- Biology
- Economics
- English
- Geography
- History
- Mathematics
- Psychology
- Sociology

These courses will consist

of packaged materials and texts requiring individual study at home with tutorial support and evaluation from Northwest Community faculty.

More detailed information about this program and the distance education course offerings, will be available in your local Fall '84 College brochure. Look for it!



# Academic Programs

Now is the time to be making your educational plans for the fall 1984.

The lower mainland universities are greatly restricting enrollment and dramatically raising their fees. Therefore, you may wish to give serious consideration to starting or furthering your university education at Northwest Community College.

You should know . . . .

- That we offer a wide variety of first and second year university courses which are completely transferable to U.B.C., S.F.U. and U. Vic.
- That students who transfer from community colleges do as well or better than students who start their education in the universities.
- That our courses are open to everyone regardless of previous educational background.
- That our university transfer program costs less than one-half of what the universities charge.
- That there are student loans and a variety of bursaries available to eligible students.
- That you can take a course for credit, for interest, for intellectual stimulation or just to meet people.
- That we offer diplomas and certificates in arts and science.
- That we have career-technical programs in Early Childhood Education and Human Service Work which lead to a certificate.

We expect increased enrollments next fall, so application should be made as soon as possible. If you are interested in quality education that is readily accessible to everyone, please write or call for more information and application forms.

## Nature of Program

The Academic Division offers transfer credit courses in science, social science and humanities leading to the Associate in Science, Arts or General Studies Diploma as well as preparing you to enter University as an advanced student. In addition, the Division offers courses leading to a certificate or diploma in Early Childhood Education, Human Service Worker, and Northwest and Canadian Studies. Finally the Division offers preparatory courses in English, Mathematics, Chemistry and Physics, and from time to time a selection of workshops of interest to the community.

The Academic Division was established in 1975 and is dedicated to the concept of decentralization. In this regard the division offers day and evening courses in Terrace, Kitimat, Prince Rupert, Smithers, Hazelton, Houston, in the Nass Valley and occasionally in the Charlottes. A full-time, two-year program is available in Terrace and courses are rotated through the other college centers in a coordinated fashion to permit students to complete their course of studies over a number of years on a part-time basis.

The Division promotes the concept of "life-long learning" and in this respect is sensitive to specific educational needs.

## Diplomas

Upon successful completion of a prescribed course of studies

within the Academic Program, graduates are eligible to receive an Associate in Arts Diploma in General Studies. The concentration of courses required for these Diplomas is designed for students planning studies beyond the college level. The Academic Division also offers a diploma in the Human Service Worker program. The requirements for this diploma are outlined in the respective section of the Calendar.

## Diploma Requirements

In order to be eligible for the Associate in Arts, Associate in Science, or the General Studies, you must have completed a minimum of **60 credit hours** of course work. Many students register for five courses in each of four consecutive semesters to complete this work. You may, however, vary the number of courses for which you register in any semester and spread the course work over more than four semesters to suit your needs.

The Academic program offers courses in the Science Concentration and Social Science — Humanities (Arts) Concentration (see listing below). To be eligible for a diploma you must select at least 6 credit hours from the courses listed in the Science Concentration and 6 credit hours from the Social Science - Humanities Concentration. In addition, you must complete English 101 and 102 (6 credit hours). These basic requirements account for **18 credit hours**.

Most of the courses carry transfer credit with the B.C.

Universities and Colleges. To be eligible for a diploma you must meet the above requirements of 18 credit hours and complete at least another **27 credit hours** selected from the other university transfer courses (see Transfer Credit Guide). The remaining 15 credit hours may be accumulated from other courses offered in the Academic Program or from courses offered in other Programs at the College. Students must have these courses approved by the Academic Division.

## General Studies Diploma

Successful completion of a minimum 60 credit hours of course work as outlined above is required for the General Diploma.

## Associate in Science Diploma

Successful completion of a minimum 60 credit hours of course work as outlined above is required. However, you must have a minimum of 30 credit hours selected from the transfer credit courses in the Science Concentration.

## Associate in Arts Diploma

Successful completion of a minimum 60 credit hours of course work as outlined above is required. However, you must have a minimum of 30 credit hours selected from the transfer credit courses in the Social Science - Humanities (Arts) Concentration in addition to English 101 and 102.

## Concentrations

### Science

Biology  
Chemistry  
Computer Science  
Geography  
Geology  
Mathematics  
Physics

### Social Science - Humanities (Arts)

Anthropology  
Economics  
English  
French  
History  
Philosophy  
Political Science  
Psychology  
Sociology  
Women's Studies

## Other Considerations

- (a) If you hold a Career Technical or Special Program Certificate from Northwest Community College you may be credited with up to 30 credit hours toward a Diploma.
- (b) If you hold a Diploma from Northwest Community College and wish to obtain a second Diploma in another concentration you will have to complete at least a further 30 credit hours of course work at the College.
- (c) To be eligible for a Diploma you must have a minimum Grade Point Average of 2.00.
- (d) To be eligible for a Diploma at Northwest Community College you should have completed the final 30 credit hours at this College. The balance of 30 credit hours may be transferred from other post-secondary institutions.

## Certificates

The Academic Division's Career Technical programs offer Certificates. Requirements for Certificates in Early Childhood Education and Human Service Worker are listed in the respective sections of the Calendar.

## Programs and Concentrations.

At Northwest Community College the option to prepare for various bachelor degree programs or major concentrations exist.

Program or Major	Recommended courses *
Commerce program	Economics 201/202; English 101/102; Math 101/102; and four electives.
Engineering program	Chemistry 101/102; Math 101/102; Physics 101/102; Computer Science 112; English 101/102; and one elective.
Forestry program	Biology 101/102; Chemistry 101/102; Computer Science 112; Physics 101/102; Math 101/102; and English 101/102.
Pharmacy program	Chemistry 101/102; Biology 101/102; Math 101/102; English 101/102; and two electives.
Psychology major	Year 1: Psychology 101/102; Math 130/131; English 101/102 and four electives. Year 2: Psychology 211/212; Psychology 231; Psychology 201/202 or Psychology 221/222; English 201/201 and three electives.
BA, BFA, BEd, BSW, etc	English 101/102; four to six required courses; two to four electives.
BSc	English 101/102; Math 101/102; Chemistry 101/102; Physics, 101/102 and two electives (Biology 101/102 if life sciences)

\* These are recommendations only. The student should consult a College counsellor for assistance in planning his or her program at the college.

