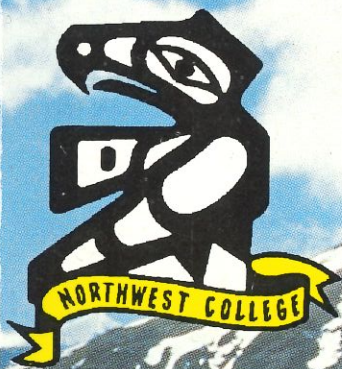


# Northwest Community College Calendar

1989 - 1990



## COLLEGE REGION

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

Queen Charlotte Islands	School District 50	Kitimat	School District 40
Prince Rupert	School District 52	Terrace/Hazelton/Stewart	School District 88
Smithers/Houston	School District 54	Nishga	School District 92

### NORTHWEST COMMUNITY COLLEGE CENTRES

#### HAZELTON

*Karen Davies/  
Lois Shannon, Directors*  
Omenica Street,  
Box 338,  
Old Hazelton, B.C.  
V0J 2N0  
Telephone: 842-5291

#### HOUSTON

*Tanya Widmark Co-ordinator*  
3411 - 10th Street,  
Box 1277,  
Houston, B.C.  
V0J 1Z0  
Telephone: 845-7266

#### KITIMAT

*Clive Hall, Director*  
606 Mountainview Square,  
Kitimat, B.C.  
V8C 2N2  
Telephone: 632-4766

#### NASS VALLEY

*Co-ordinator - TBA*  
Nishga School District #92  
Tait Street,  
General Delivery,  
New Aiyansh, B.C.  
V0J 1A0  
Telephone: 633-2225

#### QUEEN CHARLOTTE ISLANDS

*Fran Fowler, Co-ordinator*  
School District #50,  
Box 69,  
Queen Charlotte City, B.C.  
V0T 1S0  
Telephone: 559-8475

#### SMITHERS

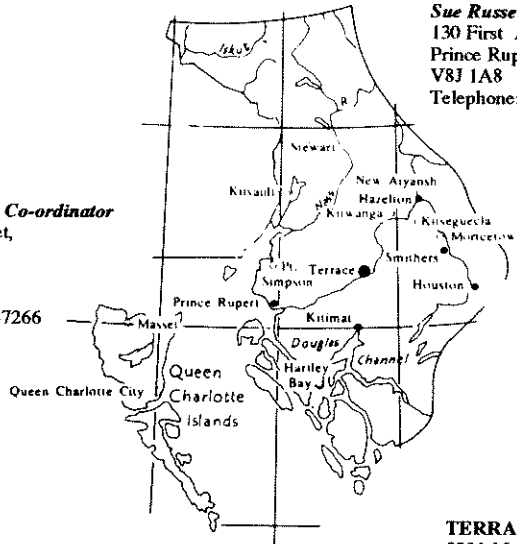
*Eileen Klassen, Director*  
3966 2nd Avenue,  
Box 3606,  
Smithers, B.C.  
V0J 2N0  
Telephone: 847-4461

#### TERRACE

5331 McConnell Avenue,  
P.O. Box 726,  
Terrace, B.C.  
V8G 4C2  
Telephone: 635-6511

#### STEWART

*Dave Richardson, Contact Person*  
Stewart Secondary School  
Stewart, B.C.,  
V0T 1W0  
Telephone: 636-2238



# Northwest Community College

Welcome to  
**Your Community College**  
**Fifteenth Annual Calendar**  
**1989 - 1990**

### 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 course/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.

*Editor - Betty Kofoed, Information Officer*  
*Design/Production - Carol Olson, Information Assistant*  
**INFORMATION OFFICE, NORTHWEST COMMUNITY COLLEGE**  
*Printers - Vernon Interior Printers Ltd.*

## IMPORTANT DATES TO REMEMBER!

### *EARLY REGISTRATION*

*is possible for almost all programs.*

*Information on dates and times will be included with acceptance information.*

1989		1990	
Mon., July 3	Dominion Day holiday COLLEGE CLOSED	Mon., Jan. 1	New Year's Day holiday COLLEGE CLOSED
Mon., Aug. 7	B. C. Day holiday COLLEGE CLOSED	Tues., Jan. 2	REGISTRATION. Commencement of classes. (All programs except Career & University Transfer)
Mon., Aug. 21	Nursing classes begin.	Mon., Jan. 8	Career & University Transfer classes begin.
Mon., Sept. 4	Labour Day holiday COLLEGE CLOSED. Residence staff will be on duty for arriving students, 1:00-5:00 p.m.	Fri., Jan. 19	Last day for LATE registration in Career & University Transfer programs. Last day for changing classes in Career & University Transfer programs.
Tues., Sept. 5	REGISTRATION. Commencement of classes for Career, and Vocational programs beginning in Sept.	Fri., Mar. 2	Last day for official withdrawal from Career & University Transfer programs.
Sept. 5-8	Orientation programs for all students will occur throughout this week.	Fri., Apr. 13	Good Friday holiday COLLEGE CLOSED
Mon. Sept. 11	University Transfer classes begin.	Mon., Apr. 16	Easter Monday holiday COLLEGE CLOSED
Fri., Sept. 22	Last day for LATE registration for Career & University Transfer programs. Last day for changing classes for University Transfer programs.	Fri., April 27	Last Day of classes for HSW & University Transfer programs. Practicum begins for CSW, ECE & HSW programs.
Mon., Oct. 9	Thanksgiving Day holiday COLLEGE CLOSED	Mon., May 21	Victoria Day holiday COLLEGE CLOSED
Fri., Nov. 3	Last day for official withdrawal from Career & University Transfer programs.	Fri., June 1	Practicum ends for ECE.
Fri., Nov. 13	Remembrance Day holiday COLLEGE CLOSED	Mon., June 4	June Intensive session for ECE begins.
Mon., Dec. 18	Last day of classes for Career & University Transfer programs.	Fri., June 22	E.C.E. June Intensive session ends. Extended practicum ends for most Career programs.
Fri., Dec. 22	Last day of classes for A.B.E., Vocational, Bus. Education & Electronic programs.		
Dec. 22 - Jan. 1	RESIDENCE and CAFETERIA WILL BE CLOSED		
Dec. 25 & 26	Christmas & Boxing Day holidays COLLEGE CLOSED		

*Protect your Academic Record by paying attention to these important dates.*

*Neglecting to formally withdraw by the above date can result in failure.*

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## Northwest Community College 1989 - 1990 Board Membership

*Appointed by the Lieutenant-Governor in Council*

*John Morgan  
Terrace*

*Irene Griffin  
Nass Camp*

*Terry Bennett  
Smüthers*

*Foster Husoy  
Prince Rupert*

*Joanne Monaghan  
Kitimat*

*William J. Smith  
Prince Rupert*

*Marjorie Spisak  
Nass Camp*

*John Pousette  
Terrace*

*Al Brockley  
Masset*

*Elmer Derrick  
Kitwanga*

*Hans Wagner  
Kitimat*

*Board meetings are held the 2nd Saturday of each month.  
Agendas are posted throughout the College.*

**STUDENTS, STAFF AND THE GENERAL PUBLIC ARE WELCOME!**

## STATEMENT OF PHILOSOPHY

### **General Responsibility**

Northwest Community College assumes general responsibility for all the valid educational and training services that are beyond the responsibility of the School Districts that exist in the College region.

### **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.

### **Community Education**

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.

### **International Education**

Northwest Community College will participate in international education where this will contribute to the overall mandate of the College and will not inhibit access to College services by Canadian students.

## ADMISSION AND REGISTRATION

### 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**  
**5331 McConnell Ave.**  
**Terrace, B.C., V8G 4C2**

In courses where there is limited enrollment, applicants will be accepted on a "first apply - first accept" basis, provided that all admission requirements have been met. An acceptance deposit of \$100 may be required to secure seats in some programs. This deposit will be applied to initial fees and is refundable only up to within 2 weeks of the effective start date.

### *Application Procedures for International Students*

The inclusion of International Education in our Statement of Philosophy by the College Board opened the door to begin offering spaces in on-going programs to "International Students" (*students living and studying in Canada on a Student Visa*). As space is often limited in certain programs - those seats available to international students will be allotted on a first come first serve basis.

The College Board, Administration, Staff and Students as well as the residents of the region look forward to welcoming visiting students whether they are registered in short or long term programs.

*International students wishing to enrol should contact the  
 Director of International Education at the Terrace Campus.*

### 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, 1989.*

TUITION		OTHER FEES	
ACADEMIC & CAREER - All courses	\$25.20 per credit hr. per semester MAXIMUM \$378 per semester	Late Registration	\$10.00
VOCATIONAL & ABE - Full-time	\$75.60 per month payable on semester basis in advance.	Late Payment	\$10.00
PART-TIME FEES	Inquire at College	Reinstatement	\$25.00
		Student Association Fee	\$1.00/math.
		Transcript	\$1.00
		DEPOSITS: (Refundable)	
		Residence Deposit	\$ 50.00
		Book & Tool Deposit	\$ 50.00
		Acceptance Deposit	\$ 100.00
<i>(Business &amp; Industry, Health and other Contract Courses may have fees other than listed and will be advertised individually)</i>			

### Tuition Reduction

Senior Citizens (age 65 or over) are eligible for tuition-free enrollment in many Northwest Community College courses. 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 Centre 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. A charge will be made to those agencies failing to supply this and wishing to authorize invoicing by telephone.

### Students with Disabilities

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

The various services which assist disabled students 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.

### 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.)

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## LATE REGISTRATION AND REFUND POLICY

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### *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.
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 RES Courses and all Part-time Vocational Courses)*

1. Withdrawal 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.
3. Refunds on withdrawal before completion will be 100% of the 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.)

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## POLICIES AND REGULATIONS

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### *Responsibilities of the Student*

The accuracy and completeness of registration documents is the responsibility of the student. A student will not receive credit for courses for which he/she 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 will 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 any 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 records. Such a right would not apply to students in debt to the College but such students will still have the right to inspect and review their records.

No partial transcripts of a record will be issued.

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

## Appeal

Any student who feels that a decision given to him or her from the College may not be just, or that a grade received does not reflect his or her actual achievement, shall have the right to appeal that decision. Students who find themselves in this position should first endeavor 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. Appeals of final grades will not normally be considered unless they are received within two months from the time the grades are mailed to students.

## 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 suspension.

The final decision to suspend a student may be made only by the President, though this action will normally be on recommendation from the Director of the Program, who, in turn, will normally act on the basis of recommendations from people in his/her Division (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 record.

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

## Criminal Record Search

Applicants to programs that involve practicum placements in some settings are advised that a Criminal Record for certain offences may prevent any possibility of future employment in their field. The results of a Criminal Record Search may prevent a student from being placed into a practicum setting. Students who cannot enter a practicum cannot graduate from their program. Applicants who refuse to consent to a search will not be admitted to these programs.

## Smoking Policy

On the Basis of information from the Canadian Medical Association regarding the increased health risk from secondary tobacco smoke, it is the policy of Northwest Community College that smoking is restricted to a few designated areas only.

## STUDENT SERVICES

*Northwest Community College offers a wide range of services at its TERRACE CAMPUS with several services branching out to our REGIONAL CAMPUSES.*

### Bookstore

The Bookstore is located on the ground floor of the Cafeteria building adjacent to the student Residence Offices. 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 Bookstore will assist companies in acquiring texts for apprentices and in-house training programs.

*Bookstore hours are posted on campus and are subject to change from time to time as operational requirements necessitate.*

### Campus Residence

*Students wishing to live in residence must apply IN ADVANCE to the Residence Office.*

Residence space is available on campus for 160 students. Most rooms are designed for double occupancy. Residence accommodation for a limited number of couples will be available by the Spring of 1989. Each student has a desk, dresser, bed and closet. There are five two-storey residence; each floor has a washroom and showers, a lounge, a coin-operated washer and dryer and a pay phone in each building. Meals are available at the Cafeteria.

Students are advised to bring their own linen, but linen can be obtained at the Residence Office for a nominal rental. Residence living naturally involves some loss of personal privacy and it has been necessary to establish some rules and policies to try ensure that each student's rights are respected.

### Residence Rates - (Reservations and Room Charge required in advance)

- double occupancy	\$ 115/month	- Programs less than 3 weeks & non-students on approval	\$ 12/day (single)
- Single room, if available	\$ 165/month		\$ 20/day (couple)
- Couple accommodation	\$ 225/month	- Reservation Deposit	\$100
- Security deposit - all residents	\$ 50		

*There is no accommodation available on Campus for students with children.*

A \$50 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 no damage has been done to the room occupied or to other College property. *The residence will be closed during Christmas break.*

### Career Resource Centre (Terrace Campus)

The Centre contains calendars, books and periodicals with information on a wide variety of topics including career planning, personal development (Choices) and college and university programs.

### Counselling

Career counselling is available to help you choose a satisfying career goal.

### Financial Aid

You may wish to contact the Financial Aid Officer if you have questions about financing your education. See the Financial Aid section for a more complete description of financial assistance.

### Food Services

Food services are available seven days a week in the *College Cafeteria*. Estimates suggest that the average student spends \$300 to \$350 per month on food. In order to offer students some relief against food costs, the College offers a discounted rate on the purchase of meal tickets valued at \$100 or more. Under this plan, students are able to purchase meal tickets (minimum value of \$100) at 90% of their face value, e.g. a student could obtain \$100 worth of meal coupons for \$90. 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. *Cafeteria hours are posted on Campus and are subject to change from time to time as operational requirements necessitate.*

### Health Services

The Terrace Campus First Aid Station is located in the Shops building and 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.

### Learning Resource Centre

Located in the Administration Building (Lower Level), Terrace Campus, 635-6511, Local 256

*"The mission of the Learning Resource Centre (LRC) is to support the teaching, curriculum development, and learning processes of the College, and to instruct students not only on how to find information, but to go beyond and reach for knowledge that will make them lifelong, independent learners."*

- on-line computerized public catalogue
- over 23,000 books, reference material, paperbacks
- research assistance and instruction in the use of the library and information
- videos, films, records, tapes, computer software
- study carrells, reading lounges
- video & audio playback equipment
- magazines, newspapers, maps, government documents
- Archives of Northwestern B.C.
  - manuscripts, oral histories, photos, local newspapers
- Apple computer, typewriters, photocopier

#### Hours (Sept. - June)

Monday - Thursday	8:00 a.m. - 9:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	CLOSED
Sunday	1:00 p.m. - 9:00 p.m.

*(Holiday hours are posted in advance)*

### Learning Resource Centre (Regional Centres)

*Each Regional Centre - Prince Rupert, Kitimat, Hazelton, Smithers and Houston - has a small Learning Resource Centre - with a core reference collection and specific program support materials - videos, books, and magazines. The complete range of library services is available to all Centres from the main LRC located at the Terrace Campus.*

### Parking

The College provides parking near its facilities for students, faculty, administration and visitors. Reserved parking is available for disabled students.

### Public Transportation

Public transportation is available in Terrace from Monday to Saturday. Schedules are available on campus. Discounted Bulk transit tickets are available at the Cashiers Office.

### Recreational Activities

A Recreation Centre exists at the Terrace Campus with two racquetball courts and weight and exercise equipment rooms. Special rates are available to full-time students. In addition, the College has a regulation soccer/football field and a softball diamond. Excellent skiing, both down hill and cross-country, is available within a reasonable distance of the Campus. 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.

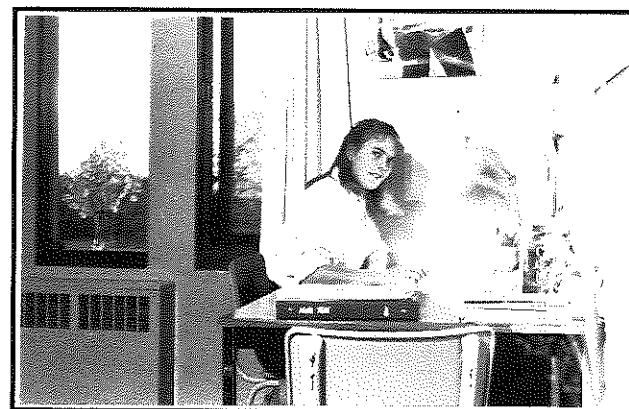
*Interested students should contact the Student Activities Co-ordinator or the Student Association.*

### Rental Accommodation (Off Campus)

Students should locate their own accommodation. Costs in our College region range from \$300 to \$600 per month plus utilities.

### Student Advisers

Advisers are available at many of our Centres to help you with information on career and program requirements, course content at Northwest Community College and other educational institutions.





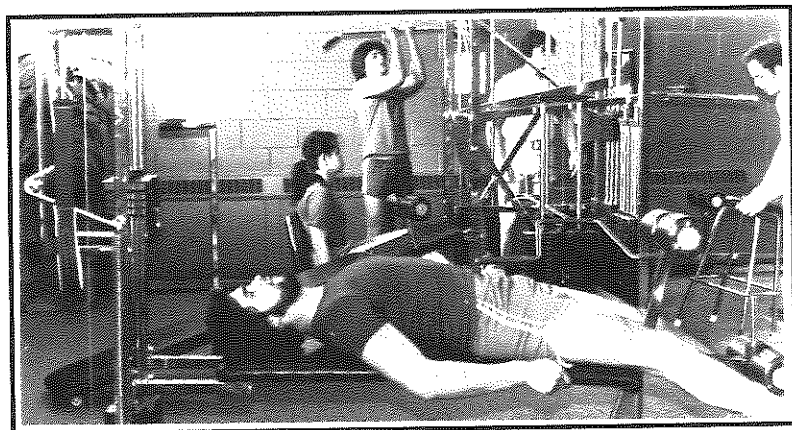
## STUDENT ASSOCIATION MESSAGE

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

The Students' Council executive consists of elected positions including: President, Vice-President, Treasurer, Secretary and Sports Coordinator. The bulk of the 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. 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 help one to meet people.

Students pay special rates at the Recreation Centre. 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 include 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*



## Academic Programs

*(UNIVERSITY TRANSFER)*

***NOW IS THE TIME TO BE MAKING YOUR EDUCATIONAL PLANS!***

*You may wish to give serious consideration to*

***STARTING or FURTHERING***

***your education at Northwest Community College.***

***You should know. . . .***

- That we offer a University Transfer Program (a full first year program in Terrace and Prince Rupert, and some second year courses) all completely transferable to UBC, SFU and UVic.
- That students who transfer from community colleges do as well as, 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 senior secondary students with A, B+, and B averages receive full or partial tuition grants.
- 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 academic courses form part of the following Career/Technical and Business programs: Early Childhood Education, Human Service Worker, General Business Diploma, Nursing, Addiction Resource Worker, Community Support Worker, Aquaculture and Forestry Technician.

***If you are interested in quality education that is readily accessible to everyone, please write or call for more information and application forms.***

***APPLICATION SHOULD BE MADE AS SOON AS POSSIBLE.***

### Nature of Program

The Academic Program offers transfer credit courses in science, social science and humanities which lead to the Associate in Science, Arts or General Studies Diploma or prepare you to enter university as an advanced student.

The College promotes the concept of "life-long learning" and in this respect is sensitive to specific educational needs: students may enrol in this program either full-time or part-time.

#### Diplomas

Upon successful completion of a prescribed course of studies within the Academic Program, graduates are eligible to receive an Associate Diploma. The concentration of courses required for these diplomas is designed for students planning studies beyond the second year level.

#### 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 Registrar.

#### 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	SOCIAL SCIENCE - HUMANITIES (ARTS)	
Biology	Anthropology	Political Science
Chemistry	Psychology	Psychology
Computer Science	Economics	Sociology
Geography	English	Creative Writing
Geology	French	
Mathematics	History	
Physics		

#### Other Considerations

- If you hold a Career Technical or Special Program Certificate from Northwest Community College, you may be credited with up to 30 credit hours towards a diploma.
- 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.
- To be eligible for a diploma, you must have a minimum Grade Point Average of 2.00.
- 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.

#### Related Career Programs

Requirements for certificates in Early Childhood Education and Human Service Worker and the Diploma in General Business are listed in the respective sections of the calendar.

#### Admission Requirements - "OPEN DOOR"

The Academic Program has an "open door" admissions policy and the College will, in general, not require a specific educational background except for some Science and Math courses. Students coming from high school are normally expected to have completed Grade 12. Courses are designed for students who intend to proceed to a first degree at a university, for those in related Career Programs and 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.

**Caution:** This "OPEN DOOR" policy is intended for mature students. Students who are presently in secondary school should not think that it can be used as a short-cut. Pre-requisites indicated for specific courses will not normally be waived.

#### Course Offerings

A timetable and detailed description of courses to be offered and their location will be available from local College centres in August (Fall Semester) and December (Winter Semester).

#### Prerequisites

Unless a course specifically requires a prerequisite, or permission of the instructor 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 a counsellor. College Centres in each area have information on programs available at most institutions in B.C. 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, students who have begun a degree program at a university and who expect to obtain transfer credit at a university for Northwest Community College courses must arrange their 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 from the Registrar's Office in Terrace and College Centres 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  
5331 McConnell Ave.  
Terrace, B.C. V8G 4C2  
(Telephone: 635-6511)*

### Fees

See General Information section.

### Financial Aid and Sponsorship

See Financial Aid section.

### Registration

All students should register in person on or before the dates given in this calendar or in the local Community Education Bulletin.

*Full-time students must bring with them either:*

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

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

### Course Changes, 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/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 not to complete any course(s) have undertaken to 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.

### Statement of Grades

Students will receive their grade statements by mail as soon as possible after the end of the 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 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 of 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 do not ordinarily 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 from 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 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 other's credits upon transfer if an equivalent course exists at the admitting college.

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

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

- No grades less than "C" are assured of credit.
- A cumulative Grade Point Average of at least 2.0 is required.
- Students may not normally transfer more than 60 college credits to a university.

The Academic Curriculum Committee carefully reviews the 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 five 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 units at UBC or UVic.

*If you have any further questions regarding Academic Programs please call the Academic Head, Terrace Campus 635-6511.*

## Transfer Credit Guide: Universities

*The following Transfer Guide is printed as an unofficial summary of the transfer guides published by UBC, SFU, UVic., and B.C. Open U.*

*Students should consult the University Transfer Guide for detailed information.*

*Students are encouraged to choose their courses in consultation with a Counsellor.*

*Guide is up-to-date as of April 1, 1989*

NWCC	UBC	SFU	UVic	B.C. Open University
<b>ANTHROPOLOGY</b>				
101/102	Anth (1.5) ea.	G.E. Arts (3)/ S.A. 170 (3)	Anth 100A (1.5)/ Anth 100B (1.5)	Anth (3) ea.
103			Anth 100 Level (1.5)	
104			Anth 100 Level (1.5)	
105	Anth (1.5)	Anth 131 (3)	Anth 100 Level (1.5)	
111/112	Anth (1.5) ea. precludes credit for UBC Anth 301	G.E. Anth (3)/ S.A. 140 (3)	Anth 100 Level (1.5) ea.	Anth (3) ea.
120	Anth (1.5)	S.A. 101 (3)	Anth 100B (1.5)	
201/202	Anth (1.5) ea.	Anth (3) 200 Div. ea. or SA 270 (3)/Anth (3) 200 Level for both	Anth 200A (1.5) or Anth 200A (1.5) & Anth 200 Level (1.5) for both	Anth (3) ea.
<b>ARCHAEOLOGY</b>				
101/102	Anth (1.5) ea.			
<b>ART</b>				
101/102	F.A. 181 (3)	Gen. Elect. Visual Art Studio (3) ea.	Art 100 (3)	
103/104	F.A. 125 (3)	Gen. Elect. Visual Art Studio (3) ea.	H.A. 100 Level (1.5) ea.	

Transfer Credit Guide: Universities				
NWCC	UBC	SFU	UVic	B.C. Open University
<b>ART (Continued)</b>				
151/152	F.A. 125 (3)	Gen Elect 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)	Gen Elect Art Hist (3) ea.	Art 210 (3)	
<b>BIOLOGY</b>				
101/102	Biol. 102 (3)	Bisc. 102 (3)/ Bisc. 101 (3)	Biol. 150 (3) or 100 Level (1.5)ea.	Bisc. 110 and 115 (3)/ Bisc. 111 and 116 (3)
110/111	Biol. (1.5 ea. Precludes credit for Biol. 101 or 102; or Biol 101 (3) or 102 (3) for both	Bisc. 101 (3) Bisc. 102 (3)	Biol. 150 (3) or 100 Level (1.5) ea.	
151	Biol. (1.5) 2nd yr. (Precludes credit for Biol. 311)	Gen. Elect. Bisc (3)	Biol. 100 Level (1.5)	
212	Biol. (1.5) 2nd yr. (Precludes credit for Biol. 311)	Bisc. 3	Biol 200 Level (1.5)	Bisc. (3) not as a science credit
228	Biol. (1.5)	Bisc. (3)	Biol. 200 Level (1.5)	BISC (3)
<b>BUSINESS COMPUTERS</b>				
150/151		Cmpt. 001 (3)		
<b>CHEMISTRY</b>				
101/102	Chem 110 (3)	Chem. 104 (3) plus ex. Chem. 115/ Chem. 105 (3) plus ex. Chem. 118	Chem 101/102 (3) or Chem 100 Level (1.5) ea.	Chem 110 and 115 (3)/ Chem 111 and 116 (3)

Transfer Credit Guide: Universities				
NWCC	UBC	SFU	UVic	B.C. Open University
<b>CLASSICS</b>				
101/102	Clas St. (1.5) ea.	Gen. Elect. Class (3) ea.	Clas 100 (3) or (1.5) ea.	
<b>COMPUTER SCIENCE</b>				
111/112	Comp. Sc. (1.5)/ Comp. Sc. 114 (1.5)	Cmpt. 100 (3)/ Cmpt. 103 (3) Cannot receive credit for both 111 & 112	C. Sc. 100 (1.5)/ C.Sc. 100 Level (1.5)	Cmpt. (3) ea.
121/122	CPSC 114 (1.5)/ CPSC (1.5)	Cmpt. 103 (3)/ Cmpt. (3)	C. Sc. 110 (1.5) C. Sc. 115 (1.5)	Cmpt. (3) ea.
151	Comp. Sc. (1.5)	Cmpt. 001 (3)	C. Sc. 100 (1.5)	
<b>ECONOMICS</b>				
101/102	Econ. 1.5 ea. to a max. of 3 cr.	Econ. 100 (3)/ Econ. (3)	Econ.100(1.5) ea. & also Econ.100 Level (1.5) if both taken	Econ. (3)
120	Econ. 1.5 to a max. of 3 cr.	Econ. 102 (3)	Econ. 100 Level (1.5)	Econ. 240 (3)
201/202	Econ. 100 (3)	Econ. 200 (3)/ Econ. 205 (3)	Econ. 201 (1.5)/ Econ. 202 (1.5)	Econ. 200 (3)/ Econ. 201 (3)
210	As 101/102/120	Econ. 101 (3)	Econ. 100 Level (1.5)	Econ. 100 (3)
<b>ENGLISH</b>				
101/102	Engl. 100 (3)	Engl. (3) ea. plus exemption	Engl. 121 (1.5)/ Engl. 122 (1.5)	Engl. 100 (3)/ Engl. 101 (3)
103		Engl. (3)	Engl. 115 (1.5)	
100/104	Engl. 100 (3)	Engl. 101 (3)/ Engl. 102 (3)	Engl. 121 (1.5)/ Engl. 122 (1.5)	
109/110	CR. WR. 202 (3)	Engl. (3) ea.	CR. WR. 100 Level (1.5)/ CR. WR. P.C. (1.5)	CR. WR. (3) ea.
151	No transfer	No transfer	Engl. 225 (1.5)	Engl. (3) ea.

