

**Northwest
Community
College**



**CALENDAR
1990-1991**



Northwest Community College

Welcome to

Your Community College

Sixteenth Annual Calendar

1990 - 1991

PURPOSE OF THIS CALENDAR

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

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.

Dates to Remember

Early registration is possible for almost all programs.
Information on dates and times will be included with acceptance information.

1990		1991	
Mon., July 2	Dominion Day Holiday	Tues., Jan. 1	New Year's Day Holiday
Mon., Aug. 6	B. C. Day Holiday	Wed., Jan. 2	REGISTRATION
Mon., Sept. 3	Labour Day Holiday Residence staff (Terrace) will be on duty for arriving students, 1:00-5:00 p.m.		Commencement of classes. (All programs except Career & University Credit)
Tues., Sept. 4	Commencement of classes for Career, and Vocational programs beginning in Sept.	Mon., Jan. 7	Career & University Credit classes begin.
Sept. 5-8	Orientation programs for all students will occur throughout this week.	Fri., Jan. 18	Last day for LATE registration in Career & University Credit programs.
Mon. Sept. 10	University Credit classes begin.		Last day for changing classes in Career & University Credit programs.
Fri., Sept. 21	Last day for LATE registration for Career & University Credit programs. Last day for changing classes for University Credit programs.	Fri., Mar. 1	Last day for official withdrawal from Career & University Credit programs.
Mon., Oct. 8	Thanksgiving Day Holiday	Fri., Mar. 29	Good Friday Holiday
Fri., Nov. 2	Last day for official withdrawal from Career & University Credit programs.	Mon., Apr. 1	Easter Monday Holiday
Mon., Nov. 12	Remembrance Day Holiday	Fri., April 26	Last Day of classes for ARW, CSP, ECE, HSW & University Credit programs.
Fri., Dec. 21	Last day of classes for Career, University Credit, A.B.E., Vocational, Bus.Education & Electronic programs.	Mon., April 29	Practicum begins for ARW, CSP, ECE & HSW programs.
Dec. 22 - Jan. 1	RESIDENCE & CAFETERIA CLOSED (Terrace Campus)	Mon., May 20	Victoria Day Holiday
Dec. 25 & 26	Christmas & Boxing Day Holidays	Fri., May 31	Practicum ends for ECE.
		Mon., June 3	June Intensive session for ECE begins.
		Fri. June 21	E.C.E. June Intensive session ends. Extended practicum ends for most Career programs.
		Mon. July 1	Dominion Day Holiday

Message from the President

Welcome to the Northwest Community College community. Our College is a mosaic of unique Centres designed to help you access first rate, relevant education and training. High demand programming is available at various locations whereas centres of excellence provide high quality specialty programs.

Our expectation of you, our customer, is that you are anxious to learn and willing to make the necessary effort to contribute to your own success. Dedicated and competent staff and faculty are responsible for helping you establish goals and providing you with the learning experiences required to achieve them. If you become the best you can be we all end up winners.

We believe that advanced education extends beyond taking courses. Each of you arrive at the College with unique backgrounds and if you avail yourself of the opportunity of relating to those of different ages, experience and interests, you will inevitably enrich your own education and indirectly the communities in which we live.

Please take your education seriously but never take yourself too seriously. A good sense of humour can help you over those hurdles we all run into from time to time.

Again, welcome to the Northwest team.



D. W. Anderson,
President

Message from the Student Association

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. Nominations 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' Association
Northwest Community College

Table of Contents

Welcome	1
Dates to Remember	2
Message from the President	3
Message from the Student Association	4
College Board	6
Statement of Philosophy	6
Admission and Registration	8
Fees	9
Financial Aid	11
Policies and Regulations	13 & 127
Grading Policies and Procedures	18
Services Available to Students	23
Addiction Resource Worker	26
Adult Basic Education	28
Adult Special Education	30
Adventure Tourism Training/Wilderness Guiding Skills	31
Aquaculture	33
Business Administration	35
Community Service Program	39
Continuing Care Assistant	41
Cook Training	42
Early Childhood Education	45
Electronics Technician	48
First Aid	49
Fisheries and Marine Training	50
Forestry Technology	55
Human Service Worker	57
Literacy and English as a Second Language	59
Nursing	61
Office Careers	63
Trades Training	70
TRAC	71
Mechanical	71
Carpentry/Joinery	73
Machinist/Millwright	74
Welding	74
University Credit	76
Course Descriptions	92
Faculty and Administration	153
Index	157

N.W.C.C. 1990-1991 Board Membership

Appointed by the Lieutenant-Governor in Council

Terry Bennett
Terrace

Irene Griffin
Nass Camp

Larry Krause
Terrace

Nancy Wilson
Prince Rupert

Joanne Monaghan
Kitimat

Gail Bergen
Prince Rupert

Marjorie Spisak
Nass Camp

John Pousette
Terrace

Al Brockley
Q.C. Islands

Elmer Derrick
Kitwanga

Hans Wagner
Kitimat

Board meetings are held each month.
Agendas are posted throughout the College.

STUDENTS, STAFF AND THE GENERAL PUBLIC ARE WELCOME!

Statement of Philosophy

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 of everything it does and that self-renewal is an ongoing obligation.

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.

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.

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.

General Responsibility

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

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.

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.

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.

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.

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.

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. Supporting official transcripts of all previous secondary and post-secondary education should be attached to the application form. In those cases where such documentation is not available, or not accessible in a timely manner, or considered inappropriate, an alternate form of assessment can be made available. Applicants who are not able to provide evidence that they meet the qualifications for any particular program should so indicate on a letter attached to their application so that alternate assessments can be arranged.

Admission Procedures

Northwest College is prepared to admit individuals with any level of academic qualification. Students may be required to meet specific program pre-requisites through academic upgrading at the College before they can be enrolled in the program of their choice.

College admission procedures ensure equal opportunity for access to programs for which students are fully qualified and prepared. This includes: academic qualifications required by the program (demonstrated by presentation of academic transcripts from previous institutions and/or satisfactory achievement in a relevant assessment); ability to begin studies at the time that space is available/offered; financial preparations to commence studies.

The College has a variety of program delivery formats. Wait-listing, registration, and start-up of new students in these various formats will be carried out in a manner that will provide the earliest possible notification of acceptance and start date to the student. In most cases the student will be asked to pay a deposit to confirm their acceptance. Students who do not meet the payment deadlines that they are given may have their acceptance suspended so that other applicants can be offered a space.

During the last 2 weeks prior to a scheduled intake, available spaces will be open to any qualified applicant who is prepared to complete the registration process.

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.)

Fees

The following is a general overview of the fees and charges in effect for 1989/90. Some adjustment will occur for September 1990.

TUITION		OTHER FEES	
UNIVERSITY CREDIT & CAREER - All courses	\$27.50 per credit hr. per semester MAXIMUM \$417 per semester	Late Registration	\$10.00
		Late Payment	\$10.00
		Reinstatement	\$25.00
VOCATIONAL & ABE - Full-time	\$20.00 per week payable on semester basis in advance.	DEPOSITS: (Refundable)	
		Residence Deposit	\$ 50.00
		Book & Tool Deposit	\$ 50.00
PART-TIME FEES	Inquire at College	Acceptance Deposit	\$ 100.00
Business/Industry, Health & Contract courses have fees other than listed. Inquire at College.			

Fees must be paid in full before attending classes. In some circumstances the payment of fees can be officially deferred until a later date. Normally this would only be granted when a student was awaiting the processing of a Student Loan.

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 College 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 sponsored by the Canada Employment and Immigration Commission and not paying tuition are assessed a \$2.00 per week student activity fee.

International Students

International students will be accepted to a limited number of Northwest College programs where space is available. Canadians and landed residents who apply for admission with a reasonable lead time will not be denied access as a result of international student placement. International students are assessed fees at a level that offsets the cost of their training to the Provincial Government. Information on programs available to international students and the current fees can be obtained from the College.

Late Registration and Refund Policy

General Conditions

1. Full refunds will be made only if a course is cancelled by the College or if a student withdraws from a course for medical or bereavement reasons prior to the course start date.
2. Refunds requested prior to the course start date will be assessed a \$10.00 administration fee.
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 CES Courses and all Part-time Vocational Courses)

1. Withdrawal before the second class of a course - 100% of tuition fees less a \$10.00 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. The withdrawing student will be refunded 100% of the tuition fee less a \$10.00 administration charge.

NOTES: Prior to the pre-registration date the general refund conditions apply.

All designated course receipts should be stamped "NO REFUND".

Semester Credit Courses (Part- and Full-time)

1. A \$10.00 "late registration" charge will be assessed to any student registering after the second class.
2. Withdrawal during the third and fourth week of the semester -50% of tuition fee less a \$10.00 administration charge.
3. Withdrawal after the fourth week of the semester - NO REFUND.

NOTES: Students can register for these courses up to and including the second week.

Students can register after the second week, only with the instructor's approval.

Vocational (Full-time)

1. A \$10.00 "late registration" charge will be assessed to any student registering after the first day of attendance in a full- time vocational program.
2. Vocational full-time fees are assessed on a weekly basis and collected by the semester.
3. Refunds on withdrawal before completion will be 100% of the unused tuition less a \$10.00 administration charge.
4. As students are required to pay tuition to the end of the semester they are registered in, there will be no administration charge on refunds for unused weeks when a student completes the program they have undertaken at the College.

Financial Aid

The costs of attending college are substantial. An estimated budget for a single student with no dependents who was attending Northwest Community College would be:

PER SEMESTER or 4 MONTH TERM			
	Living at Home	Living on Campus	Living in Rental Accommodation
Tuition	\$340-420	\$340-420	\$340-420
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
Total Costs	\$1,040 - 2,820	\$2,565 - 3,645	\$3,440 - 4,620

These figures are only estimates and do not, for example, include the costs of transportation to and from home.

There are a substantial number of types of financial aid available to students attending Northwest Community College. A brief description of the types of aid available follows. Further details about each of the programs can be found in the Financial Aid section at the back of this calendar. You can obtain more information and applications from your local Student Adviser or the Financial Aid Officer in Terrace.

Scholarships

Scholarships are awarded to students based on their academic achievement and program of studies. The College's Entrance Scholarships provide up to 100% of tuition to students who graduated from a high school in a School District in the College region in the last twelve months.

Bursaries

Bursaries are awarded to students based on their academic achievement, financial need, and program of studies. Applications are available at your College Centre.

British Columbia Student Assistance Program

The program combines Canada Student Loans and B.C. Student Assistance and is intended to ensure that B.C. 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. Funds are available for both full and part-time students.

Adult Basic Education Student Assistance Plan (ABESAP)

ABESAP is a provincially sponsored program which provides support for direct educational costs (for example, tuition) to students enrolled in an Adult Basic Education program (for example, Basic Literacy, Academic Upgrading, English Language Training or Employment Orientation programs).

Sponsorship

Financial support is available from Provincial and Federal agencies for qualifying students enrolled in an approved program which will enhance a student's potential for employment.

Awards

There are a wide range of awards from various sources available to students at the College. Some of these are available when students start their studies at the College and some are awarded after one year of study to students who are completing a two year program.

Thunderbird Emergency Loan Fund

This fund was established in part by a donation from the Northwest College Student Association and can be used for small, short-term emergency loans. Applications are available from your Student Adviser.

Students Transferring to a University

All three B.C. universities have scholarships specifically intended for students who start their university studies at the College and are transferring to one of the universities to continue their studies.

The above descriptions are only intended to indicate the wide range of assistance potentially available to students. Further information can be found at the back of this calendar and can be obtained from your Student Adviser.

Many financial aid programs have deadlines for applications. Students should investigate potential sources of aid (and submit applications if appropriate) as early in the year as possible.

Policies and Regulations

Attendance and General Conduct

Experience has shown that students who attend classes regularly do far better than those who are often absent. If you miss a class you may have missed important information about assignments, exams or upcoming opportunities. You should make sure you find out what you missed.

Safety

The College strives to provide an effective and safe learning environment for you and your classmates. If a member of your class is acting in a manner which makes it difficult for other students to learn or threatens their safety, your instructor may require the student to leave the class. In serious situations, the student may not be allowed to return to the class. If a student is expelled from class the instructor will file a report, clearly documenting the reasons for expulsion, with the Centre Director within twenty-four hours. A copy of this report will be given by the Director to the student on request. If the student disagrees with the contents of the report, or wishes to dispute the action taken, he or she can follow the appeal procedure contained in this section. This appeal will be heard as quickly as possible.

Sponsored Students

Some students attending the College are sponsored by various agencies. Most agencies require the College to regularly report the attendance of the students they sponsor. If you are a sponsored student you should make sure you know your sponsor's rules about attendance.

Co-operative Work Terms

The Co-operative programs offered by the College provide students with the opportunity to gain valuable work experience directly related to their studies. These students are employees during their work terms and are expected to conduct themselves in accordance with the requirements of their employer.