## Admission Requirements — Open Door

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

## Course Offerings

**A timetable of courses to be offered and their location will be available from local College Centers in early August. Not all courses described are offered each semester.**

## Prerequisites

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

## Academic Advising

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

### 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.

### How to Apply

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

Return completed application forms to:

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

### Fees

See General Information section.

### Financial Aid and Sponsorship

See General Information section.

### Registration

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

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

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

### Course Change, Withdrawals

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

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

### Permanent Record and Withdrawal from Classes

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

### Transcripts of Permanent Record

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

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

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

### Statement of Grades

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

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

### Grades

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

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

+ or — adds or subtracts 0.33

### Grade Point Average

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

### Incomplete Grade

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

An incomplete grade given in either fall or spring semester must be made up within five weeks after the end of the spring semester. Failure to complete the assigned work will result in the incomplete grade being counted as the equivalent to an F grade.

### 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.

### Appeals

See General Information section.

### Advanced Placement

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



## Of Interest to University Transfer Students

### Transfer to and from other institutions

#### 1) Colleges

All B.C. Colleges generally accept each others' credits upon transfer if an equivalent course exists at the admitting college.

#### 2) Universities in B.C.

For course equivalences at UBC and U.Vic. 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 this 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 U. Vic.

Following each course description is a series of three numbers, e.g. (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.



## Transfer Credit 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 February 25, 1984.

N.W.C.C.	U.B.C.	S.F.U.	U.Vic.
<b>Anthropology</b>			
101/102	Anth (1.5) ea. 2nd yr.	G.E. Arts (3)/S.A. 170 (3)	Anth 100 (3)
103	..	..	Anth 100 Level (1.5)
104	..	..	Anth 100 Level (1.5)
111/112	Anth (1.5) ea. no cr. for Both 112 and UBC Anth 301	G.E. Anth (3)/S.A. 140 (3)	Anth 100 Level (1.5) ea.
201/202	Anth (1.5) ea.	Anth (3) 200 Level ea. or SA 270 (3)/Anth (3) 200 Level for both	Anth 200 (3) or (1.5) ea.
<b>Archaeology</b>			
101/102	Anth (1.5)		
<b>Art</b>			
101/102	F.A. 181 (3)	101-104 Gen. Elect. Visual Art Studio (3)	Art 100 (3)
103/104	F.A. 125 (3)	Gen Elect Art Hist (3) ea.	H.A. 100 Level (1.5) ea.
151/152	F.A. 125 (3)	Gen Art Hist (3) ea.	F.A. 100 Level (3)
153/154		Gen. Elect Art Hist (3) ea.	H.A. 100 Level (1.5) ea.
201/202	F.A. 181 (3)		Art 210 (3)
<b>Biology</b>			
101/102			
151	Biol. 102 (3)	Bisc. 102 (3)/Bisc. 101 (3)	Biol. 150 (3) or (1.5) ea.
212	Biol. 311 (1.5)	Gen. Elect. Bisc (3)	Biol. 100 Level (1.5)
228	Biol. 311 (1.5)	Bisc. 3	Biol. 200 Level (1.5)
	Biol. (1.5) Unassigned	Bisc. (3)	Biol. 200 Level (1.5)
<b>Chemistry</b>			
101/102	Chem 110 (3)	Chem. (3) ea./See S.F.U. Guide for both	Chem 101/102 (3) or Chem 100 Level (1.5) ea.
<b>Classics</b>			
101/102	Clas St (1.5) ea.	Gen. Elect. Class (3) ea.	Class. 100 (3) or (1.5) ea.
<b>Comp Sc.</b>			
111/112	Com. Sc. (1.5)/Comp. Sc. 114 (1.5)	Cmpt. 100 (3)/Cmpt 103 (3)	C.Sc. 100 (1.5)/C.Sc. 100 Level (1.5)
<b>Comp. Sc..</b>			
121/122	CPSC 114 (1.5)/CPSC (1.5)	Cmpt. 103 (3)/Cmpt. (3)	C.Sc. 110 (1.5)/C.Sc. 115 (1.5)
<b>Comp. Sc.</b>			
151/152	Comp. Sc. (1.5) to be arr.	Cmpt. 001 (3)/to be arr.	C. Sc. 100 (1.5) to be arr.
<b>Economics</b>			
101/102	Econ. 1.5 ea. to a max. of 3	Econ. 200 (3)/Econ. 205 (3)	Econ. 100 (3)
120	Not major or honours Econ.	Econ. 102 (3)	Econ. 100 level (1.5)
201/202	Econ. 100 (3)	Econ. 200 (3)/Econ. 205 (3)	Econ. 201 (1.5)/Econ. 202 (1.5)
210	As 101/102/120	Econ. 101 (3)	Econ. 100 level (1.5)
<b>English</b>			
101/102	Engl. 100 (3)	Engl. (3) ea. plus exemption	Engl. 121 (1.5)/Engl. 122 (1.5)
103	..	Engl. (3)	Engl. 115 (1.5)
109/110	CR. WR. 202 (3) (1.5) ea.	Engl. (3) ea.	CR. WR. 100 level (1.5)/CR. WR. P.C. (1.5)
151	No transfer	No transfer	Engl. 100 level (1.5)
152	No transfer	Gen. Elec. (3)	Ed-B 100 (1.5) Nat. Teach. Tr. Only
201/202	Engl. 201 (3) or (1.5) ea.	Engl. (3) plus exemption	Engl. 200 (3)
203/204	Engl. 202 (3)	Engl. 206 (3)	Engl. 202 (3)
224/225	Wmst. 224 (3) or (1.5) ea. Un assigned Arts	Engl. 221 (3) ea. Engl. (3) ea.	Engl. 200 level (1.5)/W.S. 200 (1.5)
<b>French</b>			
101/102	Fren. 105 (3)	See SFU Transfer Guide	Fren. 100 (3)
103/104	Fren. 105 (3)	See SFU Transfer Guide	Fren. 180 (3)
107/108	To be arranged	To be arranged	To be arranged
<b>Geography</b>			
101/102	Geog. 200 (1.5)/Geog. (1.5)	Geog. 141 (3)/Geog. 101 (3)	Geog. 101B (1.5)/Geog. 100 level (1.5)
205	Geog. (1.5)	*Geog. (3)	Geog. 200 level (1.5)
228	Geog. (1.5) ea.	Geog. 263 (3)	Geog. 200 level (1.5)
241/242	Geog. (1.5) ea.	*Geog. (3)/Geog. 121 (3)	Geog. 200 level (1.5) ea.
257	Geog. (1.5)	Geog. (3)	Geog. 100 level (1.5)
284	Geog. (1.5)	Geog. (3)	Geog. 205A (1.5)
290	Geog. (1.5)	Geog. (3)	Geog. 100 level (1.5)
		*If both 205 and 241 complete Geog. 262 (3)/Geog. (3)	
<b>Geology</b>			
101/102	Geol. (3) unassigned	APPL. withdrawn	Geol. 200 (3)
157/158	Geol. 105 (3)	Geol. 112 (3)/Phys. Geog.(3)	Geol. 100 (3)
<b>History</b>			
101/102	Hist. 125 (3)	Hist. (3) Ea.	Hist. 200 Level (1.5)/Hist. 242 P.C. (1.5)
103/104	Hist (1.5) ea.	Hist. 224 (3)/Hist. 225 (3)	Hist 200 level (1.5)/Hist 242 P.C. (1.5)
105/106	Hist. 135 (3)	Hist. 101 (3)/Hist. 102 (3)	Hist. 230 (3)
110	To be arranged	To be arranged	To be arranged
113	To be arranged	To be arranged	To be arranged
114	To be arranged	To be Arranged	To be arranged
131		Hist. (3)	Hist. 200 level (1.5)
132	Hist. (1.5)	Hist. (3)	Hist. 200 level (1.5)