Transfer Credit Guide: Universities				
NWCC	UBC	SFU	UVic	B.C. Open University
<b>ENGLISH (Continued)</b>				
152	No transfer	Gen. Elec. (3)	Ed-B 100 (1.5) Nat. Teach. Tr. Only	Engl. (3) ea.
201/202	Engl. 201 (3)	Engl. (3) plus exempt Engl 204 or 205/Engl 206 (3)	Engl. 200 (3)	Engl. 220 (3)/ Engl. 221 (3)
203/204	Engl. 202 (3)	Engl. 221 (3) ea.	Engl. 202 (3)	Engl. (3) ea.
224/225	Wmst. 244 (3) or (1.5) ea. Unassigned Arts	Engl. (3) ea.	Engl. 200 Level (1.5)/ W.S. 200 (1.5)	Engl. (3) ea.
<b>FRENCH</b>				
101/102	Fren. 105 (3)	Fren. (3) See SFU Transfer Notes	Fren. 100 (3)	Fren. (3) ea.
103/104	Fren. 105 (3)	Fren. (3) See SFU Transfer Notes	Fren. 100 (3)	
107/108	Fren. 110 (3)	Pending	Fren. 160 p.c. (1.5)/ Fren. 100 Level (1.5)	Fren. (3) ea.
110/111	Fren. 120 (3)		Fren. 180 (3)	Fren. (3) ea.
<b>GEOGRAPHY</b>				
101/102	Geog. 220 (1.5)/ Geog. (1.5)	Geog. 141 (3)/ Geog. 241 (3)	Geog. 101B (1.5)/ Geog. 100 Level (1.5)	Geog. 230 (3)/ Geog. (3)
103		Geog. 111 (3)	Geog. 101A (1.5)	
205	Geog. (1.5)	*Geog. (3)	Geog. 200 Level (1.5)	Geog. (3)
228	Geog. (1.5)	Geog. 263 (3)	Geog. 200 Level (1.5)	Geog. 270 (3)
241/242	Geog. (1.5) ea.	*Geog (3)/ Geog. 221 (3)	Geog. 200 Level (1.5) ea.	Geog. 231 (3)/ Geog. (3)
257	Geog. (1.5)	Geog. (3)	Geog. 100 Level (1.5)	Geog. (3)
284	Geog. (1.5)	Geog. (3)	Geog. 205A (1.5)	Geog. (3)

Transfer Credit Guide: Universities				
NWCC	UBC	SFU	UVic	B.C. Open University
<b>GEOGRAPHY (Continued)</b>				
290	Geog. (1.5)	Geog. (3) *If both 205 & 241 complete Geog. 262 (3)/ Geog. (3)	Geog. 100 Level (1.5)	Geog. (3)
<b>GEOLOGY</b>				
101/102	Geol. (3) unassigned	APPL. withdrawn	Geol. 200 (3)	
157/158	Geol. 105 (3) for both or Geol. (1.5)/ no credit	Geog. 112 (3)/ (G.E.)Phys. Geog. (3)	Geol. 100 (3)	Geog. (3) ea.
<b>HISTORY</b>				
101/102	Hist. 125 (3)	Hist. (3) ea.	Hist. 200 Level (1.5)/ Hist. 242 P.C. (1.5)	Hist. (3) ea.
103/104	Hist. (1.5) ea.	Hist. 224 (3)/ Hist. 225 (3)	Hist. 200 Level (1.5)/ Hist. 242 P.C. (1.5)	Hist. 240 (3)/ Hist. (3)
105/106	Hist. 135 (3)	Hist. 101 (3)/ Hist. 102 (3)	Hist. 130 (3)	Hist. 120 (3)/ Hist. 121 (3)
131		Hist. (3)	Hist. 200 Level (1.5)	
132	Hist. (1.5)	Hist. (3)	Hist. 200 Level (1.5)	
133	Hist. (1.5)	Hist. (3)	Hist. 200 Level (1.5)	
153	Anth. (1.5)	Hist. (3)	Hum. 100 Level (1.5)	
201/202	Hist. (1.5) ea.	Hist. (3) ea.	Hist. 200 Level (1.5) ea.	Hist. (3) ea.
203/204	Hist. (1.5) ea.	Hist. (3) ea.	Hist. 200 Level (1.5) ea.	Hist. (3) ea.
211/212	CL ST 331 (3)	Hist. (3)	Clas. 100 (3)	Hist. (3) ea.

Transfer Credit Guide: Universities				
NWCC	UBC	SFU	UVic	B.C. Open University
<b>HISTORY (Continued)</b>				
231	Hist. (1.5)	Hist. (3)	Hist. 200 Level (1.5)	
251		Hist. (3)	Hist. 200 Level (1.5)	Hist. (3) ea.
<b>HUMAN SERVICE WORKER</b>				
141/142			Soc. W 200A (1.5)/ Soc. W 200B (1.5)	
266	no credit	Psyc. (2)	Individual credit only	
268	Pending	Psyc. 355 (3)	Psyc. 200 Level (1.5)	
<b>LABOUR</b>				
161	No credit	No credit		
207/208	Soci. (1.5)	S.A. (3) or S.A. (1) for one	Soci. 200 Level (1.5)	
220	No credit	No credit		
221	No credit	No credit		
<b>LINGUISTICS</b>				
Ling. 109	Ling. (1.5)	Ling. (3)	Ling. 108 (1.5)	
<b>MANAGEMENT</b>				
251		Bus. 270 (3)		
<b>MATHEMATICS</b>				
101/102	Math 100 (1.5)/ Math 101 (1.5)	Math 151 (3)/ Math 152 (3)	Math 100 (1.5)/ Math 101 (1.5)	Math 110 (3)/ Math 111 (3)
111/112	No credit	Math 100 (3)	Math 012 (0)	Math 100 (3)/ Math (3) or Math (3) ea. if taken individually
121	Comp. Sc. 101 (1.5)	Cmpt. 103 (3)	Comp. Sc. 110 (1.5)	

Transfer Credit Guide: Universities				
NWCC	UBC	SFU	UVic	B.C. Open University
<b>GEOGRAPHY (Continued)</b>				
130/131	Math 130 (3) for both or no credit/ Stat 203 (1.5)	Math (3) ea.	Math 151 (1.5)/ Stat 100 Level (1.5)	Math (3)/ Math 102 (3)
150/151		Math (3) ea.		
190		Math 190 (3)		
<b>MUSIC</b>				
101/102	Music 326 (3)	G.E. Music Hist. (3) ea.	Music 115 (3)	
<b>N. W. STUDIES</b>				
101/102			Hum. 100 Level (1.5) ea.	
<b>PHILOSOPHY</b>				
101/102	Phil. 100 (3)	Phil. 100 (3)/ Phil 120 (3)	Phil. 100 (3) or Phil. 100 Level (1.5) ea.	
103/104		Gen. EL. Phil. (3)/Phil. (3)	Phil. 100 (3)	
<b>PHYSICS</b>				
101/102	Phys. 110 (3)	Phys. 101 (3)/ Phys. 102 (3)	Phys. 102 (3)	Phys. 110 and 115 (3)/Phys. 111 and Phys. 116 (3)
121/122	Phys. 115 (3)	Pending	Phys. 110/120 (3) or Phys. 110 (1.5)/ Phys. 100 Level (1.5)	Phys. 110 and 115 (3)/Phys. 111 and Phys. 116 (3)
<b>POLITICAL SCIENCE</b>				
101/102	Poli. 200 (1.5)/ Poli. 240 (1.5)	Poli. 221 (3)/ Poli 222 (3)	Poli. 100 Level (3) or I00 Level (1.5) ea.	Poli. 200 (3)/ Poli. (3)
203/204	Poli. (1.5) ea. Precludes credit for Poli. 260	Poli. 241 (3)/ Poli 251 (3)	Poli. 240 (1.5)/ Poli. 250 (1.5)	Poli. (3) ea.

Transfer Credit Guide: Universities				
NWCC	UBC	SFU	UVic	B.C. Open University
<b>PSYCHOLOGY</b>				
101/102	Psyc. 100 (3)	Psyc. (3) ea. or Psyc. 101 (3)/ Psyc. (3) for both	Psyc. 100 (3) or Psyc. 100 Level (1.5) ea.	Psyc. 101 (3)/ Psyc. 102 (3)
201/202	Psyc. (1.5) e.a. Unassigned (Precludes cr. for Psyc. 301)	Psyc. (3) ea. or Psyc. (3)/G. E. Psyc. (3) for both	Psyc. 200 Level(1.5) ea.	Psyc. (3) ea. No additional credit or Psyc. 439/440/445
203				Psyc (3)
211/212	Psyc. 200 (3)	Psyc. (3) ea. or Psyc. 201 (3)/ Psyc. (3) for both	Psyc. 200 Level (1.5) ea.	Psyc (3) ea. or Psyc. 210 (3) for NWCC 211 or Psyc. 211 (6) for both
221/222	Psyc. (1.5) ea. precludes credit for UBC Psyc. 300 (221)/401 (222)	Psyc. 340 (3)/ Psyc. (3)	Psyc. 200 Level (1.5) ea.	Psyc. (3) ea. or Psyc. 461 (3)/ Psyc. (3)
<b>SOCIAL WORK</b>				
200			Soc.W. 200A (1.5)/ Soc.W. 200B (1.5)	
<b>SOCIOLOGY</b>				
101/102	Soci. 200 (3)	S.A. (3) ea. 100 div.or S.A. 150 (3)/ S.A. (3) 100 div. for both	Soci. 100 (3) or 100 Level(1.5) ea.	Soci. 101 (3)/ Soci. 102 (3)
201/202	Pending	W.S. (3) ea.	Soci. 200 Level (1.5) ea.	
203/204	Soci. (1.5) ea.	* S.A. (3) ea. 200 div.	Soci. 200 Level (1.5) ea.	Soci. (3) ea.
205/206	Soci. (1.5) ea.	* S.A. (3) ea. 200 div.	Soci. 200 Level (1.5) ea.	Soci. (3) no additional credit for Soci. 430/431
207/208	Soci. (1.5) ea.	S.A. 100 (3)ea. or S.A. 100 (3)/ S.A. (3) 100 div.	Soci. 200 Level (1.5) ea.	Soci. (3) ea.

Transfer Credit Guide: Universities				
NWCC	UBC	SFU	UVic	B.C. Open University
<b>SOCIOLOGY (Continued)</b>				
209/210	Soci. (1.5) ea.	S.A. (1) ea. or S.A. 100 (3) for both	Soci. 103 (1.5)/ Soci. 203 (1.5)	Soci. (3) ea.
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.	Soci. (3) ea.
217/218	Soci. (1.5) ea.	S.A. 100 (3) ea. or S.A.100 (3)/ S.A. (3) 100 div. for both <b>NOTE: no credit for both 207/208 &amp; 217/218</b>	Soci. 200 Level (1.5) ea.	
<b>* See SFU Transfer Notes</b>				
<b>WOMEN'S STUDIES</b>				
101/102	*Socio. (1.5) ea.	W.S. (3) ea. 200 div.	No equiv.	
103/104	*Socio. (1.5) ea.	W.S. 200 (3)/ W.S. (3) 200 div.	Hum. 100 Level (1.5) ea.	
110/111	*Socio. (1.5) ea.	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.			
<b>* to a max. (3)</b>				



## UNIVERSITY TRANSFER COURSE DESCRIPTIONS

(COURSES PLANNED for 1989/90)

"KEY" to COURSE OFFERINGS					
(D.E.)	—	Distance Education	(P.R.)	—	Prince Rupert
(K)	—	Kitimat	(T)	—	Terrace
(H)	—	Hazelton	(S)	—	Smithers

Following each course description is a series of three numbers, e.g. (3,3,0). The first 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.

### Anthropology

*Anthropology is the study of humans, emphasizing a cross-cultural and comparative approach. The discipline attempts to trace the physical evolution of humankind, and the historical 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

A general introduction to archaeology, human biological and cultural history. Students will examine the concepts of evolution, genetics, animal behavior and race in an attempt to understand what makes us human. A brief investigation of the principles and methods of archaeology will include a field trip to a local site. (3, 0, 0) (T) & (P.R.)

#### Anthropology 102-3:

##### Introduction to Social & Cultural Anthropology

With a global and comparative perspective this course will study a variety of customs and beliefs of people who are alive today or who lived in the recent past. We will look at the differences and the similarities in how these customs solve such basic human problems of making a living, organizing, raising children and dealing with the supernatural. (3, 0, 0) (T) & (P.R.)

#### Anthropology 111-2:

##### Native People 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) (T) & (P.R.)

#### 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 the 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) (T)

#### Anthropology 201-3:

##### Social Organization I

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

#### Anthropology 202-3:

##### Social Organization II

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

### Biology

*Biology encompasses the study of living things and the properties of life. The origin of life from complex organic molecules far back in the earth's history, the laws which govern our "spaceship earth" and the origins of mankind are all part of the science of biology.*

*The fascinating societies of termites, the physiology and structure of the giant forest trees and 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 101-3:

##### Introductory Biology I

A basic introductory course in general biology. The course covers introductory biochemistry, the origin of life, cell biology, DNA and RNA, plant anatomy, physiology and development, and human and animal physiology, anatomy, embryology and histology. Laboratories will include microscopy and animal and plant anatomy and physiology. Experimental techniques and observation skills will be emphasized. (3, 3, 0) (T) & (P.R.)

#### Biology 102-3:

##### Introductory Biology II

A continuation of Biology 101. The course covers Mendelian genetics, population genetics, evolution, a survey of the living world including micro-organisms, plants and animals, and ecology. There will be a weekend field trip to the coast to study the intertidal life. The laboratory will cover genetics, culturing of *Drosophila*, the classification of living things, micro and macro studies of the morphology of organisms, and field technique. (3, 3, 0) (T) & (P.R.)  
Prerequisite: Biology 101 or consent of instructor.

## Chemistry

*Chemistry is the study of the properties and the reactions of the substances that make up the natural world. As a physical science, it consists of qualitative and quantitative aspects. The qualitative nature of chemistry deals with the description of reactions while the quantitative, based upon mathematical principles, allows for explicit predictions of the outcomes of chemical reactions. Two chemistry courses are offered at Northwest Community College, namely, Chemistry 101 and Chemistry 102. Taken together, they are equivalent to a general first year university chemistry course. These basic courses will enable students to pursue further studies in science and engineering. They may be used to fulfill a laboratory sciences requirement. If you plan to pursue studies in the medical, dental, physical or biological sciences, engineering, agriculture, forestry, home economics or kinesiology then you should enrol in Chemistry.*

### Chemistry 101-3:

#### Introductory Chemistry I

In Chemistry 101, three topics will be covered. The first is a review of general chemical principles. These principles include the stoichiometric description of chemical reactions as well as a brief history of chemistry as a science. Next, the microscopic description of the natural world, as it relates to chemistry, will be discussed. That is, atomic structure and chemical bonding will be considered. Finally, macroscopic chemistry will be investigated. This discussion will include conservation of energy as it applies to macroscopic chemistry, that is, in terms of thermodynamics. It will also include a description of the various states of matter, namely, gases, liquids and solids. (3,3,0) (T) & (P.R.)

Prerequisites: Chemistry 11 and Math 11 or equivalent or permission of the instructor.

### Chemistry 102-3:

#### Introductory Chemistry II

Chemistry 102 is a continuation of the study of chemical principles. This course also consists of three topics, namely, a quantitative description of chemical reactions, an introduction to electrochemistry and a survey of organic chemistry. In the first, both the rates of reactions and their long time, or equilibrium, behaviour will be investigated. In the second, a study of oxidation/reduction reactions and electrochemical cells (batteries) will be conducted. The final topic will include organic nomenclature and a description of simple reactions associated with various organic functional groups. (3,3,0) (T) & (P.R.)

Prerequisites: Chemistry 101 or permission of the instructor.

## Computer Science

*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. Computers are being used not only to automate previously manual tasks but also to perform things never done before. 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).*

*The Academic Division offers several courses intended to meet the challenge 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

Computing technology has the potential to significantly enhance the performance of many tasks. This course will introduce persons to the technology, develop skills in the use of computers as a personal, professional and business problem solving tool and explore some of the major changes resulting from the common use of computers. Computers are available for student use during weekly lab sessions most evenings and on the weekends. (3, 3, 0) (T) & (P.R.)

### Computer Science 112-3:

#### Problem Solving with Computers

Programming is a skill which allows a person to use a computer to most effectively meet unique needs. Pascal is a modern, powerful language suitable for business, professional and scientific programming. The language is available in a standardized form for many computers. This course will introduce programming techniques and the technical details of Pascal. Weekly lab sessions provide students with an opportunity to use a computer to gain experience with the concepts presented in lectures. Additional computer time is available to students in the evenings and on weekends. (3, 3, 0)

Prerequisite: Computer Science 111 or permission of the instructor. (P.R.)

### Computer Science 121-3:

#### Programming in Pascal

A rigorous introduction to programming for those who are considering further study in computer science, engineering, the sciences or those who wish to develop the programming skills necessary for the solution of sophisticated problems. Topics presented include algorithms, techniques of program development and testing, control structures, procedures and functions, recursion, text file input and output, ordinal data types, arrays, records and sets. (3,3,0)

Prerequisite: Algebra 12 or Computer Science 112 or permission of the instructor. (T)

### Computer Science 122-3:

#### Data Structures and Algorithms

Using the programming skills acquired in Computer Science 121 students will explore techniques for the effective solution of sophisticated problems. Topics presented include stacks, recursion, lists, pointers, queues, trees, sorting and searching, and an introduction to the analysis of algorithms. (3,3,0)

Prerequisite: A minimum grade of C in Computer Science 121 or permission of the instructor. (T)

## Economics

### Economics 101-3:

#### 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) (T) & (P.R.)

### Economics 102-3:

#### 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) (T) & (P.R.)

## English

*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 the language. In writing, speaking and thinking, our competence with language is exercised actively. The better the writer gets to know the English language, the more effectively will he be able to express 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 101-3:

#### Literature and Composition I

Reading and discussion of modern fiction, poetry 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) (T) & (P.R.)

### English 102-3:

#### Literature and Composition II

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

### English 109-3:

#### Creative Writing I

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

### English 110-3:

#### Creative Writing II

Continuation of English 109. English 109 is a prerequisite for English 110. (3, 0, 0) (P.R.)

### English 151-3:

#### English for Human Oriented Careers

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) (T)

### 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) (T)

### English 207-3:

#### Utopian Literature

The Utopian idea in literature from Thomas More to science-fiction. Selections will include British and American novels, and East European novels in translation. Written assignments based on the works read. (3, 0, 0) (T)

## French

*Learning a second language increases your knowledge of your first language and introduces you to the....*

- science of linguistics
- might open up new job opportunities
- builds bridges to other cultures
- improves communication skills

*French Department  
features  
FRENCH IN ACTION  
and  
CAFE CONVERSATION  
at  
DON DIEGO'S  
(Terrace)  
(see publicity for dates)*

### French 101-3:

#### Introductory French I

This is a beginning French course which gives the opportunity to communicate immediately, using materials from the innovative and amusing French in Action series: videotapes, audiotapes, workbooks, and text. Supplementary reading materials ensure equal emphasis on the four language skills: understanding, speaking, reading and writing. Lab work includes work in a language lab and one immersion weekend. (3,1 1/2,0) (T) & (P.R.)

### French 102-3:

#### Introductory French II

This course is a continuation of French 101 with introduction to some original French literature. (3, 1 1/2, 0) (T) & (P.R.)

Prerequisite: French 101 or equivalent.

### French 107-3:

#### Intermediate French I

This is an intermediate French course which gives the opportunity to communicate immediately, using materials from Level II of the innovative and amusing French in Action series: videotapes, audiotapes, workbooks, and text. Supplementary reading materials from Langue et Literature by Thomas Brown ensure equal emphasis on the four language skills: understanding, speaking, reading, and writing. Lab work includes work in a Language Lab and one immersion weekend. (3,1.5,0) (T) & (D.E.)

Prerequisite: French 101/102, Grade 11, or permission of the instructor.

### French 108-3:

#### Intermediate French II

This course is a continuation of French 107 with introduction to more original French literature. (3,1.5,0) (T) & (D.E.)

Prerequisite: French 107, Grade 12 or permission of the instructor.

## Geography

### Geography 101-3: Physical Geography

A study of the physical environment in which human beings have developed their economic, political and cultural structures. Principal topics covered are cartography and maps, climates, landforms, surface waters, soils and vegetation. Examples from British Columbia and Canada will be emphasized. (3,3,0) (T)

### 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, 3, 0) (T)

## History

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

*History as a social science is the study of the past as a process of continuity and change, with man in the centre acting on*

*the basis of objective conditions but at the same time making his own history. We reject digging isolated tunnels into the past which are classified as diplomatic, economic or social history. Of what use are partial aspects when human behaviour is a total reality?*

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

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

### History 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 the United States. We shall focus on the works of younger scholars and discuss a variety of interpretations. (3, 0, 0) (T), (P.R.) & (S)

### 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, biculturalism and

multi-culturalism (in a historical context of cohesion of society and federal-provincial relations). (3, 0, 0) (T), (P.R.) & (S)

### 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) (T)

### 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) (T)

## Mathematics

*Mathematics is different things to different persons. At the most fundamental level it is an investigation of what it is possible to know using the tools of reason. It is in this sense that mathematics has been labelled the "Queen of the Sciences" although, in fact, it is not a science at all. For most of us though, our demands upon mathematics are far more pragmatic—its tools are a valuable asset in the analysis and solution of problems. The mathematics program at NWCC adopts this pragmatic approach and has as its primary objective the development of*

*mathematical skills which can assist students and professionals in the performance of their duties. The program includes courses designed to meet the needs of students and professionals in the sciences, pre-engineering, computing, commerce, economics, the social sciences and the arts.*

### Math. 101-4 1/2:

#### Calculus I

An introduction to The Calculus for students intending to major in the sciences and engineering. Topics presented include limits, derivatives, techniques of differentiation, related rates, curve sketching, optimization, root finding, differentials, antiderivatives, trigonometric, logarithmic and exponential functions. (4.5,0,0) (T) & (P.R.)

Prerequisite: A minimum of C in Algebra 12 or its equivalent.

### Math 102-4 1/2:

#### Calculus II

A continuation of Math 101. Topics presented include the definite integral and area, volumes, arc length, surface area, techniques of integration, Newton's method, trapezoidal and Simpson's rule, L'Hôpital's rule, improper integrals, Taylor's formula, series and tests for convergence, power and Taylor series. (4.5,0,0) (T) & (P.R.)

Prerequisite: A minimum of C in Math 101 or its equivalent.

### Math. 131-3:

#### Introduction to Statistics

An introduction to statistical methods intended primarily for students in the arts, social sciences and humanities. Persons completing the course will develop an understanding of the methods of statistics and facility with basic statistical techniques. Topics presented include descriptive statistics, probability and probability distributions, hypothesis testing, regression and correlation, analysis of variance and non-parametric statistics. (3,0,0) (T) & (P.R.)

Prerequisite: Algebra 11 or its equivalent.

**Math 141-3:  
Mathematics for the Social and  
Managerial Sciences I**

An introduction to mathematical techniques relevant to those students intending to major in commerce, economics and the social sciences. Topics presented include derivatives and rates of growth, techniques of differentiation, differentials, optimization, exponential, logarithmic and trigonometric functions, antiderivatives. Not eligible for science credit. Students may not obtain credit for both Math 101 and Math 141. (3,0,0) (T)

Prerequisite: Algebra 12 or its equivalent.

**Math 142-3:  
Mathematics for the Social and  
Managerial Sciences II**

A continuation of Math 141. Topics presented include techniques of integration, the definite integral, exponential growth and decay, introduction to first-order differential equations, matrix algebra, partial derivatives, linear programming. Not eligible for science credit. Students may not obtain credit for both Math 102 and Math 142. (3,3,0) (T)

Prerequisite: A grade of C in Math 141 or its equivalent.