Practicum Placements

The College, in cooperation with a number of agencies, provides students with the opportunity to complete practicum placements for a number of career programs. Successful completion of a specified number of hours is required for provincial certification. The agencies providing the opportunity expect students to make a valuable contribution to their organization. For these reasons attendance is required for students enrolled in a practicum. If you must be absent from a practicum session, you should notify both the placement agency and the instructor supervising the practicum of the absence, its nature and expected duration as soon as possible. Appropriate documentation may be required for absences during a practicum. Excessive absences from practicum placements may result in a student being required to withdraw from the course.

Absenteeism

If you miss a scheduled examination or submit course work after it's due, for medical or other reasons, you *must* notify your instructor as soon as possible. To ensure all students are treated fairly your instructor will ask for appropriate evidence to support your claim. If the reason for your absence is medical, then a statement of illness from a doctor can be required.

If your reasons for missing an exam are acceptable you will be allowed to write a substitute exam later. If the exam you missed was the final exam in a course, you will receive an "Incomplete (INC)" grade on your transcript. After you write the substitute exam, your final grade in the course will be calculated as if you had written the exam at its scheduled time. Failure to provide appropriate documentation to support your claim will usually result in a score of '0' if an exam is missed or the reduced grade which results from the imposition of penalties for overdue assignments.

If you are suffering from long term medical problems, or there are other exceptional circumstances which may affect your ability to complete your studies successfully, please notify your instructor as soon as possible. Your instructor will work with you to try to develop a schedule which allows you to complete your studies.

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. There are three appeal procedures available depending on the situation. Please see the "Suspension of Students for Disciplinary Reasons" later in this section for the procedure to be followed to appeal a decision re suspension. See the Grading Policies and Procedures section for appeal procedure involving grades. In all other cases the following procedure will apply:

1. The first step in any appeal involving a student and a Northwest College employee shall start with the student and the individual employee as the "court of first instance." A student initiating an appeal shall do so within sixty calendar days after the incident in question.

Student appeals with regard to actions or ethical conduct will be resolved by the President based on recommendations from an Ad Hoc Committee composed as follows:

- A. One student named by the Student Association
- B. Two Faculty members named by the Centre Director
- C. One Administrator named by the President

If any member of this Committee is party to a particular grievance, he or she shall not serve on the Committee for the duration of those proceedings. Alternates may be named by the President, Centre Director or Student Association as appropriate.

To ensure continuity, it would be desirable to have one member of each of the groups mentioned above serve for two years. The remaining members would serve for a minimum of twelve months.

2. In the event that the outcome of this initial meeting (court of first instance) is unsatisfactory to the appellant, then he or she shall have the right to appeal through the Centre Director.
3. It will be the responsibility of the Centre Director to ensure that the proper appeal procedure is followed by all parties involved.
4. The Student Appeal Procedure is designed to provide the parties involved with an in-house hearing. Every effort will be made to ensure that all parties involved are given the opportunity to state their views openly and honestly. Should any party feel that they have somehow been dealt with unfairly by the Committee, they have recourse to the President and the College Board.

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 Student Advisor.

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.

In all other cases, 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.

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.

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 each College Centre.

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.

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.

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.

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 Centre Director, who, in turn, will normally act on the basis of recommendations from others. 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.

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.

Grading Policies and Procedures

Intellectual Honesty

The grades you receive as a student at Northwest Community College are a statement of your personal achievements. It's essential that everyone (your fellow students, instructors, potential employers and other institutions) be confident these grades are the result of your personal effort. The College will not, therefore, tolerate any forms of intellectual dishonesty.

Examples of intellectual dishonesty include presenting the published work of others as your own (plagiarism), copying, aiding and abetting copying, falsifying laboratory results and cheating on exams.

The possible penalties imposed by the College for intellectual dishonesty include a variety of disciplinary actions. Examples of actions which may be taken by the College include a warning, a requirement to repeat the work, assignment of a failing grade for the work, failure in the course, a change in the technique used to calculate your final grade and expulsion from the College.

If you are accused of committing an intellectually dishonest act your instructor will provide a written statement describing the incident and the penalty imposed to you and the Director of the centre. If you disagree with the instructor's charge you may initiate the appropriate appeal procedure.

Methods of Evaluation

Methods commonly used for evaluation include assignments, essays, oral or written tests, participation in class discussions, performance in seminar presentations, performance during professional practica, demonstration of practical skill requirements, laboratory assignments and examinations, "open book" or "take-home" examinations and final examinations.

Your instructor will provide a written description of how your final grade will be determined at the start of the course. This description will include which methods will be used, a general description of how each requirement will be evaluated, the weight given to each in the calculation of your final grade, penalties for the late submission of work and any special regulations about laboratory or term assignments and essays.

It is your responsibility to get a copy of the grading criteria for each course in which you are registered. Lack of familiarity with how a course's final grade is calculated is not a sufficient reason for appeal of a grade.

Assignments and Essays

Your instructor will tell you when an assignment or essay is due and how it will be marked when it is assigned. If there are problems which prevented you from completing the project on time please refer to the Absenteeism section of the General Regulations.

If you do not complete all work for a course before the final examination you may not be allowed to write the final exam.

The grading criteria handed out at the start of the semester will provide detailed information concerning late work for the course.

Examinations

It is generally recognized that continuous evaluation is an important part of the learning process; however, final examinations are required in some courses. The grading criteria distributed for each course at the start of the semester will indicate if a final exam is required. If a course you're taking has a final exam it will not count for more than 50% of your final grade.

In courses which have a scheduled exam period a schedule of examinations will be available at least 4 weeks before the start of examinations.

If you are unable to write an examination you must follow the procedure described in the Absenteeism section of the general regulations.

Incomplete Grades

An incomplete grade indicates that some required course work was not completed and evaluated in the prescribed time period due to unforeseen but fully justifiable reasons and that there is still a possibility of earning credit. It is your responsibility to discuss the situation with your instructor. Your instructor and you must develop a plan to satisfy the remaining course requirements within a reasonable period of time. A final grade is assigned when the work is completed and evaluated.

An incomplete grade will change to an F if the required work is not completed within the agreed time period.

Withdrawal

A grade of W indicates you officially withdrew from the course and does not affect your standing at the College. Unless there are special circumstances most programs will not allow you to withdraw after a specified date. You should make sure you know the last day for which withdrawals are allowed in your program. After this date withdrawals will only be allowed in exceptional circumstances and will require the approval of the instructor.

Unofficial Withdrawal

A grade of UW indicates you did not complete all the work required in the course, did not officially withdraw from a course and did not make any arrangements to complete the course.

Course in Progress

A grade of CIP indicates that you are currently studying the course and that your studies have been temporarily interrupted due to scheduling considerations at the College (for example, a short term closure during the summer).

Grading Scale

Different programs at the College have different requirements for "success" and therefore the College uses a number of different grading schemes to report your progress. Your instructor will provide you with a detailed description of how your grades are reported at the start of your course.

In many courses and programs your final grade is reported using letter grades. Each letter has a numerical equivalent which is used to calculate your grade point average. These letter grades and their numerical equivalents are:

Letter Grade	Grade Point	Interpretation
A+	4.33	Outstanding achievement
A	4.00	
A-	3.67	
B+	3.33	Above average achievement
B	3.00	
B-	2.67	
C+	2.33	Average achievement
C	2.00	
C-	1.67	
P	1.00	Marginal achievement
F	0.00	Failure
AUD		Course Audited, not for credit
CR		Credit, satisfied performance criteria
I		Incomplete
W		Withdrew
UW		Unofficial Withdrawal
EX		Exemption Granted for Advanced Standing
CIP		Course in Progress

Calculating Grade Points and Your Grade Point Average

The grade point for a course is calculated by multiplying the numerical equivalent of the letter grade obtained in the course and the course's credit hours. A course which had 3 credit hours and in which you obtained a B- would therefore have a grade point of $3 \times 2.67 = 8.01$.

Your grade point average is calculated by dividing the total number of grade points you have earned by the total number of credit hours you have accumulated.

Grade Appeal Procedure

I. General

Students are encouraged to discuss any grade received with the instructor at the time the grade is issued. The full Grade Appeal Procedure outlined below will be used in the case of final course grades only.

Once a final grade for a course has been received, a student must initiate a grade appeal no later than 30 calendar days after the issuance of final grades.

For the purposes of this procedure, an appeal will be considered to have been initiated once the student has approached the instructor to discuss the final grade. The resolution of the appeal at any point during the procedure will halt the process.

As only Final Course Grades can be appealed, students are cautioned that the appeal must have enough substance to actually change the final grade if the appeal is successful.

Students may not use this avenue to appeal decisions arising from situations where their conduct or behaviour has brought them into conflict with criminal or civil law.

Any decisions handed down in accordance with the provisions stipulated in the Grade Appeal Procedure shall be final in so far as Northwest College has jurisdiction.

II. Procedure

1. The first step requires the student to attempt resolution of the issue on an informal basis with the instructor involved within 30 calendar days after the issuance of final grades.
2. If no resolution can be reached with the instructor, the student may continue the appeal by forwarding a written outline of the appeal to the Administrator responsible for the program of the instructor involved.

At this stage, the appeal must be in writing. When writing the appeal, the student should specify: the name of the course and instructor involved; the evidence upon which the appeal is based; and the resolution that is being sought. At this stage the student should also attach any evidence that is pertinent to the appeal. Pertinent evidence from throughout the course in question is admissible.

3. If no resolution can be reached at the Administrator level, and the appeal is to be pursued, the appeal must be forwarded to the Centre Director. At this point, the role of the Centre Director is to ensure that the proper procedure has been followed to this stage. If proper procedure has been followed, the Centre Director will forward the appeal to the Grade Appeal Committee. In general, 14 calendar days will be allowed for the appeal to progress through the Instructor, Administrator and Centre Director.

III. Grade Appeal Committee

1. Once the grade appeal has been forwarded to the Committee, within 7 calendar days the Chairman of the Committee will call a meeting of the student making the appeal, the instructor and the Committee members.
2. When reviewing the appeal, the Committee may request additional written submissions from the principals involved in the appeal at previous stages.
3. When conducting a hearing, the Committee will generally schedule the student for the first interview and the instructor for the second. Normally the student and instructor will be interviewed separately, although joint interviews may be conducted if the Committee feels it is appropriate. Both student and instructor have the right to proxy representation at the interview and may be accompanied by one additional person. If further clarification is required, the Committee may interview either the student, the instructor or both a second time.
4. The Committee will pursue any avenues appropriate to the exploration and resolution of the appeal.
5. If, after deliberation, the Committee consensus is that a grade should be changed, or an alternate resolution is recommended, the Committee will:
 - a. Prepare a report outlining the rationale for the change or alternate resolution.
 - b. Submit the report and the recommendation to the instructor involved with request that the instructor support the resolution.
 - c. If the instructor does not agree with the recommended resolution, the Committee will forward the report to the Centre Director for final decision.

The Committee recommendation will not result in a lower grade being assigned.
6. If, after deliberation, the Committee cannot reach a consensus on recommended resolution of the appeal, it will prepare a report outlining the issues involved and forward it to the Centre Director for resolution.

Services Available to Students

Adult Special Education Services

Northwest Community College hopes to meet the challenge of providing accessible education through innovative services. As part of this effort, the College employs a Coordinator of Adult Special Education, whose role it is to disseminate information, provide guidance and act as an advocate for students with challenges. Services the College can provide are note takers, readers, interpreters, braille, mobility aides, specialized examination considerations (depending upon student's needs and tutors). To ensure that the services can be in place please notify the Adult Special Education Coordinator four weeks before classes start.

Books & Supplies

Textbooks and course materials for College courses and programs, general interest books and magazines, stationery and school supplies, and some novelty items are available. The Terrace Bookstore will assist companies in acquiring texts for apprentices and in-house training programs.

Career Resources

Each Centre has calendars, books and periodicals with information on a wide variety of topics including career planning, personal development (Choices), 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 Student Advisor in your Centre, or the Financial Aid Officer, Terrace Campus, 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 Cafeteria in Terrace. Estimates suggest that the average student spends \$300 to \$350 per month on food. In order to offer students some relief against food costs, students can purchase meal tickets valued at \$100 or more at discounted rate. Under this plan, students are able to purchase meal tickets 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. Food services at other College Centres are the responsibility of the student.

General Education Development Tests

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. GED testing is scheduled throughout the year. Contact your College Centre for dates and procedures.

Learning Resource Centre/Library

The purpose of the Learning Resource Centre (LRC) is to give students the skills to learn more about the world, their society and culture, and the subjects which are formally taught at the institution.

To fulfill this responsibility, professional staff give instruction in library research skills. The opportunity to become familiar with key information sources in a chosen field assists students not only in completing course assignments, but also in facing the future challenge of remaining current in a changing work environment.

The LRC catalogue (online and microfiche) gives access to many different materials:

- * 23,000 books, videos, films, slides, computer software
- * over 400 magazines and newspaper titles
- * government documents, maps, aerial photos
- * archives of northwestern B.C. and the College

Items not available locally can, in most cases, be obtained through inter-campus loan or through the provincial interlibrary loan network. LRC's also circulate a variety of AV equipment and provide a range of media services.