N.W.C.C.	U.B.C.	S.F.U.	U.Vic.
History (cont'd)			
133	Hist. (1.5)	Hist. (3)	Hist. 200 level (1.5)
141	To be arranged	To be arranged	To be arranged
153	Anth. (1.5)	Hist. (3)	Hum. 100 level (1.5)
201/202	Hist. (1.5) ea.	Hist. (3) ea.	Hist. 200 level (1.5) ea.
203/204	Hist. (1.5) ea.	Hist. (3) ea.	Hist. 200 level (1.5) ea.
211/212	CL ST 331 (3)	Hist. (3)	Clas. 100 (3)
251	To be arranged	Hist. (3)	Hist. 200 level (1.5)
H.S.W.			
266	no credit	PSYC. (2)	individual credit only
Labour S.T.			
161	** no credit		
207/208	** Soci. (1.5) ea. 1st or Second year	S.A. (3) or S.A. (1) for 1	Soci. 200 level (1.5)
220	** no credit		
221	** no credit		
Ling. 109	Ling. (1.5)	Ling. 230 (3)	Ling. 108 (1.5)
Math			
101/102	Math 100 (1.5)/Math 101 (1.5)	Math 151 (3)/Math 152(3) note warning in guide	Math. 130 (3) or Math 100 (1.5)/101 (1.5)
121	C.Sc. 101 (1.5)	Cmpt. 103 (3)	C.Sc. 110 (1.5)
130/131	Math 130 (3) for both	Math (3) ea.	Math 151 (1.5)/Stat 100 Level (1.5)
190	--	Math. 190 (3)	--
Music			
101/102		G.E. Music His. (3) ea.	Music 115 (3)
N.W. Studies			
101/102	--	--	Hum. 100 level (1.5) ea.
Philosophy			
101/102	** Phil 100 (3) or 1.5 unassigned	Phil 100 (3)/Phil. 120 (3)	Phil. 100 (3) or 100 level (1.5) ea.
103/104	--	Gen. El. Phil (3)/Phil (3)	Phil 100 (3)
Physics			
101/102	Phys. 110 (3)	Phys. 101 (3)/Phys 102 (3)	Phys. 102 (3)
Poli. Sc.			
101/102	Poli 200 (1.5)/Poli. 202 (1.5)	Poli 121 (3)/Poli 212 (3)	Poli. 100 Level (3) or 100 Level (1.5) EA.
203/204	Poli. (1.5) Ea.	Poli. 241 (3)/Poli. 251 (3)	Poli. 240 (1.a)/Poli. 250 (1.5)
Psychology			
101/102	Psyc. 100 (3) or (1.5) ea.	Psyc. (3) or Psyc. 101 (3)/Psyc. (3) for both	Psyc. 100 (3) or P.C. 100 Level (1.5) ea.
201/202	Psyc. 301 (3) or (1.5) ea.	Psyc. (3) ea. or Psyc. (3)/G.E. Psyc. (3) for both	Psyc. 220 (3) or 200 level (1.5) ea.
211/212	Psyc. 200 (3) or Psyc. (1.5) ea.	Psyc. (3) ea. or Psyc. 201 (3)/Psyc. (3) or both	Psyc. 200 level (1.5) ea.
221/222	Psyc. (1.5) ea. But No Credit For UBC Psyc. 300 (221)/401 (222)	Psyc. 340 (3)/Pscy. (3) to be arranged	Psyc. 200 (1.5) ea. to be arranged
Social Work			
200	--		Soc. W. 200 A & B (3)
Sociology			
101/102	Soci 200 (3) or (1.5) ea.	S. A. (3) ea. 100 div. or S.A. 150 (3)/S.A. (3) 100 Div. for both	Soci. 100 (3) or 100 level (1 1/2) ea.
201/202	Pending	W.S. (3) ea.	Soci. 200 Level (1.5) Ea.
203/204	Soci (1.5) ea. 2nd year	S.A. (3) ea. 200 div.	Soci 200 level (1.5) ea.
205/206	Soci (1.5) ea. 2nd year	S.A. (3) ea. 200 div.	Soci. 200 level (1.5) ea.
207/208	Soci (1.5) ea. 2nd year	S.A. 100 (3) FA. or S.A. 100 (3)/S.A. (3) for both	Soci. 200 level (1.5) ea.
209/210	Soci (1.5) ea.	S.A. 100 (3) for both	Soci. 200 (3)
211/212	Soci(1.5) ea.	Gen. Elec. Soci (3) ea. for Wmst. Cr. apply to W.S. committee	Soci. 100 Level or 200 Level (1.5) ea.
217/218	Soci (1.5) ea.	S.A. 100 (3) ea. or S.A. 100 (3)/S.A. (3) 100 for both	Soci 200 level (1.5) ea.
Women's St.			
101/102	** 101-104 Socio (1.5) ea.	W.S. (3) ea. 200 div.	No equiv.
103/104	** To a max. of 3 units	W.S. 200 (3)/W.S. (3) 200 Div.	Hum. 200 Level (1.5) ea.
110/111	Soci (1.5) ea. 1st or 2nd year	W.S. (3) ea. 200 div.	Hum. 100 Level (1.5) ea.
201/202	** Same Crse. as Soci 201/202	W.S. (3) ea.	Same Crse. as Soci 201/202
211/212	** Same Crse. as Soci 211/212	Apply to W.S. Committee	Same Crse. as Soci 211/212
224/225	Wmst. 224 (3) or Arts (1.5) ea.	To be arranged	To be arranged

## Anthropology

Paul Sneed — B.A. (U. of California)  
Graduate Studies (U.B.C.)