## Philosophy

**Philosophy 101-3:  
Introduction to Philosophy**

An attempt to deal with the problems of humans 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) (T)

**Philosophy 102-3:  
Moral Philosophy**

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

## Physics

*Physics is the study of the natural laws that govern the behaviour of all the substances that make up the natural world. As such, it deals mainly with explicit quantitative predictions, based upon mathematical principles, of the interactions of the constituents of our world. Four physics courses are offered at Northwest Community College, namely, the companion courses Physics 101 and 102, and the companion courses Physics 121 and 122. Taken together, either pair are equivalent to a general first year university physics course. These basic courses will enable students to pursue further studies in science and engineering. They may be used to fulfill a laboratory sciences requirement.*

*If you plan to pursue studies in medicine, dentistry, biology, agriculture, forestry, home economics or kinesiology then you should enrol in Physics 101/102. These two courses are aimed at students who have completed Physics 11 and are essentially non-calculus based. However, some principles of calculus will be discussed and some use of calculus will be required. On the other hand, if you plan to pursue studies in physics, chemistry or engineering then you should enrol in Physics 121/122. These courses are aimed at students who have completed Physics 12 and are calculus based. Calculus will be extensively used. Mathematics 101/102 are corequisites of both courses. The topics covered in each course are the same. If you are unsure which course is best suited for you, then you should contact the instructor.*

**Physics 101:3  
Motion, Energy and Temperature**

In Physics 101, three topics of classical physics will be covered, namely, Newtonian mechanics of few body systems, fluid mechanics of many body systems and equilibrium statistical mechanics. In the first, translational and rotational statics and dynamics will be discussed in terms of the following vectors: position, velocity, acceleration, force and torque. This discussion will also include conservation of energy and momentum. In the second topic, conservation of mass and momentum will be applied to the statics and dynamics of fluids. In the third topic, macroscopic equilibrium statistical mechanics (thermodynamics) will be discussed from the point of view of conservation laws and atomic theory. Energy and entropy will be discussed with ideal gases used as the illustrative example. The various laws will be discussed using simple principles of calculus. However, problems and exams will not require calculus for their solutions. (3,3,0) (T) & (P.R.)

Prerequisites: Physics 11 and Math 11 or equivalent or the permission of the instructor.

Corequisite: Math 101

**Physics 102:3  
Introduction Physics II**

Physics 102 is a continuation of the study of classical physics. This course also consists of three topics, namely, electricity and magnetism, waves and the death of classical physics, namely, the rise of quantum physics. In the first topic, the electric or Coulomb force will be introduced to study the static behavior of charges. The dynamic motion of charges requires the electric force and it's first relativistic correction, that is, the magnetic force. Both direct and alternating currents will be considered. In the second topic, one dimensional and three dimensional wave motion will be considered. Examples will be sound and light. The final topic will include a discussion of the phenomenon that classical physics could not explain. This resulted in the rise of quantum mechanics. State functions and observables will be discussed. The various laws will be discussed using simple principles of calculus. However, problems and exams will not require calculus for their solutions. (3,3,0) (T) & (P.R.)

Prerequisites: Physics 101 or permission of the instructor.

Corequisite: Math 102

**Physics 121:3  
Physics I (Calculus)**

As in Physics 101, three topics of classical physics will be covered, namely, Newtonian mechanics of few body systems, fluid mechanics of many body systems and equilibrium statistical mechanics. In the first, translational and rotational statics and dynamics will be discussed in terms of the following vectors: position, velocity, acceleration, force and torque. This discussion will also include conservation of energy and momentum. In the second topic, conservation of mass and momentum will be applied to the statics and dynamics of fluids. In the third topic, macroscopic equilibrium statistical mechanics (thermodynamics) will be discussed from the point of view of conservation laws and atomic theory. Energy and entropy will be discussed with ideal gases used as the illustrative example. The various laws will be discussed using principles of calculus. Problems and exams may require calculus for their solutions. (3,3,0) (T)

Prerequisites: Physics 12 and Math 12 or equivalent or the permission of the instructor.

Corequisite: Math 101

**Physics 122:3  
Physics II (Calculus)**

Physics 122 is also a continuation of the study of classical physics. This course also consists of three topics, namely, electricity and magnetism, waves and the death of classical physics, namely, the rise of quantum physics. In the first topic, the electric or Coulomb force will be introduced to study the static behavior of charges. The dynamic motion of charges requires the electric force and it's first relativistic correction, that is, the magnetic force. Both direct and alternating currents will be considered. In the second topic, one dimensional and three dimensional wave motion will be considered. Examples will be sound and light. The final topic will include a discussion of the phenomenon that classical physics could not explain. This resulted in the rise of quantum mechanics. State functions and observables will be discussed. The various laws

will be discussed using principles of calculus. Problems and exams may require calculus for their solutions. (3,3,0) (T)  
Prerequisites: Physics 121 or permission of the instructor.  
Corequisite: Math 102

## Political Science

### Political Science 101-3: Canadian Politics I

This course presents a study of the nature of the state, government and politics in the context of sociopolitical and economic structures. Topics will include elections and electoral behavior, political parties and ideologies. Significant attention will be given to current events. (3, 0, 0) (T)

### Political Science 102-3: Canadian Politics II

A continuation of Political Science 101 with emphasis on provincial affairs and politics in the context of sociopolitical and economic structures. Attention will be given to current events. No Prerequisites. (T)

## Psychology

*The psychology program at NWCC offers both first and second-year transfer credit courses to students intending to continue studies at university or community college, students enrolled in one of the career programs at NWCC or anyone with an interest in psychology.*

### Psychology 101-3: Introductory Psychology I

In the introductory psychology courses, Psychology 101 and 102 you will discover some of the reasons why we think, feel and act as we do. The classes consist of lectures, structured experience, discussions and films, as well as

other audio-visual presentations. The topics for this course include: a perspective of psychology; life-span psychological development; the biology of behaviour; perception; altered states of consciousness; conditioning and learning; and memory. This course should be followed by Psychology 102. (3, 0, 0) (T) & (P.R.)

### Psychology 102-3: Introductory Psychology II

This course is a continuation of Psychology 101. Topics include; motivation and emotion; thinking and communicating; understanding human personality; assessing individual differences; understanding and managing stress; therapies for personal change; and the psychology of social behavior. Psychology 101 and 102 are prerequisites for other psychology courses at NWCC. (3, 0, 0) (T) & (P.R.)  
Prerequisite: Psychology 101 or permission of instructor.

### Psychology 201-3: Developmental Psychology I

The developmental psychology course, Psychology 201 and 202, offers an exploration of human development through the life-span, from conception to death. Following an introduction to the prevalent views of developmental psychologists and the way they attempt to answer relevant questions, the course proceeds to examine the physical, cognitive and psychosocial aspects of development in infancy and play years. This course should be followed by Psychology 202. (3, 0, 0) (T)  
Prerequisite: Psychology 101 and 102 or permission of the instructor.

### Psychology 202-3: Developmental Psychology II

This course is a continuation of Psychology 201. The topics included are the physical, cognitive and psychosocial aspects of development in the school years, adolescence, adulthood and late adulthood. (T)  
Prerequisite: Psychology 101 and 102, Psychology 201 or permission of the instructor.

## Sociology

*Sociology is important because it deals with the stuff of everyday life but in a new way. What we tend to see as almost boringly familiar, such as the smallest details of human interaction and the largest events of the evening news, take on new meaning and make more sense in light of the basic sociological insight that our behavior is affected by social forces beyond our control. Not only do we influence society; society influences us.*

### Sociology 101-3: Introductory Sociology I

Through a variety of sociological perspectives we will examine how different groups view the structure of society. Through brief lectures, audio visual presentation and small group discussions we will explore major topics in the discipline of sociology: culture, socialization, gender roles, aging, crime and deviance. (3, 0, 0) (T) & (P.R.)

### Sociology 102-3: Introductory Sociology II

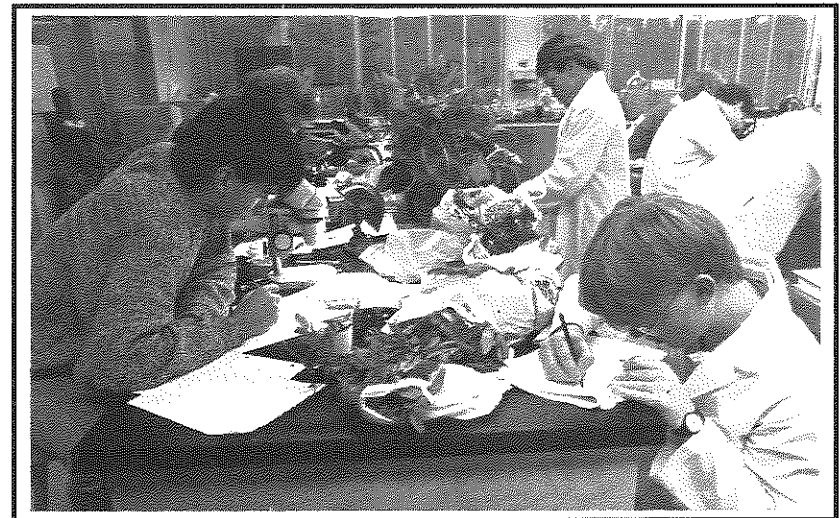
Using a variety of sociological perspectives this course examines the major institutions of society and some of the major trends of modern society. Religion, minority groups, education, politics, urbanization, industrialization and social movements will form the basis of the course. (3, 0, 0) (T) & (P.R.)

### 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) (T) & (P.R.)

### 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) (T) & (P.R.)



*The following courses are NOT currently offered at the College  
For further information regarding these courses, contact the Registrar at the Terrace Campus*

Art 101-3:  
Design Fundamentals I

Art 102-3:  
Design Fundamentals II

Art 103-3:  
Art History I

Art 104-3:  
Art History II

Art 153-3:  
Indian Art of the Americas

Art 154-3:  
Western European Art History

Art 201-3:  
Painting I

Art 202-3:  
Painting II

Biology 110-3:  
Introductory Biology I

Biology 111-3:  
Introductory Biology II

Biology 212-3:  
Environmental Studies

Biology 228-3:  
Marine Biology

Chemistry 082-1 1/5:  
Chemistry Prep I

Chemistry 083-1 1/5:  
Chemistry Prep II

Computer Science 132-3:  
Advanced Problem Solving Using Pascal

Economics 120-3:  
Comparative Economics Systems

Economics 210-3:  
The Canadian Economy

English 081-3:  
Preparation for College English I

English 082-3:  
Preparation for College English II

English 100-3:  
Literature and Composition I

English 104-3:  
Literature and Composition II

English 152-3:  
Technical Writing II

English 201-3:  
English Literature 1300-1650

English 202-3:  
English Literature 1650-1880

English 204-3:  
Canadian Literature since W.W. II

English 224-3:  
Women in Literature I

English 225-3:  
Women in Literature II

French 110-3:  
Advanced French I

French 111-3:  
Advanced French II

Geography 205-3:  
Canada - Cultural Geography

Geography 228-3:  
Geography British Columbia

Geography 241-3:  
Canada - Physical and Cultural

*The following courses are NOT currently offered at the College  
For further information regarding these courses, contact the Registrar at the Terrace Campus*

Geography 242-3:  
Man-Land Relationships

Geography 257-3:  
Urban Understanding  
Geography 284-3:  
Environment and Values

Geography 290-3:  
The Geography of Pre-historic America

Geology 157-3:  
Introduction to Northwest Geology

Geology 158-3:  
Historical Geology

History 103-3:  
Europe from the 1820s to the First World War

History 104-3:  
Democracy, Fascism, Communism:  
Europe Since 1917 and the World Since 1945

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

History 203-4:  
The Working Class and  
the Industrial Revolution in Europe  
and North America (1750 - 1914)

History 204-5:  
Organized Labour and  
Organized Capitalism Since 1914

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

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

Linguistics 109-3:  
Linguistic Structure of the Nisgha Language

Math 082-3: Introduction  
to Algebra and Trigonometry

Math. 111-3:  
College Algebra and Trigonometry I

Math. 112-3:  
College Algebra and Trigonometry II

Math. 130-3:  
Finite Mathematics

Philosophy 103-3:  
Introduction to Philosophy I

Philosophy 104-3:  
Introductory Philosophy II

Physics 081-1 1/2:  
Physics Prep I

Physics 082-1 1/2:  
Physics Prep II

Political Science 203-3:  
International Politics

Political Science 204-3:  
Public Policy Formation in Canada

Psychology 211-3:  
Experimental Psychology I

Psychology 212-3:  
Experimental Psychology II

Psychology 221-3:  
Abnormal Psychology

**The following courses are NOT currently offered at the College**  
For further information regarding these courses, contact the Registrar at the Terrace Campus

Psychology 222-3:  
Clinical Psychology and  
Intervention Methods

Social Work 200

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

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

Sociology 203-3:  
Sociology of Education

Sociology 204-3:  
Sociology of Education

Sociology 207-3:  
Sociology of Labour

Sociology 208-3:  
Sociology of Labour

Sociology 209-3:  
Canada: Differing Perspectives I

Sociology 210-3:  
Canada: Differing Perspectives II

Sociology 211-3:  
Social Roles and Relationships I

Sociology 212-3:  
Social Roles and Relationships II

Women's Studies 101-3:  
Women in Canada

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

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

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

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

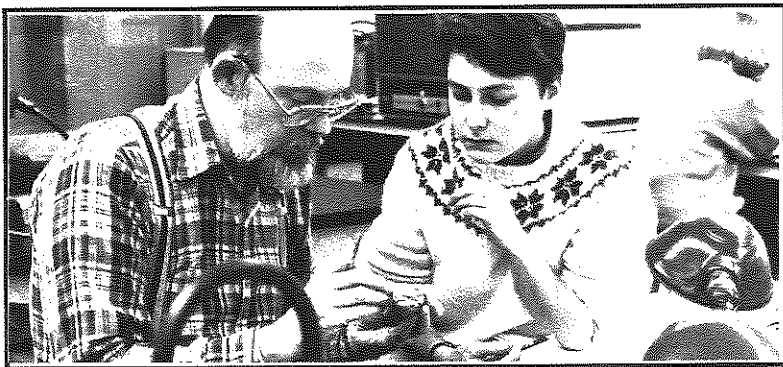
Women's Studies 111-3:  
Women in Cross-Cultural Perspective

Women's Studies 121-3:  
Women and Work in the Age of the  
Trans-National Corporation: Canada

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

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

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



## Addiction Resource Worker

*Full-time program is available at our HAZELTON CAMPUS only.*

As the awareness of Drugs or Alcohol abuse grows, so does the need for qualified workers in the addictions field. Students who complete the program may wish to apply for work in treatment centres, halfway houses, detox centres, or as drug counsellors with local communities. The skills gained also enable participants to work in the social service field as home and school coordinators, child care workers, band social workers and financial assistance workers. The Addiction Resource Worker Program focuses on the whole person and is unique in its design delivery and goals.

This program was designed with rural communities in mind. The program also has a Native Cultural component that enables students to more freely understand the strengths of Indian communities. This training includes six university transfer courses and/or college transferable courses.

It is a compact, 10 month program, including 2 months as a practicum student at a treatment centre.

The goals of this program are to provide training in the Addiction field at para-professional level, to prepare individuals from the region to become Addiction Counsellors, and to help meet the demand from the region for well trained Native Addiction Counsellors.

### Admission Requirements

1. Placement test in English.
2. Students must gain the age of 20 by graduation.
3. Grade 12. Mature student entry is possible without the formal requirements, provided the student demonstrates mastery of equivalent knowledge or background.
4. Students will be expected to conduct themselves in a mature manner throughout the program. Demonstrated maturity will be assessed prior to student's participation in the Practicum course.
5. Ability to work in a group.
6. Related experience.
7. Applicants will be shortlisted and interviews arranged. During the interview personal life experiences will be discussed.
8. Medical examination and evidence of recent T.B. skin test and/or chest x-ray.
9. A criminal prevention information check will be requested of every applicant.

*Other criteria may be specified by selection group closer to start date.*

### How to Apply

Applications and criminal prevention information check forms may be obtained from *Northwest Community College, Box 338, HAZELTON, B.C. V0J 1Y0*. Applications must be submitted as early as possible. Applicants will be interviewed before the commencement of the academic year.

*To ensure an available space we advise you apply before June 15/89.*



### Dates

The program extends from September until June of each year at our *HAZELTON CAMPUS ONLY*. This includes a 2 month practicum at a location in B.C., Alberta, or the Yukon.

### Fees

See general information section.

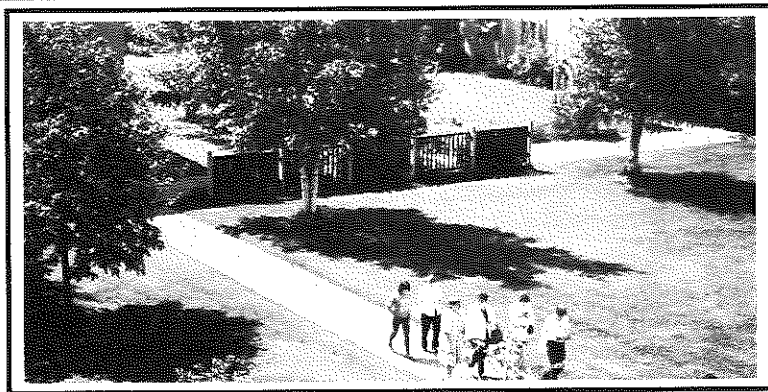
### Probation

Admission to practicum requires permission of the practicum supervisor as well as successful completion of the Addiction Resource Worker 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 Program Co-ordinator and the agency supervisors, be required to go on probation, in which case the student would be expected to either meet the necessary standards within a set time period (as determined by the Program Co-ordinator, the Agency Supervisors, and the student), or be required to withdraw from the program.

## COURSE OUTLINE

TERM 1	TERM 2
ARW 151-3: Counselling I ARW 153-3: Addiction and Solvent Abuse I ARW 155-3: Native Cultural Awareness I ARW 157-3: Community Resources I ARW 159-3: Lifeskills I ARW 161-3: English Upgrading PSYC 201-3: Developmental Psychology I SOCI 205-3: Sociology of the Family	ARW 152-3: Counselling II ARW 154-3: Addiction and Solvent Abuse II ARW 156-3: Native Cultural Awareness II ARW 158-3: Community Resources II ARW 160-3: Lifeskills II ARW 162-3: Recreational Therapy ARW 164-3: Alcohol and the Family ARW 166-3: Nutrition ENGL 151-3: English for Human Oriented Careers PSYC 202-3: Developmental Psychology II
TERM 3	
ARW 165-3: Practicum	



# Adult Basic Education

*Full-time programs are offered at  
HAZELTON, HOUSTON, KITIMAT, PRINCE RUPERT,  
TERRACE & SMITHERS*

*Part-time programs are offered at other CAMPUSES where necessary.*

The Adult Basic Education program gives all adults in the college region a chance to upgrade their skills and knowledge of English, Mathematics and the Sciences. Students may enter this program at any time during the year (as space permits). Instruction is individualized and self-paced. You may attend on a full-time or part-time basis, taking as few or as many courses as practical for your needs. An evening program is provided for those unable to attend days. Completion will not only enhance employment opportunities but also prepare you for further Vocational Career/Technical programs or university level programs.

### Admission Requirements:

#### 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 below).
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 with and permission of College Staff (where practical) accompanied by a parent or guardian.
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. Director's office and the Registrar. Although there is a minimum age requirement for the program, there is no maximum age limit, and students of all ages are encouraged to apply for the program. There is no minimum educational prerequisite for entering the program; you are assessed and placed in the courses that correspond to your educational background.

### 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.*

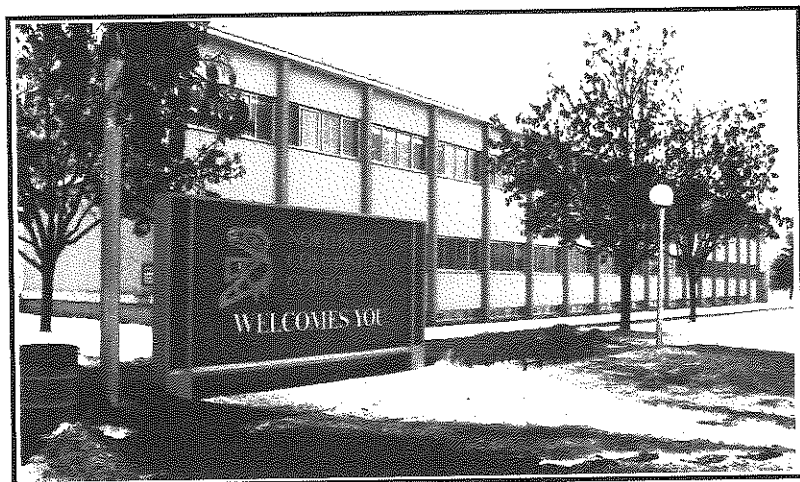
- (TERRACE) (Day Class) Mon - Fri. 8:00 a.m. - 3:00 p.m.  
 (Evening Class) Mon. - Thurs. 3:00 p.m. - 10:00 p.m. + Fri. 10:00 a.m. - 5:00 p.m.  
 (OTHER CENTRES) (Day Class) Mon - Fri. 9:00 a.m. - 4:00 p.m.  
 Evening classes scheduled as required.

**Fees:**  
See General Information section.

**Financial Aid and Sponsorship**  
See Financial Aid section.

### COURSES

ABE Fundamental Level Courses	ABE Intermediate Level Courses
ENG 020 Fundamental English Skills MATH 020 Fundamental Math Skills	MATH 030 (A) General Math MATH 031 (A) Math for Business MATH 032 (N) Math for Trades ENG 030 General ENG 031 Business ENG 032 Trades SCI 030 Science SOC 030 Social Studies
ABE Advanced Level Courses	ABE Provincial Level Courses
MATH 040 General MATH 041 (R) Business MATH 042 (R) Technical ENG 040 General BIO 040 Advanced Biology (Human) BIO 043 Advanced Biology (Ecological) CHEM 040 Advanced Chemistry PHY 040 Advanced Physics PHY 042 Advanced Physics (Technical) SOC 040 Social Studies	MATH 050 Provincial ENG 050 Provincial BIO 050 Provincial CHEM 050 Provincial PHY 050 Provincial



### THE ABE PROGRAM FRAMEWORK

**ABE  
FUNDAMENTAL  
LEVEL**

Mathematics (Arithmetic)  
English including  
Reading  
Writing  
Spelling  
Oral Communications  
Study Skills

**INSTITUTIONAL CERTIFICATE**

**ABE  
INTERMEDIATE  
LEVEL**

Mathematics  
English including  
Reading  
Composition  
Oral Communications  
Study Skills  
Science  
Social Studies

**INSTITUTIONAL CERTIFICATE**

**ABE  
ADVANCED  
LEVEL**

Mathematics: *One of*  
Algebra  
*or* Business & Consumer Mathematics  
*or* Technical Mathematics  
*or* Accounting (instead of Mathematics)  
English  
*a* Science  
*Plus one other option from List 1 (below)*

**INSTITUTIONAL CERTIFICATE**

**ABE  
PROVINCIAL  
LEVEL**

*Four subjects at the Provincial Level including:*  
English with a Literature Component  
a maximum of 3 a minimum of 1 from List 2 (below)  
a maximum of 2 from List 3 (below)  
**Prerequisite:** a Mathematics at the ADVANCED Level

**ABE PROVINCIAL DIPLOMA**

- Options may be chosen from social studies, another science subject, TRAC Occupational, a language, computer science/or studies, etc.
- Chosen subjects to be drawn from: Sciences, including biology, chemistry, physics, earth sciences, geography, astronomy, oceanography. Languages Humanities and Social Sciences including history, philosophy, sociology, anthropology, political science, psychology, economics, literature, classical studies, legal courses. Mathematics including algebra, geometry, calculus, trigonometry, statistics, computer sciences.
- This list includes Business Administration Courses, Office Administration Courses, Consumer Education, TRAC Specialty, Visual and Performing Arts.

*Some Universities require specific subjects at the Provincial Level for direct entry.  
Please consult with the ABE Department for details.*

**Equating the ABE program with programs previously offered provincially:**

<b>ABE</b> <i>Fundamental</i>	- BTSD Levels 1 and 2 - ABE Levels 1 and 2 - ABL	<b>ABE</b> <i>Intermediate</i>	- BTSD Level 3 - VAST Level 3 - ABE Level 3 - OLI Grade 10 - H.S. Grade 10
<b>ABE</b> <i>Advanced</i>	- BTSD Level 4 - ABE Level 4 - College Preparatory/ Foundations - H.S. Grade 11	<b>ABE</b> <i>Provincial</i>	- Adult Secondary School Program - Secondary School Completion - OLI Grade 12

**NOTE:**

*There are no distinct lines of equivalency - this chart is for general information only.*

BTSD vocational equivalencies are recognized throughout Canada as prerequisites for Vocational Training. BTSD Level III has been replaced by Intermediate Level ABE and BTSD Level IV by Advanced Level ABE. Don't become confused, if you require educational upgrading call us, and we will assist you.

It is important to note that all courses at Fundamental, Intermediate and Advanced Levels will be available at Terrace, Smithers, Houston, Hazelton, Kitimat and Prince Rupert. These centres have various start and finish dates. Please contact the centre nearest you for details.

Provincial Level courses will be offered in Terrace on an ongoing basis and in other centres where student numbers are such that a program is viable. Contact your nearest centre to express interest or find out which courses are being offered.

*Students wishing to register for part-time studies may enrol for any portion of this program.*

**TUTORIAL SERVICE**

*Available to Grade 10, 11, or 12 Students in TERRACE!*

Northwest Community College is once again offering the *Tutorial Service* through its Adult Basic Education Department. In response to a number of requests from parents who were having difficulty in finding tutorial help, the College, in co-operation with School District #88 and the Terrace High Schools will offer this service *Monday to Thursday from 3:00 p.m. - 10:00 p.m.* *Students registered in Grade 10, 11, or 12 in any of the Terrace High Schools may attend this program for up to 15 hours per week.* They would get the help they need in particular subject areas or just use the service as a structured work environment for study and/or homework. This program is also available to those doing high school level correspondence courses and wish some extra help. *The cost to the student would be \$34.50 per month for which they could attend up to 60 hours per month.*

*Further information can be obtained from School Counsellors or the ABE Department at the Terrace Campus.*

**General Education Development Tests**

*Offered in various locations. Check your College Fall/Winter brochures*

The GED test provides an opportunity for adults who did not graduate from secondary school to earn an official document stating that they have a high school 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.
- Qualified teachers will assist you with your study and provide lessons on English, Math, Social Studies and Science.

**English as a Second Language**

*Offered on part-time basis in Terrace, Prince Rupert, Kitimat, and Smithers.*

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

**Basic Literacy (Volunteer Tutor Program)**

Our aim is 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 the ABE Department in Terrace or your local College Centre for further information on becoming a student or tutor in this program.*

**Adult Special Education**

*(Terrace Campus only)*

*Classes run from September to April and registration is on-going.*

The Adult Special Education provides adults requiring special educational needs the opportunity to access college programs.