All LRC resources and services are available to the general College community, as well as to students, staff and faculty.

Students are invited to visit their local College LRC to obtain additional information on collections and services, as well as loan periods, how to obtain a library card, charges for lost or damaged materials, and the opening hours of each Centre.

Housing

Residence space is available on the Terrace Campus for 160 students. Most rooms are designed for double occupancy, with a limited number of rooms for couples. Students are advised to apply IN ADVANCE to the Residence Office. Meals are available in Terrace at the Cafeteria. In all other Centres you may obtain accommodation directions from the Centre Advisor. It is the student's responsibility to determine the suitability of any accommodation. Further information on rates and availability at the Terrace Campus can be obtained by contacting: Residence Office, Northwest Community College, P.O. Box 726, Terrace, B.C. V8G 4C2.

Public Transportation

Public transportation is available in some Centres.

Recreational Activities

A Recreation Centre exists at the Terrace Campus with racquetball and squash courts, and weight and exercise equipment rooms. Special rates are available to students. In addition, there is a regulation soccer/football field and a softball diamond. Excellent down hill and cross-country skiing is available near some Campuses. Many of the recreational activities that take place in each Centre 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 their Student Activities Co-ordinator or Student Association representative.

Student Advisors

Advisors 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.

Tutorial Service

Tutorial Service is available through the Adult Basic Education Department at some College Campuses. Students registered in Grade 10, 11, or 12 in attendance at High School or those doing high school level correspondence courses and wishing some extra help may attend this program for up to 15 hours per week. Students can get the help they need in particular subject areas, or just use the service as a structured work environment for study and/or homework. Further information can be obtained from any College Centre.

Addiction Resource Worker

As the awareness of drug and alcohol abuse grows, so does the need for qualified workers in the addictions field. The Addiction Resource Worker program is designed to provide training in the Addiction field at a para-professional level. Students who complete the program may wish to apply for work in treatment centres, halfway houses, detox centres, or as drug and alcohol 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 program was designed with rural communities in mind. It includes six university and/or college transferable courses and twelve College credit courses. The program includes a Native cultural component that enables students to better understand the strengths of Indian communities. At the conclusion of the classroom sessions the student will spend 2 months on a practicum placement at a treatment centre. The program is 10 months long.

Admission Requirements

Prospective students must:

1. Have grade 12 graduation or equivalent. Mature students without grade 12 will be admitted if they can demonstrate mastery of equivalent knowledge and skills.
2. Present evidence of a medical examination and a recent T.B. skin test.
3. Complete a placement test in English.
4. Have attained the age of 20 by graduation.

Students should be aware that:

- A Criminal Record Search is required before they can obtain a practicum placement. The presence of certain crimes on a record would make practicum placement, graduation and subsequent employment impossible.
- Employment as a Drug and Alcohol Counsellor generally requires at least one, and often two or more, continuous dependency free years.

Students will be required to attend a personal orientation session before the start of the Academic year.

How to Apply

Applications may be obtained from your local college centre and should be submitted as early in the spring as possible.

To ensure an available space we advise you to apply before June 15.

Dates and Location

The program runs from September through June each year and is available at our Hazelton campus only. This includes a 2 month practicum at a location in B.C., Alberta or the Yukon.

Fees

Please see the general information section.

Financial Aid and Sponsorship

Please see the financial aid section.

Practicum Placements

Students must successfully complete all the Addiction Resource Worker course work, have the permission of the practicum supervisor and not have been convicted of certain crimes (as revealed by the Criminal Record Search) before they will be admitted to the practicum.

A student who fails to develop the necessary level of skills required for successful completion of the practicum may, in consultation with the Program Coordinator and the agency supervisors, be required to go on probation. In this case the student would be expected to meet the necessary standards within a set time period (as determined by the Program Coordinator, agency supervisor and student) or be required to withdraw from the program.

PROGRAM OUTLINE

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

Adult Basic Education

The Adult Basic Education Program prepares students for admission to career and vocational programs or post-secondary studies and/or for employment which requires secondary school education. The program includes courses comparable to those in secondary school. Students can (space permitting) start the program at any time during the year. Classes are available during both the day and evening — contact your local College centre for their schedule and the courses which are available.

When a student starts the program an instructor will find out what the student already knows, what he or she wants to do and then design a personalized program to help the student achieve his or her goals. Once in the program students study on their own at a pace they're comfortable with and ask their instructor for help when they need it.

The program is intended primarily for adults and not as a substitute for secondary school for students of high school age.

Admission Requirements

Prospective students must:

1. be over 18 years of age, **OR**
2. have already earned grade 12 standing, **OR**
3. be 17 years of age and out of school for at least one year, **OR**
4. be recommended by their principal

The number of spaces available to students under 18 may be limited — please contact your local College centre.

Study in the ABE program requires some reading skills. Students not able to read at this level can acquire this skill in our Literacy programs — please refer to that section.

How to Apply

Applications can be obtained from your local College centre and can be submitted at any time.

Dates and Location

The program is available from September to June at all College centres and throughout the summer in Terrace. Students can (space permitting) start the program at any time during the year.

Fees

Please see the General Information section.

Financial Aid and Sponsorship

There is financial assistance available for ABE students who qualify. The Adult Basic Education Student Assistance Plan (ABESAP) provides funds for tuition. The B.C. Student Assistance Plan will fund tuition, books and living expenses for students in Advanced and Provincial Level programs. Sponsorship from government agencies and native bands may be available.

Program Description

The ABE program has four levels. Students earn a NWCC certificate for completing each of the first three levels and a Provincial Diploma for completing the fourth. The levels and general requirements for completion are:

ABE Fundamental Certificate - completion of 2 courses at the 020 level

ABE Intermediate Certificate - completion of English, Math, Science and Socials courses at the 030 level

ABE Advanced Certificate - completion of English, Math, Science and one option at the 040 level

ABE Provincial Diploma - completion of an Advanced Certificate, English 050 plus 3 options at the 050 level and a math course at the Advanced level

Students should talk with their instructor or an advisor to obtain assistance in choosing the most appropriate courses to achieve their particular goals.

Students can study individual courses to meet specific program requirements.

COURSES

ABE Fundamental Level Courses		ABE Intermediate Level Courses	
ENG 020	Fundamental English Skills	MATH 030	General Math
MATH 020	Fundamental Math Skills	MATH 031	Math for Business
		MATH 032	Math for Trades
		ENG 030	General English
		SCI 030	Science
		SOSC 030	Social Sciences
ABE Advanced Level Courses		ABE Provincial Level Courses	
MATH 040	Mathematics (Algebra)	MATH 050	Math
MATH 041	Business Math	ENG 050	English
ENG 040	General English	BIO 050	Biology
BIO 040	Advanced Biology	CHEM 050	Chemistry
CHEM 040	Advanced Chemistry	PHY 050	Physics
PHY 040	Advanced Physics	GEOG 050	Geography
COMP 040	Computer Studies	COMP 050	Computer Science

Adult Special Education

Northwest Community College hopes to meet the challenge of providing accessible education through innovative courses.

Adults with special education needs can acquire basic knowledge leading to fuller participation in the community.

Terrace Campus

The Adult Special Education Department offers the following courses:

Employment Readiness

The Employment Readiness program is intended to prepare a student to be work ready. The aptitudes of students will be explored. Objectives of the program include developing good work habits, increasing awareness of work site expectations and to provide on-the-job experience. The program starts in September 1990. Early registration is preferred.

Basic Literacy/Functional Literacy

A course which helps students to develop their academic skills. The course starts in September 1990 and students can start at any time.

Special Interest Courses

A series of programs intended to provide students with the opportunity to improve their lifeskills. Examples of programs which may be presented include cooking, living in an apartment, health issues, assertiveness and getting along with others. Topics for courses are based on suggestions from the community. Courses start in September and are available at various times throughout the year.

For more information please contact the Terrace campus.

Prince Rupert Campus

The Prince Rupert Campus offers the Learning Adaptive Skills for Employment Readiness (LASER) program. Topics taught in the program include job search techniques, employer expectations, development of good work habits, job readiness skills, communicating with co-workers, career search skills, lifeskills, and the academic skills necessary for employment.

For more information regarding the LASER program please contact the Prince Rupert campus.

Adventure Tourism Training/ Wilderness Guiding Skills

The Adventure Tourism industry is an important and popular part of the B.C. tourism industry and there is a demand for skilled and semi-skilled employees in many areas.

Northwest Community College offers an intensive course to prepare students for employment in the Adventure Tourism and Wilderness Guiding industries. All students study a common core program and can choose 1 or more specialties from Hunting, Fishing, Horse Care and Backpacking.

Admission Requirements

There are no formal academic requirements for admission to the program. Prospective students should be sufficiently physically fit to participate in outdoor activities.

How to Apply

Applications may be obtained from your local college centre.

Dates and Location

The program starts May 1, 1990 and is available at the Smithers Campus.

Core Program (30 days)	
Introduction to the Industry	First Aid
Camp Set-up	Introduction to Horses
Cooking/Menu Planning	Geography
History	Biology
Aircraft Safety and Chartering	Botany
Environmental Considerations	Canoeing and Boating
Photography and Binoculars	Communications Skills
Small Motors	Client/Guide Relationships
Orienteering	Survival

Tuition for the core program is \$280. Food and lodging is \$415.

Specialties

Hunting (5 days)	
Firearms Binoculars Skinning	Biology Judging

Tuition for the hunting program is \$20. Food and lodging is \$69.

Fishing (10 days)	
Saltwater Freshwater Flytying and Casting	Entomology and Habitat Biology

Tuition for the fishing program is \$40. Food and lodging is \$138.

Horse Care (5 days)	
Riding Packing Shoeing	Feeding First Aid

Tuition for the horse care program is \$40. Food and lodging is \$138.

Backpacking (5 days)	
Equipment Physiology	Planning

Tuition for the backpacking program is \$20. Food and lodging is \$69.

Aquaculture

The Prince Rupert Campus offers a modular ten month program leading to the Aquaculture Technician's Certificate. The modules are designed to provide the student with a wide range of practical experience and theoretical information. Included in the program are modules addressing the rearing of salmon and other species, the maintenance of a healthy fish rearing environment, the operation of a business and the use of computers, boating, small motors and the design, construction and operation of an aquaculture site. The emphasis is on aquaculture as it is currently practised in British Columbia.

Many of the twenty-two modules required for the Aquaculture Technician's Certificate can be taken independently if prerequisites are met. Practicums are open only to students seeking a certificate. Some modules, or groups of them, may be recognized for credit at other colleges and degree granting institutions.

Admission Requirements

Before admission to the program the instructor will contact prospective students for an orientation session by telephone or in person.

Practicums are open only to students seeking a certificate.

How to Apply

Applications may be obtained from your local college centre.

Dates and Location

The complete program runs from September to June of the following year and is offered at our Prince Rupert Campus. Classes are scheduled from 8:30 to 3:30 Monday to Friday. Please consult the current Prince Rupert brochure for the dates of each module.

Fees

Please see the general information section.

Financial Aid and Sponsorship

Please see the financial aid section.

Practicum Placements

Students must complete preceding coursework before they will be assigned a practicum. Successful completion of all practica is required for program completion.

PROGRAM OUTLINE

The fall semester starts in September and ends in December. The winter semester starts in January and ends in June.

Courses are from one to three weeks in duration. The exact length of a course can be found in the Course Descriptions at the back of this calendar. Please contact the Prince Rupert Centre at (604)624 - 6054 for the starting dates for a course.

Individuals can register for any course for which they have the pre-requisites. The requirements for admission to a particular course can be found in the Course Descriptions at the back of the calendar.

Fall Semester		Winter Semester	
AQSL101	Aquaculture of Salmonids I	AQPJ101	Aquaculture Project
AQPC101	Personal Computers I	AQSL103	Aquaculture of Salmonids III
AQSL102	Aquaculture of Salmonids II	AQPR102	Aquaculture Practicum II
AQBU101	Business Skills I	AQFH101	Fish Health
AQOS101	Aquaculture of Other Species	AQSM101	Small Motors
AQPR101	Aquaculture Practicum I	AQEN101	Aquaculture Engineering
AQWQ101	Water Quality	AQSL104	Aquaculture of Salmonids IV
AQBT101	Small Boat Safety and Standard First Aid	AQPR103	Aquaculture Practicum III
		AQSL105	Aquaculture of Salmonids V
		AQBT102	Practical Boating Skills
		AQCN101	Aquaculture Construction
		AQPC102	Personal Computers II
		AQBU102	Business Skills II
		AQPR104	Aquaculture Practicum IV

Business Administration

The Business Administration programs at Northwest Community College are designed to provide students with the knowledge and skills necessary to pursue a career in management or operate a small business. The programs are two years long and successful students earn a diploma. Students who complete only the first year will earn a certificate in Business Administration.

The programs available and their employment objectives are:

Diploma in Business Administration - Accounting Option

Graduates of the program will be able to perform accounting duties for any business and will have good management skills. A student can enrol in the 4th level of the CGA (Certified General Accountants) or SMA (Society of Management Accountants) programs. Students may write the SMA Management Accounting II exam and, if successful, will obtain the Accounting Technologist Diploma from the SMA.