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 patterns and traits as they occur in diverse societies, and to provide in-depth studies of specific cultures.

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

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

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

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

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

### Anthropology 111-2: Native Peoples of Canada

A course dealing with the nature and diversity of Canadian Indian and Inuit traditional cultures and lifestyles. We will also examine the history of European colonialism in Canada and the impact it had on Canadian native peoples. Finally, we will review some of the important issues in contemporary native affairs. (3,0,0)

### Anthropology 112-3: Indians of British Columbia

This course is an introductory study of 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 actions will be discussed. (3,0,0)

### Anthropology 201-3: Social Organizations I (Not offered during 1984-85)

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 (Not offered during 1984-85)

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 European colonialism and the effects of these developments on various aboriginal and Third World peoples throughout the world. (3,0,0)

## Art

(Not offered during 1984-85)

### 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 form 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 Coast Indian Art. (3,0,0)

### Art 154-3: Western European Art History

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

### Art 201-3: Painting I

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

### Art 202-3: Painting II

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

## Biology

Jon H. Shepard B. Sc. (Honours) (Oregon State U.), M. Sc. (Washington State U.), Graduate Studies (U. of California, Berkeley).

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 (Not offered during 1984-85)

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 microscopic and macroscopic study. Techniques for identification will be included. (3,3,0)

### Biology 102-3: Introductory Biology II

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

### Biology 212-3: Environmental Studies

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

### Biology 228-3: Marine Biology

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

## Chemistry

Norman J. Webster - B. Sc. (Honours) Wales  
M. Sc. (University of Windsor)

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

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

### Chemistry 082-1½: Chemistry Prep I

This is an introductory course in Chemistry designed for people who have little or no knowledge of the subject. It is intended not only to provide the necessary background for those who later might wish to take a first year university course, but also to give the student some insight into the importance of Chemistry in our society (1½, 1½, 0).  
Pre- or Co-requisite: Alg 11 or Math 11 or Math 082.

### Chemistry 083-1½: Chemistry Prep II

A continuation of Chem 082. (1½, 1½, 0).  
Prerequisite: Chem 082, or equivalent.

### Chemistry 101-3: Introductory Chemistry I

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

A review of some basic principles, including quantum mechanics and electronic configurations, the periodicity of chemical and physical properties, chemical bonding, thermochemistry, properties of gases, and chemical equilibrium in both gases and solutions. (4,3,0).  
Prerequisite: Chemistry II, or Chemistry 083, and Math 12 or Math 111/112.

### Chemistry 102-3: Introductory Chemistry II

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

## Computer Science

Jim Stone, B. Math, (U. of Waterloo) Graduate Studies (York U.)  
Carolyn Williston, Ph.D. (UBC)

The achievements of modern technology are responsible for enormous changes in the way we live, work, and play. The computer is a recent development which has already had a dramatic impact on many facets of our lives. Rapid advances in engineering have resulted in computers which are inexpensive, powerful, and increasingly easy to use. As a result, computers

are being used in increasing numbers for a constantly increasing variety of tasks. The potential of these machines is limited only by the imagination and has yet to be fully exploited (or, in many cases, to be defined). Computers currently affect many facets of our lives, and their potential suggests that these effects will become even more dramatic in the future. The consequences of the introduction of computers to virtually all areas of human activity are likely to exceed those of any previous technological innovation.

The Academic Division offers courses intended to meet the challenges of the "computer revolution". These courses are intended to address the needs of persons interested in computing and computers within personal, professional, business and theoretical contexts.

### Computer Science 111-3: An Introduction to Computers

This course is an exploration of computers and their uses, in order to gain an appreciation for the dramatic impacts of computers on our lives we will examine their uses in a wide range of contexts (business, education, medicine, and artificial intelligence are but a few examples). Inexpensive, easy to use computers can simplify the performance of personal, professional, or business tasks without any requirement for programming skills. We will examine several products intended to meet common needs and their capabilities and limitations. To better meet unique requirements the ability to program a computer can be an asset. Therefore this course will also provide an introduction to programming using the BASIC language. This course uses computer graphics to introduce the concepts of programming — it is intentionally not mathematical in its approach. Time is scheduled weekly for students to use computers to experiment with the concepts presented in lectures. Additional computer time is available on the computers outside of scheduled times. (3,3,0)  
Prerequisite: Algebra 11 or equivalent.

### Computer Science 112: Problem Solving and Programming

The ability to program a computer allows a person to use a computer to most effectively meet their unique needs. Programming does not require sophisticated mathematics or intimate knowledge of how computers function. It does require the ability to develop a logical solution to a problem. This course therefore focuses on techniques of problem solving and the technical details necessary to translate this problem solution into a computer program. The computer language used in this course is Pascal — a language which resembles English. Experience indicates that a person competent in Pascal can learn another computer language quite easily. Time is scheduled weekly for students to experiment with the concepts presented in lectures. Additional computer time is available outside of these scheduled times for additional practice. (3,3,0).  
Prerequisite: Computer Science III or permission of the instructor.

### Computer Science 121: Programming in Pascal

This course provides a person with a thorough introduction to computer programming using the Pascal language. It is intended for persons who are serious about acquiring programming skills — professionals, students of science and mathematics, and those who are considering further study in computer science. Computer time is scheduled on a weekly basis for students to practice the concepts introduced in the lectures. Additional computer time is available for further practice. (3,3,0).  
Prerequisite: Algebra 12 else 112 or permission of the instructor.