**PROPOSED MODULES ARE:**

1. Basic Literacy/Survival Literacy - some computer assisted instruction provided.
2. Job Preparation and Work Experience
3. Special Interest Courses.

**Career Exploration for the Physically Challenged**

*(Terrace Campus only)*

This is a two-month course offered for physically challenged individuals. The purpose of this course is to offer students the opportunity to explore, question, and develop career goals.

*For further information on any of these programs contact the Adult Basic Education Department at the Terrace Campus.*

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## **Business and Industry Training and Education (BITE)**

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*Courses, Seminars and Workshops are offered throughout the College Region.*

Northwest Community College delivers a wide range of Business and Industry Courses on-site to organizations throughout the College region.

Our team of professionals are ready to work with you to build a training plan which will address your short and long term needs.

*We offer courses, seminars and workshops at:  
**YOUR SITE, N.W.C.C. Campuses,  
or, other suitable facilities.***

### ***PURPOSE....***

To provide cost effective efficient training to meet the demands of industry and business in the College region.

### ***PHILOSOPHY....***

Training and education, the acquisition of knowledge and skills, an essential means of achieving the fulfillment of both individual and employer needs and desires.

Learning is at the core of the ability of an individual, organization or company to control its destiny.

Training and education is the key to community economic growth.

### ***THE CONCEPT....***

Good training is an investment in people.  
Good training reduces costs and improves productivity.  
Good training increases organizational effectiveness.

### ***THE SERVICE....***

The Business and Industry Training and Education Department (BITE) offers a complete training service. We handle the diverse tasks required to develop and deliver effective training programs from needs analysis to delivery.

### ***Consulting....***

BITE provides on-site consulting. We will perform needs analysis, perform task analysis and work with you to define training objectives. We will work with you to develop a long term training strategy.

### ***Designing....***

BITE can custom design and develop training materials. The result: a training program that communicates the tasks and activities within your business. Customers receive training designed specifically for them and speaks directly to their needs.

### ***Delivery....***

BITE can make all arrangements for effective delivery to training at your work site or at ours. We use instructors who know the region, can effectively communicate ideas and are experts in their field.

### ***Evaluation....***

BITE is concerned with the results of training. At your request, we will perform post instruction evaluation to determine the effectiveness of training.

## ***CUSTOM TRAINING***

### ***Does your organization have special training needs?***

We specialize in custom training, tailored to make your employees more productive. We design complete training strategies and can develop plans that take advantage of government training funds. We deliver at the most convenient site to you - be it at your premises or one of our Campuses.

### ***We also offer training in:***

**Tourism and Hospitality  
Industry and Trades  
Computer Training  
Business  
Entrepreneurship**

***Call the Northwest Community College Campus nearest you and tell us what courses or workshops you want. We will work with you to make it happen!***

# Business Programs

*Clerk-Typist, Clerk-Bookkeeper, Accounting Option, Word Processing and Administrative Secretary programs are offered at*

*KITIMAT, SMITHERS, PRINCE RUPERT and TERRACE*

*Medical Steno is offered at KITIMAT and TERRACE*

*Clerk Typist, Clerk Bookkeeper, Administrative Secretary, and Word Processing are offered at HOUSTON*

*All other programs are offered at our TERRACE CAMPUS only.*

Many of the students entering the College wish to prepare for business, but do not have well-defined career objectives. Therefore, the Department of Business Education has designed the following certificate programs, diploma programs, non-credit programs and University transfer programs to provide students with maximum flexibility. The programs are designed to serve the needs of adult part-time students actively engaged in the professional and business communities, as well as full-time students.

## PROGRAMS OFFERED

### DIPLOMA PROGRAMS

Business Administration  
General Business  
Office Management

### CERTIFICATE PROGRAMS

Typist	Accounting Option	Word Processing
Clerk-Typist	Secretarial Option	Advanced Word Processing
Clerk Bookkeeper	Medical Stenographer	Commercial Up-grading
Administrative Secretary	Legal Stenographer	Industrial Records & First Aid
Accounting		

### Admission Requirements to Pre-Employment Programs

Grade 12 graduation or equivalent is preferred for all programs. A minimum of Grade 10, ABE Intermediate 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 Algebra 11, English 12 and Business courses. Some secondary school courses may be accepted for credit towards a Northwest Community College certificate.

SECONDARY SCHOOL COURSE	NORTHWEST COLLEGE
Accounting 12	Accounting 101
Consumer Math 11 & Machine Calculations 12	Bus. Machines 101
Office Procedures 12	Typing 101
Shorthand 12	Shorthand 101 & 102
Bus. Communications 12	Bus. Eng. 103 & 104

A "B" minimum average (73 - 85%) in the secondary school course is required. Other equivalencies may be recognized. Further information may be obtained from the Director, Business Programs.

### 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.

### 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 month when spaces are available. Part-time students are welcome in both the Business Careers and Business Administration programs.

### Fees

See General Information section.

### Evening Courses

*The following evening courses are normally offered.*

Typing - Beginner	Accounting
Typing - Advanced	Computer Accounting
Business Prerequisite	Bookkeeping
Introduction to Computers	

*Prospective students should watch for the regular Fall/Winter brochures in early January and September for details. Further information is available from the Student Services office in Terrace.*



## Diploma in Business Administration

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.

Business Administration is offered only at the Terrace campus as a full-time program. However, some modules are offered at the Regional College centres. For more information, please contact the Program Director in Terrace or your local Regional Director.

### Length of Program

18 months (4 semesters) beginning in September.

### Admission Requirements

Grade 12 graduation or equivalent (GED) with Algebra 11 is normally required. However, ABE Advanced or work experience in a related business area may be acceptable with the permission of the Program Director.

### How to Apply

Applications may be obtained from Student Services or from any one of the Regional College Offices.

### Fees

See General Information section.

### Financial Aid

See Financial Aid section.

## PROGRAM OF STUDIES and COURSE DATES

### YEAR 1

September 5, 1989	Mathematics 150 ✓ Economics 150 ✓ Business Computers 150 ✓ <b>Exams:</b> Week of Oct. 23
October 30, 1989	Management 150 ✓ Economics 151 ✓ Bus. English 150 ✓ <b>Exams:</b> Week of Dec. 18
January 8, 1990	Accounting 150 ✓ Mathematics 151 ✓ Business Law 150 ✓ <b>Exams:</b> Week of Mar. 12 <b>Assigned reading:</b> Mar. 19-23
March 26, 1990	Accounting 151 ✓ Bus. Computing 153 ✓ Business Law 151 ✓ <b>Exams:</b> Week of May 28

### YEAR 2

September 5, 1989	Bus. Computing 250 Management 252 Finance 250 <b>Exams:</b> Week of Oct. 23
October 30, 1989	Management 250 Accounting 254 Finance 251 <b>Exams:</b> Week of Dec. 18
January 8, 1990	Taxation 250 Accounting 250 Accounting 252 <b>Exams:</b> Week of Mar. 12 <b>Assigned Reading:</b> Mar. 19-23
March 26, 1990	Accounting 251 Accounting 253 Management 251 <b>Exams:</b> Week of May 28

## Diploma in General Business

### Length of Program

4 semesters of full time study (69 credits) but may be done on a part-time basis.

### Admission Requirements

Grade 12 graduation with Algebra 11, or equivalent (GED or ABE Advanced) is normally required. However, business experience and other qualifications may be accepted. Please call the Program Director.

### How to Apply

Applications may be obtained from Student Services in Terrace or from one of the Regional College Centres.

### Fees

See General Information section.

### Financial Aid

See Financial Aid section.

## PROGRAM OF STUDIES

### Level 1

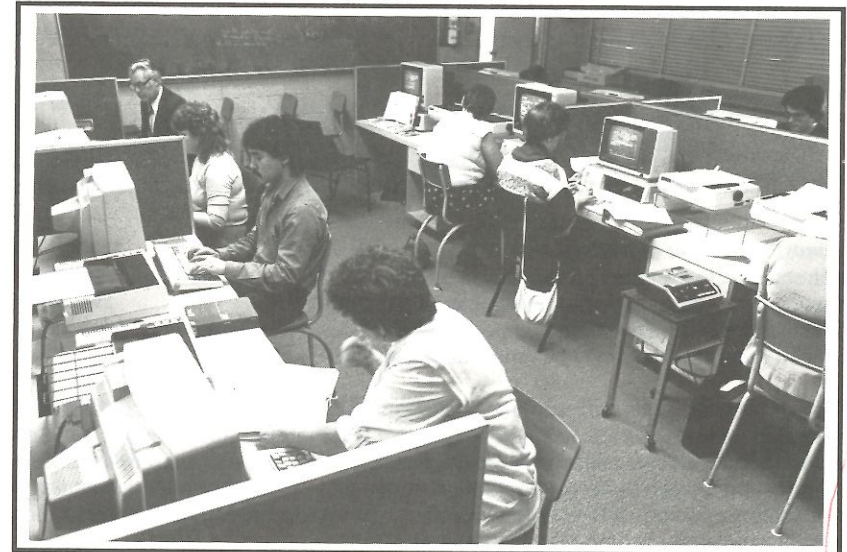
Business Administration  
First Year 36 credits

### Level 2

*Four related second year  
Business Administration Courses:*  
Management, Computer Systems,  
Accounting 12 credits  
*From University Transfer:*  
English 101/102 6 credits  
Math 130 3 credits  
4 Social Sciences Courses 12 credits

**TOTAL - 69 credits**

*Students may study courses in any order, space permitting, except where prerequisites are indicated. Former students may apply for credit for courses taken previously.*



## Diploma in Office Management

**Length of Program**  
20 months

**Admission Requirements**

Grade 12 graduation or equivalent (GED or ABE Advanced) is normally required. However, Grade 10, ABE Intermediate and work experience in related business areas may be acceptable with the permission of the Program Director.

**How to Apply**

Applications may be obtained from the Student Services Office or from any of the College Centres.

**Fees**

See General Information section.

**Financial Aid**

See Financial Aid section.

### PROGRAM OF STUDIES

#### Level One

From the Bus. Careers Curriculum,  
40 credits

- Typing 101, 102
- Business English 102, 103, 104, 105
- Office Procedures 101
- Accounting 101, 102
- Business Machines/Math 101
- Business Computers 101, 102, 103
- Word Processing Program

#### Level Two

From the Bus. Administration Curriculum,  
30 credits

- Management 150 (Management Theory)
- Law 150/151 (Canadian Business Law)
- Accounting 150/151(Intro. Financial Acct.)
- Management 250 (Canadian Business)
- Management 252 (Credit & Collections)

PLUS 9 optional credits

*Normally, students will have completed Level One of this program before starting on Level Two. Students who are incomplete on Level One must have permission from the Director of Business Programs.*

## CERTIFICATE PROGRAMS

*Typist, Clerk-Typist, Clerk Bookkeeper, Administrative Secretary  
Accounting and Industrial Records & First Aid*

*Advanced Options and Commercial Up-grading  
Accounting Option, Secretarial Option, Medical Stenographer  
Word Processing, Advanced Word Processing and Legal Stenographer*

**The two most important objectives are:**

1. To train students to a level of proficiency that will make them desirable employees in the business field using up-to-date curriculum, technology and methods.
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 enrol 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.

## Business Careers Certificate Programs

### Program 1

Typing  
Business English  
Office Practice  
Dictating  
Business Computing

### Typist

TYPG 101, 102 (50 WPM Net)  
BENG 102, 103, 104  
OFPR 101  
DICT 101, 102  
BCPT 101, 102

4-5 months

### Program 2

Typing  
English  
Office Practice  
Dictating  
Business Machines  
Business Computing

### Clerk-Typist

TYPG 101, 102 (50 WPM Net)  
BENG 102, 103, 104.105  
OFPR 101  
DICT 101,102  
BUSM 101  
BCPT 101,102

4-6 months

### Program 3

Typing  
Accounting  
Business Machines  
Office Practice  
English  
Dictating  
Business Computing  
Computer Accounting

### Clerk-Bookkeeper

TYPG 101 (30 WPM Net)  
ACCT 101,102  
BUSM 101  
OFPR 101  
BENG 102, 103, 104, 105  
DICT 101  
BCPT 101, 102  
BCPT 103

5-7 months

### Program 4

Typing  
Word Processing  
or Shorthand \*  
Dictating  
Business Machines  
Office Practice  
Business English  
Accounting  
Business Law  
or Canadian Business  
Business Computing

### Administrative Secretary

TYPG 101, 102, 103 (55 WPM Net and Over)  
Word Processing Certificate 7E or  
SHRT 103, 104 (120 WPM)  
DICT 101, 102  
BUSM 101  
OFPR 101  
BENG 102, 103, 104, 105  
ACCT 101, 102  
BLAW 150, 151  
MGTM 250  
BCPT 101, 102, 103

8-12 months

\* Shorthand is available only to those having previous qualifications.

## Business Careers Certificate Programs

<b>Program 5</b>	<b>Accounting</b>	<b>9-11 months</b>
Typing	TYPG 101 (30 WPM Net)	
Accounting	ACCT 101, 102, 150, 151	
Business Machines	BUSM 101	
Office Practice	OFPR 101	
Business English	BENG 102, 103, 104, 105	
Dictatyping	DICT 101	
Business Law	BLAW 150, 151	
Data Processing	BCPT 150	
or Math of Finance	MATH 150	
Business Computing	BCPT 101, 102, 103	
Credit & Collections	MGMT 252	

<b>Program 6</b>	<b>Industrial Records &amp; First Aid</b>	<b>5 months</b>
Accounting	ACCT 101, 102	
Payroll/Timekeeping	ACCT 103	
Business Machines	BUSM 101	
English Communications	BENG 103, 104	
Spelling and Vocabulary	BENG 102	
Office Practice	OFPR 101	
Typing	TYPG 101 (30 WPM Net)	
First Aid	FAID 101	
Business Computing	BCPT 101, 102	

### Advanced Options and Commercial Upgrading

<b>Program 7A</b>	<b>Accounting Option</b>	<b>4-6 months</b>
Accounting Principles	ACCT 150, 151	
Credit & Collections	MGMT 252	
Business Law	BLAW 150, 151	
Data Processing	BCPT 150	
or Math of Finance	MATH 150	

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

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

<b>Program 7C</b>	<b>Medical Stenographer</b>	<b>8 months</b>
Medical Terminology	MSTN 101, 102, 104	
Advanced Medical Transcription	MSTN 103	
General Medical Typing	MSTN 105 (60 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, 105	
Business Computing	BCPT 102	
Word Processing	Any three of WPRO 103/104/107/108	

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

<b>Program 7D</b>	<b>Legal Stenographer</b>	<b>8 months</b>
General Legal Typing	LSTN 101 (55 WPM Net and Over)	
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	LSTN 108	
or Shorthand*	LSTN 109	
Accounting	ACCT 101	
Business Machines	BUSM 101	
English	BENG 102,103,104,105	
Business Computing	BCPT 102	
Word Processing	Any three of WPRO 103/104/107/108	

\* 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>
Basic DOS Procedures	WPRO 100	
Hard Disk Management	WPRO 110	
Electronic Typewriters	WPRO 102	
Easy Writer II	WPRO 103 ]	
Wordstar	WPRO 104 ]	Any 8 to qualify
Multimate	WPRO 107 ]	for Word Processing
Volkswriter Deluxe	WPRO 108 ]	
Microsoft Word	WPRO 109	
Wordperfect	WPRO 130	
Transcription Specialist	WPRO 105	
Computer Timed Writings	WPRO 106	

#### NOTE:

Students must attain a typing speed of 55 wpm on both computers and electric/electronic typewriters to earn their certificates in WORD PROCESSING or ADVANCED WORD PROCESSING.



**Program 7F Advanced Word Processing Cert. Up to 4 months**

Hard Disk Management	WPRO 110
RAM Resident Application I	WPRO 111
RAM Resident Application II	WPRO 112
Microsoft Windows	WPRO 113
Wordstar 2000	WPRO 114
Lotus 1-2-3 in Documents	WPRO 115
Framework	WPRO 116

*Any application for exemptions from specific courses listed above must receive the approval of the Business Programs Director.*

**Program 7G 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.

**INDUSTRIAL RECORDS AND FIRST AID**

To provide instruction in the maintenance of industrial records and to enable students to obtain a Class "C" certificate for Industrial First Aid. Employment Opportunities are generally found in all industries which employ timekeepers certified to perform first aid duties.

**Admission Requirements**

Grade 12 education or equivalent (GED) is preferred, Grade 10 or ABE Intermediate, or equivalent is required.

**Medical Examination**

All trainees must fully meet Workers' Compensation Board (W.C.B.) 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 6951 Westminister Highway, 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 W.C.B. examination students must be 19 by the end of the program.

**Examinations**

The W.C.B. administers the Industrial First Aid examination which can be taken by persons who are 19 years of age and over. The \$50 examination fee is the responsibility of the trainee, and is paid one month prior to 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 Financial Aid section.

**PROGRAM CONTENT**

Accounting	ACCT 101, 102	Spelling and Vocabulary	BENG 102
Payroll and Timekeeping	ACCT 103	Office Practice	OFPR 101
Business Machines	BUSM 101	Typing	TYPG 101
English Communications	BENG 103, 104	First Aid	FAID 101
		Business Computing	BCPT 101, 102

**BUSINESS COURSE DESCRIPTIONS**

**Accounting 101-2**

The framework of accounting from original journal entries to posting and to worksheet adjustments and financial statement preparation.

**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 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 valuating of cash, accounts receivable, inventory, plant and equipment.

**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 of payroll records.

**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 are 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 non-manufacturing sectors is discussed. Specific areas of study include: job order costing and analysis, costing procedures, cost-volume-profit analysis, budget preparation, standard cost systems, variance analysis, 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 accounting for spoilage and scrap, process costing and variable costing, and how to apply cost at Management Accounting techniques in the not-for-profit sector of business.

**Accounting 254-3**

Basic internal 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 Computing 101-2**

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

**Business Computing 102-2**

A hands on introductory course in general computer use and word processing. Students will use Master Key, Wordstar, Multimate and Lotus 1-2-3. Other options may be added at the Departments discretion.

**Business Computing 103-3**

A hands-on computer applications course for accounting students. Prerequisite: ACCT 102 or equivalent. Software used will be Bedfor Integrated Accounting, ACCPAC and Lotus 1-2-3.

**Business Computing 150-3**

A survey of computer applications in business. Description of computers and how they work, their capabilities and limitations, discussions of peripherals. Lab work will include hands-on exposure to spreadsheet, word processing, data base and other business software applications.

**Business Computing 153-3**

A hands on computer applications course for accounting students. Software used will be Bedford Integrated Accounting, ACCPAC and Lotus 1-2-3. Prerequisite: Acct. 150/151.

**Business Computing 250-3**

This course highlights the characteristics and design of successful information systems and the impact of these systems on the organizations. The role of information systems in decision-making and systems modelling is emphasized.

**Business English 101-2.5**

A review of the structure of the 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 will be covered.

**Business English 104-1**

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

**Business English 105-1.5**

This course is designed to give the student the skills which are required in a business office where employees are expected to edit correspondence for correct English usage. The course is a self-paced package emphasizing the student's knowledge of proofreading techniques and giving the student practical editing assignments which contain errors of the kinds commonly found in business correspondence.

**Business English 150-3**

The student will develop expertise in the communication skills, both written and oral, 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 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 in-depth 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 &****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**

This course discusses business applications of mathematics with emphasis on taxation, interest, stocks, bonds and annuities.

**Dictatyping 101-0.5**

The operation of dictating and transcribing machines. Students are given hands on experience.

**Dictatyping 102-2**

A programmed course in taped dictation.

**Dictatyping 103-3**

A self study course in dictatyping with job simulation.

**Economics 150-3 & Economics 151-3**

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

**First Aid 101-5**

WCB Industrial First Aid.

**Legal Stenography 101-2**

Legal - general typewriting.

**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 Law.

**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 250-3**

Topics discussed are on current and local issues as they relate to Canadian business. The areas covered include business ownership, marketing and personnel management.

**Management 251-3**

An examination of the behavior 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 the 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; but students in other disciplines will find it relevant and useful. Topics include:

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

**Medical Stenographer 101-3**

Medical terminology.

**Medical Stenographer 102-3.5**

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 107-1**

Medical office procedures.

**Medical Stenographer 108-1**

Medical office Fundamentals.

**Office Practice 101-2.5**

A general course in office procedures. Includes forms of business letters, postal and telephone information, transportation methods, customs and duty, banking services, sources of information purchasing and sales procedures. Business organization, telecommunications work orientation. A business simulation is included.

**Office Practice 102-1.5**

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

**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. Making 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 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 100-0.5**

Basic DOS Procedures.

**Word Processing 101-3**

Introduction to word processing concepts and careers.

**Word Processing 102-1**

Electronic typewriters.

**Word Processing 103-2**

Easy Writer II Word Processor.

**Word Processing 104-3**

Wordstar Word Processor.

**Word Processing 105-4**

The transcription specialist.

**Word Processing 106-1**

Computer Timings.

**Word Processing 107-3**

Multimate Advantage Word Processor.

**Word Processing 108-2**

Volkswriter Deluxe Word Processor.

**Word Processing 109-3**

Microsoft Word.

**Word Processing 110-3.5**

Hard Disk Management.

**Word Processing 111-2**

Ram Resident Applications I.

**Word Processing 112-2**

Ram Resident Applications II.

**Word Processing 113-3**

Microsoft Windows.

**Word Processing 114-2**

Wordstar 2000 Word Processor.

**Word Processing 115-2**

Lotus 1-2-3 for Word Processors.

**Word Processing 116-4**

Framework.

**Word Processing 130-3**

Word Perfect.

### Transfer Credit Guide: Business Courses

Northwest Community College	Camosun College	Society of Management Accountants (CMA)	Institute of Chartered Accountants of B.C. (CA)	Certified General Accountants (CGA)
ACCT. 150 ACCT. 151	ACCT. 152 ACCT. 153	INTRO. ACCT. 111	INTRO. FINANCIAL ACCOUNTING	ACCT. 101
ECON. 150 ECON. 151	ECON. 160 ECON. 161	ECON. 212	ECONOMICS FOR EITHER ONE	ECON. 104
MGTM. 150	BUS. 157			
BENG. 150	ENG. 150	Included in MGMT. ACCT. 1 & 2		BUS. WRITG
MATH. 150	BUS. 164		MATHEMATICS	
MATH. 151	BUS. 165	QUANT. METHODS-332	PROBABILITY/STATS	STATS. 203
BLAW. 150 BLAW. 151	BUS. 276	COMM. LAW 122	COMMERCIAL LAW	LAW 108
BCPT. 153				
BCPT. 150	BUS. 190	DATA 314	BUS. COMPUTERS	ICS 325 (COMP+250)
BCPT. 151				
MGMT. 250	BUS. 258			
MGMT. 251	BUS. 275	ORG. BEHAV. 123	ORG. BEHAV./POLICY	
MGMT. 252	BUS. 278			
BFIN. 250 BFIN. 251	BUS. 268 BUS. 269	FIN. MGMT. 442	BUS. FINANCE	FINANCE 316
BCPT. 250	BUS. 290	ACCTG. INFO. SYSTEMS 451*	INFO. SYSTEMS	ICS 325 (COMP+250)
TAXN. 250	ACCT. 256	TAXATION 324	INTRO. TAXATION	
ACCT. 250 ACCT. 251 ACCT. 252 ACCT. 253 ACCT. 254	ACCT. 250 ACCT. 251 ACCT. 252 ACCT. 253 BUS. 255	INTER. FIN. ACCT. 229 INTER. FIN. ACCT. 339 MGMT. ACCT. 1 & 2 241/341 ***	INTERMEDIATE FINANCIAL ACCOUNTING  INTRO. MGMT. ACCT. COST ACCOUNTING	ACCT. 211 ACCT. 222 COST ACCT. 311
MATH 101/102/130				

\*Note 1: Course exemption only. CMA exam must be written.

\*Note 2: English 101 also required.

\*Note 3: Credit requires completion of BENG 150

### Transfer Credit Guide: Business Courses

Canadian Credit Union Institute	Canadian Institute Traffic and Transportation (CITT)	Simon Fraser University (SFU)
ACCT. 110		
ECON. 210 ECON. 210	INTRO. ECON SCS 8004	
BUS. ADMIN. 120		
	ENGLISH SCS 8001 **	
		MATH (3 ea.)
BUS. STATS. 951		MATH (3 ea.)
BUS. LAW 911	COMM. LAW SCS 8005	
CMPT. 952		CMPT. 001
		CMPT. 001
ORGANIZATIONAL BEHAV. 933		BUS. 270
BUS. FIN. 921		
MGMT. INFO. SYSTEMS 925		
MGMT. ACCT. 924		
	MATH FOR MGMT. SCS 8034	

# Carpentry Program

*Theoretical portions available at ALL CAMPUSES upon request.  
Practical portion is available at the TERRACE CAMPUS only.*

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 in commercial, industrial, residential and pre-fab construction projects 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.

The theoretical portion of **Common Core** (First Level) will take approximately two months and less for those with previous experience. The second level is **Occupational Core** (2 - 2 1/2 months). After this level students can choose to take a **Carpentry Specialty** (2 1/2 - 3 months), or a **Joinery Specialty** (2 1/2 - 3 months).

This modularized program is very flexible with enrollments available every Monday. This program also offers the flexibility for those wishing some upgrading during periods of unemployment. If withdrawal of the program is necessary for employment, students may re-enter the program where they left off.

## Common Core

Safety, Trade Math, Sketch & Read Drawings, Use of Construction Hand Tools, Use of Construction Power Tools, Rigging, Knot Tying, Lifting Loads, Erection of Ladders & Scaffolds, Gas Welding, Use of Fasteners & Bonding Agents, Identification of Woods and the Construction of Projects.

## Occupational Core

Trade Safety, Reading & Interpreting Carpentry/Joinery Drawings, Use of Carpentry/Joinery Hand Tools, Portable Power Tools & Shop Equipment (Drill Press, Radial Arm Saw, Table Saw, Band Saw, Jointer & Thickness Planer), Construction of Woodworking Joints, Use of Materials & Hardware, Platform Frame Construction Methods, Stair construction, Construction of a simple cabinet and the Use of Specialty Tools such as Air-Nailers, Powder Actuated Tools and Chainsaws.