Diploma in Business Administration - Marketing Option

The marketing option is designed to prepare students for involvement in the exciting and growing fields of retailing, public relations, advertising, sales and general marketing management. The program assists the student in developing practical skills of immediate use in marketing. Considerable attention is given to learning how to communicate effectively with management, customers and the general public.

Diploma in General Business

This program gives students with university arts and science credits some business skills. Graduates will be able to perform accounting and management functions at beginning or intermediate levels.

Program Locations

	Prince Rupert	Terrace	Kitimat	Hazelton	Smithers	Houston
Bus. Admin						
Year 1	√	√	√		part-time	
Year 2						
- Accounting		√	√			
- Marketing	√					
Gen'l Bus.						
Year 1	√	√	√		part-time	
Year 2	√	√				

Some offerings require funding which was not assured at the time of printing. Please contact your College centre to confirm offerings.

Cooperative Education

Cooperative Education enhances the Business Administration programs by combining related work experience with formal studies. The salary and work experience gained in Work Terms, arranged by the College with co-operating employers, provide a valuable opportunity to integrate theory and practice.

Cooperative Education is an option for all full-time students who meet the academic requirements of "Co-op". Participation in the Co-op work terms is not mandatory — students who do not complete the work terms can graduate from the Business Administration program but will not have the additional credits for Cooperative Education. Students not participating in the Co-op component of the program will have the same academic schedule as those who do.

The schedule for the full-time Business Administration program is:

	Sept - Dec	Jan - Apr	May - Aug
Year I	Academic Semester I	Academic Semester II	Work Term I
Year II	Academic Semester III	Work Term II	Academic Semester IV

The College expects to implement the Coop Business Administration programs but had not received assurance of financing at the time of printing. If funding is not obtained the programs will be offered on a September to April schedule.

Admission Requirements

- Grade 12 graduation with Algebra 11 or equivalent (ABE Advanced, GED) is normally required. Mature students having business experience and equivalent skills will be admitted without the formal requirements.

How to Apply

Applications are available from your College centre. Prospective students are encouraged to apply as early in the spring as possible.

Program Starting Dates

The programs start on the first business day of September.

Fees

Please see the general information section.

Financial Aid and Sponsorship

Please see the financial aid section.

Diploma in Business Administration - Program Outlines

The first year for all specializations includes the following courses:

MATH150	Math of Finance	MATH 151	Statistics
BCPT 150	Business Computers	MGMT 150	Principles of Management
ECON 150/151	Economics	BENG 150	Business Communications
ACCT 150/151	Financial Accounting	BLAW 150/151	Business Law
BCPT 153	Computer Accounting		

The second year in the accounting option includes the following courses:

BCPT 250	Accounting Information Systems	MGMT 251	Organizational Behavior
MGMT 252	Credit and Collections	BFIN 250/251	Business Finance
MGMT 250	Canadian Business	TAXN 250	Income Tax
ACCT 250/251	Financial Accounting	ACCT 252/253	Management Accounting
ACCT 254	Auditing		

Please contact the student advisor in your centre for details re the contents of the second year in the marketing option.

Diploma in General Business - Program Outline

The first year of this program is identical to the first year of the Business Administration program. In the second year of the program students must take English 101/102, five social science University Credit courses and four Business Administration courses at the 200 or 250 level.

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Transfer Credit Guide: Business Administration

Northwest Community College	Society of Management Accountants(SMA)	Institute of Chartered Accountants of B.C. (CA)	Certified General Accountants (CGA)
ACCT. 150 ACCT. 151	INTRO. ACCT. 111	INTRO. FINANCIAL ACCOUNTING	ACCT. 101
ECON. 150 ECON. 151	ECON. 212	ECONOMICS FOR EITHER ONE	ECON. 104
MGTM. 150			
BENG. 150	INCLUDED IN MGMT. ACCT. 1 & 2		BUS. WRTG.
MATH. 150		MATHEMATICS	
MATH. 151	QUANT. METHODS-332	PROBABILITY/STATS	STATS 203
BLAW. 150 BLAW. 151	COMM. LAW 122	COMMERCIAL LAW	LAW 108
BCPT. 153			
BCPT. 150	DATA 314	BUS. COMPUTERS	ICS 325 (COMP + 250)
BCPT. 151			
MGMT. 250			
MGMT. 251	ORG. BEHAV. 123	ORG. BEHAV./POLICY	
MGMT. 252			
BFIN. 250 BFIN. 251	FIN. MGMT. 442	BUS. FINANCE	FINANCE 316
BCPT. 250	ACCTG. INFO. SYSTEMS 451*	INFO. SYSTEMS	ICS 325 (COMP + 250)
TAXN. 250	TAXATION 324	INTRO. TAXATION	
ACCT. 250 ACCT. 251 ACCT. 252 ACCT. 253 ACCT. 254	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

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

*Note 2: English 101 also required.

*Note 3: Credit requires completion of BENG 150

Community Service Program

The Community Service Program is for those people who wish to develop specific social service skills to assist people with mental handicaps, mental illness, and physical disabilities. The training is provided to prepare students to work at a para-professional level in a public school, group home, supported employment or community setting. The program is designed to provide students with both an appropriate philosophical orientation and practical skills for working with people with handicapping conditions through the life span.

Admission Requirements

Persons accepted into the program must:

1. Be a graduate of the Human Service Worker or Early Childhood Education programs or have completed English 151, Psych 202/202, HSW 151/162, HSW 163, HSW 164 and ECE 135.
2. Present evidence of a medical examination indicating no physical problems which might hinder the applicant in working with young children and evidence of a skin test for T.B.
3. Submit two letters of reference from previous employers or knowledgeable community people (e.g. high school teacher, guidance counsellor, community group leaders).
4. Write a one page letter on why you would like to take the Community Service program.

Students should be aware that a Criminal Record Search is required before they can obtain a practicum placement and that the presence of certain crimes on the record would make practicum placement, graduation and subsequent employment impossible.

Students will be required to attend a personal orientation before the start of the Academic year.

How to Apply

Applications are available from any College centre and should be submitted as early in the spring as possible.

Dates and Location

The part-time program starts the day after Labour Day and continues through June of the following year and is offered via teleconferencing throughout the College region.

Fees

Please see the general information section.

Financial Aid and Sponsorship

Please see the financial aid section.

Probation

In addition to maintaining satisfactory academic progress students are expected to develop a level of interpersonal and communication skills necessary for successful performance in the Community Service field. Admission to the practicum requires successful completion of all Community Service courses and the permission of the practicum supervisor.

A student who fails to develop the necessary level of skills required for successful completion of the practicum may, in consultation with the Coordinator responsible for the program and agency supervisors, be required to go on probation. In this case the student would be expected to meet the necessary standards within a set time period (as determined by the Coordinator, agency supervisor and student) or be required to withdraw from the program.

PROGRAM OUTLINE

CSP 206	Working With Families	CSP 207	Cross Cultural Awareness
CSP 208	Administration Skills	CSP 213	Health, Safety & Nutrition
CSP 203	Special Needs Care & Growth	CSP 250	Special Needs Curriculum Plan
CSP 253	Augmentative Communication	CSP 231	Practicum II
CSP 130	Practicum I		

Continuing Care Assistant

The Continuing Care Assistant program prepares an individual to function as a valuable member of the health care team. The graduate will be able to provide care, under supervision, to assist clients in meeting basic needs and to achieve the highest possible quality of life.

Graduates will be employable as a Home Support Workers working in a client's home, as as a Continuing Care Assistant functioning as a member of a team in facilities providing Personal Care, Intermediate Care and Extended Care in group homes.

Upon successful completion graduates receive a Continuing Care Assistant Certificate which is recognized by all Health Care agencies in the province.

Admission Requirements

Prospective students must:

1. Have completed Grade 10, ABE Intermediate or equivalent.
2. Submit a satisfactory medical examination and immunization record.

How to Apply

Applications are available at all College centres and can be submitted at any time.

Dates and Location

The program is offered at the Terrace campus on a regular basis and at other College centres subject to Agency and public requirements.

Fees

Please see the general information section. Books and uniforms will cost approximately \$150.

Financial Aid and Sponsorship

Please see the financial aid section.

The Program

The program consists of an eight week classroom session followed by an eight week practicum which is organized with a local Home Support Agency, Extended Care Facility and/or Group Home. Topics addressed during the class sessions include an Orientation to the Health Care Field, Communication Techniques, Body Structure and Function, Nutrition, Safe and Clean Environment, Growth and Development, First Aid and CPR and Personal Assistance.

Cook Training

Professional Cook Training programs are available for individuals who wish to train for employment as cooks at a junior level in the food catering industry and for those already employed who wish to upgrade their skills or prepare for the Trades Qualification Certificate.

Programs in Short Order Cooking, Camp Cooking and General Cooking are available for students who wish to pursue a career in the hospitality industry. The Trades Qualification program is intended to help the student prepare for the Tradesmen's Qualification exam and has been designed so that the student can study at home while continuing to work. The Upgrading Program provides students currently working in the industry with the opportunity to acquire the specific skills they need and is custom designed to meet the needs and skills of the student.

Admission Requirements

Prospective students must:

1. Present a health certificate showing freedom from communicable diseases.
2. Have completed Grade 10, ABE Intermediate or equivalent.

Mature students lacking the formal educational requirements may have their work experience assessed in lieu of the stated educational minimum.

How to Apply

Applications are available from any College centre and may be submitted at any time.

Dates and Location

The Entry Level and Upgrading programs are available from September to June of each year at our Terrace campus. Students may (space permitting) enter the programs at any time. The Professional Cooking Trades Qualification Program is available to students throughout the region and can be started at any time.

Fees

Please see the general information section.

Financial Aid and Sponsorship

Please see the financial aid section.

Short Order Cooking - 3 Months

This is an introductory program to the fast-food industry which provides a concentrated period of theory and practical experience. The program prepares 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 must be able to work well under pressure. The benefits are gainful employment in the food catering industry in both full and part-time work with the opportunity for advancement.

Topics presented in the program include:

- 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

Camp Cooking - 6 Months

This program prepares students for employment as a cook's assistant at a junior level in exploration, mining, logging and construction camps. People seeking this type of work must be prepared to work long hours, sometimes in isolated locations. Benefits of this type of employment include the potential for advancement within the industry, extended periods of time off and, with experience, an excellent salary.

Topics presented in this program include:

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

General Basic Cooking - 12 Months

This program prepares people for employment as a cook or cook's assistant 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 food catering industry.

Topics presented in this program include:

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

Professional Cooking Trades Qualification Program

This program is designed for Cooks who have worked in the industry for a number of years and wish to pursue their Trades Qualification Certificate. It is strongly recommended that those who wish to take the T.Q. exam contact the Employment Training Counsellor at the Ministry of Advanced Education and Job Training. The qualification requires proof of 4 years full time experience in a kitchen with a varied menu.

The program is designed so students can study at home while continuing to work. Students are in regular contact with an instructor for assistance and guidance. The program contains 8 modules. Students master the contents of one module before moving on to the next.

Cooks who wish to upgrade their skills but are not yet ready to take the T.Q. exam are also welcome to enrol in this program.

Upgrading Program

This program is for individuals who have been, or are currently working in the industry and want to upgrade their skills or acquire new ones, whether for personal pride, a necessary requirement of their employer, or for advancement within the industry. The content of the program is customized to meet the needs of the individual and is planned after an interview with the student. The length of the program depends on the individual needs and skills of the student.

Early Childhood Education

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

In addition to the Early Childhood Education Certificate program post-basic programs are available in Under Three Supervisor Training and Special Needs Supervisor Training.

Admission Requirements

The Early Childhood Level I Certificate Program:

Persons accepted into the program must:

1. Present evidence of a medical examination indicating no physical problems which might hinder the applicant in working with young children and evidence of a skin test for T.B.
2. Have grade 12 or equivalent reading and writing skills.
3. Submit two letters of reference from previous employers or knowledgeable community people (e.g. high school teacher, guidance counsellor, community group leaders).
4. Write a one page letter on why you would like to take the ECE program.

Students should be aware that a Criminal Record Search is required before they can obtain a practicum placement and that the presence of certain crimes on the record would make practicum placement, graduation and subsequent employment impossible.

Students will be required to attend a personal orientation before the program starts.

How to Apply

Applications are available from any College centre and should be submitted as early in the spring as possible.

Dates and Location

The program starts the day after Labour Day and continues through June of the following year and is offered at our Terrace campus. All students are required to attend a program orientation on the first day of class in September.

Fees

Please see the general information section.

Financial Aid and Sponsorship

Please see the financial aid section.

Probation

In addition to maintaining satisfactory academic progress students are expected to develop a level of interpersonal and communication skills necessary for successful performance in the Early Childhood field. Admission to the practicum requires successful completion of all ECE courses and the permission of the practicum supervisor.

A student who fails to develop the necessary level of skills required for successful completion of the practicum may, in consultation with the Program Coordinator and the agency supervisors, be required to go on probation. In this case the student would be expected to meet the necessary standards within a set time period (as determined by the Program Coordinator, agency supervisor and student) or be required to withdraw from the program.