### Computer Science 122: Topics in Computer Science (It is not expected that this course will be offered in 1984/85)

This course provides a student with an introduction to major topics in computer science and therefore represents the start of the study of computer science as a science (as opposed to programming which is the application of a set of rules to the solution of a problem). Using the programming skills acquired in Computer Science 121 topics of major interest in computing will be explored. While not a primary goal of this course, a consequence of its investigations are significantly enhanced programming skills.

Prerequisites: a minimum grade of B in Computer Science 121  
Corequisite: Math 102 or permission of the instructor.

### CPSC 151-3: Computer Literacy I

See CPSC III

### CPSC 152-3: Computer Literacy II

See CPSC 112

## Economics

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

### Economics 101-3: Introductory Economics I

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

### Economics 102-3: Introductory Economics II

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

### Economics 120-3: Comparative Economic Systems

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

### Economics 201-3: Principles of Microeconomics

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

### Economics 202-3: Principles of Macroeconomics

This course will provide a survey of economic activities and institutions and will center on an analysis of the production and distribution of wealth in the capitalist system. Specific items include: Production and Market Mechanisms, National Income Accounts, Economic Growth, International Trade and Capital Flows, Government Policies (budget, taxes, money supply, trade unions). Theoretical tools and conceptual models from various schools of thought will be used as guidelines and will be tested for realistic validity in a historical perspective. (3,0,0)

### Economics 210-3: The Canadian Economy

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

## English

George Stanley - B.A., M.A. (San Francisco State U.)  
Josephine Patterson - Graduate Studies in E.S.L. (Colorado State U.), Linguistics (U. of Calgary)

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

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

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

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

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

Be careful that you do not write anything that is not your own, that you don't know in your own soul. You will have to experiment and try things out for yourself and you will not be sure of what you are doing. That's all right, you are feeling your way into the thing. But don't take what someone else has made sure of and pretend that it's you yourself that have made sure of it, till it's yours absolutely by conviction.

Emily Carr, *Diaries*

### English 081-3: Preparation for College English I (Not offered during 1984-85)

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 (Not offered during 1984-85)

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

### English 101-3: Literature and Composition I

Reading and discussion of modern autobiography, fiction, and drama. 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, 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 103-3: Effective Writing

(Course in preparation)

### English 104-3: Modern Literature

(Course in preparation)

### English 109-3: Creative Writing I (Not offered during 1984-85)

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

### English 110-3: Creative Writing II (Not offered during 1984-85)

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 (Not offered during 1984-85)

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 (Not offered during 1984-85)

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 1930

The English literature of Canada from 1930 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 (Not offered during 1984-85)

See Women's Studies 224

### English 225-3: Women in Literature (Not offered during 1984-85)

See Women's Studies 225

## French

Josephine P. Patterson, M.A. (U. of North Carolina) Ph. D. (Harvard)

Learning a second language  
- increases your knowledge of your first language and the science of linguistics  
- might open up new job opportunities  
- builds bridges to other cultures

### French 101-3: Introductory French I (Not offered during 1984-85)

This is a beginning French course for college students, which stresses the opportunity to communicate immediately. Texts used are based on natural every day French and approximately equal emphasis is given to the four language skills; understanding, speaking, reading and writing. Reading content will 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 and video tapes with particular emphasis on pronunciation and intonation and variety of listening experience. Tapes are accessible to students for individual listening. (3,1½,0).

### French 102-3: Introductory French II (Not offered during 1984-85)

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

### French 103-3: First Year French I (Not offered during 1984-85)

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 (Not offered during 1984-85)

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

### French 107-3: Intermediate French I: Language and Literature

A study of contemporary French texts, grammar, composition, and pronunciation.  
Prerequisite: French 12 or French 102 or permission of the instructor (3,1,0).

### French 108-3: Intermediate French II: Language and Literature

A continuation of French 107. (3,1,0).

## Geography

(Not offered during 1984-85)

### 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 Pre-historic 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

(Not offered during 1984-85)

Allen S. Gottesfeld - B.A. (Queen's College, City U. of New York), M.S. (U. of Arizona), Ph. D. (U. of California), Berkeley)

### Geology 157-3: Introduction to Northwest Geology

Introduction to the earth science 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. (3,2,0).

### Geology 158-3: Historical Geology

A course dealing with the history of the earth and the development of life. Emphasis will be on the history of North

America especially the mesozoic and cenozoic history of British Columbia. Topics will include Geologic time, stratigraphy, sedimentation, correlation, plate tectonics, interpretation of geological history, geologic maps, common fossils and their evolutionary patterns and processes of fossilization. Field work is required and will involve investigation of sedimentary rock units and fossil deposits in the Kitimat, Kalum and Bulkley Valleys. Field work and necessary laboratory work will be arranged on weekends. (3,2,0).

## History

Peter Weber - M.A. (Germany), Ph. D. (S.F.U.)  
Gail Emmerson - M.A. (U. of Windsor), B. Ed. (U. of Toronto), T.E.S.L. Certificate (Concordia U.)

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

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

See History 103

### History 102-3: Europeans and World History II

See History 104

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

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

### History 104-3: Europe and the World: The last sixty years in Perspective

Two world wars, the Great Depression and Fascism, the Russian and Chinese revolutions have marked major developments

in our century. Continuity and change in the economic and social foundations have been reflected in the nature of society and in a variety of ideologies. We shall examine these events and elements in their historical context and in how far they have contributed towards shaping the world of today. (3,0,0).

### History 105-3: Canada to the late 19th Century

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

### History 106-3: Canada since the 1890s

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

### History 110-3: Early Civilizations

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

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

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

### History 141-3: History of B.C.

This course will emphasize the reflection of economic and urban development in the life styles and political activities of classes (employers, self-employed, and working people) and of other sectors of society (women, native Indians, ethnic groups). It will also include an analysis of the foundations of political power and of the policies pursued by provincial governments. (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 of 211-3: Ancient Greece (800 - 300 B.C.)

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

### History 212-3: Rome - Republic to Empire (300 B.C. - 300 A.D.)

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

### History 251-3: The Writing of History

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

## Local History

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

### History 131-3: Terrace and the Skeena

### History 132-3: Smithers and the Bulkley Valley

### History 133-3: Prince Rupert and the Northwest Coast

### History 153-3: Nisgha Local History

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

**Note:** Only one local history course may be used for university transfer credit)

## Linguistics

(Not offered during 1984-85)

### Linguistics 109-3: Linguistic structure of the Nisgha language. (3,0,0).

### Linguistics 110-3: Linguistic structure of the Nisgha language. (3,0,0).

## Mathematics

Carolyn Williston, Ph. D. (U.B.C.)