## Carpentry Specialty

Use of safety belts and life lines, Laying out a site and buildings including drawing plans and elevations for a small building, Use of a builder's level, Positioning batter boards, Calculation of quantities and costs, Building concrete forms including footing forms, Strip-easy and Snap-tie forms, Floor framing including sill plates,

Pony walls, Beams, Columns, Floor joists, Bridging and sub-flooring, Wall framing including sheathing, Interior partitions, Installation of insulation and vapour barrier and construction of a single-pole scaffold, Roof framing including installation of ceiling joists, Framing a gable and hip roof, including erection of residential trusses, Roof sheathing and strapping and the installation of shakes and shingles, the installation of steel studs and drywall on both wood and steel, internal and external finishing including installation of Windows, Doors, Exterior Siding, and Mouldings.

## Joinery Specialty

Selection of specialty materials, including solid woods, plywoods, composition boards and miscellaneous materials, the use of joints and fasteners including multiple dovetail joints, the use of Joinery Shop Equipment including the Shaper, Overhead Router, Dowel Boring Machine, Hand Stroke Belt Sander and Lathe, the use of Cabinet Hardware, including Door, Drawer Shelf and Specialty Hardware, the application of Layout Techniques, including Reading and Interpreting Shop Drawings, Drawing Layouts both fullsize and scale, the Compiling of a Cutting Bill, the Machining of Cabinet Details including breakout procedures, the assembly of cabinets including Carcass Frame, Stiles, Rails, Doors, Drawers and other Components, Installation of Plastic Laminates, the preparation of surfaces for finishing including Sanding, Filling, Sealing, Staining and Finishing, the cutting and installation of glass, the installation of cabinets including Fastening, Scribing and Fitting and Installation of Wall Panels.

## Trades Qualification (TQ) Up-Grading

Northwest Community College provides TQ Up-grading to provincial or inter-provincial standards for Carpentry. These courses are available as required by the Ministry of Advanced Education and Job Training. They are designed to prepare the experienced trade person for the qualification exam required for certification. For further information, please contact your nearest Northwest Community College Centre or Ministry of Advanced Education and Job Training, Apprenticeship and Employment Training Program Branch.

### Northwest Community College will be offering the following APPRENTICESHIP TRAINING COURSES FOR 1989/90

<i>Carpentry I</i>	- October 2 - November 10, 1989
<i>Carpentry II</i>	- November 14 - December 22, 1989
<i>Carpentry III</i>	- January 2 - February 9, 1990
<i>Carpentry IV</i>	- February 12 - March 23, 1990
<i>Carpentry I</i>	- March 26 - May 4, 1990

*Students are placed in these courses by the  
Ministry of Advanced Education and Job Training.*

*For further information on any of the above courses,  
contact the Carpentry Instructor at the Terrace Campus.*

# Community Support Worker Program

(Available at our TERRACE CAMPUS only)

*"Just as speech expresses thought and just as our words can inform us of our thoughts; so our acts inform us of our intentions."* Jean-Paul Sartre

The Community Support Worker Program (CSW) is for those people who wish to develop specific social service worker skills to assist people with mental handicaps, mental illnesses, and physical disabilities. The program emphasizes the theory and practise of community based care for northern communities. Training is provided to prepare the student to work at a para-professional level in the following areas: Group Home Care Workers, Instructor Aides, Child Care Workers, Self-help Workers and Community Worker generalists.

The course is ten months in length and students shall earn a certificate in community support work. Those students who already possess certificates in other social service related courses shall be granted diplomas upon course completion.

Students who wish entry into this program must display appropriate interest, ability and maturity for this kind of work. Students who complete the program should have the foundation to pursue other human and social services studies in fields such as Social Work, Social Sciences, Human Services Education.

## Admission Requirements

Persons accepted into the C.S.W. program must:

1. Have Grade 12 English writing level.
2. Present evidence of a medical examination and evidence of a recent chest X-ray for T.B.
3. Demonstrate a mature attitude, and must attain age 19 by graduation.
4. Submit two letters of reference from people in social services preferably in the field of disabilities.
5. Participate in a personal interview prior to acceptance.
6. Produce a one page covering letter on why you would like to take the program.
7. Also, work or volunteer experience in the field of disabilities is strongly recommended.
8. Students should be aware that some employers will request a Crime Prevention information check as a stipulation of employment.
9. New students may be admitted into selected courses in January of each year.

## How to Apply

Applications for the 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 CSW Department in either June or August before the commencement of the academic year.

## Dates and Locations

The program extends from September until June of each year. The first semester starts in September and expires before Christmas. The second semester begins in January and finishes at the end of April. The third semester is an extended two month field practicum undertaken with a community agency. The extended practicum is done in the months of May and June.

## Fees

See General Information section.

## Student Status

While only full time students are allowed to assume the field practicum, part-time students are more than encouraged to take one or more C.S.W. courses. Note that some second semester courses may require first term prerequisites.

## Probation

In addition to maintaining satisfactory academic progress, i.e. GPA of 2.5, students are also expected to develop a level of relevant helping skills necessary for successful performance in the social services field. Admission to the practicum requires successful completion of the CSW course work and the permission of the CSW instructor.

A student who fails to develop to the appropriate skills necessary for successful completion of the program may be required to undergo a period of probation, or be dismissed from the CSW program.

COMMUNITY SUPPORT WORKER PROGRAM			
SEMESTER 1		SEMESTER 2	
CSW 100-3	Introduction to Community Support	CSW 200-3	Community Support Advanced
CSW 101-3	Special Needs Overview	CSW 202-3	Needs, Supports and Services Advanced
CSW 102-3	Needs, Supports and Services	CSW 210-3	Leisure Activities
CSW 110-3	Helping Skills	CSW 221-3	Health Care and the Handicapped
CSW 120-3	Health Care Planning	CSW 225-3	Group and Teamwork
CSW 130-3	Training Techniques for Practicum I	CSW 230-3	Training Techniques for Practicum II
CSW 229-3	Children: Family Needs and Support	CSW 231-3	Training Techniques for Extended Practicum
English 151-3	Business and Technical Writing	Psychology 102-3	Introductory Psychology II
Psychology 101-3	Introductory Psychology I		
SEMESTER 3			
CSW 231-3 Training Techniques for Practicum III			

## C.S.W. COURSE DESCRIPTIONS

### CSW 100-3

#### Introduction to Community Support

This course is the study of the current practices and procedures used when providing support to people with handicaps living in the community. The student is introduced to concepts such as the definition of community, contemporary social organization and political rights. Students will then proceed to gain special knowledge on issues such as mental retardation, normalization and community services.

### CSW 101-3 Special Needs Overview

This course is the study of various conditions of mental retardation, mental illness, and physical disabilities. The student is introduced to a variety of issues like origins and causes, relevant traits, definitions, diagnosis and assessment, prevention and intervention of particular disabilities. By the end of the course, the student will be aware of the complexities and the considerations that need to be taken into account when working with exceptional people.

### CSW 102-3 Needs, Supports and Services

This course is the study of the relating, assessing, and networking of individuals with handicaps to available supports and services. The student is introduced to specific issues such as the human and legal rights of citizens in Canadian society. Students will then proceed to link the notion of rights to questions of support services for people who have handicaps.

### CSW 110-3 Helping Skills

This course is the study of the processes of interpersonal communication, such as defining the characteristics and needs involved with helping others. Students will explore basic issues of helping (i.e. beliefs and values) to practicing skills of effective communication. This course requires active participation by all students. There is no exam given in this course. Class meetings will include lectures, discussions, role plays, and practice sessions.

### CSW 120-3 Health Care Planning

This course is the study of the principles of health care planning. The student is introduced to concepts such as Health and Community Based Care in Canada. Students will then learn to apply health planning and research models for individuals with handicaps.

### CSW 130-3

#### Training Techniques for Practicum I

This course is an introduction to the structure of the available community resources. By the end of the course, the student will be aware of personal experiences of exceptionally challenged people. Also, the students will gain general understanding and skills regarding program planning, observing and recording, techniques for skill acquisition, evaluation and basic behavioral management.

Class meetings will include guest speakers, videos, day observation visits (practicum), lectures and discussions.

### CSW 229-3

#### Children: Family Needs and Support

This course is the study of typical family dynamics and needs. The student will be familiar with a variety of common family structures and patterns within the family. The student will also understand the stages of acceptance and adjustment issues of families, their needs and the role of the community support worker. Class time will include guest speakers, lectures, and discussions.

### CSW 200-3

#### Community Support Advanced

This course is the study of strategies to assist people with handicaps to exercise their legal and social rights. The student will learn to apply concepts of building personal advocacy and community to a whole range of social development issues. Students will then become aware of the ideas of community practise and community development as it pertains to people who experience handicaps.

### CSW 202-3

#### Needs, Supports and Services Advanced

This course is the study of the development and maintenance of services and support networks for people with handicaps. The student is introduced to issues of support services for people who have forms of mental illnesses. Students will then analyze material of a social development nature in order to recommend programs and policies to meet the needs of people experiencing varying degrees of disabilities.

### CSW 210-3 Leisure Activities

This course is the study of leisure and play opportunities for people who have handicaps. The student will be familiar with the functions of leisure activities. Also the student will be able to adapt, organize and implement these activities (i.e. play, sports, music, social games and hobbies) to the needs of his or her clients. Prerequisite: C.S.W.100 or student can be admitted in by discretion of the instructor. It is also suggested that students have a basic background or experience in program planning.

### CSW 221-3

#### Health Care and the Handicapped

This course is the study of basic first aid, the community care licensing requirements that are related to health care issues such as the use of and storage of medication, understanding human needs, and stress management. Also, the student will be introduced to some strategies in which to meet the needs of the clients (i.e. assisting clients during meal times, learning to lift and transfer clients safely).

Class meetings will involve guest speakers, lectures, discussions, and videos.

### CSW 225-3

#### Group and Teamwork

This course is the study of specific issues related to working effectively within residential teams and groups. By the end of the course, the student will be aware of characteristics and issues of group functions on a general and specific level (i.e. providing services as a team for exceptional people).

This course requires active participation by all students. Class time will include lectures, discussion, role plays, and practice sessions. NOTE: Suggested by instructor that student takes CSW 110 or have knowledge of helping skills.

### CSW 230-3

#### Training Techniques for Practicum II

This course is a continuation of the structure of the available community resources with an emphasis upon visits to particular agencies and residences. The student will also be introduced to ideas and issues of research and planning in the social services. Students will be expected to produce a hypothetical research plan and social service brief.

### CSW 231-3

#### Training Techniques for Extended Practicum

This course is the final portion of the structure of the available community resources. The student will spend two hundred and forty hours in a particular community agency or residential setting that she/he wishes to be trained in. During the practical hours, the student will be expected to apply ideas, issues and skills of research and planning in his/her practicum placement.

Prerequisite: CSW 130 and CSW 230.

### English 151-3:

#### Business and Technical Writing

See Academic section for description.

### Psychology 101-3:

#### Introductory Psychology I

See Academic section for description.

### Psychology 102-3:

#### Introductory Psychology II

See Academic section for description.

# Continuing Care Assistant

formerly known as  
 ("Long Term Care Aide/Homemaker Program")

Available at the TERRACE CAMPUS on a regular basis.  
 Offered throughout ALL COLLEGE CENTRES subject to Agency and Public needs.

This combined 16 WEEK PROGRAM prepares a graduate to function under supervision as a:

1. Continuing Care Assistant in a PERSONAL CARE, INTERMEDIATE CARE or EXTENDED CARE facility;

AND AS A

2. Home Support Worker in a CLIENT'S PRIVATE HOME.

The graduate will be competent and confident in performing specified skills and will have the medical knowledge of an "informed consumer".

## COURSE OUTLINE

(Provincial Government Curriculum) is organized into 7 major tracks.

TRACK	THEORY	TRACK	THEORY
E	Orientation to Health Field	C	Personal Assistance
D	Communications	A	Nutrition
G	Body Structure/Function - Basic Needs & Mental Health	F	Emergencies
		B	A Safe & Clean Environment

The above theory is combined with labs and exams for eight weeks followed by an eight week practicum. The practicum is organized with a local Home Support Agency, Intermediate Care facility, Extended Care facility and Group Homes. Upon successful completion of the program graduates will receive a Continuing Care Assistant Certificate which is recognized by all Health Care agencies in the province.

### Admission Requirements

1. Have completed Grade 10, ABE Intermediate, or its equivalent.
2. Reflect the desire and interest to work with people of varying ages and from various cultural backgrounds.
3. Submit a medical examination and immunization report prior to final acceptance.
4. Interview.
5. Supply own uniform (as stipulated by N.W.C.C.).

### Fees

See General Information section.

### Books and Supplies

Books, uniform etc., are approximately an additional \$120.00.

For further information contact the Nursing Coordinator, Terrace Campus.

# Cook Training

(Professional Cook Training)

Available at our TERRACE CAMPUS only.  
 Home/Work Study is available at ALL CAMPUSES.

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 FIVE OPTIONS

- |   |                |
|---|----------------|
| 1. Short Order Cooking Programs   | 3 months       |
| 2. Camp Cooking Program   | 6 months       |
| 3. General Cooking Program  | 12 months      |
| <i>The above programs are designed for people who have decided to make a career for themselves in the hospitality industry.</i> |                |
| 4. Trades Qualification Program   |                |
| 5. Upgrading  | up to 3 months |

### Admission Requirements

Completion of Grade 10, ABE Intermediate or equivalent. It would be to the advantage of the applicant 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 diseases.

### Fees:

See General Information section.

### Books and Supplies:

Up to \$145.

### 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 protective, leather 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
- Vegetables
- Meats, Poultry and Seafoods  
(Grilling, Broiling, Pan Frying and Deep Frying)
- Sandwiches and Salad Production
- Breakfast Cookery
- 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.

## Professional Cooking Trades Qualification Program

*This program is designed to help the student prepare for the Tradesmen's Qualifications exam and will allow a student to work at his/her own pace at home and in the workplace.*

It is based on guided independent study practices, which means that a student is never alone but will be in regular contact with an instructor for assistance and guidance.

*This can be done in person, by telephone, or by some other form of communication.*

The program is divided into 8 modules. As each is completed, the student progresses to the next module. In this way, knowledge and understanding of one subject is attained before the student begins studying another.

This program is designed for Cooks who have worked in the industry for a number of years and are now ready to pursue their Trades Qualification Certificate. It is also designed for Cooks who, although not yet qualified to take the T.Q. exam, wish to up-grade their skills.

### *Benefit of Having a T.Q. Certificate*

- The opportunity for career advancement
- Recognition from industry when applying for a position
- Recognition from colleagues and other Certified Cooks
- Official provincial recognition
- The knowledge and the right to take the Interprovincial Examination

### **NOTE:**

*It is strongly recommended that those who wish to take the T.Q. exam in this trade should contact their nearest Ministry of Advanced Education Training Apprenticeship Counsellor to make sure they are qualified. This qualification requires proof of 4 years (8,000 hours) experience in a kitchen with a varied menu.*

## Upgrading Program

This program is for individuals who have been, or who are working in the industry and want to up-grade their skills or gain new ones, whether for personal pride in their jobs, a necessary requirement by their employer, or for the advancement within the industry. *The content of the program is designed in an interview with the applicant, to assess the skills and length of time needed to complete the upgrading.*

### **EVENING COURSES** (Terrace Campus)

**Meat Cutting - Designed for the Hunter**  
**Cake Decorating - Beginner**

*(Prospective students should watch for the regular brochure in early January and September for details)*

*For further information contact the Cook Training Department at the Terrace Campus.*

# Early Childhood Education

*The full-time program is offered at the TERRACE CAMPUS only.*

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 skin test for TB.
- Have successfully completed Grade 12 and show evidence of good student potential.
- Have some experience with young children, particularly with groups of children.

References may be presented at the time of interview.

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

## How to Apply

Applications should be submitted through the office of the Registrar as early as possible. 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 Fall, Winter and Extended semesters, students are required to have 500 hours of work experience. Students are then required to submit course transcript and documentation of 500 hours to Gayle Davies, Community Care Facilities Licensing Board, Ministry of Health, 5th Floor, 1515 Blanchard Street, Victoria, B.C., V8W 3C8.

## Dates and Location

The program extends from September to June.

ALL STUDENTS MUST ATTEND AN ORIENTATION CLASS ON THE FIRST DAY OF THE FALL SEMESTER.

## Fees and Costs

For tuition fees, see the General Information section. Books and other supplies will cost approximately \$800 per year.

FALL SEMESTER	
ECE 101	Program Development
ECE 101B	Seminar
ECE 102	Curriculum Development
ECE 104	Health and Nutrition
ECE 125	Practicum I
ECE 134	Intro. to Child Development
PSYC. 201-3	Developmental Psychology I

WINTER SEMESTER	
English 151-3	Technical Writing I
ECE 121	Program Development
ECE 122	Curriculum Development
ECE 123	Issues in Family Living
ECE 126	Practicum II
ECE 128	Model and Methods of Parent Involvement
ECE 127	Practicum III - May
PSYC 202-3	Developmental Psychology II

EXTENDED SEMESTER	
ECE 131	Program Development III
ECE 132	Curriculum Development III
ECE 135	Working with Special Children

POST-BASIC (LEVEL II) TRAINING PROGRAM		
Under 3 Supervisor Training	Core Courses	Special Needs Supervisor Training
- Care and Guidance of Infants 60 hrs. (ECE 218) 3 credits	- Infant Development and Growth 60 hrs. (ECE 201) 3 credits	- Special Education and Programming 60 hrs. (ECE 250) 3 credits
- Under Three Practicum I 132 hrs. (ECE 227) 6 credits	- Working with Families 30 hrs. (ECE 206) 3 credits	- Special Education Practices Practicum I 60 hrs. (ECE 251) 6 credits
- Under Three Practicum II 132 hrs. (ECE 228) 6 credits	- Health, Safety and Nutrition in ECE 30 hrs. (ECE 213) 3 credits	- Special Education Practices: Practicum II 1400 hrs. (ECE 252) 6 credits
	- Administration Skills for ECE Centres 20 hrs. (ECE 208) 3 credits	

Successful completion of one of the above programs leads to a College Certificate in Under Three Supervisor Training; the other to a Certificate in Special Needs Supervisor Training. In order to be registered in B.C., certificate holders must present proof of their successful completion of the Post-Basic (Level II) Program to the Provincial Child Care Facilities Licencing Board, Victoria, B.C.

## E.C.E. COURSE DESCRIPTIONS

*Courses and Practicum hours as outlined are mandatory for completion.*

### **Early Childhood Education 101: Program Development I**

An introduction to planning and development of programs for pre-school centres, principles of guidance, use of materials and equipment, routines of play. (6,0,2)

### **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, 1)

### **Early Childhood Education 121: Program Development II**

History of early childhood and childcare throughout the world. Current issues in Early Childhood. (4,0,2)

### **Early Childhood Education 122: Curriculum Development II**

A continuation of 121 with an emphasis in the curriculum areas of music, science and social studies. (6, 0, 0)

### **Early Childhood Education 123: Issues in Family Living**

The course covers working with people, family forms, marriage and family patterns. It will examine the changes occurring in family life. (4, 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 five-week practicum in which a student will model behaviours of a competent aide. (0, 6, 1)

### **Early Childhood Education 126: Practicum II**

To participate in a centre, as an assistant, two days per week. (0,14,0), plus 3 week block practicum.

### **Early Childhood Education 127: Practicum III (May Practicum)**

To participate as a staff member in one pre-school or day care centre for five weeks. (0, 35, 0)

### **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 II**

A continuation of 121 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 Development III**

A continuation of curriculum areas plus a unit and theme approach to developing teaching experiences for the Early Childhood program. (6,0,0)

### **Early Childhood Education 134: Introduction to Child Development**

A study of child growth and development looking at ages and stages, and theories in the early years. Conception, pregnancy, birth through five years of age. Also, the class will examine and use a number of observation methods to develop a broad repertoire of data-collecting ideas. (3, 1, 0)

### **Early Childhood Education 135: Working with Special Children (HSW 160)**

An introduction to causes of learning handicaps of the communicationally, physically, learning and severely handicapped. Recognition of behavioral commonalities among exceptional children, including the gifted. (4, 0, 0)

### **English 151-3:**

See Academic Section for description.

### **Psychology 201/202-3:**

See Academic Section for description.



## **DISTANCE EDUCATION BY TELECONFERENCING**

### **NORTHWEST COMMUNITY COLLEGE WILL BE OFFERING**

### **COURSES IN EARLY CHILDHOOD EDUCATION**

*Teleconferencing enables students in B.C.'s Northwest to take credit courses in their community by linking them with their instructor and other students in more than one location.*

*Classes will include lectures, interactive seminars, audio and video tapes. A bridging of a series of telephone lines allows everyone to hear and talk to everyone else.*

**STUDENTS WILL MEET IN  
THEIR OWN COMMUNITIES.**

# Electronics Technician Program

*Provincial Core is available at TERRACE, KITIMAT and PRINCE RUPERT.  
ALL other courses are available at TERRACE only.*

The Electronics (8 month Provincial Core program) prepares individuals to install, maintain, modify, calibrate, troubleshoot and repair basic electronic equipment, with safety and confidence, and provides the basis for further training at N.W.C.C. or for transferring to other Colleges.

The Electronics Department tailors programs to meet your needs. Computer aided instruction (CAI) processes used by the college enable a high degree of flexibility.

We are offering an array of new courses in 1989 to give you the opportunity to stay abreast of the rapidly changing technology in today's industrial and business environment.

## Admission Requirements

Grade 12 or equivalent ABE Level 4 or adult status with Math 12 and Physics 11.

## Provincial Core Program

For full Certification of the Provincial Core standard the following subjects must be completed, or completion of equivalent courses.

*Completion time approximately 8 months.*

COURSE	TEACHING METHOD	COURSE	TEACHING METHOD
Introduction to Computer Software	Lecture & Self Study	Operational Amplifiers	Self Study
Use of Operating System (D.O.S.)	Self Study	Digital Techniques	CAI *
Use of Software Packages	Self Study	Phase Lock Loops	Self Study
D.C. Electronics	CAI *	Microprocessors	Self Study
A.C. Electronics	CAI *	Keeping Records & Files	Self Study
Semi-conductors	CAI *	Preparation of Technical Report	Self Study
Electronic Circuits	Self Study		
* CAI - Computer Aided Instruction			

The Electronics Department offers other courses that are available on a self study basis during the day or evening at the Terrace Campus, and will be of interest to those people who are presently employed in the electronics industry and wish to upgrade their qualifications.

The courses may also be of interest to the electronic hobbyist, or those people who may wish to do minor repairs on electronic equipment, or learn through experimentation in a safety controlled environment.

*The following courses are available to those people who have completed the provincial core or equivalent electronic programs.*

FALL/WINTER SESSION - Days (8:00 a.m. - 3:00 p.m.),

WINTER SESSION ONLY (January - March) - Nights (3:00 p.m. - 10:00 p.m.)  
(Subject to Demand)

*Hours stated for each of the following courses are approximate times only.*

COURSE	TEACHING METHOD	APPROXIMATE LENGTH
Advanced Electronic Circuits	Self Study	180 hours
Advanced Electronic Circuits (option)	Self Study	300 hours
Operational Amplifiers	Self Study	150 hours
Phase Lock Loops	Self Study	120 hours
Fiber Optics Theory, Practice	Self Study	120 hours
Radio Wave Propagation	Self Study	30 hours
Antenna Systems	Self Study	30 hours
Electronic Test Equipment	Self Study	120 hours
CMOS Digital Techniques	Self Study	120 hours
Microprocessor Interfacing	Self Study	150 hours
Microprocessor Applications	Self Study	150 hours
An Introduction to Robotics	Self Study	300 hours

## Specialty Programs

Available at the TERRACE CAMPUS only. (8:00 a.m. - 3:00 p.m.)

### Automotive Electronics (Lecture Format)

Course Length - 4 months

Pre-requisites: Grade 11 Math and Physics and the desire to learn Electronics.

**COURSE WILL RUN SUBJECT TO DEMAND. START DATES: TO BE ARRANGED.**

This course is designed for mechanics, who require the knowledge to use test equipment in trouble shooting automotive or heavy duty equipment that uses electronically controlled systems.

D.C. Electronics  
A.C. Electronics  
Semiconductor Devices  
Electronic Circuits  
Digital Logic Gates  
Introduction to Automotive E.C.M.  
Transducer Devices and Applications  
Automotive Transducer Circuits  
Applications of Automotive Electronic Trouble Shooting.

- Use of D.V.M.
- Use of Logic Probes
- Use of Oscilloscopes
- Interpretation of Manufacturers Data Sheets
- Read and Construct Ladder Diagrams
- Read and Interpret Automotive Wiring Diagrams
- Test Transducer Devices

### Telecommunications Course

Course dates will run subject to demand, so please pre-register.

Pre-requisite: Completion of the Provincial Core Program.

You learn by doing "hands-on" practical as well as theoretical lectures.  
(Lecture 720 hours, plus 120 hours practicum period will be arranged if required.)

- Introduction to communications systems
- Two-way mobile radio,
- Antennas and transmission lines
- Fiber optics, pulse modulation,
- Data communication systems
- multiplexing, microwave and satellite

**INDUSTRIAL ELECTRONIC courses will be made available  
on sufficient demand, please call us!**

For further information contact the ELECTRONICS DEPARTMENT at the Terrace Campus.

## Fisheries and Marine Training

Programs available at our PRINCE RUPERT CAMPUS only.  
Home Study is available at ALL CAMPUSES.

The Department of Transport (D.O.T.) regulations for the certification of *Masters, Mates, Engineers* and *Deck Personnel* for the fishing industry and the general stream, have been reviewed. Many changes are taking place, changes that will require certification of sea-going personnel who, up to the revision of the regulations, were able to operate without a certificate.

**THE TIME TO ACT IS NOW  
THE DEPARTMENT OF TRANSPORT HAS ISSUED THE WARNINGS  
DON'T BE LEFT BEHIND!**

*Northwest Community College, Marine Training Department, Prince Rupert* offers Department 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, upgrading tutorials for ON II and ON I levels are also available.