Transfer for Credit

Some Early Childhood graduates go on to university for further education in the field. The University of Victoria awards, on an individual basis, transfer credit for ECE courses. Interested students can obtain further information from the program instructors or a student advisor.

PROGRAM OUTLINE

FALL SEMESTER		WINTER SEMESTER	
ECE 101	Program Development	ENG 151	Technical Writing I
ECE 101B	Seminar	ECE 121	Program Development
ECE 102	Curriculum Development	ECE 122	Curriculum Development
ECE 104	Health and Nutrition	ECE 123	Issues in Family Living
ECE 125	Practicum I	ECE 126	Practicum II
ECE 134	Intro to Child Development	ECE 135	Working with Special Children
PSYC 201	Developmental Psychology I	ECE 127	Practicum III - May
		PSYC 202	Developmental Psychology II

EXTENDED SEMESTER

ECE 131	Program Development III	ECE 132	Curriculum Development III
	ECE 128 Model and Methods of Parent Involvement		

Post-Basic (Level II) Programs

The Post-Basic programs provide students with the opportunity to acquire specialized knowledge, skills and certification in the Early Childhood field. All students are required to study the Core Courses and may elect to specialize in either Under 3 Supervisor Training or Special Needs Supervisor Training.

Applicants for the Post-Basic programs are normally required to have completed the first level ECE training. Prospective students who have successfully completed some first level courses and have field experience may have their credentials assessed by the coordinator and could be admitted to the program without meeting the formal academic requirements.

After completion of a Post-Basic program students will earn a Northwest Community College Certificate in the specialty they have studied. 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 Licensing Board in Victoria.

Core Program

ECE 201: Infant Development and Growth (60 hours, 3 credits)

ECE 206: Working with Families (30 hours, 3 credits)

ECE 213: Health, Safety and Nutrition (30 hours, 3 credits)

ECE 208: Administration Skills for ECE Centres (20 hours, 3 credits)

Specializations

Under 3 Supervisor Training	Special Needs Supervisor Training
ECE 202: Infant, Toddler Care and Growth	ECE 203: Special Needs Care & Growth
ECE 219: Infant, Toddler Curriculum Planning	ECE 250: Special Education Curriculum Planning
ECE 220: Programming for Under 3's	ECE 253: Augmentative Communication
ECE 227: Practicum I	ECE 251: Practicum I
ECE 228: Practicum II	ECE 252: Practicum II

Electronics Technician

The Electronics Technician program prepares individuals to install, maintain, modify, calibrate, troubleshoot and repair basic electronic equipment with safety and confidence. Northwest Community College offers the eight month Provincial Core Electronics program.

Admission Requirements

Grade 12 graduation or Provincial Level ABE with Algebra 12 and Physics 11. Mature students lacking the formal qualifications who are able to demonstrate an equivalent level of knowledge and skills will be admitted to the program.

How to Apply

Applications are available at any College centre and should be submitted as early in the spring as possible.

Dates and Location

The Electronics Technician program starts in September and is available at the Terrace campus.

Fees

Please see the general information section.

Financial Aid and Sponsorship

Please see the financial aid section.

PROGRAM OUTLINE

Introduction to Computers	Semi-Conductors
Computer Operating Systems	Electronic Circuits
Computer Software Packages	Digital Techniques
D.C. Electronics	Microprocessors
A.C. Electronics	Keeping Records and Files
Preparing Technical Reports	

First Aid

Northwest Community College offers a series of courses in Survival First Aid, Basic First Aid and Industrial First Aid. Some courses are regularly scheduled. Employers and community organizations can request courses on a contract basis to suit their own time frames.

Fees and course schedules are available in the regular Fall and Winter brochures issued by each College Centre. Please phone your local College Centre for additional information.

PROGRAM DESCRIPTIONS

Cardiopulmonary Resuscitation (CPR)

A four hour course for lay people with no experience in CPR. Students will be taught basic life support skills, including one man CPR, what to do if a person is choking and how to recognize the symptoms of a heart attack.

Industrial First Aid

The Industrial First Aid Training Course covers all emergency medical techniques currently considered to be within the responsibilities of the Industrial First Aid Attendant providing emergency care in industry. The course consists of 20 lessons involving a minimum of 60 hours of classroom study and practice. The student should be aware that approximately the same number of hours must be spent in study outside the class. Instructor lectures will cover those areas essential for learning emergency care.

Survival First Aid

This 8-hour course is designed for workplaces having relatively small crews and are within 20 minutes land travel time from a hospital. Techniques taught will assist in supporting life until more qualified help is available.

Basic First Aid

Basic First Aid includes 8 hours of Survival First Aid and 16 hours of general first aid relating to fractures, wounds, poisons, burns, bites, heat stroke, sprains and other health problems. The general first aid section can be designed to fit selected work areas if a sufficient number of students is available.

Fisheries and Marine Training

The Marine Training Department at the College centre in Prince Rupert offers Department of Transport certificate preparation programs for 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. Arrangements can be made for certificate preparation programs not listed — please contact the Marine Training Department.

Students can enrol in full-time daytime programs starting in October of each year or enrol in any portion of the program at any time of the year, study at their own pace and receive tutorial assistance when required. A number of programs are available for those who wish to study at home or while at sea. Free telephone or classroom tutorial assistance is available for students enrolled in these programs. D.O.T. exams can be attempted on the fourth week of every month except August.

Admission Requirements

It is recommended that prospective students take the sight test and complete all D.O.T. documentation before starting training. D.O.T. documents may be obtained from the local Canadian Coast Guard (Ship's Safety Branch) office.

How to Apply

Applications can be submitted at any time and can be picked up from any College Centre.

Fees

Approximate fees are listed for each program. These fees are subject to change.

Financial Aid and Sponsorship

Financial assistance may be available through the Canada Employment Centre for some of the marine programs. Please contact the Canada Employment Centre for further information.

COMMAND ENDORSEMENT CERTIFICATE

Modules:	Estimated Time
072 Meteorology	3 wks.
090 Ship Management	2 wk.
160 General Seamanship	2 wks.
Additional Requirements are:	
Must hold Watchkeeping Mate Certificate	
Sen II Prep. at NWCC	1 wk.
Sen II at PMTI, Vancouver	2 wks.
Officer Certification Course 'C' and	1 wk.
Sr. Officer Course 'D' at PMTI, Vancouver	
CPR (Part of the MED III)	
TOTAL (including PMTI)	12 wks.

DECKHAND UP-GRADING [6 Weeks]

The Deckhand Upgrading program trains workers employed in the marine industry in the theoretical and practical skills required to carry out their duties in a superior and efficient manner. Successful students may then be selected for training as a ship's officer and may enter an officer's training program with confidence. Topics presented include basic chartwork, practical seamanship, theoretical seamanship, small vessel safety A2, fishing skills (including net mending and hanging) and communication.

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] <i>Study material available</i>
151 General Ship Knowledge	072 Meteorology] <i>but not in Self Study Format</i>

FISHING MASTER II CERTIFICATE

Modules:	Estimated Time
041 Chartwork and Pilotage	4 wks.
061 Navigation Safety	2 wks.
157 General Ship Knowledge	3 wks.
011 Communications	1 wk.
072 Meteorology	3 wks.
099 Ship Management	2 wks.
168 General Seamanship	3 wks.
Additional Requirements are:	
Standard First Aid	3 days
SEN I (A) may be taken at NWCC	4 wks.
SEN I (B) at PMTI, Vancouver	2 wks.
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.
TOTAL (including PMTI)	28 wks.

FISHING MASTER III CERTIFICATE

Modules:	Estimated Time
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 wk.
167 General Seamanship	3 wks.
Additional Requirements are:	
Small Vessel Safety A2	1 wk.
Safety Oriented First Aid (SOFA)	1 day
TOTAL	17 wks.

FISHING MASTER IV CERTIFICATE

Modules	Estimated Time
040 Chartwork and Pilotage	3 wks.
061 Navigation Safety	2 wks.
020 Navigating Instruments	3 wks.
166 General Seamanship	3 wks.
Additional Requirements are:	
Small Vessel Safety A2	1 wk.
Safety Oriented First Aid (SOFA)	1 day
TOTAL	12 wks.

MASTER MINOR WATER

Modules	Estimated Time
Chartwork and Pilotage	3 wks.
Ship's Business and Knowledge	4 wks.
Oral and Practical	4 wks.
Additional Requirements are:	
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 A2 before attending B1 or B2 A1 and A2 may be taken at NWCC	
Standard First Aid	1 wk.
TOTAL	3 days
	15 wks.

MASTER SMALL CRAFT (40 Ton)

	Estimated Time
Four-week period of tuition	4 wks.

WATCHKEEPING MATE

Modules:	Estimated Time
041 Chartwork and Pilotage	4 wks.
061 Navigation Safety	2 wks.
151 General Ship Knowledge	4 wks.
161 General Seamanship	3 wks.
Additional Requirements are:	
Standard First Aid	3 days
SEN I (A) may be taken at NWCC	4 wks.
SEN I (B) at PMTI, Vancouver	2 wks.
Survival Craft B1 at PMTI, Vancouver	1 wk.
Marine Fire Fighting B 2 at PMTI, Vancouver	1 wk.
(Must hold Basic Safety A1 or Small Vessel Safety Course A2 before attending B1 or B2, A1 and A2 may be taken at NWCC)	1 wk.
TOTAL (including PMTI)	23 wks.

OTHER DAYTIME COURSES

Gill Net Repair and Hanging	60 hrs.
Gill Net Repair	30 hrs.
Basic Safety Course A1 (19 1/2 hrs.)	
Small Vessel Safety Course A2 (26 hrs.)	
Simulated Electronic Navigation I	
Part A (SEN I)	4 wks.
Introduction to ARPA (Automatic Radar Plotting Aid)	1 wk.
Prep. for Sen II	
EVENING COURSES	
Coastal Navigation	30 hrs.
Celestial Navigation	30 hrs.
Gill Net Mending	30 hrs.
Gill Net Mending & Hanging	60 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.

Forestry Technology

The Forestry Technology program at Northwest Community College is unique not only in British Columbia but also in Canada. Students become familiar with the concepts of traditional native resource philosophy and how these concepts may be incorporated into contemporary technical forestry management. The program focuses on integrated resource management planning within a North-western B.C. perspective. The program emphasizes ecological understanding, inter-personal communication and technical skills.

The program is presented using the Cooperative Education model which formally integrates the student's academic study with work experience. As the work placement builds practical, technical and academic skills, it enhances the student's awareness of the scope and variety of occupations available to them. Students learn the importance of career planning and personal development through first hand exposure to application and competition for work. Perceptions of the working world become more focussed as the students learn the responsibilities of an employee and develop skills to handle problems and conflicts.

Admission Requirements

Prospective applicants must:

1. Have completed Grade 12, including English 12, Biology 11 and Math 11 or equivalent.

Mature students lacking the formal prerequisites may be admitted to the program provided they can demonstrate mastery of equivalent knowledge and skills.

How to Apply

Applications may be obtained from your local College centre and should be submitted as early in the spring as possible.

Dates and Location

The program starts in September of each year and is available at our Hazelton campus.

Fees

Please see the general information section.

Financial Aid and Sponsorship

Please see the financial aid section.

Program Schedule

September - April: Academic Semesters I and II
May - September: First Work Term
October - April: Academic Semesters III and IV
May - October: Second Work Term
November - December: Academic Semester V

PROGRAM OUTLINE

YEAR 1 - TERM 1		YEAR 1 - TERM 2	
COM 170	Computer Science I	COM 270	Computer Science II
ENGL 153	Technical Communications	ENGL 262	Communications II
FRST 150	Intro to Resource Management	FRST 240	Forest Measurements I
FRST 151	Botany	FRST 250	Forest Policy and Legislation
FRST 152	Surveying	FRST 259	Fire Control I
FRST 153	Silvics and Dendrology	FRST 271	Meteorology
FRST 155	Traditional Land Management, Native Culture and History	FRST 272	Geology and Landforms
FRST 178	Cartography	FRST 273	Forest Ecology
MATH 161	Math Review	FRST 274	Fish and Wildlife

YEAR 2 - TERM 3		YEAR 2 - TERM 4	
ENGL 362	Business Studies	FRST 400	Integrated Resource Management Plan
FRST 300	Integrated Resource Management Plan	FRST 462	Management Skills
FRST 340	Forest Measurements II	FRST 475	Silviculture II
FRST 359	Fire Management	FRST 477	Forest Engineering
FRST 372	Forest Studies and Hydrology	FRST 482	Forest Products
FRST 375	Silviculture I	FRST 483	Forest Recreation
FRST 376	Remote Sensing		
FRST 377	Forest Harvesting		

The fifth Academic semester consists of certification courses such as Industrial First Aid, Scaling and Silviculture Surveyors Certificate.