Mathematics deals with quantities, their measurements, and their interrelationship.

A basic training in Mathematics is becoming very important for many endeavours in today's world. For anyone entering the field of science or technology a good background in math is absolutely essential. But studying mathematics gives one training in reasoning and logical thinking as well as in using the actual techniques. And this training is important for everyone.

Also — mathematics can be enjoyed as an adventure in ideas and in intellectual challenge requiring intuition and imagination. Both science and non-science, credit and non-credit students are invited to participate.

### Math. 082-3: Introduction to Algebra and Trigonometry

A one semester course in which the class meets twice per week. This is a course for students who have completed Math. 10 or more advanced students who have not studied math. for some years. The topics covered are those prescribed in the Algebra 11 courses. Math. 082 prepares students for Math. 111, Math. 131 and CPSC 111. (5,0,0).

Prerequisite: Math 10

### Math. 083-3: Math Prep II

See Math. 111

### Math. 084-3: Math Prep III

See Math. 112

### Math. 111-3: College Algebra and Trigonometry I

The first part of a two semester course in which the class meets twice per week. The topics covered in Math. 111 and Math. 112 include those in Algebra 12. This course prepares students for Math. 101-Calculus. It is strongly recommended that students taking Chem. 082 or Physics 082 or planning to enter any scientific training take this course. Students should consult the counsellor or the instructor about transfer credit for Math. 111/112. (5,0,0).

Prerequisite: Algebra 11 or Math. 082.

### Math. 112-3: College Algebra and Trigonometry II

A continuation of Math. 111 in the spring term (5,0,0).

Prerequisite: Math. 111.

### Math. 101-4½: 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. Calculus is the mathematics of changes as opposed to algebra, geometry and trigonometry which involve fixed quantities. DIFFERENTIAL calculus involves finding the rate of change of one variable quantity with respect to another. (4½,0,0).

Prerequisite: A grade of C or better in Algebra 12 or Math. 111/112.



### Math. 102-4½: Calculus II

A continuation of Math. 101 in which the basic techniques of INTEGRAL calculus will be studied. INTEGRAL calculus involves determining the function whose rate of change is known and also finding the lengths of curves and the areas and volumes of figures bounded by curves and surfaces. Infinite Series will also be studied in this term. (4½,0,0)  
Prerequisite: Math. 101

### Math. 130-3: Finite Math.

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

Prerequisite: Algebra 11 or Math. 082.

### Math. 131-3: Introduction to Statistics

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

Prerequisite: Algebra 11 or Math. 082.

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

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

## Philosophy

(Not offered during 1984-85)

### 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: Introduction 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

Jim Stone, B. Math (U. of Waterloo)

Graduate Studies (York U.)

"The universe is not only stranger than we imagine, but stranger than we can imagine."

John Haldane,  
a British geneticist

The "Universe" of which Haldane speaks includes all of physical reality — from the cataclysmic events of the cosmos to the microscopic "universe" of sub-atomic particles. Science is the systematic study of all of this physical reality. Physics contributes to this study by investigating phenomena associated with matter, motion, force, and energy. The investigation of these fundamental concepts reveals a "universe" both predictable and mysterious. The study of physics provides insight into, and understanding of, the magic and mystery that is life.

In addition to an understanding of nature, physics provides the theoretical foundation for much of modern technology. Our increasing dependence upon technology implies that technical skills are becoming essential. Acquisition of these skills requires a basic understanding of the principles exploited by technology and facility with the techniques of science.

An essential component of scientific inquiry is the confirmation of theory by experiment. Laboratory sessions are therefore an integral component of the physics program. During these sessions students will have an opportunity to investigate various phenomena and develop their experimental skills. The use of sophisticated equipment and the computer analysis of data will create an environment in which meaningful research can be conducted.

### Physics 081-1½: Physics Prep I

(Not offered during 1984-85)

An introduction to the study of physics for persons with no background in the subject. Topics to be studied include motion, force, energy and temperature. (1½, ½, 0)

Prerequisite: Algebra 11, Math 082 or equivalent (may be studied concurrently).

### Physics 082-1½: Physics Prep II

(Not offered during 1984-85)

A continuation of Physics 081. Topics to be studied include pressure, fluids, sound and light. (1½, 1½, 0)

Prerequisite: Physics Prep I

**NOTE:** Successful completion of Physics 081 and Physics 082 will entitle a student to grade 11 physics equivalency.

### Physics 101-3: Motion, Energy, and Temperature

An analysis of motion, its causes and consequences. Application of these results to engineering design problems. High speed motion and Einstein's Special Theory of Relativity. Fundamental properties of fluids and gases. Heat, temperature, and entropy. (3, 2, 1)

Prerequisite: Physics 11 and Algebra 12 or equivalent.

Corequisite: Students are strongly advised to study Math 101.

### Physics 102-3: Electromagnetism, Waves, and Atomic Structure

An investigation of electricity and magnetism. Analysis of the transmission of energy via waves. The wave properties of sound and light. The particle nature of light. An introduction to the structure of matter. (3, 2, 1)

Prerequisite: A grade of C or better in Physics 101.

Corequisite: Students are strongly advised to study Math 102.

## Political Science

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

### Political Science 101-3: Canadian Politics I

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

### Political Science 102-3: Canadian Politics II

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

### Political Science 103-3: B.C. Politics

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

### Political Science 105-3: Themes in Canadian Policy

This course will examine the process of formulating and implementing foreign policy in Canada — American, European, Asian, African, Latin American, Middle Eastern, and functional perspectives of Canadian foreign policy will be analyzed. (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 systems 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)

### Political Science 204-3:

#### Public Policy Formation in Canada

This course will provide students with an introduction to the study of public policy formation in Canada. It will introduce some basic concepts and approaches and explore the role and importance of a variety of factors in the formulation of Canadian public policy. (3, 0, 0)

### Political Science 205-3:

#### An Introduction to Political Thought

This course will examine the concepts presented by major political thinkers of the western world. Ideas at the basis of our political system will be analyzed. Questions such as political values, the role of the individual and the state, the meaning of justice and freedom, and the relationship between morality and power will be discussed. (3, 0, 0)

## Psychology

Andre Klingner — B.A. (Sir George Williams U.)

M.A. (Hollins College)

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 or the Human Service Worker Program and anyone interested in Psychology.