1. The Certificate Preparation programs are offered in two modes:
  - a) Full-time daytime courses from 0830 hrs. to 1530 hrs., 5 days per week, commencing October of each year.
  - b) Continuous-intake, self-paced format on a tutorial basis. An instructor will be available to assist the student at most times when required. 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 D.O.T. examinations can be attempted on the fourth week of every month except August.
2. All parts of the program are modular with the examinations attempted on completion of each module.
3. The various levels of certification and modules required for each specific examination are listed below, along with the estimated average time of completion and estimated cost.
4. Financial assistance may be available through the Canada Employment Centre for some of the marine programs. Contact the Canada Employment Centre for further information.

COMMAND ENDORSEMENT CERTIFICATE		
Modules:	Estimated Time	Estimated Cost
042 Chartwork and Pilotage	4 wks.	
072 Meteorology	3 wks.	
090 Ship Management	2 wk.	
160 General Seamanship	2 wks.	
Tuition Fees - \$75.60 per month =		\$207.90
<b>Additional Requirements are:</b>		
Must hold Watchkeeping Mate Certificate		
Sen II Prep. at NWCC	1 wk.	
Sen II at PMTI, Vancouver	2 wks.	\$250
Officer Certification Course 'C' and	1 wk.	\$160
Sr. Officer Course 'D' at PMTI, Vancouver		
CPR (Part of the MED III)		\$ 25
Examination Fees		\$106
<b>TOTAL (including PMTI)</b>	<b>15 wks.</b>	<b>\$748.90</b>
Refundable Book Deposit		\$ 50

**DECKHAND UP-GRADING [6 Weeks]**

Introductory training for Certificate of Competency; a course for workers employed in the marine industry (towing, fishing, ferries and other areas), who wish to up-grade their skills to a level that will enable them to enter a program of certificate preparation leading up to ship's Master or Mate. The objective is to train a deckhand in the theoretical and practical skills required to carry out his duties in a superior and efficient manner that he may be selected for training as a ship's officer and may enter an officer's training program with confidence.

This course covers Basic Chartwork, Practical Seamanship, Theoretical Seamanship, Small Vessel Safety A2, Fishing Skills (including net mending and hanging), Communication.



FISHING MASTER II CERTIFICATE		
Modules:	Estimated Time	Estimated Cost
041 Chartwork and Pilotage	4 wks.	
061 Navigation Safety	2 wks.	
157 General Ship Knowledge	3 wks.	
021 Navigating Instruments	5 wks.	
011 Communications	1 wk.	
072 Meteorology	3 wks.	
099 Ship Management	2 wks.	
168 General Seamanship	3 wks.	
Tuition Fees - \$75.60 per month =		\$ 434.70
<b>Additional Requirements are:</b>		
Standard First Aid	3 days	\$ 65
SEN I (A) may be taken at NWCC	4 wks.	
SEN I (B) at PMTI, Vancouver	2 wks.	\$ 160
Survival Craft B1 at PMTI, Vancouver	1 wk.	
Marine Fire Fighting B 2 at PMTI, Vancouver	1 wk.	
(Must hold a Basic Safety A1 or a Small Vessel Safety Course A2 before attending B1 or B2		
A1 and A2 may be taken at NWCC)	1 wk.	\$ 100
Examination Fees		\$ 190.80
<b>TOTAL (including PMTI)</b>	<b>33 wks.</b>	<b>\$1,235.50</b>
Refundable Book Deposit		\$ 50

FISHING MASTER III CERTIFICATE		
Modules:	Estimated Time	Estimated Cost
041 Chartwork and Pilotage	4 wks.	
061 Navigation Safety	2 wks.	
157 General Ship Knowledge	3 wks.	
020 Navigating Instruments	3 wks.	
011 Communications	1 wks.	
167 General Seamanship	3 wks.	
Tuition Fees - \$75.60 per month =		\$ 302.40
<b>Additional Requirements are:</b>		
Small Vessel Safety A2	1 wk.	\$ 100
Safety Oriented First Aid (SOFA)	1 day	\$ 40
Examination Fees		\$ 148
<b>TOTAL</b>	<b>17 wks.</b>	<b>\$ 590.40</b>
Refundable Book Deposit		\$ 50

FISHING MASTER IV CERTIFICATE		
Modules:	Estimated Time	Estimated Cost
040 Chartwork and Pilotage	3 wks.	
061 Navigation Safety	2 wks.	
020 Navigating Instruments	3 wks.	
166 General Seamanship	3 wks.	
Tuition Fees - \$75.60 per month =		\$ 207.90
<b>Additional Requirements are:</b>		
Small Vessel Safety A2	1 wk.	\$ 100
Safety Oriented First Aid (SOFA)	1 day	\$ 40
Examination Fees		\$ 106
<b>TOTAL</b>	<b>12 wks.</b>	<b>\$453.90</b>
Refundable Book Deposit		\$ 50

MASTER MINOR WATER		
Modules:	Estimated Time	Estimated Cost
Chartwork and Pilotage	3 wks.	
Ship's Business and Knowledge	4 wks.	
Oral and Practical	4 wks.	
Tuition Fees - \$75.60 per month		\$ 207.90
<b>Additional Requirements are:</b>		
Survival Craft B1 at PMTI, Vancouver	1 wk.	\$ 140
Marine Fire Fighting B 2 at PMTI, Vancouver	1 wk.	\$ 145
Must hold a Basic Safety A1 or A2 before attending B1 or B2		
A1 and A2 may be taken at NWCC	1 wk.	\$ 100
Standard First Aid	3 days	\$ 65
Examination Fees		\$ 84
<b>TOTAL</b>	<b>15 wks.</b>	<b>\$ 741.90</b>
Refundable Book Deposit		\$ 50

MASTER SMALL CRAFT (40 Ton)		
	Estimated Time	Estimated Cost
Four-week period of tuition	4 wks.	\$ 75.60
Examination Fees		\$ 42
<b>TOTAL</b>	<b>4 wks.</b>	<b>\$117.60</b>
Refundable Book Deposit		\$ 50

For those mariners requiring certificate preparation for certificates other than those listed, 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 D.O.T. documentation before commencing training. D.O.T. documents may be obtained from the local Canadian Coast Guard (Ship's Safety Branch) office.

WATCHKEEPING MATE		
Modules:	Estimated Time	Estimated Cost
041 Chartwork and Pilotage	4 wks.	
061 Navigation Safety	2 wks.	
151 General Ship Knowledge	4 wks.	
021 Navigating Instruments	5 wks.	
161 General Seamanship	3 wks.	
Tuition Fees - \$75.60 per month =		\$ 340.20
<b>Additional Requirements are:</b>		
Standard First Aid	3 days	\$ 65
SEN I (A) may be taken at NWCC	4 wks.	
SEN I (B) at PMTI, Vancouver	2 wks.	\$ 160
Survival Craft B1 at PMTI, Vancouver	1 wk.	\$ 140
Marine Fire Fighting B 2 at PMTI, Vancouver	1 wk.	\$ 145
(Must hold a Basic Safety A1 or a Small Vessel Safety Course A2 before attending B1 or B2)		
A1 and A2 may be taken at NWCC	1 wk.	\$ 100
Each D.O.T. examination is \$21.20 with the exception of the oral examination which is \$42.40		\$ 127
<b>TOTAL (including PMTI)</b>	<b>28 wks.</b>	<b>\$1,077.20</b>
Refundable Book Deposit		\$ 50

### HOME STUDY PROGRAM

For the mariner who prefers to study at home or while at sea, N.W.C.C. has developed, and is developing a number of self-instructional modules to help prepare for specific D.O.T. examinations. Students work on their own; however, free tutorial help is available by telephone or a student may work with a tutor at the College when time permits.

#### Modules currently available are:

040 Chartwork and Pilotage	061 Navigating Safety	
041 Chartwork and Pilotage	166 General Seamanship	
020 Navigating Instruments	011 Communications	Study material available
021 Navigating Instruments	072 Meteorology	but not in Self Study Format
151 General Ship Knowledge		

**FEE FOR EACH MODULE - \$75.00**

OTHER DAYTIME COURSES OFFERED		
Gill Net Repair and Hanging	Fee \$200	60 hrs.
Gill Net Repair	Fee \$100	30 hrs.
Basic Safety Course A1 (19 1/2 hrs.)		
Small Vessel Safety Course A2 (26 hrs.)		
Marine Emergency Duties I (MED I)	Fee \$100	1 week
Simulated Electronic Navigation I		
Part A (SEN I)	Fee \$ 75.60	4 weeks
Introduction to ARPA		1 week
(Automatic Radar Plotting Aid)		
Prep. for Sen II		
EVENING COURSES OFFERED		
Coastal Navigation		30 hrs.
Celestial Navigation		30 hrs.
Gill Net Mending		30 hrs.
Gill Net Mending & Hanging		60 hrs.
Introduction to ARPA		30 hrs.

### D.O.T. REGULATIONS

*(Certificate of Service) - (6 weeks)*

**D.O.T.** is proposing for those fishermen who, under the new Regulations, will require a Fishing Master's Certificate and have operated a fish boat (60 tons or over) for not less than one year in the past six years, that a Certificate of Service will be issued on completion of an approved course.

### AQUACULTURE PROGRAM

*Come in and put your name on a waitlist for this course commencing in September.*

**Prince Rupert Campus** will be offering a **10 month course in Aquaculture**. This course is designed to meet the training needs of the expanding Aquaculture industry in the Northwest. In the classroom, students will be trained in a wide range of practical and theoretical subjects. This classroom instruction will be complemented by the practical portions of the course, during which students will gain work experience with operating Aquaculture enterprises. Classes run from 8:30 a.m. - 3:30 p.m., Monday to Friday.

#### Admission Requirements

Grade 12 graduation, including Biology 12 with Chemistry 11, Physics 11 and Math 11. Basic competence in English will also be necessary. Each applicant will be interviewed to assess his/her suitability for the program and this interview, together with the applicant's academic background will determine admission. Mature students and those not meeting all the entrance requirements may, in certain circumstances, be admitted with the permission of the instructor. Those applications will be considered by the College on an individual basis.

#### Fees

See General Information section.

FALL	SEPT/DEC
Courses:	Hours/Wk
Biology 101	6
Aquaculture I	6
Aquaculture II	3
Aquaculture III	3
Aquaculture IV	6
Safe Boating	3
Small Engines	3
WINTER/SPRING	JAN/APRIL
Courses:	Hours/Wk
Biology 102	6
Aquaculture I	6
Aquaculture IV	6
Aquaculture V	3
Hydraulic Systems	3
Basic Construction	3
Net & Rope Work	3
MAY	
Business Education	60 hrs.
Introduction to Computing	60 hrs.

*There is a possibility that individual sections of the Aquaculture Program may be offered separately leading to a Fish Farm Worker's Certificate and/or credits towards the Aquaculture Diploma.*

*This program will be dependent on the total number of students enrolled for the year, and the individual.*



## AQUACULTURE COURSE DESCRIPTIONS

**Biology 101-102: Introduction to Biology**  
A basic university transfer course in general biology.

**Aquaculture I:**  
*Methods and Techniques in Aquaculture*  
Techniques and equipment used in the culture of Salmonids. Life Cycles and Biology of Salmonids.

**Aquaculture II:**  
Water Chemistry, Site Selection, Permits, Licence Management Plans and Waste Management.

**Aquaculture III: Mariculture**  
Suitability of a variety of organisms for culture. Methods and Techniques for culture of these organisms.

**Aquaculture IV: Practicum**  
The field component of the course will likely take the form of weekly work days at local farms and hatcheries.

**Aquaculture V: Aquaculture Project**  
An individualized project will be undertaken by each student with staff supervision and guidance.

**Safe Boating:**  
Tides, Currents, Meteorology, Charts and Navigation as they apply to small boat operators, also First aid, Marine Radio Operation and Boating Safety.

**Basic Construction Techniques:**  
Introduction to Construction and Fabrication with emphasis on safety and potential applications on an Aquafarm.

**Business Education:**  
Business Report and Letter Writing, Record Keeping, Journals, Ledgers, Invoices, Bookkeeping for Income Tax Records.

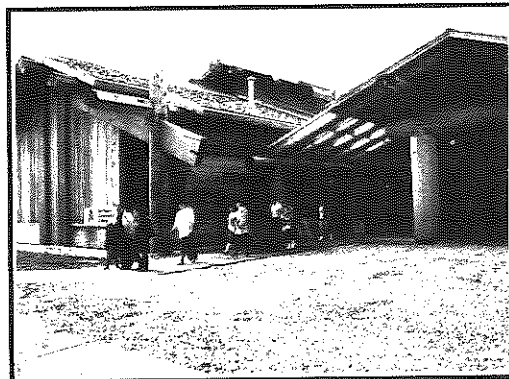
**Hydraulic Systems:**  
An introduction to Fluid Dynamics, Water Systems, Pumps, Hydraulic and Plumbing Systems as they relate to hatchery design.

**Introduction to Computing:**  
The use of Computer Programs for Small Business and specific experience with programs for Aquaculture.

**Net and Rope Work:**  
Knots, Net Mending and Net Pen Construction.

**Small Engine Repair Maintenance:**  
Fundamentals of service and repair and trouble shooting for small engines commonly used in the Aquaculture industry.

**\*Summer Practicum:**  
One (1) month practicum on an Aquaculture Operation to be arranged for completion of course.



*For further information regarding  
FISHERIES AND MARINE/AQUACULTURE COURSES  
contact the Director of Marine Programs Prince Rupert Campus 624-6054*

## Forestry Technologist

*Full-time program is available at our HAZELTON CAMPUS only.*

This is a 2 year diploma program offered by Northwest Community College. The enhanced program provides the students with cultural history and Resource Management. Graduates of this program will be Resource Managers as well as Technicians. The Forestry program will emphasize such skills as photo interpretation, surveying, mapping, timber cruising, silviculture practices and more.

### Admission Requirements

Applicants for the program must have Grade 12, including English 12, Algebra 11, and Math 12 or equivalent. Mature student entry is possible without these formal requirements, provided the student demonstrates mastery of equivalent knowledge or background.

### Fees

See general information section.

### COURSE OUTLINE

YEAR 1 - TERM 1	YEAR 1 - TERM 2
ENGL 161-3: Technical Communication I FRST 150-3: Introduction to Resource Management FRST 151-4: Botany FRST 152-4: Surveying FRST 153-4: Silvics & Dendrology FRST 155-4: Traditional Land Management, Native Culture & History FRST 158-1: First Aid FRST 159-2: Fire Control I MATH 161-2: Math Review	COM 270-0: Computer Science ENGL 262-3: Technical Communication II FRST 250-3: Forest Management & Harvesting FRST 255-4: Traditional Land Management, Native Culture & History FRST 259-2: Fire Control II FRST 271-4: Earth Sciences: Meteorology, Geology & Intro Forest Soils FRST 272-4: Forest Measurements I FRST 273-4: Habitat Typing & Ecology FRST 274-3: Wildlife Biology FRST 200-4: Summer Practicum
YEAR 2 - TERM 3	YEAR 2 - TERM 4
FRST 355-3: Traditional Management III FRST 359-2: Fire Control III FRST 372-3: Forest Measurements II FRST 374-3: Fish Biology FRST 375-3: Silviculture I FRST 376-3: Remote Sensing FRST 377-3: Forest Engineering FRST 378-2: Drafting/Computer Drafting	FRST 462-3: Technical Communications III FRST 455-3: Traditional Management IV FRST 475-3: Silviculture II FRST 481-3: Forest Pests FRST 482-2: Forest Products FRST 483-3: Forest Recreation FRST 484-2: Watershed Management

# Human Service Worker Program

*This full-time program is available at the TERRACE and QUEEN CHARLOTTE ISLAND CAMPUSES.*

The Human Service Worker (HSW) program is for those people who wish to obtain training and skills in the social service. This training includes university transfer courses and special courses to prepare the student to work at a para-professional level in helping and caring for people with different needs. Usually para-professional people are supervised by a professional person with a university degree.

This program is for people who want to train to be Human Service Workers such as home-school coordinators, 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 for graduates from this program include: child care workers, social work aides, financial assistance workers, native band social workers, life skills counsellors, etc.

Students who complete the program may wish to continue their education in order to go on into professional careers in human and social services such as: social worker, family counsellor, probation officer, management positions within corrections, high school or college counsellor or any other professional position in the social services 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 TB.
2. Demonstrate a mature attitude, and must attain age 19 by graduation.
3. Submit two letters of reference from previous employers or knowledgeable community people (e.g. high school teacher, guidance counsellor, community group leaders).
4. Come for a personal interview prior to acceptance.
5. Grade 12 English writing level.
6. Recommend Accounting 101 and 102.
7. Write a one page covering letter on why you would like to take the H.S.W. Program.
8. Have work or volunteer experience in the field of social and human services. (This is a recommendation.)
9. Students should be aware that some employers will request a Crime Prevention Information check from them as a stipulation of employment.
10. New students may be admitted to selected courses in January of each year.

## How to Apply

Applications for the 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

The program extends from September until June of each year. All students are required to attend our orientation at 9:00 a.m. on the day after Labour Day.

## Fees

See General Information section.

## Probation

In addition to maintaining satisfactory academic progress, i.e. GPA of 2.5, 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 students 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 BSW 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			
Semester 1		Semester 2	
English 151-3	Business & Technical Writing	HSW 142-3	Social Policy & Procedures
HSW 141-3	Intro. to Social Services	HSW 144-3	Dev. of a Community Agency
HSW 143-3	Issues in Social Services	HSW 162-3	Counselling Skills II
HSW 151-3	Counselling Skills I	HSW 166-3	Working in Social Services
HSW 153-3	Human Growth & Develop.	HSW 168-3	Computers in the Social Services
HSW 163-3	Food & Health	HSW 192-3	Practicum II
HSW 164-3	Behavior Intervention	HSW 193-3	Practicum III
HSW 191-3	Practicum I	Psychology 102-3	Intro. Psychology II
Psychology 101-3	Intro. Psychology I		

## H.S.W. COURSE DESCRIPTIONS

**English 151-3:**  
**Business and Technical Writing**  
See Academic section for description.

**HSW 141-3:**  
**Introduction to Social Services**  
This course introduces the student to the general practice of social work. The general knowledge base and the skills of social work are outlined. Particular emphasis is placed on generalist practice in rural communities. The major work environments of social service workers are analyzed. The general aim is to assist students in evaluating their interests and capabilities for entering the professional social services. (HSW 141 & 143 were formally offered as HSW 155) (3.5, 0, 0)

**HSW 142-3:**  
**Social Policies and Procedures**  
The aim of this course is to familiarize students with the social policies and procedures of the Canadian welfare system. Historical and recent developments of social policy are considered. Assessments of the various remedies to policy issues, notably poverty, are also discussed. (HSW 142 & 144 were formally offered as HSW 155) (3.5, 0, 0)  
Pre-requisite: HSW 141

**HSW 143-3:**  
**Issues in Social Services**  
This course allows the student to explore social service issues in depth, (e.g. Specialist/Generalist/Urban/Rural). The emphasis is on providing the ground work for an analytic frame and practice in a rural northern context. (3.5,0,0)  
Pre-requisite: HSW 141

**HSW 144-3:**  
**Development of a Community Agency**  
This course introduces the student to forming a social service agency for our diverse northern area. The emphasis is on the development, organization and operation of a potential agency. A seminar format is utilized throughout this course. (3.5,0,0)  
Pre-requisite: First term HSW, plus HSW 142, HSW 166

**HSW 151-3:**  
**Counselling I**  
The course introduces the student to the basic processes and content of effective communication. It defines role of concepts such as self concept, perception non verbal communication and self-awareness in counselling. This course is geared toward the human service worker student but may be of interest to those with more advanced training interested in improving their basic communication skills. (3.5, 0, 0)

**HSW 153-3:**  
**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. Growth is seen as an ongoing human process with different physical, emotional, social and cultural aspects at each age and phase. (3.5, 0, 0)

**HSW 162-3:**  
**Counselling Skills II**  
This course introduces the student to various counselling approaches. It identifies counselling strategies and provides opportunity for practical application of these skills through role play and structured exercise. This course stresses the importance of cross cultural awareness and addresses the reality of cultural differences. Individuals already employed in the social services may find this course beneficial for a refresher course in counselling skills. (3.5,0,0)  
Pre-requisite: HSW 151, or permission of Instructors.

**HSW 163-3: Food & Health**  
An analysis of food and health in the social services. An introduction to first aid is also included. (3.5,0,0)

**HSW 164-3:**  
**Behavior Intervention**  
Students will study how behavior is learned and how it can be relearned for effective living. This will include the basic tools for behavior change such as - reinforcement, goal setting and contracting, problem solving and decision making skills, assertiveness training. This course may appeal to the individuals who want to make some changes in their behavior and to facilitate change in others. (3.5, 0, 0)

**HSW 166-3:**  
**Working in Social Services**  
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 development of the community. (3.5, 0, 0)

**HSW 168-3:**  
**Computers in the Social Services**  
This is an introductory course to teach human service worker students about computers and their use in social services. An overall understanding of the general principles of how computers work is conveyed. The course will include word processing, data base, spreadsheet, drawing and graphics. Weekly labs will provide "hands-on" experience. (3.5, 3.5, 0)

**HSW 191-3: 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. (3.5, 6, 0)

**HSW 192-3: Practicum II**  
This course is designed to continue the preparation of the HSW student for an 8 week Spring Practicum. It includes further study into the agencies and facilities in the community. The focus of the total program is on networking to ensure the student works in partnership with other agencies, community support groups and professionals in the field. The student will apply to practicum placements, be exposed to interviewing panels and finally choose a placement best suited to the student. Workshops will form part of the content of this course for the student to develop and strengthen skills needed to analyze their own practice and apply theory to it. (3.5, 6, 0)  
Prerequisite: Successful completion of all course work to date with a G.P.A. of 2.5 or at the discretion of the instructors.

**HSW 193-3: Extended Practicum**  
This course is an eight week block placement at an approved agency or instruction following the completion of the academic semester. This practicum will allow the student to become thoroughly acquainted with the function of the agency and to learn to work within the structure in a human service worker capacity. This will include working with the consumer in a variety of roles such as: counselling, advocacy, education, group work and community development. (0, 30, 0)  
Prerequisite: Successful completion of all course work with a G.P.A. 2.5 and permission of instructors.

**Psychology 101/102-3:**  
See Academic section for description.

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# Mechanical Training Program

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*The entrance level (Mechanical Core) for the following programs is available at PRINCE RUPERT & TERRACE CAMPUSES only.*

*The academic portion is offered at ALL CAMPUSES.*

*Second level (Occupational Core) and Third level (Specialties) are offered at the TERRACE CAMPUS only with the exception of Marine Engine Repair which is offered in PRINCE RUPERT.*

The Mechanical Training Program provides students 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 locations to in-field mechanical repairs in winter months. Generally, wage levels in the mechanical field are among the highest in the trades fields.

*Prerequisite - Grade 12, or equivalent.*

## Automotive Mechanics

*(Specialty at Terrace Campus)*

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

Starting Dates - course is ongoing with registration every Monday.

This course covers 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, and transmissions.

## Heavy Duty Repair

*(Specialty at Terrace Campus)*

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

Starting Dates - course is ongoing with registration every Monday.

The course covers 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.

## Co-operative Advanced Heavy Duty Mechanic Apprenticeship Program

Starting Date - September 5, 1989

*Prerequisite - Heavy Duty TRAC Specialty - Module One.*

Due to the present demand in industry for certified Journeymen Tradesmen, Northwest Community College is offering a program which is designed to provide the entire apprenticeship technical training over three 3-month semesters. A four week co-op work term placement in the trade will follow each semester. Successful completion of the course grants the student 18 months credit on the four-year apprenticeship. An additional 30 months of apprenticeship training according to Ministry of Labour guidelines enables the student to write the Interprovincial Heavy Duty Mechanic exam. Successful completion of this program will enhance your employability.

*Northwest Community College will provide all assistance possible in locating jobs for Heavy Duty Mechanic students.*

## Marine Engine Repair

*(Specialty at Prince Rupert Campus)*

Length - approximately 10 months, 11 months with diesel option, (varies with student performance).

Starting dates - Course is ongoing with registration every Monday.

This course covers 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.

## Trade Qualification (TQ) Up-Grading

Northwest Community College provides TQ Up-grading to provincial or inter-provincial standards for Automotive and Heavy Duty. These courses are available on an individual basis through self-study or as required by the Ministry of Labour. They are designed to prepare the experienced trade person for the qualification exam required for certification. Further information can be obtained by contacting your nearest College Centre or Ministry of Labour, Apprenticeship and Employment Training Program Branch.

*For further information contact the Mechanics Department at the Terrace Campus.*

# Millwright/Machinist Training Program

*First level training is available at TERRACE & PRINCE RUPERT CAMPUSES.  
The remainder is available at the TERRACE CAMPUS only.*

The Machinist and Millwright Training Program provides trainees with the skills needed for entry level employment in industrial (mining, milling and manufacturing) enterprises in British Columbia. Employment is generally high paying and of a permanent nature. While working conditions will vary they are generally in-plant, and comparable, or superior, to most other trades occupations.

*Prerequisite - Grade 10, or ABE Intermediate, or equivalent*

## Machinist Specialty

Length - approximately two months after completion of Machinist/Millwright Occupational Core.

This course covers machinist measuring tools, heat treatment, drilling machines, band saws, shapers, planers, sloters, lathes, precision grinders, vertical & horizontal milling machines.

*Prerequisite: Better than average mathematical and mechanical comprehension skills*

## Millwright Specialty

Length - approximately 6 months (varies with student performance).

This course covers trade safety, math and science, technical drawing and writing. Use of tools, power tools, measuring tools, material handling and equipment, equipment installation, power drives, hydraulics, pneumatics and preventative maintenance.