Human Service Worker

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

Opportunities for graduates from this program include child care workers, financial assistance workers, native band social workers, life skills counsellors, home-school coordinators, 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 with 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 recent medical examination and TB skin test or chest x-ray.
2. Attain the age of 19 before 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. Have grade 12 or equivalent reading and writing skills.
5. Have some work or volunteer experience in the field of social and human services.
6. Write a one page letter on why you would like to take the HSW program.

Students should be aware that a Criminal Record Search is required before they can obtain a practicum placement and that the presence of certain crimes on the record would make practicum placement, graduation and subsequent employment impossible.

Students will be required to attend a personal orientation before the start of the Academic year.

How to Apply

Applications may be obtained from your local college centre and should be submitted as early in the spring as possible.

Dates and Location

The program extends from September to June of the following year at our Terrace campus. All students are required to attend the orientation at 9:00 AM on the day after Labour Day.

Fees

Please see the general information section.

Financial Aid and Sponsorship

Please see the general information section.

Probation

In addition to maintaining satisfactory academic progress (i.e. a 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 successful completion of all HSW courses and the permission of the practicum supervisor.

A student who fails to develop the necessary level of skills required for successful completion of the practicum may, in consultation with the Program Coordinator and the agency supervisors, be required to go on probation. In this case the student would be expected to meet the necessary standards within a set time period (as determined by the Program Coordinator, agency supervisor and student) or be required to withdraw from the program.

Transfer for Credit

Some Human Service Worker graduates go on to university for the BSW degree. All university transfer courses in 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 student advisor.

PROGRAM OUTLINE

Semester I		Semester II	
English 151	English for the Human Oriented Careers	HSW 142	Social Policy and Procedures
HSW 141	Introduction to Social Services	HSW 144	Development of a Community Agency
HSW 167	Introduction to Computers in the Social Services	HSW 162	Counselling Skills II
HSW 151	Counselling Skills I	HSW 166	Working in Social Services
HSW 153	Human Growth and Development	HSW 168	Computers in the Social Services - Advanced
HSW 163	Food and Health	HSW 192	Practicum II
HSW 164	Behavior Intervention	HSW 193	Practicum III
HSW 191	Practicum I	Psych 102	Introductory Psychology II
Psych 101	Introductory Psychology I		

Literacy & English as a Second Language

Northwest Community College offers two programs to assist students in acquiring basic English reading and writing skills. The English as a Second Language (ESL) program is intended for persons whose native language is not English. The Basic Literacy program helps adults to learn to read as quickly and enjoyably as possible.

The English as a Second Language programs develop reading, writing and speaking skills. The program content and objectives are based on the needs of the students. Introductory programs are available which develop the skills necessary to perform tasks such as making appointments, getting a driving license, searching for a job, etc. More advanced programs for students who have already completed an introductory program or who already have basic speaking, writing and reading skills are also available.

English as a Second Language programs are currently offered in Houston, Kitimat, Prince Rupert, Smithers and Terrace. Programs can be presented wherever there is a need. Please contact your local College centre for schedules and fees or to request a program.

The Basic Literacy program is intended for students who are non-readers and for those who wish to improve their basic reading, writing and spelling skills. Scheduled literacy classes are presently available in Houston, Kitimat, Prince Rupert and Terrace. Please contact your local College centre for a schedule.

In most College centres students may also receive private one-to-one instruction from volunteer tutors. The time and place (for example, in the home) of instruction can be arranged to accommodate individual student needs. Programs are individually designed for each student. There are no fees for this program (any required texts are loaned to the student). Please contact your local College centre if you know of someone who is interested in, and would benefit from, this program.

The College supports training programs for people who would like to be a tutor in the Basic Literacy program. If you, or someone you know, would be interested in participating in this program, please contact your local College centre.

Nursing

The nursing program is designed to assist the student in developing the knowledge, attitudes and skills necessary to function as a Registered Nurse in health care agencies where there are established policies, procedures and routines and provision for supervision and assistance. The graduate will be prepared to work as a member of the health care team and provide nursing care to promote health of individuals in general medical, surgical, pediatric, maternity, psychiatric, and extended care settings. Clinical experience necessary to obtain these skills will be provided in the Northwest College Region whenever possible. It may be necessary for students to travel to Prince George for a portion of their clinical experience in the second year of the program.

Upon successful completion of the program a graduate will receive a diploma and be eligible to write the provincial nurse registration exams. Success in these exams allows the graduate to apply for registration in B.C.

The program is two and one-half years in duration.

Admission Requirements

1. Successful completion of Grade 12 with English 12 and a grade of 'C' or better in each of Biology 12 or Biology 050 and Chemistry 12 or Chemistry 050.
OR
GED with a grade of 'C' or better in each of Biology 12 or Biology 050 and Chemistry 12 or Chemistry 050.
2. All entering students must take the English and Math Achievement Test (EMAT) at the College before the end of September. Students who require skills upgrading are encouraged to do so before the first trimester. The EMAT can be arranged through the college Advisors.
3. In addition to the above a medical examination including chest X-ray and up-to-date immunizations are required.

NOTE: Under section 12 of the Nurses' (Registered) Act, applicants for registration must submit evidence of "good character". The Registered Nurses Association of B.C. has established the following standards regarding "good character":

- "Evidence of good character includes, but may not be limited to,
- a. Satisfactory references from present or previous employers, or in the case of a student applicant for student membership, or registration, confirmation or

- enrollment in or successful completion of an approved nursing program by the program director or designate;
- b. No record of criminal convictions relevant to the practice of nursing and membership in the association;
- c. No history of dishonest behavior or misrepresentation on application for membership.

Any such evidence may prevent or delay registration. Applicants who feel they may be affected by this policy should contact the Registered Nurses Association of B.C., 2855 Arbutus, Vancouver. Phone 736 - 7331.

Some clinical agencies require a Criminal Record Check on all employees and students using their facility. Therefore students may need a criminal record check done in order to obtain necessary clinical experience during the course of their education.

Completion Requirements

A student who is enrolled in the Diploma Nursing Program must complete the program requirements within 5 years of the date of initial enrolment.

How to Apply

Applications are available from any College centre. Applications should be submitted as early in the spring as possible.

Dates and Location

The program is available at the Terrace campus and starts in the fall of 1990.

Fees

Please see the general information section.

Financial Aid and Sponsorship

Please see the financial aid section.

The Program

TRIMESTER 1

Communications I	NURS	137-3
Developmental Psychology for Nurses I	PSYC	161-3
Human Anatomy	BIOL	135-4
Man as an Adaptive System	NURS	135-6
Medical Science I	NURS	138-5
Sociological Concepts & Theories I	SOCI	103-2

TRIMESTER 2

Communications II	NURS	147-2
Developmental Psychology for Nurses II	PSYC	162-4
Human Physiology I	BIOL	145-4
Medical Science II	NURS	148-5
Nursing Care to Promote Adaptation I	NURS	145-8
Sociological Concepts & Theories II	SOCI	104-2

TRIMESTER 3 - September to December

Communications III	NURS	157-1
Human Physiology II	BIOL	155-7
Medical Science III	NURS	158-4
Nursing Care to Promote Adaptation II	NURS	155-11
Sociological Concepts & Theories III	SOCI	105-2

TRIMESTER 4 - December to March

Communications IV	NURS	237-1
Ethical Dilemmas in Nursing Practice	NURS	236-3
Medical Science IV	NURS	238-3
Nursing Care to Promote Adaptation III	NURS	235-8

TRIMESTER 5 - March to June

Managing for Change	NURS	246-1
Medical Science V	NURS	248-3
Nursing Care to Promote Adaptation IV	NURS	245-10

TRIMESTER 6 - September to December

Medical Science VI	NURS	258-2
Nursing Care to Promote Adaptation V	NURS	255-10
Professional Responsibilities	NURS	256-2

FINAL SEMESTER - December to March

Clinical Preceptorship	NURS	299-16
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Office Careers

The Office Career programs are designed to provide students with the knowledge and skills necessary to function effectively in a modern office. Entry level programs for those with no previous training and/or experience available include:

Typist	Clerk-Typist	Clerk-Bookkeeper
Accounting	Administrative Secretary	

Advanced Options for those with previous training and/or experience available include:

Accounting Option	Secretarial Option	Medical Stenographer
Word Processing	Commercial Upgrading	Legal Stenographer
Advanced Word Processing		

Students earn an NWCC Certificate upon successful completion of any of these programs.

A diploma program in Office Management is also available. The program is a two year program which combines extensive training in office procedures with advanced courses in management, business law and accounting.

Normally new students will enrol in the Clerk-Typist or Clerk-Bookkeeper programs. These programs are fairly general in nature and prepare students for entry level jobs in most clerical and bookkeeping occupations. Students who want more advanced and/or specialized training may pursue the more demanding entry level programs.

Students with previous experience and/or training who wish to increase their skills in a specific area may register for the Commercial Upgrading program.

These programs are designed to serve the needs of full-time students and adult part-time students actively engaged in (or planning to return to) the professional and business communities.

Admission Requirements

Entry Level Programs

Prospective students must have completed Grade 10, ABE Intermediate or the equivalent. Business experience may be accepted in lieu of formal schooling in some cases — please contact your College centre to have your experience evaluated.

Advanced Options

Normally students will be required to have obtained a Business Certificate in a relevant area as a prerequisite for an Advanced Option program. Students intending to pursue an advanced Accounting option should have completed Algebra 11 or equivalent. A combination of training and/or experience may be acceptable. Please contact your College centre to have your experience evaluated.

Advanced Standing

Some secondary school courses may be accepted towards a Northwest Community College certificate. A minimum of "B" (73-85%) is required. The following table identifies commonly recognized equivalencies — others may be recognized. Further information may be obtained from your College centre.

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

How to Apply

Applications can be obtained from your local College centre and can be submitted at any time.

Dates and Location

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. Most programs are available at all College campuses — please contact your local College centre for a detailed listing of offerings and schedules.

Fees

Please see the general information section.

Financial Aid and Sponsorship

Please see the financial aid section.

Office Careers Certificate Programs

Program 1	Typist	4-5 months
Typing	TYPG 101, 102 (50 WPM Net)	
Business English	BENG 102, 103, 104	
Office Practice	OFPR 101	
Dictatyping	DICT 101, 102	
Business Computing	BCPT 101, 102	

Program 2	Clerk-Typist	4-6 months
Typing	TYPG 101, 102 (50 WPM Net)	
English	BENG 102, 103, 104, 105	
Office Practice	OFPR 101	
Dictatyping	DICT 101, 102	
Business Machines	BUSM 101	
Business Computing	BCPT 101, 102	

Program 3	Clerk-Bookkeeper	5-7 months
Typing	TYPG 101 (30 WPM Net)	
Accounting	ACCT 101, 102	
Business Machines	BUSM 101	
Office Practice	OFPR 101	
English	BENG 102, 103, 104, 105	
Dictatyping	DICT 101	
Business Computing	BCPT 101, 102	
Computer Accounting	BCPT 103	

Program 4 Administrative Secretary		8-12 months
Typing	TYPG 101, 102, 103 (55 WPM Net and Over)	
Word Processing or Shorthand *	Word Processing Certificate 7E or SHRT 103, 104 (120 WPM)	
Dictatyping	DICT 101, 102	
Business Machines	BUSM 101	
Office Practice	OFPR 101	
Business English	BENG 102, 103, 104, 105	
Accounting	ACCT 101, 102	
Business Law	BLAW 150, 151	
or Canadian Business	MGTM 250	
Business Computing	BCPT 101, 102, 103	

* Shorthand is available only to those having previous qualifications.

Program 5 Accounting		9-11 months
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	

Advanced Options and Commercial Upgrading

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

Program 7B Secretarial Option		4-6 months
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.

Program 7C Medical Stenographer		8 months
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 an option for those with prior shorthand qualifications.

Program 7D Legal Stenographer		8 months
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 an option for those with prior shorthand qualifications .

Program 7E Word Processing		Up to 5 months
Basic DOS Procedures	WPRO 100	
Hard Disk Management	WPRO 110	
Electronic Typewriters	WPRO 102	
Easy Writer II	WPRO 103	
Wordstar	WPRO 104	
Multimate	WPRO 107	
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		(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	

Program 7G Commercial Upgrading		(Up to 5 months)
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Upgrading in specific areas is available to persons having previously earned a Business Education Certificate or who have advanced experience. Further information may be obtained from the College.

Diploma in Office Management - Program Outline

The program's first year includes courses from the Office Administration program. The second year includes courses from the Business Administration program and some electives. The courses required in the first year are:

Typing 101/102	Business English 102/103/104/105
Office Procedures 101	Business Machines/Math 101
Business Computers 101/102/103	Word Processing Package 7E
Accounting 101/102	

The second year required Business Administration courses are:

Management 150	Business Law 150/151
Accounting 150/151	Management 250/252

Students must select an additional 9 credits.

Trades Training

Northwest Community College provides introductory and advanced trades training in Automotive and Heavy Duty Mechanics, Carpentry, Marine Engine Repair, Millwright/Machinist, and Welding.