### Psychology 101-3: Introductory Psychology I

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

### Psychology 102-3: Introductory Psychology II

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

### Psychology 201-3: Human Development

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

Prerequisite: Psychology 101 and 102 or permission of instructor.

### 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)

Prerequisite: Psychology 101 and 102 and 201 or permission of instructor.

### Psychology 203-3: Understanding Adolescence

The physical, social and psychological aspect of adolescence is the basic subject matter in this course. There is also an emphasis on variations in individual adjustment, such as behavioral problems, emotional disorders and adjustment to mental and physical disabilities.

Prerequisite: Psychology 101 and 102 or permission of instructor.

### Psychology 211-3: Experimental Psychology I

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

Prerequisite: Psychology 101 and 102 or permission of instructor.

### Psychology 212-3: Experimental Psychology II

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

Prerequisite: Psychology 211.

### Psychology 221-3: Abnormal Psychology

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

Prerequisite: Psychology 101 and 102 or permission of instructor.

### Psychology 222-3: Clinical Psychology and Intervention Methods

The indications for, appreciation and evaluation of therapeutic interventions, techniques such as behavior and cognitive behavior, modification, biofeedback, psycho/pharmacology,

and relaxation training techniques are the focus of this course. The wholistic approach to human life styling and community health code will also be discussed.

Prerequisite: Psychology 101 and 102 or permission of instructor.

## Sociology

Gail Emmerson — M.A. (U. of Windsor)

B. Ed. (U. of Toronto), T.E.S.L. Cert. (Concordia U.)

Jake Muller — B.A. (University of Guelph)

M.A. (Dalhousie U.)

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

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

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

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

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

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

### Sociology 101-3: Introductory Sociology I

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

### Sociology 102-3: Introductory Sociology II

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

### Sociology 110-3: Women's Movement in Canada

See Women's Studies 110, page 81

### Sociology 111-3: Women in Cross-Cultural Perspective

See Women's Studies 111, page 81

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

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

### Sociology 203-3: Sociology of Education

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

### Sociology 204-3: Sociology of Education

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

### Sociology 205-3: Sociology of the Family I

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

### Sociology 206-3: Sociology of the Family II

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

### Sociology 207-3: Sociology of Labour

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 longterm industrial growth. Quality of life, the Trade Union movement and political consciousness will also be discussed.

### Sociology 208-3: Sociology of Labour

Continuation of Sociology 207

### Sociology 209-3: Canada: Differing Perspectives I

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

### Sociology 210-3: Canada: Differing Perspectives II

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

### Sociology 211-3: Social Roles and Relationships I

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

### Sociology 212-3: Social Roles and Relationships II

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

## Women's Studies

Not offered during 1984-85

Gail Emmerson — M.A. (U. of Windsor)

B. Ed. (U. of Toronto)

T.E.S.L. Certificate (Concordia U.)

### Women's Studies 101-3: Women in Canada

See Women's Studies 105-3

### Women's Studies 103-3: Women in Other Countries

See Women's Studies 106-3

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

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

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

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

### Women's Studies 105-3: Women in Canada

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

### Women's Studies 106-3: Women in Other Countries

A continuation of Women's Studies 105. Particular attention will be paid to the role of women in the paid labor force. The status of women at all levels of society will be examined, in addition, North American conditions will be contrasted to those in other cultures, particularly in Europe and Asia. (3, 0, 0)

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

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

### Women's Studies 111-3:

#### Women in Cross-Cultural Perspective

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

### Women's Studies 121-3: Women and Work in the Age of the Trans-National Corporation: Canada

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

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

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

### Women's Studies 151-3: Introduction to Women's Studies

This course will provide students with concepts and perspectives essential to understanding our society's treatment of women. It will introduce students to theoretical knowledge and enable them to develop and analyze their own personal skills. Gender roles, female work patterns, job ghettos, the impact of microtechnology on future employment, the special problems of women in the work place like sexual harassment and equal pay for work of equal value, education, communication, assertiveness, public speaking, leadership skills, female sexuality and violence against women will be analyzed and discussed. (Upon request, these topics can be given as individual workshops) 3, 0, 0)

### Women's Studies 211-3:

#### Social Roles and Relationships I

See Sociology 111

### Women's Studies 212-3:

#### Social Roles and Relationships II

See Sociology 212

### Women's Studies 213-3: The Psychology of Women

This course will examine the psychology of women across the lifespan. Traditional and feminist psychological theories will be analyzed to better understand gender roles in our society. Topics to be covered include an analysis of psychological research methods, gender differences in personality, behavior, abilities, achievement and motivation, women and the mental health professions, female sexuality and androgyny as a model of psychological adjustment. (3, 0, 0)

### Women's Studies 222-3: Women in Canadian History

This course will focus on women in Canadian History from the early days of New France to the twentieth century to enable students to better understand women today. Primary and secondary historical sources will be used to examine female roles, the impact of the environment on women and their relations to the means of production in an industrialized society. Students will be asked to rethink, restructure and reconceptualize the Dominant paradigm of our collective existence. (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)

# Notes

## Sociology

1. The study of society is a branch of the social sciences. It is concerned with the behavior of human beings in relation to each other and to their environment. It seeks to understand the patterns of social interaction and the forces that shape them.

2. Society is a group of individuals who are organized into a structured community. This community is characterized by shared norms, values, and roles. The structure of a society is determined by its social organization, which includes the division of labor, the distribution of resources, and the system of authority.

3. The study of society is important because it helps us to understand the world around us. It allows us to see the patterns of human behavior and to understand the forces that shape them. This knowledge is essential for the development of a more just and equitable society.

4. The study of society is also important because it helps us to understand ourselves. It allows us to see the ways in which we are shaped by the society in which we live. This knowledge is essential for the development of a more self-aware and responsible individual.

5. The study of society is a complex and multifaceted discipline. It draws on a wide range of theories and methods to understand the human condition. This makes it a rich and rewarding field of study.