## Cooperative Advanced Millwright Apprenticeship Program

Start Dates - September 5th - 29th, 1989

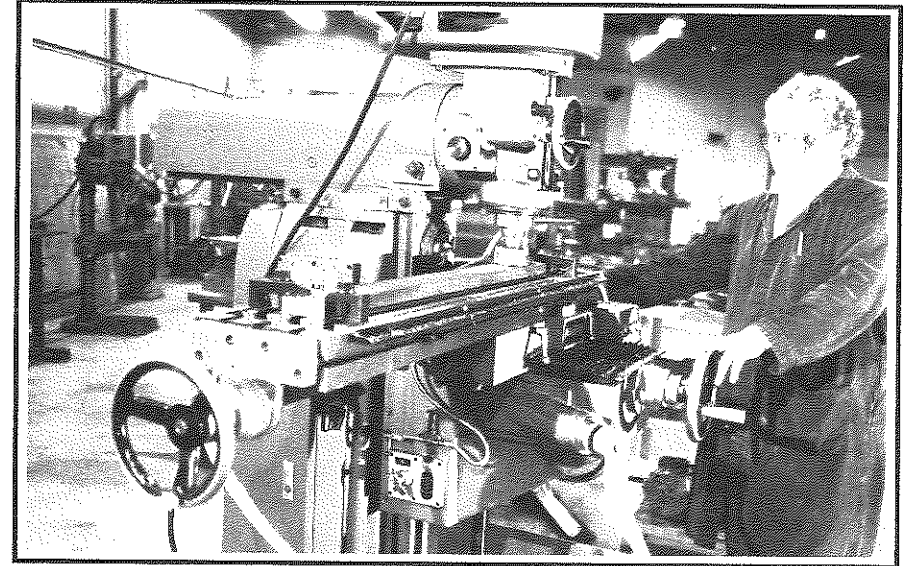
*Prerequisite: Successful completion - TRAC with Millwright Specialty*

This program is designed to provide the entire apprenticeship technical training of the Millwright over 3, 3-month semesters. A four week co-op work term placement in the Millwright trade will follow each semester. The intensity of the training allows for the acceptance of only 16 highly motivated students with the necessary prerequisites. Successful completion of the C.A.M.A.P. grants the student 18 months credit on the 4-year Millwright Apprenticeship. An additional 30 months of Millwright Apprenticeship Training according to Ministry of Labour guidelines enables the student to write the Interprovincial Millwright exam.

## Trade Qualification (TQ) Up-Grading

Northwest Community College provides TQ Up-grading to provincial or inter-provincial standards for Millwright. This course is available on an individual basis through self-study or as required by the Ministry of Labour. They are designed to prepare the experienced trade person for the qualification exam required for certification.

*For further information contact the Ministry of Labour, Apprenticeship and Employment Training Program Branch, or the Millwright/Machinist Instructor at the Terrace Campus.*



# Nursing Program

*Available at our TERRACE CAMPUS only.*

The Nursing Program is a professional nursing transfer program. Students take the first year of the British Columbia Institute of Technology (BCIT) General Nursing Program at Northwest Community College (NWCC). Upon successful completion of the first year, the student transfers to BCIT, Burnaby, to complete course work in the General Nursing Program. Upon graduation, students will receive a diploma in nursing from B.C.I.T. making them eligible to write registration exams for the Registered Nurses Association of B.C. Students would also be eligible for the University of British Columbia and University of Victoria Baccalaureate Nursing Degree Programs should they wish to continue their nursing education. For those students who would like to undertake the 1st year program on more of a part time basis - this option is available to students by taking the Nursing Support Courses in the Fall and Winter terms and then making application for the general Nursing Course for the following year. This program is open to all persons having the necessary prerequisites. Academic up-grading is available through the Northwest Community College Adult Basic Education Department.

## Admission Requirements

1. (A) Applicants under 23 years of age at the time of entry into the program. Senior secondary school graduation with:
  - a) Chemistry 11 and either Chemistry 12 or Biology 12 (preferred) with a minimum of C+ standing in both courses (completed within 2 years prior to enrollment).
  - b) Algebra 11 with a minimum of C standing.
  - c) English 12 with a minimum of C+ standing.
- OR
1. (B) Applicants over 23 years of age at the time of entry into the program. Senior secondary graduation or equivalent, e.g. : GED or ABE with:
  - a) Chemistry 11 and either Chemistry 12 or Biology 12 (preferred) to be completed within two years prior to enrolment with a minimum of C+ standing in both courses.
  - b) English 12 with a minimum of C+ standing is desirable (currently under review).
- AND
2. A valid St. John Ambulance standard First Aid certificate or an equivalent 20 hour First Aid program is required by the end of Term I, and preferably prior to entry into Term I. Currency must be maintained throughout the program.
3. Experience in the health care field as a volunteer and/or employee in a general or private hospital or extended care facility (minimum 30-60 hours required before entry).
4. CPR course (Basic 1) must be valid and current prior to entry into term 4.
5. Completion of the immunization program is required before final acceptance into the program.
6. A physical examination by a physician of the applicant's choice, indicating satisfactory health.
7. A satisfactory interview where the following will be assessed:
  - knowledge of and motivation towards a nursing career
  - financial preparation
  - communication skills
  - experience in the health care field.

## Dates

This program extends from August to May of each year.

## How to Apply

Applications should be submitted to the office of the Registrar as early as possible. Students will be interviewed by the Health Programs Department in the Spring, prior to the commencement of the program in August.

## Fees

See General Information section.

Books, uniforms and other supplies will cost approximately \$950 per year.

B.C.I.T. CURRICULUM					
Year I	Term I	Hours	Year I	Term II	Hours
BHSC 105	Anatomy & Physiology	3	BHSC 205	Physiology	3
BHSC 118	Personal Fitness Mgmt.	2	BHSC 225	Microbiology	1
BHSC 140	Human Development I	3	BHSC 226	Immunology	1
GNNU 100	Nursing I		BHSC 239	Sociology	1.5
	Theory	9	BHSC 240	Human Development II	1.5
	Clinical	13	GNNU 200	Nursing 2	
				Theory	8
				Clinical	13
	TOTAL	30		TOTAL	30

## COURSE DESCRIPTIONS

*(Courses and Clinical as outlined are mandatory for completion of the 1st Year)*

### BHSC 105: Anatomy & Physiology

A survey of the basic structure and function of human body systems. An introduction to the basic principles of genetics is also included.

### BHSC 118: Personal Fitness Management

A combined theory and practice course designed to emphasize the relationship of physical fitness to lifestyle patterns. The focus is placed on the student's own activity pattern.

### BHSC 140: Human Development I

After an initial treatment of the topic of death and loss this course focuses on the processes of growth and development from conception through adolescence. Physical, cognitive, affective and social development are surveyed with emphasis on relating developmental concepts to health care.

### BHSC 205: Physiology

A study of physiological regulation and control based on the fundamentals established in BHSC 105. Prerequisite: (BHSC 105) Anatomy and Physiology.

**BHSC 225: Microbiology**

Provides an introduction to basic microbiological concepts, including the distinguishing characteristics of micro-organisms, methods of controlling infectious diseases and host-parasite relationships. Prerequisite: (BHSC 105) Anatomy and Physiology.

**BHSC 226: Immunology**

Provides an understanding of the immune response as applied to immunity, surveillance, homeostasis, hypersensitivity, autoimmunity, and immunohematology. The course progresses from discussions on the compounds and biological activities of the immune response role in protective as well as disease conditions.

Prerequisite: (BHSC 105) Anatomy and Physiology.

**BHSC 239: Sociology**

An introduction to the study of human behavior. Basic terminology and concepts of sociology are presented. Emphasis is placed on the study of the family as a social institution, as well as on other forms of group processes and collective behavior. The relationship between behavioral sciences and problems of health care is examined.

**BHSC 240: Human Development II**

Focuses on growth and development from young adulthood to aging adult. Physical, cognitive, affective and social development are surveyed. Emphasis is placed on relating developmental concepts to health care.

Prerequisite: (BHSC 140) Human Development I.

**GNNU 100: Nursing I**

An overview of the nursing curriculum and the study of individuals who require minimal or no assistance to satisfy needs. Emphasis is placed on the normal requirements for need satisfaction and the stressors associated with lifestyle patterns. The student is introduced to the basic concepts of the nursing process; communication and the nurse-patient relationship; organization and responsibilities of the professional nurse. Concurrent theory, laboratory and clinical practice will focus on basic assessment, communication and psychomotor skills. Clinical experience is provided in hospital settings, in medical and extended care units, and in other community agencies.

**GNNU 200: Nursing II**

The study of individuals of adult age who require assistance to satisfy needs, and to develop appropriate response to stressors. Emphasis is placed on stressors associated with stages and tasks of growth and development and selected unanticipated events. Concurrent theory, laboratory and clinical practice will focus on the nursing skills required to assist individuals to satisfy their needs. Emphasis is placed on developing comfortable relationships with individuals and their family members. Clinical experience is provided in hospital settings, general surgical units and other community agencies.

Prerequisites: GNNU 100 Nursing I, BHSC 105: Anatomy and Physiology, BHSC 118: Personal Fitness Management, BHSC 140: Human Development.

*For further information contact the Nursing Coordinator/Instructor, Terrace Campus.*

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# Welding Program

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*(An individualized, continuous intake program)*

*Available on a full or part-time basis at our TERRACE and PRINCE RUPERT CAMPUSES*

*HOME STUDY for some courses is available at ALL CAMPUSES.*

Welding is an industrial art in a highly competitive field. It requires constant physical coordination 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 people due to the variety of work locations, while other welders prefer to remain in the industrial centres where employment opportunities occur in practically every mechanical or metal trade. Due to technological development, welding equipment and techniques are continually changing. Thus a welder, though employed, should constantly strive to update his/her skills.

*In TERRACE the Welding Shop is open from  
8:00 a.m. to 3:00 p.m. Monday - Friday  
In PRINCE RUPERT the shop is open from  
3:00 p.m. - 10:00 p.m. only.*

**Requirements for Admission**

As these programs have been set up to be a self-study, self-paced program, applicants should have a minimum of Grade 10 or ABE Level III, although it would be a great advantage, not only in 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.*

**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. 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 the General Information section of this calendar.)

**Books**

The College lends books to students who pay the regular security deposit (\$50).

**Financial Aid and Sponsorship**

See Financial Aid section.

### Dress

Students entering the Provincial Welder Training Program or Welding Upgrading 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.*

### Provincial Welder Training Program

There are two types of modules: *Practical Modules* (P-Modules) deals with the actual practice of welding processes; *Related Knowledge* (RK-Modules) deals with the theoretical knowledge required to competently perform the welding processes.

All modules are competency-based. A trainee welder must perform welding tests to established provincial standards on practical aspects of the module and achieve a minimum standard of 70% on each theory test before being recorded as having completed a module. The same test standards are applied in all accredited welding training centres in British Columbia.

PROGRAM CONTENT LEVEL "C"	PROGRAM CONTENT LEVEL "B"
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)	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 - Welding Quality Control & Inspection RK5 - Code Standards & Specifications RK6 - Blueprint Reading II RK7 - Metallurgy II * One only required P-8, P-9, or P-10.
PROGRAM CONTENT LEVEL "A"	
P11 - Shielded Metal Arc Welding III P12 - Gas Tungsten Arc Welding II RK8 - Metallurgy III RK9 - Blueprint Reading III	

*Estimated length of each program is:*

*Level C - Approximately 7 months*

*Level B - Approximately 3 months*

*Level A - Approximately 2 months*

### Trade Qualification (TQ) Up-Grading

Northwest Community College provides TQ Up-grading to provincial or inter-provincial standards for Welding. This course is available on an individual basis through self-study or as required by the Ministry of Labour. They are designed to prepare the experienced trade person for the qualification exam required for certification. Further information can be obtained by contacting your nearest Northwest Community College Centre or Ministry of Labour, Apprenticeship and Employment Training Program Branch.

### Welder Registration - Theory & Practical Challenge Tests

When application is made through the Ministry of Labour to Grandfather into the B.C. Welding System, upgrading is available before challenging theory or practical exams. For more information contact the Welding Shop at the Terrace Campus.

### Autobody Gas Metal Arc Welding (GMAW/MIG)

This wire feed course is designed to introduce autobody repair men to the new theoretical and practical welding technologies used on new model vehicles. The course will be of approximately 30 hours duration and will cover areas such as types of wire, gases, metals, etc.

### Welding Program (Evening, when in Demand)

Open to anyone wanting to weld for the first time or trades people wanting to up-grade their qualifications and welding skills. All programs are on a continuous intake, self-paced format and are open to full or part-time students.

### Welding Upgrading

Upgrading is available to those presently or recently employed in welding jobs wishing 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.

#### *Additional Programs*

*We are open to suggestions for courses which may be of interest to companies or individuals. Please give us a call!*

*For further information contact the Welding Department at the Terrace Campus.*



# Financial Aid

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

PER SEMESTER or a 4-MONTH TERM			
	Living at Home	Living on Campus	Living in Rental Accom.
Tuition	\$ 330-400	\$ 330-400	330-400
Student Association	29	29	29
Books and Supplies	100-600	100-600	100-600
Room and Board	0 - 1,200	1,600-2,100	2,400-3,000
Local Transportation	150	75	150
Miscellaneous	450	450	450
	<b>\$ 1,059 - 2,829</b>	<b>\$ 2,584 - 3,654</b>	<b>\$ 3,459 - 4,629</b>

**Note 1:** Students should also budget for deposits, additional school supplies and clothes up to a total of \$150 for some programs.

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

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

## SPONSORSHIP PROGRAMS

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

### Canada Employment and Immigration Commission

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

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

Persons referred to these full-time training courses by an Employment Counsellor, and who qualify for Unemployment Insurance benefits, will be paid such benefits during training.

Trainees not eligible for benefits may be paid training allowance. Additional allowances may be paid to trainees who must commute more than 48 km per day or who must live away from home while continuing to maintain a household. Trainees may also receive a travel grant to cover the cost of travel between their home and place of training.

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

For further information, contact your local Canada Employment Centre.

### Ministry of Social Services and Housing

The Ministry of Social Services and Housing, through its district offices, provides assistance to people who:

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

When training is seen as a constructive method of assisting an individual to become self-sufficient, the Ministry of Social Services and Housing 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 a 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 oriented. 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 Social Services and Housing 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:

- (a) The presence of a physical or mental disability which for the individual constitutes or results in a substantial handicap to employment. (This may vary in severity.)
- (b) 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 him to use all available resources to achieve maximum economic independence. These resources may include:

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

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

In addition to functioning as a broker on behalf of the disabled, in terms of direct service delivery, 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 Services.

#### **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 enrollment 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 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. Students eligible for government loans should first apply to that source. Further information may be obtained from the Financial Aid Officer.

#### **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 in and are residents of the Province of British Columbia.

Both status and non-status students who are obtaining passing grades and who can demonstrate financial need are eligible to apply.

Interested applicants must submit:

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

Forms for the First Citizens' Fund Incentive Bursary may be obtained from the Financial Aid Office or the Ministry of Native Affairs, First Citizens' Fund, Program Officer, Parliament Buildings, Victoria, B.C. V8X 1X4.

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## NORTHWEST COMMUNITY COLLEGE AWARDS

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Northwest Community College administers a limited number of scholarships and bursaries. Due to the limited monies available, applicants must normally first apply to the B.C. Student Assistance Plan/Canada Student Loan Program.

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. Students must apply to be considered.

Applications can be obtained from any College Centre and must be returned to the Financial Aid office by the first of the month in which the awards are scheduled to be made. Awards are usually made in September, October, November, January, February, March April, May and June. Scholarships are awarded on the basis of academic excellence while bursaries are awarded primarily on the basis of financial need.

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### SCHOLARSHIPS

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#### **Northwest Community College Entrance Scholarships**

Recent secondary school graduates from within the College Region and with high academic standing who enrol in Northwest College full-time programs could be eligible to apply for a tuition reduction in the form of an entrance scholarship. The amount of the tuition reduction will be based on the average of the grades on the "Transcript of Grades".

A average	=	100% of tuition
B+ average	=	75% of tuition
B average	=	50% of tuition

Applicants for these awards must have graduated from a recognized secondary school program within the Northwest College region (School Districts 50, 52, 54, 80, 88 & 92) not more than 12 months prior to their start date at the College. For further information contact any College Centre or your School Counsellor.

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### BURSARIES

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#### **Academic Workers' Union, CUPE Local 2406**

##### **1. Jeff Marvin Memorial Bursary**

One \$250 bursary for Native students. This bursary was established to provide a continuing memorial to Jeff Marvin's dedication in providing post-secondary education to meet the needs of Indian people in Northwest British Columbia.

##### **2. Rhena Gardiner Memorial Bursary**

One \$400 bursary for an Early Childhood Education student. This bursary was established to provide a continuing memorial to Rhena Gardiner's dedication to the education of young children, especially to those with special needs.

#### **Alcan Bursary Fund**

Alcan Smelters and Chemicals Ltd. has established an on-going bursary fund of \$500 per year. This fund is the result of a generous donation to the Northwest Community College Endowment Fund. Applicants for Alcan Bursaries must be enrolled in full-time credit programs and must have demonstrated financial need. The College Financial Awards Committee may elect to split this award between more than one applicant, should the circumstances warrant.

#### **B.C. Telephone Awards**

\$1250 has been made available by the B.C. Telephone Company. The awards will be given as either bursaries or scholarships at the discretion of the Financial Awards Committee. The preference is given to second year students or students enrolled in a one year program.

#### **1. Credit Union Foundation**

A grant of \$500 is 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.

#### **2. Credit Union Pioneers' Memorial Bursary**

Bursaries totalling \$300 annually are available to a student or students in trades training programs. The funds are to be awarded to students who might have difficulty completing their studies due to financial hardship. Recipients must be Canadian citizens.

#### **3. Lucille Sutherland Bursary Trust**

An annual award of \$200 is made available to mark Lucille Sutherland's many and enduring contributions to the Credit Union Foundation. This bursary is available to full-time, part-time or upgrading students in vocational or technical programs. Recipients must be Canadian citizens.

#### **Knox United Church Bursary Fund**

Knox United Church in Terrace has, through a donation to the Endowment Fund, established this fund in celebration of the International Year of Youth, 1985, in the amount of \$250 annually to be awarded to students enrolled in the A.B.E. program with first consideration being given to students between 15 and 18 years of age.

#### **Northwest Community College Bursary Fund**

Northwest Community College has established a general bursary fund with money received from local contributors and designated earnings from the Endowment Fund. 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 Centres* in *Houston, Kitimat and Smithers* have each established bursary funds to assist students attending each particular regional centre. Students should apply on the College Financial Aid Application Form.

#### **Prince Rupert Rotary Bursary Fund**

The Rotary Club of Prince Rupert, through a donation to Northwest Community College Endowment Fund, has established an ongoing bursary fund of \$250 per year. The first priority for awarding this money will be to full-time credit students attending class at the Prince Rupert campus or to Prince Rupert students attending programs in Terrace. Students from other areas would be eligible if the award was not made in the first semester to a Prince Rupert student.

#### **Skeena Cellulose Bursary Fund**

Two \$300 bursaries are available annually. One to be awarded to a student enrolled in full-time studies at the Terrace or Prince Rupert campus and is the son or daughter of a Skeena Cellulose employee. The second bursary is to be awarded to any full-time student from within the College region.

#### **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 emergency loans.

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## AWARDS

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#### **Canadian Scholarship Program**

The scholarships are designed to encourage outstanding students to pursue undergraduate studies in natural science, engineering, and related disciplines in Canadian universities and colleges. The scholarships are worth \$2,000 per year and are renewable for up to four years. Application forms are available at post-secondary institutions and high schools and must be submitted by June 20th.

#### **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 who is selected for the 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.

#### **C.G.A. Continuing Education Tuition Scholarship**

The Certified General Accountants Association of B.C. offers an annual \$600 Continuing Education Tuition Scholarship to a graduate of the Business Management (Accounting) diploma program at Northwest Community College. This scholarship will be applied to your first year's tuition on the C.G.A. program. To apply, you must make formal application to the Financial Aid Office or the Business Administration program Co-ordinator at Northwest Community College. The College will select the candidate and inform the C.G.A. Association no later than June 30th.

#### **The Society of Management Accountants**

The Society offers \$500 remission of fees in the form of scholarships to graduating students from the College who continue their studies with the Society.

#### **The David H. Mapleton Prize in Credit Management**

Mr. David H. Mapleton, President of Credit Management Services, awards an annual prize of \$100 to the student with the highest standing in the subject of Credit Management in the Northwest College Business Programs. Mr. Mapleton is a former resident of this College region, having been born and raised in Telkwa. The prize is intended to encourage and recognize high academic achievement and to acknowledge the standards of the Northwest College programs.

#### **Restaurant and Food Services Association**

An annual \$300 award is available to a student who demonstrates high achievement and professionalism in Cook Training.

#### **Institute of Chartered Accountants of B.C.**

A \$300 bursary is offered in recognition of academic achievement to a student in the second year of a university transfer program who is working toward a degree in Accounting or Business Administration. In special circumstances, NWCC Business Administration students may also be eligible.

### **NORTHWEST COMMUNITY COLLEGE ENDOWMENT FUND**

*The Endowment Fund was established in December, 1984 in response to a challenge from the Vancouver Foundation. Its purpose is to earn interest under the management of the Vancouver Foundation. The principal donations to the Endowment Fund are never spent but the interest it generates each year is used for financial assistance in the form of grants and scholarships for deserving students.*

*Over the first two years, through the generosity of large numbers of individuals, corporations, clubs, groups, the College, and the Vancouver Foundation, the principal in the fund has grown to \$110,000.00. This money is already generating interest which is being used for much needed student assistance.*

*Corporations, businesses, service clubs, unions and individuals may contribute tax-deductible donations to the fund by contacting the College. Your contribution will remain in the fund permanently and continue to provide student aid money.*

**FOR INFORMATION, CALL THE REGISTRAR 635-6511.**

## **BRITISH COLUMBIA STUDENT ASSISTANCE PLAN**

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. 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 the Canada Student Loan Plan, which allows for a repayable loan up to \$105 per educational week; and the B. C. Student Loan program, which provides for assessed financial need in excess of \$105 per week - up to the assessed ceiling.

#### **EQUALIZATION FUND**

Eligible first and second year students may receive the B.C. portion of their award in the form of non-repayable Equalization Funds. Students must demonstrate personal responsibility by spending pre-term periods working, volunteering in the community, or enrolled in studies.

#### **SUPPLEMENTAL FUND**

Students enrolled in Adult Basic Education (Advanced and Provincial levels) may be eligible to receive the first \$1,000 of assessed need in the form of non-repayable Supplemental Funds.

#### **RELOCATION ASSISTANCE**

Eligible students who must relocate in order to attend a post-secondary institution, at least 50 km. away from their normal place of residence will be provided with additional assistance up to \$500 per year. Students must have been awarded maximum loan/equalization monies to qualify.

#### **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.

#### **REPAYMENT OF LOAN**

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

#### **PART-TIME STUDENTS**

Guaranteed loans for part-time students attending post-secondary courses are available under a program funded by the Government of Canada and administered by the Provincial Government. Students must be enrolled in a program of at least 12 weeks duration and be enrolled in less than 60% of a full program of study.

#### **APPLICATION PROCEDURE**

Applications are available at the Student Services Office and at Regional Centre offices.

*Please submit applications to the Financial Aid Office.*

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## WORK STUDY PROGRAM

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This 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 institutions located in British Columbia.

*Further information may be obtained from the Financial Aid Office.*

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## ADULT BASIC EDUCATION STUDENT ASSISTANCE PLAN

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

- *Basic Literacy*
- *Academic Up-grading*
- *English Language Training*
- *Employment Orientation Programs*

### 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
- not receiving financial assistance for educational expenses from any other source.

### Application Procedure

Applications are available at the Student Services Office and at Regional offices.

*Please submit applications to the Financial Aid Office.*

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## LOAN REMISSION PROGRAM

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This program may reduce student loan debt to \$12,000 (\$16,000 after a second degree or diploma) when a student graduates. Loan remission is available to students who have demonstrated personal responsibility by spending pre-term periods working in a job, enrolled in studies, volunteering in the community, or a combination of these activities.

*Application forms are available from the Financial Aid Office.*

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## FINANCIAL AID AVAILABLE FROM OTHER SOURCES

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*Northwest College lists these awards only for the information and convenience of both donors and applicants. The College can accept no responsibility for their continuance or any restrictions that may be deemed unfair to any particular group or person.*

### **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 \$1,000 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 awards may be obtained by writing to: Cultural Services Branch, Minister of the Provincial Secretary, Parliament Buildings, Victoria, B.C., V8V 1X4.

### **BCGEU Student Scholarship**

The B.C. Government Employees' Union offers annual scholarships consisting of ten awards worth \$1,000 each for students related to BCGEU members. All applicants must be relatives of BCGEU 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. 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" must also be included. Accompanying this essay must be a list of those 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. Applications are available from and must be returned to: BCGEU, 4911 Canada Way, Burnaby, B.C., V5G 3W3. Application deadline is February 28.

### **B.C. Indian Arts and Welfare Society Memorial Bursary**

A bursary of \$100 will be awarded annually by the B.C. Indian Arts and Welfare Society in memory of those Indian Canadians who gave their lives in either World War. Native Indian applicants must be from the Province of B.C. and must be planning to enter one of the established universities or colleges in B.C., or a recognized technical school or other training centre. The award will be made by the Executive Committee of the B.C. Indian Arts and Welfare Society. If no application is received from a student entering first year university, then the bursary may be awarded to a student enrolled in any of the senior years. Apply to: The Honorary Secretary, B.C. Indian Arts and Welfare Society, c/o Provincial Museum, Victoria, B.C.

### **British Columbia Paraplegic Foundation**

#### **(a) 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.

#### **(b) John MacNeal Scholarship**

John MacNeal became a paraplegic in 1953 when he was injured in a logging accident. He owned and operated a lumber mill in Prince George, but when he decided to retire he sold the mill. A member of the Canadian Paraplegic Association, he generously donated funds to establish an annual scholarship to be presented to disabled students in order to encourage them to continue their education. Scholarships are awarded to students in recognition of their academic endeavours and/or to financially assist them with their schooling.

#### **(c) Don Vaux Scholarship**

This scholarship was established in memory of Don Vaux who worked for the B.C. Division of the Canadian Paraplegic Association as a Rehabilitation Counsellor. He helped, guided and assisted many disabled persons in their rehabilitation, which enabled them to return to the community and lead a meaningful life. The scholarship is to be awarded to a disabled person to further his/her vocational or academic training and is to be used specifically for tuition, tools, equipment or books.

To be eligible for the above awards, the disabled student 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. Application deadline is August 15.