The introductory program in Welding is Level "C" of the provincial welding program. The introductory program for all other trades programs is the provincial Training Access (TRAC) program which prepares students for apprenticeship or related employment in a trade. The TRAC program divides the program of studies into three parts:

- A "Common Core" which provides an introduction to knowledge and skills common to all trades.
- An "Occupational Core" which provides more specialized knowledge and skills about a general trades area.
- A speciality which provides detailed knowledge and skills about a specific trade.

TRAC is equivalent to the first year of apprenticeship technical training and contributes up to six months of practical experience to the apprenticeship experience requirements.

Advanced programs providing Trades Qualification (TQ) Up-Grading are available in some trades to prepare the experienced trade person for the qualification exam required for certification. To be eligible for these programs prospective students must be enrolled in an approved apprenticeship program. Students are placed in these programs by the Ministry of Advanced Education and Job Training. For further information please contact the Job Training Branch of the Ministry of Advanced Education, Training and Technology.

In addition to TRAC and programs directly related to apprenticeship the College also offers some trades programs intended to provide practicing trades people with the skills needed to remain current.

Programs are offered at local College centres whenever possible. In many cases students are able to study the theoretical components of their program at their College centre. The need for specialized equipment and services require travel to other College centres for the practical components of training. Please contact your local College centre for detailed information about the availability of a particular program and an application.

TRAC

Admission Requirements

Prospective students must have completed Grade 10, ABE Intermediate or equivalent.

Students' English and Math skills are assessed when they enter the program and those lacking the skills necessary for success will have the opportunity to acquire the skills they require.

How to Apply

Applications are available at all College centres and may be submitted at any time.

Dates and Location

Some theoretical portions of the Common and Occupational Core programs are available at all College centres on request. Students may (subject to space) enrol at any time. Please contact your local College centre re availability of the practical components.

Fees

Please see the general information section.

Financial Aid and Sponsorship

Please see the financial aid section.

Common Core Program Description

Major topics in the common core program include WCB regulations, survival first aid, trades math, fire safety, the use of common hand and power tools and gas welding. The program normally requires 2 months to complete.

Please refer to the specific trades area description for information regarding the contents of the occupational core.

Mechanical

Occupational Core

Major topics presented in the Mechanical Common Core include an introduction to the mechanical trades, the use of power and specialized tools, power transmission systems and components, 2 & 4 stroke gasoline engines, diesel engines, batteries and selected hydraulic system components. The program normally requires approximately 2 months to complete.

Automotive Mechanics Specialty

Major topics presented in this specialty include safety, trade math, the use of tools, welding, automotive electrical systems, internal combustion engines, drive trains, hydraulic systems, tires, brakes, wheels, steering, cooling systems, fuel, ignition systems and transmissions.

This specialty is available at our Terrace campus and normally requires approximately 3 to 4 months to complete.

Heavy Duty Repair

Major topics presented in this specialty include safety, trade math, 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.

This specialty is available at our Terrace campus and normally requires approximately 3 to 4 months to complete.

Marine Engine Repair

Major topics presented in this specialty include safety, trade math, the use of shop equipment, outboard engines and support systems, support brackets and gearcases, inboard engines and support systems, remote controls, outdrives, tilt, trim and rigging a boat. An optional module addressing diesel engines and support systems is available.

This specialty is available at our Prince Rupert campus and requires approximately 3 to 4 months to complete. The optional diesel module requires an additional month.

TQ Upgrading

Courses are available for TQ upgrading to provincial or interprovincial standards on an individual basis through self-study or as required by the Ministry of Advanced Education and Job Training.

Carpentry/Joinery

Occupational Core

Major topics presented in the occupational core include safety, reading and interpreting drawings, the use of hand, power, shop and specialty tools, the construction of woodworking joints, stair construction and basic cabinet work.

The theoretical portions of the occupational core are available at all College centres. The practical portions are available at our Terrace campus. It takes approximately 2 - 3 months to complete the program.

Carpentry Specialty

Major topics presented include laying out a site and buildings, building concrete forms, framing, roofing, siding, door hanging and finishing.

The carpentry specialty is available at our Terrace campus and requires approximately 2 - 3 months to complete.

Joinery Specialty

Major topics presented include the use of joinery equipment, the construction and assembly of cabinets and furniture, finishing and the cutting and installation of glass.

The joinery specialty is available at our Terrace campus and requires approximately 2 - 3 months to complete.

TQ Upgrading

Courses are available for TQ upgrading to provincial or interprovincial standards as required by the Ministry of Advanced Education and Job Training.

Basic Cabinet Construction

A program which introduces the student to the basic techniques of cabinet construction. Topics presented include the use of joinery equipment, the construction of a simple cabinet and basic window construction.

R-2000

A six month course incorporating the latest techniques in energy efficient house construction. This hands-on course will entail building an R-2000 house. The course would benefit both carpentry apprentices and entry level students.

Machinist/Millwright

Occupational Core

Major topics presented include safe work practices, an introduction to the machinist and millwright trades, lubricants, reading and interpreting drawings, an introduction to the use of shop and testing tools, the use of fasteners and an introduction to metallurgy.

Machinist Specialty

Major topics presented in this specialty include measuring tools, heat treatment, drilling machines, band saws, shapers, planers, slotters, lathes, precision grinders and vertical and horizontal milling machines.

This specialty is available at our Terrace campus and normally requires approximately 2 to 3 months to complete.

Millwright Specialty

Major topics presented in this specialty include safety, trade math, technical drawing and writing, use of tools, measuring tools, material handling, equipment installation, power drives, hydraulics, pneumatics and preventative maintenance.

This specialty is available at our Terrace campus and requires approximately 6 months to complete.

TQ Upgrading

Courses are available for TQ upgrading to provincial or interprovincial standards on an individual basis through self-study or as required by the Ministry of Advanced Education and Job Training.

Welding

The provincial welding program contains two types of modules: Practical Modules (P-Modules) which deal with the actual practice of welding and Related Knowledge (RK-Modules) modules which provide the theoretical knowledge required to competently perform welding.

All modules are competency based. A student must perform welding tests to established provincial standards on practical aspects of the module and achieve a minimum of 70% on each theory test to successfully complete a module. The same test standards are applied in all accredited welding training centres in British Columbia.

The Provincial Welder Training Program is divided into Levels C, B and A. Approximately 7 months are required to complete Level C, 4 months are required to complete Level B and 3 months are required to complete Level A.

Admission Requirements

Prospective students must have completed a minimum of Grade 10, ABE Intermediate or equivalent.

How to Apply

Applications are available at all College centres and may be submitted at any time.

Dates and Location

The welding program is available at our Terrace and Prince Rupert campuses. Students may enrol at any time.

PROVINCIAL WELDER TRAINING PROGRAM

LEVEL "C" CONTENT		LEVEL "B" CONTENT	
P1	Introduction and Program Orientation	P7	Shielded Metal Arc Welding II
P2	Gas Cutting	P8*	Gas Metal Arc Welding II
P3	Gas Welding & Braze Welding	P9*	Flux Core Arc Welding II
P4	Shielded Metal Arc Welding I	P10*	Gas Tungsten Arc Welding I
P5	Shielded Metal Arc Welding II	RK4	Welding Quality Control and Inspection
P6	Gas Metal Arc Welding I Flux Core Arc Welding	RK5	Code Standards and Specifications
RK1	Material Handling	RK6	Blueprint Reading II
RK2	Blueprint Reading	RK7	Metallurgy II
RK3	Metallurgy I (Introduction only)	* Only one of these modules is required	
LEVEL "A" CONTENT			
P11	Shielded Metal Arc Welding III	RK8	Metallurgy II
P12	Gas Tungsten Arc Welding II	RK9	Blueprint Reading III

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. The assessment of credentials will be done by the welding instructors and the Ministry of Advanced Education, Training and Technology, Job Training Branch.

University Credit

The College offers university credit courses in science, social science and the humanities. All courses carry transfer credit to the B.C. universities and other colleges. Students intending to acquire a degree at university can complete their first year of studies at NWCC. Studies have shown that students who transfer from community colleges to university do as well, or better than, those who proceed directly from high school to the university. Students who start their university education at NWCC will realize significant financial advantages when compared to those who travel to a university. Some second year courses are available for those who wish to continue their studies at NWCC.

All university credit courses offered by NWCC are open to qualified part-time students, subject to class size limitations.

The College offers three diploma programs based on University Credit courses — a General Studies Diploma, an Associate in Arts Diploma and an Associate in Science Diploma.

Admission Requirements

1. Students coming directly from high school are expected to have Grade 12 graduation.
2. Most science and math courses have specific prerequisites which must be met by prospective students.
3. Most first year Social Science and Humanities courses do not have specific prerequisites; therefore, mature students (i.e. those 19 years of age or older and out of school for at least one year) are generally admitted to courses of their choice.
4. In exceptional circumstances students who would not ordinarily be admitted under the above categories may be admitted at the discretion of the Registrar.

How to Apply

Applications are available from your local College centre and can be submitted at any time. Applications for full-time studies should be completed as early in the spring as possible. Applications for part-time studies should be submitted before the start of classes as listed at the front of this calendar.

Described in this calendar are 7 program packages which meet the first year requirements for university study in approximately 80 different career paths. These packages have been designed to ensure transfer credit to the program of choice while still keeping future options as varied as possible. To use the calendar

effectively students should review the section titled "Index of Career Paths", locate the area of specialization they wish to pursue and then refer to the appropriate package in the following section. Students should review any notes and prerequisites described for the package.

When making application to NWCC full-time students must indicate the package they have selected and, where electives are available in the package, the electives in which they wish to enrol.

Advising

Prospective students are encouraged to discuss questions about courses and programs with instructors or a student advisor before registering. All College centres 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 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 expect to obtain transfer credit for courses studied at NWCC must arrange their courses in consultation with the appropriate university officials before applying to NWCC. Such students are asked to submit copies of relevant correspondence with the application form to obtain assistance in selecting courses which will fulfill their desired educational objectives.

Dates and Location

Classes start in September and January of each year on the dates listed in the front of this calendar. First year and selected second year courses are available in both Terrace and Prince Rupert. Some courses are available in other College centres. Please check with your College centre for detailed offerings.

Fees

Please see the general information section.

Financial Aid and Sponsorship

Prospective students should note that scholarships which provide partial or full tuition support are available for recent high school graduates with qualifying grades. Please see the financial aid section for details on these scholarships and other financial aid available.

Diploma Programs

General Requirements

All students must complete a minimum of 60 credit hours to be eligible for a diploma. All students must complete English 101/102 and six credit hours from each of the Social Science/Humanities and Science concentrations listed below. A minimum of 45 credit hours must be selected from University Credit courses. The remaining 15 credit hours may be earned in other programs offered by the College. Students must have their programs approved by the Registrar before undertaking their program of studies.

To be eligible for a diploma you must have a Grade Point Average of 2.00 or better.

Up to 30 credit hours from another post-secondary institution may be used towards a diploma. The final 30 credit hours should be completed at NWCC.

Students who already hold an NWCC diploma and wish to obtain a second diploma will have to complete a minimum of 30 more credit hours at NWCC.

Students who hold a Career/Technical or Special Program Certificate from NWCC may be credited with up to 30 credit hours towards a diploma.

General Studies Diploma

Students must complete a minimum of 60 credit hours as described in the General Requirements.

Associate in Arts Diploma

Students must complete a minimum of 60 credit hours as described in the General Requirements. At least 30 credit hours (not counting English 101/102) must be selected from the Social Sciences/Humanities concentration.

Associate in Science Diploma

Students must complete a minimum of 60 credit hours as described in the General Requirements. At least 30 credit hours must be selected from the Science concentration.

CONCENTRATIONS

SCIENCE		SOCIAL SCIENCE/HUMANITIES	
Biology	Chemistry	Anthropology	Creative Writing
Computer Science	Geography	Economics	English
Geology	Mathematics	French	History
Physics		Philosophy	Political Science
		Psychology	Sociology

INDEX OF CAREER PATHS

Degree of Agricultural Sciences

Agricultural Economics	1
Agricultural Mechanics	1
Animal Science	1
Food Science	1
Plant Science	1
Poultry Science	1
Soil Science	1

Degree of Applied Science

Bio-Resource Engineering	2A
Chemical Engineering	2B
Civil Engineering	2B
Electrical Engineering	2B
Engineering Physics	2B
Geological Engineering	2B
Mechanical Engineering	2B
Metallurgical Engineering	2B
Mining & Mineral Process	2B

Degree of Arts

Anthropology	4
Archaeology	4
Asian Studies	4
Creative Writing	4
Economic History	4
Economics	4
English	4
Family Science	4
French	4
Geography	4
History	4
International Relations	4
Linguistics	4
Mathematics	4
Political Science	4
Psychology	4
Sociology	4
Women's Studies	4

Degree of Commerce and Business

Administration

Accounting, Commerce and Economics	3
Computer Science	3
Finance	3
Industrial Admin & Relations	3
Marketing	3
Transportation & Utilities,	3
Urban Land Economics	

Degree of Science

Aquaculture	2A
Astronomy	2B
Biochemistry	2A
Biology	2A
Botany	2A
Ecology	2A
Functional Biology	2A
Marine Biology	2A
Computer Science	2B
Chemistry	2B
Geography	2A
Mathematics	2B
Microbiology	2A
Oceanography	2A
Pharmacology	2A
Physics	2B
Physiology	2A
Psychology	2A

Degree of Education

Elementary Education	5
Secondary School	Any

Programs Leading to Admission to Professional Schools

School of Architecture	Any
Audiology & Speech Science	2B
Chiropractic Medicine	2A
Community & Regional Planning	3
Dental Hygiene	2A
Dentistry	2A
Forest Resource Management	2A
Forestry	2A
Librarianship	Any
Law	Any
Medicine	2A
Medical Laboratory Technician	2A
Occupational Therapy	2A
Optometry	2A
Pharmaceutical Science	2A
Physical Therapy	2A
Rehabilitation Medicine	2A
Social Work	6
Veterinary Medicine	2A

University Credit Transfer Guide

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

Students should consult the appropriate Transfer Guide for detailed information

Information is up-to-date as of March 1, 1990

ANTHROPOLOGY

NWCC	UBC	SFU	UVic	Open University
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)	
111/112 113	<i>111 = UNASSIGNED Pending Anth 221 1.5 units</i>	G.E. Anth (3)/ S.A. 140 (3)	Anth 100 Level (1.5)	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 S.A. 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) for both

ARCHAEOLOGY → see memo in Unit Credit file

NWCC	UBC	SFU	UVic	Open University
101/102	Anth (1.5) ea.			