# Notes

# Notes

# Notes

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Application for Admission / Re-Admission (PLEASE PRINT)

**PERSONAL**

NEW STUDENT (has not previously registered for a credit course at Northwest Community College)  RETURNING STUDENT (has previously registered for a credit course at Northwest Community College)  STUDENT NUMBER

MISS  MRS  MS  MR  DR  SURNAME  BIRTH DATE MONTH  DAY  YEAR

SEX  M  F  GIVEN NAMES (use full legal name)  MARITAL STATUS  MARRIED  SINGLE  OTHER

PERMANENT MAILING ADDRESS  CITY

PROVINCE  POSTAL CODE  PHONE  MAIDEN NAME (if applicable)

CITIZENSHIP  CANADIAN  If not Canadian, attach a photocopy of entry papers and indicate type of status.  STUDENT  VISITOR  LANDED IMMIGRANT

**PROGRAM DATA**

PROGRAM APPLIED FOR

University Transfer  I expect to be in attendance  FULL TIME  PART TIME

Special Program or Career Program  SPECIFY

Vocational  SPECIFY

Preferred Starting Date DAY  MONTH  YEAR

College Centre Location (give preferred location of study)

Fees will be paid by:  Student  Manpower  Other / Specify:

**OFFICE USE ONLY**

**EDUCATIONAL BACKGROUND**

LAST SECONDARY SCHOOL ATTENDED

SCHOOL NAME  Last Dates Attended FROM MONTH  YEAR  TO MONTH  YEAR

CITY  Did you Graduate YES  NO

PROVINCE  If so, on which program

Check the highest grade you have completed or are presently enrolled in. GRADE 7 OR LESS  8  9  10  11  12  13

COLLEGES, UNIVERSITIES OR POST SECONDARY INSTITUTIONS ATTENDED (most recent first)

FROM MONTH  YEAR  TO MONTH  YEAR  DEGREE OBTAINED

NAME OF INSTITUTION  LOCATION

FROM MONTH  YEAR  TO MONTH  YEAR  DEGREE OBTAINED

NAME OF INSTITUTION  LOCATION

TRANSCRIPTS: Please submit official transcripts of record from secondary schools, or statement of secondary school standing, and transcripts from any post-secondary educational institutions attended. APPLICATION WILL NOT BE COMPLETELY PROCESSED UNTIL DOCUMENTS ARE RECEIVED.

Return To:



Northwest Community College  
5331 McConnell Avenue  
P.O. Box 726, Terrace, B.C.  
V8G 4C2

DECLARATION I declare that the information contained in this application is, to the best of my knowledge, complete and correct. I hereby agree to comply with the rules and regulations as listed in the Northwest Community College Calendar, and as amended by the Board of Northwest Community College.

DATE  SIGNATURE

1984

<b>JANUARY 1984</b> SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<b>APRIL 1984</b> SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							<b>JULY 1984</b> SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<b>OCTOBER 1984</b> SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
<b>FEBRUARY 1984</b> SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29							<b>MAY 1984</b> SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<b>AUGUST 1984</b> SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<b>NOVEMBER 1984</b> SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30						
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1985

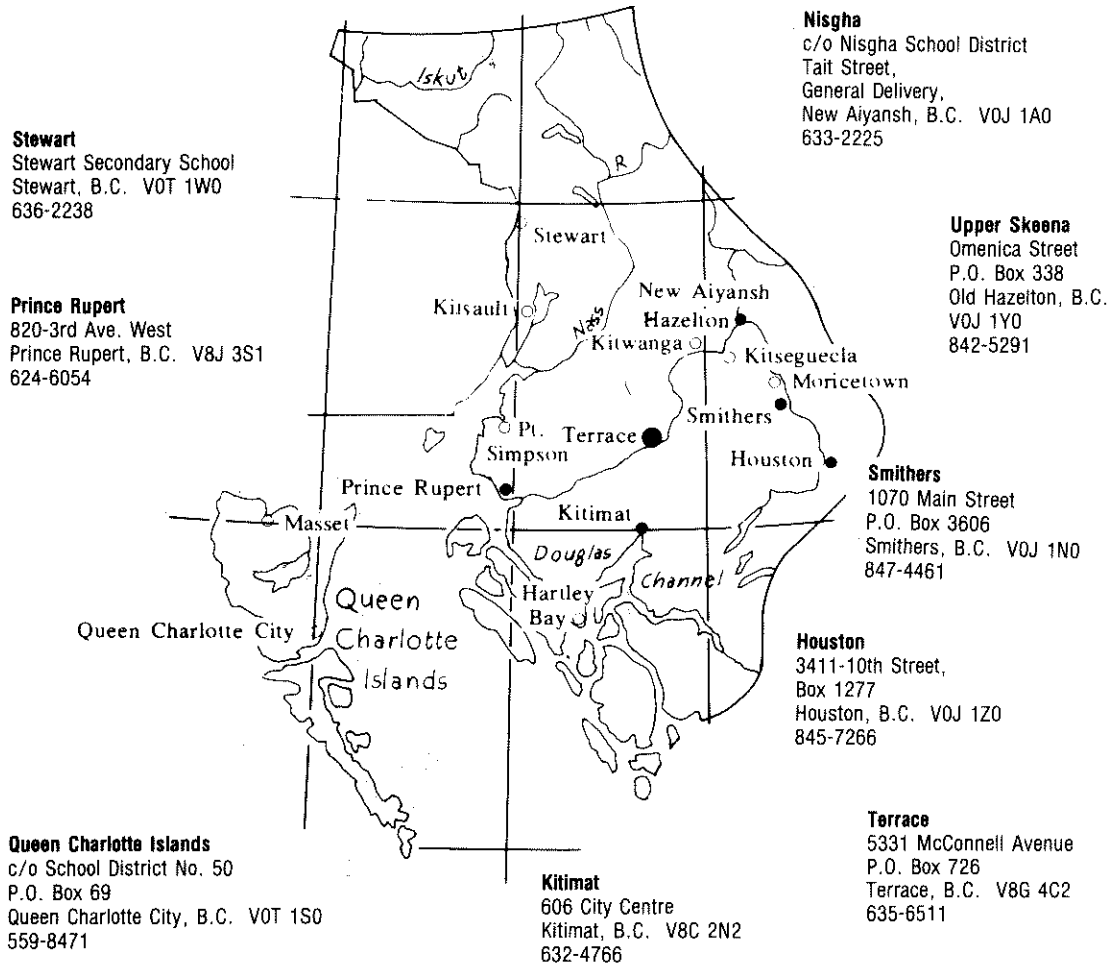
<b>JANUARY 1985</b> SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<b>APRIL 1985</b> SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30							<b>JULY 1985</b> SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31							<b>OCTOBER 1985</b> SUN MON TUE WED THU FRI SAT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31						
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# College Region

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

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

## Northwest Community College Centers



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