### **Cal Callahan Memorial Bursary**

The Pipe Line Contractors' Association of Canada is offering a bursary or bursaries to the total of \$2,000 per annum, to be awarded annually to sons, daughters or legal wards of persons who derive their principal income from the Pipeline Industry and whose employers are members of the Association. The purpose of these bursaries is to give financial assistance to students who are beginning first year studies in any field at a recognized University or College in Canada. Selection will be made by the Executive Committee of the Association from applicants, based upon scholastic record and financial need provided that they otherwise qualify. Applications may be obtained from the Association's Executive Office, Suite 203, 698 Seymour Street, Vancouver, B.C., V6P 3X6 and must be returned by no later than September 30, accompanied by a receipt or other proof of enrolment.

### **Canadian Army Welfare Fund Bursaries**

The Canadian Army Welfare Fund has established an Educational Bursary Program to encourage and assist dependants of former members of the Canadian Army (Regular) or Canadian Special Forces (Korea), who served between October 1, 1946 and January 31, 1968. Selection of recipients is based on financial need, scholastic ability, and length of service in the Canadian Army. Bursaries are granted for full time tuition at a Canadian University, College or Technical Institute requiring not less than two years, leading to a certificate, diploma or baccalaureate degree. No assistance is provided for graduate studies. Applicants must not be older than 25 years of age, single, and able to provide details of their parents' Army service, ie: rank, service number and length of service. Application deadline is July 1. For applications write to The Manager, Bursary Program, Canadian Army Welfare Fund, P.O. Box 719, Postal Station B, Ottawa, Ontario, K1P 5P8.

### **Canadian Golf Foundation**

Awards academic scholarships to graduating high school students with a grade "A" average who can provide proof of success in competitive golf as well as participation in extracurricular or community activities. Scholarships are worth up to \$4,000 and are renewable annually to a maximum of four years. Application deadline is June 7th. Applications and information is available from The Canadian Golf Foundation, Golf House RR2, Oakville, Ontario, L6J 4Z3.

### **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 CNIB, 350 East 35th Avenue, Vancouver, B.C., V8W 1C6.

### **Children of War Dead**

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

### **Health Care Personnel Grant Program**

This program is designed to provide an incentive to attract health care professionals into areas of B.C. that have regularly had difficulty filling such positions. In exchange for an annual grant of \$5,000, applicants are obligated to work for a specified period, usually one year for each grant received, within an area designated by the Ministry of Health. Information and application forms are available from the Financial Awards office.

### **IAMASCO**

A number of \$1500 scholarships are available annually to disabled students pursuing studies at an undergraduate level. Apply by June 1 to: Canadian Awards Section, AUCC, 151 Slater Street, Ottawa, Ontario, K1P 5N1.

### **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 dependants 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). Application forms are available from: Mr. G. A. Francey, High Secretary, High Court of British Columbia and Alaska, 1902 London Street, New Westminster, B.C., V3M 3E5. Application deadline is August 31.

### **Interior Logging Association**

Provides scholarships to students from the Southern Interior, Fraser Valley, Kootenays and South Cariboo. A \$1,000 scholarship and a \$500 scholarship are available to students who are the immediate relative of an ILA member-company employee. An additional \$1,000 scholarship is available to a graduating student resident in the ILA operating area and who will be enrolling in a forestry related discipline.

### **Nancy Greene Scholarships**

Twenty-six awards valued at \$1,000 each are awarded annually to students who combine athletic and academic achievement, leadership and participation in school and community affairs. The students must have lived in B.C. for the past year and be graduating from a B.C. senior secondary school (including independent and private schools) and plan to attend a designated post-secondary education institution. Submission date is May 1.

For more information, contact either school principals or the Athlete Assistance Co-ordinator, Recreation and Sport Branch, Ministry of Provincial Secretary, 1200 Hornby Street, Vancouver, B.C., V6Z 2E2.

### **Mills Memorial Hospital Award**

Awards valued at \$700 are available for students who have attended Skeena Junior, Thornhill Junior or Caledonia Secondary Schools. Applicants must be entering into the study of and training in a medical vocation. Application forms are available at the Financial Aid office or from the Secretary of Awards Committee, Mills Memorial Hospital Auxiliary, Box 506, Terrace, B.C., V8G 4B5. Application deadline is August 31st.

### **Bill and Elsie More Memorial Award**

In memory of loving parents Bill and Elsie More, several bursaries (to a total of approximately \$1,000 per year) have been made available through the Bill and Elsie More Indian Bursary Fund of the Vancouver Foundation to assist native 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, 900 - 1199 West Pender St., Vancouver, B.C., V6E 2R1.

### **Frank Morris/Royal Canadian Legion Branch #13**

This bursary was established from the estate of Frank Morris, an early and long-time resident of Terrace. Bursaries of varying amounts are awarded each year to students pursuing post-secondary study. The criteria used are scholastic ability, character, and a relative of someone who has been a resident of Terrace when enlisting in the Armed forces, or who has resided in Terrace for five years after honourable termination from the Service. The applicant must have been a Terrace resident for the immediate past two years. Applications should be returned to Branch #13, Royal Canadian Legion, 4425 Legion Ave., Terrace, B.C., V8G 1N7, Attn: M. Burdett, by June 15 of each year.

### **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.

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

#### **ELIGIBILITY:**

- applicable to part-time or short term students
- open to residents of B.C.
- recipients are eligible for only one bursary award
- must demonstrate proven financial need

The bursary shall be applied to tuition fees or course materials and awards shall vary between \$50 and \$100 for any one period of study.

### **APPLICATION PROCEDURE:**

- application must be in writing
- applicant must describe the reasons for seeking the bursary
- application must be submitted one month prior to the commencement of the learning activity.

Applications and enquires should be addressed to PACE Bursary Committee, c/o Mrs. Barbara Clague, 2832 West 36th Avenue, Vancouver, B.C., V6N 7R1.

### **Patrick Graham Memorial Awards**

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 to the British Sailors' Society, 73 Water Street, Vancouver, B.C. V6B 1A1.

### **Prince Rupert Regional Hospital Awards**

#### *Dr. R.G. Large Scholarship*

1. This scholarship is in the amount of \$500 and is awarded annually to a former Prince Rupert Senior Secondary School student upon enrolment in a registered nursing program at either a community college or university.
  2. This scholarship will be in the amount of \$500 and is awarded annually to a former Prince Rupert Senior Secondary School student who is interested in pursuing a vocation in any of the health care fields.
- Applications can be obtained from the Office of the Administer, Prince Rupert, B. C., V8J 2A6. Deadline is June 30.

### **Registered Nurses Foundation of B.C.**

This year the RN Foundation of B.C. has 18 bursaries available to students who are accepted into or enrolled in:

- a basic program leading to nurse registration
- baccalaureate, masters or doctoral programs
- clinical specialty programs
- refresher programs
- research study seminars

Those who have completed a specialty or refresher program within the current calendar year may also be eligible for bursary.

Bursary awards range from \$200 to \$1,000 and more if funds are available. Eligibility varies with each bursary. Winners will be announced in October. Deadline for applications is September 30 (except Groundwater Bursary - deadline is August 1). For information or to apply, contact the Registered Nurses Foundation of B.C., 2855 Arbutus Street, Vancouver, B.C. V6J 3Y8.

### **Rixon Rafter Scholarship**

This fund will make available scholarship awards of from \$500 - \$1,000 to legally blind Canadians pursuing post-secondary studies with strong career aspirations. Grants will be based on financial need, academic achievement and career goals. Applications are available from CNIB Career Counselling Services and should be submitted to the Chairman, The Rixon Rafter Scholarship Committee, The W. Ross MacDonald School, Brantford, Ontario, N3T 3J9 before July 31. A letter of support from your CNIB Career Counsellor must accompany your application.

### **The Robinson and Buckland Bursary**

This bursary 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. Donald Channing Buckland, a graduate and distinguished faculty member of UBC, was himself overtaken by blindness a few years before his death. Bursaries are issued a maximum of two times to applicants enrolled in a four year program and once to those enrolled in a two year program. The student must be registered with the CNIB. Application forms, available from the CNIB, are to be submitted no later than August 15 to the Executive Director, CNIB, 350 East 36th Avenue, Vancouver, B.C., V5W 1C6.

### **Royal Canadian Legion (Pacific Command)**

The Royal Canadian Legion (Pacific Command) offers annually a number of awards of \$500 to \$1,000 for students proceeding from secondary school to a post-secondary institution. These bursaries are awarded on the basis of financial need, academic standing, 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. Deadline is May 31. For application forms and further information contact local Legion offices. Completed applications are to be returned to: Pacific Command, The Royal Canadian Legion, 3026 Arbutus Street, Vancouver, B.C., V6J 3Z2.

### **St. Leonards' Society of Canada**

Two bursaries of \$500 each are available to ex-offenders who plan to take post-secondary training or job or trades training. The bursaries are in the name of Neil Libby who was the founder of the St. Leonards' Society. For further information, contact Mrs. Wilma Dungey, Executive Director, St. Leonards' North Shore, 312 Bewick Avenue, North Vancouver, B.C., V7M 3B7, or phone 980-0830.

### **Sons of Norway Foundation in Canada**

Three scholarships of \$600 each and three bursaries of \$400 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 College, Vocational Institute or University in Canada and can be for any study year. Deadline is July 30. Applications to be submitted to Sons of Norway Foundation in Canada, 311 - 6635 McKay Avenue, Burnaby, B.C., V5H 2X3.

### **Terry Fox Humanitarian Award Program**

Renewable scholarships tenable at any Canadian University or College. Awards are valued at \$3000 annually, or \$2000 if no tuition fee is applicable. Awards are renewable for a maximum of four years or until a first degree is obtained. Application forms are available from the Financial Awards Office or from Terry Fox Humanitarian Award Program, 711 - 151 Sparks St., Ottawa, Ontario, K1P 5E3.

### **Vancouver Foundation Student Aid Funds**

The Vancouver Foundation operates a number of funds with specialized objectives or purposes which are administered directly by Vancouver Foundation officers. These sources of student aid are described below:

#### **1. The Thomas and Dorothy Burgess Fund**

This fund may assist students at any level of study in technical or academic programs related to any branch of Forestry in B.C. Professionals pursuing continuing education programs are not eligible, except in unusually necessitous circumstances. Three awards up to \$300 each are available annually.

#### **2. The Ingledeu 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 of \$200 each are available annually.

#### **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 basis of financial need and academic ability. Students at the post-graduate level may be considered. Up to ten awards are available annually in amounts ranging of \$200 - \$600 .

#### **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 ten awards are available annually in amounts of \$200 - \$600 .

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

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

Letters of application should be received between April 1 and June 1 each year except for: March 1 to May 1 for the H.R. MacMillan Family Fund. The Emily Ross fund is open to application anytime. A personal interview may be required. Inquiries can be directed to Research Office, Vancouver Foundation, No. 900 - 1199 West Pender Street, Vancouver, B.C., V6E 2R1.



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AWARDS ADMINISTERED BY UBC AND  
TENABLE AT NORTHWEST COMMUNITY COLLEGE

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*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 must be submitted by May 15th.*

- 000581.00 B'NAI Brith Women Centennial Chapter 1022 Scholarship  
07520.00 BRITISH Columbia Forest Products Limited Bursaries  
04704.00 BRITISH Columbia Forest Products Limited Entrance Scholarships  
04737.03 CIP Inc., Tahsis Pacific Region Scholarship  
04707.00 DAIRY Industry Credit Union Scholarship  
04786.00 The William L. HURFORD Memorial Scholarship  
04718.00 INTERNATIONAL Longshoremen's and Warehousemen's Union Entrance Scholarship  
00530.00 INTERNATIONAL Longshoremen's and Warehousemen's Union Undergraduate Scholarships  
00577.01 Earl KINNEY Memorial Scholarship  
00558.00 Thomas P. MAYES Scholarship  
04731.00 PIPING Industry Journeyman Training and Industry Promotion Fund Scholarship  
04732.00 REAL Estate Board of Greater Vancouver Entrance Scholarship  
00547.00 RETAIL Clerks Union, Local 1518, Scholarships  
07740.01 RETAIL Wholesale Union Local 470 Bursary  
04779.01 RETAIL Wholesale Union Local 517 Bursary  
07672.01 RETAIL Wholesale Union, Local 580 Bursary.  
07939.00 RETAIL Wholesale Union, Local 580 Stan Colbert Bursary  
04795.00 TELECOMMUNICATIONS Workers Union Scholarships  
04793.01 TELECOMMUNICATIONS Workers Union, Thomas Ward Stanley Memorial Scholarship.  
04798.00 UNITED Association of Plumbers & Steamfitters, Local 170 Scholarships  
04780.00 VANCOUVER Sun Regional College Entrance Scholarship  
04750.00 VANCOUVER Sun Scholarship for Sun Carriers  
04751.00 VANCOUVER Sun Special Scholarship for Sun Carriers  
04792.01 VAN-TEL Credit Union, Leo Morris Memorial Bursary  
04791.01 VAN-TEL Credit Union -- Les King Memorial Bursary  
00303.00 Anne WESBROOK Scholarship  
07724.00 WHITE Spot Limited Bursary

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STUDENTS TRANSFERRING TO UNIVERSITY

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*Each of the THREE B.C. UNIVERSITIES offer entrance scholarships directed at those students transferring from a Community College.*

*Students entering specific faculties may be eligible for additional awards. These and other entrance awards are also available to students entering university directly from high school.*

*Consult individual calendars for more information.*

UNIVERSITY OF BRITISH COLUMBIA

**00636.01 Chancellor's Entrance Scholarship**

The University of British Columbia offers 5 scholarships in the amount of \$2500 each to outstanding students entering undergraduate programs from regional Colleges. The awards will be based primarily on the students' scholarly achievement. Subject to continued satisfactory progress, the awards will be renewed for a further 3 years of study or until the first undergraduate degree is obtained (whichever is the shorter period). Candidates must complete the Application for University of B.C. Entrance Scholarships. Completed applications must be received by the University no later than May 15.

**Norman A.M. MacKenzie Alumni Regional College Scholarships**

Ten scholarships of \$750 each are offered to students proceeding from one of B.C.'s regional or Community Colleges to UBC. They are available to students whose ordinary private domiciles, homes or residences are in B.C. Winners will be selected primarily on the basis of high scholastic achievement, but personal qualities and activities will be considered.

**John B. Macdonald Alumni Bursaries**

Bursaries totalling \$12,500 will be awarded to students entering UBC in the fall from the regional colleges in B.C. Selection of the winners will be based on academic ability and financial need.

SIMON FRASER UNIVERSITY

**Honourable William M. Hamilton College Transfer Scholarships**

Up to five scholarships are awarded annually. Awards are valued at up to \$9,000, depending on the number of semesters left to complete an undergraduate degree. Recipients may also be eligible to receive free tuition for the first two semesters valued at approximately \$1,500. Deadlines are in April and October.

**President's College Transfer Scholarships**

These scholarships are valued at \$3,200. In addition, a travel allowance of \$1,000 has been established to assist eligible students with travel expenses. Awards are disbursed over two semesters. Deadlines are in April and October.

## UNIVERSITY OF VICTORIA

### President's Regional Entrance Scholarships

Four scholarships of \$1500 are awarded annually within each college region in B.C. to students with high academic standing and broad interests who are entering the University of Victoria directly from B.C. secondary schools or regional colleges. Normally one of the four scholarships in a region is reserved for a college student. The assessment of the academic standing of the secondary school students will be based on both secondary school course and Provincial Scholarship Examination results. The assessment of regional college students will be based on college course results.

A student may become a candidate for a scholarship either by applying in writing directly to the University of Victoria Senate Committee on Awards or by nomination solicited annually by the University from the principals of the secondary schools and community colleges in B.C. Recipients will be chosen by the Senate Committee on Awards. Normally the names of award winners will be announced by May 31; final confirmation of the secondary school recipients will take place after the release of the Provincial Scholarship examination results in the summer.

In order to increase the identification of each scholarship with a particular college region and to honour a person of regional historical significance, the scholarships are named after men and women who contributed to the advancement and development of the region and its people and who were highly respected members of their community.

*The following are the scholarships for this region:*

*The Dr. John Antle Memorial Scholarship  
The Jean Jacques Caux "Cataline" Memorial Scholarship  
The Margaret Hankin Loring Memorial Scholarship  
The Alice Tomlinson Memorial Scholarship*

### The John Locke Malkin Entrance Scholarships

Up to six awards of \$2500 are made annually to students of exceptional academic promise entering the University of Victoria from secondary school and/or college. Some of these awards may be increased to \$4000 for students of extraordinary academic promise. Candidates must have a very strong academic record in their last two years of study. A student holding a \$4000 Malkin award may not concurrently hold any other award administered by the University. A student holding a \$2500 Malkin award may not concurrently hold any other award administered by the University having a value greater than \$1500.

A student may become a candidate for the scholarship either by applying in writing directly to the University of Victoria Senate Committee on Awards giving the name of his or her school together with the principal's name or by nomination solicited annually by the University from principal of secondary schools and colleges. The completed set of application and nomination material must be received by the University no later than April 15th. Normally award winners will be announced by May 31. \*\*

### T.S. McPherson Scholarships

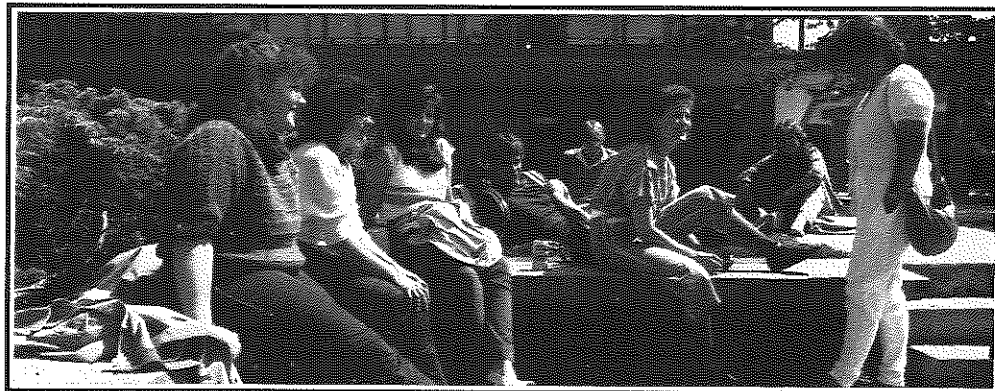
Up to ten T.S. McPherson scholarships to commence in September of each year will be awarded to students of exceptional promise entering the University of Victoria directly from B.C. secondary schools or community colleges; normally two of the ten scholarships will be reserved for community college students. Eight of the scholarships will have an annual value of \$2,500. The other two will have an annual value of \$4,000 and will be reserved for the two candidates the Committee feels are the most outstanding each year. A student holding a \$4,000 T.S. McPherson Scholarship may not hold concurrently any other award administered by the University. A student holding a \$2,500 T.S. McPherson Scholarship may not hold concurrently any other award administered by the University having a value greater than \$1,500.

Candidates must have a very high academic record in their last two years at secondary school and/or community college. Secondary school candidates must have achieved outstanding scores on the B.C. Provincial Government Scholarships examinations. Approximately fifteen candidates will be selected by the University of Victoria Senate Committee on Awards for personal interviews during May and June on the basis of their results in academic courses and recommendations by the principals of their schools and colleges as to their academic excellence, breadth of interests and leadership qualities. The final selection will be made by the Senate Committee after all grades are available. A student may become a candidate for the scholarship either by applying in writing directly to the University of Victoria Senate Committee on Awards giving the name of his or her school together with the principal's name or by nomination solicited annually by the University from principals of secondary schools and colleges.

The completed set of application and nomination material must be received by the University no later than April 15th. Normally award winners will be announced by May 31. Final confirmation of the secondary school recipients will take place after the release of the Provincial Scholarship Examination results in the summer. \*\*

### \*\* John Locke Malkin and T.S. MacPherson Scholarships

If a student maintains a grade point average of 7.50 or better, the scholarship is automatically renewed (and could be increased with exceptional performance) for each year of the student's full time study (15 units) until completion of a first degree or for a maximum of five years, whichever is the shorter period. A student whose grade point average falls between 7.00 and 7.49 may file a written appeal with the Senate Committee on Awards to seek special consideration for the renewal of the scholarship. No renewal will be considered if a student's average falls below 7.00. In extenuating circumstances, a student may, upon application to the Senate Committee on Awards, defer the acceptance of the initial scholarship or may defer the renewal of a scholarship for a maximum of one year.



## FACULTY AND ADMINISTRATION

### *(TERRACE)*

Anderson, Don .....	President
Barnes, Patricia .....	Learning Resources Centre Coordinator
Bennest, Grant .....	Business Instructor
Berthiaume, Rocque .....	Community Support Worker Coordinator
Birkedal, Audun .....	Trades Training Coordinator
Bolingbroke, Larry .....	Adult Basic Education Instructor
Brown, Cheryl .....	Nursing Instructor
Campbell, John .....	Business Instructor
Carson, Pat .....	Adult Basic Education Instructor
Cody, Terri .....	Early Childhood Education Instructor
Cordeiro, Kim .....	Student Activities Coordinator
Coxford, Dick .....	Carpentry Instructor
Crompton, Peter .....	Residence & Maintenance Superintendent
Edwards, Carole .....	Business Instructor
Foster, Doug .....	Human Service Worker Instructor
Gottesfeld, Allen .....	Biology/Geology Instructor
Haigh, Peter .....	Business and Industry Training & Education
Hallock, Bud .....	Mechanics Instructor
Hamilton, Ian .....	Student Adviser
Harris, Geoff .....	Bursar
Hartig, Norbert .....	Director of Media Services
Hislop, Fred .....	Business Instructor
Kealty, Bev .....	Assistant Registrar/Financial Aid Officer
Kilborn, Richard .....	Director of Business & Cook Training
Kirby, Norma .....	Biology Instructor
Klingner, Andre .....	Psychology Instructor
Kofoed, Elizabeth .....	Information Officer
Leclerc, Roger .....	Business and Industry Training & Education
Loptson, Brian .....	Registrar
Mackee, Bruce .....	Mechanics Instructor
Maikapar, Elaine .....	Business and Industry Training & Education
Marchand, Emile .....	Welding Instructor
Mark, Shannon .....	Anthropology/Sociology Instructor
McCarron, Brenda .....	Business Instructor
Maszczynski, Alice .....	Nursing Instructor
Motschilnig, Rudy .....	Community Use Services
Muller, Jake .....	Human Service Worker Coordinator
Nelson, Kress .....	Systems Manager
Noonan, John .....	Director of Adult Basic Education/ International Education

Parkes, Brian .....	Cook Training Instructor
Patterson, Josephine .....	English/French Instructor
Perry, Jack .....	Adult Basic Education Instructor
Sabine, Francis .....	Counsellor
Sarsiat, Ada .....	Adult Basic Education Instructor
Skitcko, Fran .....	Director of Human Resources
Snyder, Elizabeth .....	Experienced Base Vocational Preparation Instructor
Sousa, Cathay .....	Business Instructor
Stanley, George .....	Academic Head/English Instructor
Stone, Jim .....	Computer Science/Mathematics Instructor
Stuart, Leslie .....	Nursing Instructor
Tarwick, Larisa .....	Early Childhood Education Coordinator
Thomson, Joanne .....	Nursing Coordinator
Torgalson, Del .....	Millwright Instructor
Turner, Eric .....	Chemistry/Physics Instructor
Weber, Peter .....	Economics/History/Political Science Instructor
Williams, Kae .....	Adult Basic Education Instructor
Wong, Diana .....	Community Support Worker Instructor
Woodward, Frank .....	Electronics Instructor

### *(PRINCE RUPERT CAMPUS)*

Russell, Sue .....	Director of Prince Rupert Campus
Gagnon, Lianne .....	Learning Adaptive Skills for Employment Readiness
Grinstrand, Marie .....	Adult Basic Education Instructor
Hiom, John .....	Chemistry/Physics/Computer Science Instructor
Kennedy, Jennifer .....	Psychology Instructor & Student Adviser
Kennedy, Wayne .....	Welding Instructor
Kenny, Al .....	Marine Engine Repair Instructor
Langley, Eric .....	Business Instructor
Stava, Debbie .....	Business Instructor
Shearer, Jean .....	Aquaculture Instructor
Watson, Joanne .....	Learning Adaptive Skills for Employment Readiness
West, Ben .....	Director of Fisheries & Marine Training
Wood, John .....	Adult Basic Education Instructor

### *(SMITHERS CAMPUS)*

Klassen, Eileen .....	Director of Smithers Campus
Davidson, Beverley .....	Business Instructor
Deas, Alec .....	Adult Basic Education Instructor
McCreary, Terri .....	Business Instructor
Meredith, Raydene .....	Student Adviser
Schlase, Megan .....	Business Instructor

**(KITIMAT CAMPUS)**

Hall, Clive .....	Director of Kitimat Campus
Bowen, Roberta .....	English as a Second Language Instructor
Hall, Kay .....	Adult Basic Education Instructor
Merkel, Ann Marie .....	Business Instructor
Raposa, Maria .....	English as a Second Language Instructor
Stephen, Terry .....	Mathematics Instructor
Turner, Carolyn .....	Student Adviser
Taylor, Debbie .....	Business Instructor
Wozney, Chris .....	Adult Basic Education Instructor

**(HAZELTON CAMPUS)**

Shannon, Lois/	
Davies, Karen .....	Directors of Hazelton Campus
Campbell, Shane .....	Forestry Technology Coordinator
Clay, Kathy .....	Addiction Resource Worker Coordinator
Hayes, Pat .....	Adult Basic Education Instructor
Sullivan, Joe .....	Forestry Technology Instructor
Yunkws, Anne .....	Student Adviser

**(HOUSTON CAMPUS)**

Widmark, Tanya .....	Coordinator of Houston Campus
Capak, Hilda .....	Business Instructor
Holm, Alice .....	Adult Basic Education Instructor

**(QUEEN CHARLOTTE ISLANDS CAMPUS)**

Fowler, Fran .....	Coordinator of Queen Charlotte Islands Campus
Becker, Lawrence .....	Human Service Worker Instructor
Williams, Susan .....	Human Service Worker Coordinator

**(NISHGA)**

T.B.A. ....	Coordinator of Nishga Centre
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**(STEWART)**

Richardson, Dave .....	Coordinator of Stewart Centre
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