ART

NWCC	UBC	SFU	UVic	Open University
101/102		Gen. Elect. Visual Art Studio (3) ea.	Art 100 (3)	
103/104		Gen. Elect. Visual Art Studio (3) ea.	H.A. 100 Level (1.5) ea.	
151/152		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		Gen Elect Art Hist (3) ea.	Art 210 (3)	

BIOLOGY

NWCC	UBC	SFU	UVic	Open University
101/102	Biol. 102 (3)	Bisc. 101 (3) Bisc 102 (3)	Biol. 150 (3) or 100 Level (1.5) ea.	Bisc. 110 & 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)

BUSINESS COMPUTERS

NWCC	UBC	SFU	UVic	Open University
150/151		Cmpt. 001		Cmpt. 100 (3)

CHEMISTRY

NWCC	UBC	SFU	UVic	Open University
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 & 115 (3)/Chem 111 and 116 (3)
121/122	Chem 110 or 120 (3)		<i>Chem 101 (1.5) Chem 102 (1.5)</i>	Chem 110 & 115 (3)/ Chem 111 & 116 (3)

CLASSICS

NWCC	UBC	SFU	UVic	Open University
101/102	Clas St. (1.5) ea.	Gen. Elect. Class (3) ea.	Clas 100 (3) or (1.5) ea.	

COMPUTER SCIENCE

NWCC	UBC	SFU	UVic	Open University
111/112	Comp. Sc. (1.5)/ Comp. Sc. 114 (1.5)	Cmpt.001 (3) / Cmpt. 103	C.Sc. 100 (1.5) / C.Sc. 100 Level (1.5)	Cmpt. 110 (3) / Cmpt. (3)
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)	Comp. 001 (3)	C.Sc. 100 (1.5)	

ECONOMICS

NWCC	UBC	SFU	UVic	Open University
101/102	Econ. 1.5 ea. to max. of 3 cr	Econ. 100 (3)/ Econ. (3)	Econ 100 (1.5) ea. & also Econ. 100 Level (1.5) if both taken	Econ. 200 (3) / Econ. 201(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)

ENGLISH

NWCC	UBC	SFU	UVic	Open University
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.

ENGLISH (cont'd)

NWCC	UBC	SFU	UVic	Open University
151	No transfer	No transfer	Engl. 225 (1.5) <i>100</i>	Engl. (3) ea. <i>L 3</i>
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)
207	2nd yr Engl. (1.5 units) Unassigned	Engl. (3)	Engl. 250 (1.5)	Engl. (3)
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.

FRENCH

NWCC	UBC	SFU	UVic	Open University
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.
121/122	Pending	Pending	Fren. 100 (3)	
127/128	Pending	Pending	Fren. 160 (3)	
130/131	Pending	Pending	Fren. 180 (3)	
140/141	Pending	Pending	Fren 233T (1.5) & Fren 333T (1.5).	

GEOGRAPHY

NWCC	UBC	SFU	UVic	Open University
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)	

GEOGRAPHY (cont'd)

NWCC	UBC	SFU	UVic	Open University
150/160	Geog. 101 (3)	Phys Geog (3). Geog 150 & 160 = Geog 111 (3) & Pys Geog (3)	Geog. 203A (1.5)/ Geog. 203B (1.5)	Geog 110 (3)/ Geog 111 (3)
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)
290	Geog. (1.5)	Geog. (3) *if both 205 & 241 complete Geog. 262 (3)/ Geog. (3)	Geog. 100 Level (1.5)	Geog. (3)

GEOLOGY

NWCC	UBC	SFU	UVic	Open University
101/102	Geol.(3) unassigned	APPL. withdrawn	Geog. 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.

HISTORY

NWCC	UBC	SFU	UVic	Open University
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)

241 (3.0) *pending 1.5 units unassigned* *pending 3 credits* *pending 200 level 1.5 units* **HIST LL (3)**

HISTORY (cont'd)

NWCC	UBC	SFU	UVic	Open University
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 Lvl (1.5)	
132	Hist. (1.5)	Hist. (3)	Hist. 200 Lvl (1.5)	
133	Hist. (1.5)	Hist. (3)	Hist. 200 Lvl (1.5)	
153	Hist. (1.5)	Hist. (3)	Hum. 100 Level (1.5)	
201/202	Hist. (1.5) ea.	Hist. (3) ea.	Hist. 200 Lvl (1.5) ea.	Hist. (3) ea.
203/204	Hist. (1.5) ea.	Hist. (3) ea.	Hist. 200 Lvl (1.5) ea.	Hist. (3) ea.
211/212	CL ST 331 (3)	Hist. (3)	Clas. 100 (3)	Hist. (3) ea.
231	Hist. (1.5)	Hist. (3)	Hist. 200 Level (1.5)	
251		Hist. (3)	Hist. 200 Level (1.5)	Hist. (3) ea.

HUMAN SERVICE WORKER

NWCC	UBC	SFU	UVic	Open University
141/142			Soc. W 200A (1.5)/ Soc. W 200B (1.5)	Soc. W 200 (3)/ Soc. W. 201 (3)
266	no credit	Psyc. (2)	Individual credit only	
268	Pending	Psyc. 355 (3)	Psyc. 200 Level (1.5)	

LABOUR

NWCC	UBC	SFU	UVic	Open University
207/208	Soci. (1.5)	S.A. (3) or SA. (1) for one	Soci. 200 Level (1.5)	
268		Psyc. 255 (3)	Psyc. 200 Level (1.5)	

LINGUISTICS

NWCC	UBC	SFU	UVic	Open University
Ling. 109	Ling. (1.5)	Ling. (3)	Ling. 108 (1.5)	

MANAGEMENT

NWCC	UBC	SFU	UVic	Open University
251		Bus. 270 (3)		BusM. 121 (3)

MATHEMATICS

NWCC	UBC	SFU	UVic	Open University
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)	
130/131	Math 130 (3) for both or no credit/ Stat 204 (1.5)	Math (3) ea.	Math 151 (1.5)/ Stat 100 Level (1.5)	Math (3)/ Math 102 (3)
141/142	Math 140 (1.5) / Math 141 (1.5)	Math 157 (3) / Math (3)	Math (100 level) (1.5 ea.) If both taken then: Math 102 & 100 level (1.5 ea.)	Math 102 (3) / Math (3) or Math (3) each if both courses are not taken.
150/151		Math (3) ea.		
190	No credit	Math 190 (2) (4)	Math 160 (1.5) possibly transfer	MATH 190 (4)

MUSIC

NWCC	UBC	SFU	UVic	Open University
101/102	Music 326 (3)	G.E. Music Hist. (3) ea.	Music 115 (3)	

N.W. STUDIES

NWCC	UBC	SFU	UVic	Open University
101/102			Hum. 100 Lvl (1.5) ea.	

PHILOSOPHY

NWCC	UBC	SFU	UVic	Open University
101/102	Phil. 100 (3)	Phil 100 (3)/ Phil. 120 (3)	Phil. 100 (3) or Phil. 100 Lvl (1.5) ea.	
103/104		Gen. El. Phil. (3)/ Phil. (3)	Phil. 100 (3)	

PHYSICS

NWCC	UBC	SFU	UVic	Open University
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)

POLITICAL SCIENCE

NWCC	UBC	SFU	UVic	Open University
101/102	Poli. 200 (1.5)/ Poli.240 (1.5)	Poli. 221 (3)/ Poli. 222 (3)	Poli. 100 Lvl (3) or 100 Lvl (1.5) ea.	Poli. 200 (3)/ Poli. (3)
203/203	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.

PSYCHOLOGY

NWCC	UBC	SFU	UVic	Open University
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) ea. Unassigned (Precludes credit for Psyc. 301)	Psyc. (3) ea. or Psyc. (3)/G.E. Psyc. (3) for both	Psyc. 200 Level (1.5) ea.	Psyc. (3) ea. May not take Psyc. 439/440/445 for additional credit .
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)

SOCIAL WORK

NWCC	UBC	SFU	UVic	Open University
200			Soc.W. 200A (1.5)/ Soc.W. 200B (1.5)	Soc. W. 200 (3)

SOCIOLOGY

NWCC	UBC	SFU	UVic	Open University
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 Lvl (1.5) ea.	
203/204	Soci. (1.5) ea.	*S.A. (3) ea. 200 div.	Soci. 200 Lvl (1.5) ea.	Soci. (3) ea.
205/206	Soci. (1.5) ea.	*S.A. (3) ea. 200 div.	Soci. 200 Lvl (1.5) ea.	Soci. (3) ea. May not take Soci. 430 for additional credit.
207/208	Soci. (1.5) ea.	S.A. 100 (3) ea. or S.A. 100 (3)/ S.A. (3) 100 div.	Soci. 200 Lvl (1.5) ea.	Soci. (3) ea.
209/210	Soci. (3) ^{3.0} ea. <i>unassigned and up credits</i>	S.A. (1) ea. or S.A. 100 (3) for both <i>SA 150 (3) SA 100 (3)</i>	Soci. 103 (1.5)/ ^{203 (1.5)} Soci. 203 (1.5) <i>200 (1.5)</i>	Soci. (3) ea.
211/212	Soci. (1.5) ea.	Gen Elec Soci. (3) ea. for Wmst. Cr. apply in W.S. Committee	Soci. 100 Lvl or 200 Lvl (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. NOTE: no credit for both 207/208 & 217/218	Soci. 200 Lvl (1.5) ea.	

* See SFU Transfer Notes

SPANISH

NWCC	UBC	SFU	UVic	Open University
101/102	Spanish 100 (3)	<i>SPAN (3)</i>	Span 100 (3)/ or (100 level) 1.5 ea.	<i>SPAN (3) ea.</i>

WOMEN'S STUDIES

NWCC	UBC	SFU	UVic	Open University
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 Lvl (1.5) ea.	
110/111	*Socio. (1.5) ea.	W.S. (3) ea. 200 div	Hum. 100 Lvl (1.5) ea.	
201/202	Same Crse. as Soci. 201/202	W.S. (3) ea.	Same Crse. as Soci. 201/202	
211/212	Same Crse. as Soci. 211/212	Apply to W.S. Committee	Same Crse. as Soci. 211/212	
224/225	Wmst. 224 (3) Or Arts (1.5) ea.			

* to a max. of (3)

Course Descriptions

Addiction Resource Worker

ARW 151-3.0: Counselling Skills I

This course introduces the student to basic communication skills and related theory. Specific areas of study are on self concept, perception, emotions, language, non-verbal communication, listening, understanding, and improving interpersonal relationships and resolving interpersonal conflicts. Students are challenged to relate to the theory and principles on a personal level through the reading, discussions and communication exercises.

ARW 152-3.0: Counselling II

This course introduces the student to Gerard Egan's model of helping as described in his book *The Skilled Helper*. The course provides opportunity for the student to put his/her understanding of Egan's model into practice through role play and structured exercises. Student role plays are recorded on video in order to provide constructive feedback in conjunction with class discussion.

ARW 153-3.0: Addictions and Solvent Abuse I

This course will cover the historical aspects of substance abuse and an overview of alcohol/drug programs in Canada. A major emphasis will be placed on the physiological, psychological and cultural development aspects of an individual's alcoholism.

ARW 154-3.0: Addiction and Solvent Abuse II

This course will cover the historical aspects of substance abuse and an overview of alcohol/drug programs in Canada. A major emphasis will be placed on the physiological, psychological and cultural development aspects of an individual's alcoholism.

ARW 155-3.0: Native Cultural Awareness I

To increase student awareness of native issues and culture, more specifically, the Gitksan and Wet'Suwet'En. The history, the present situations and possible projections into the future will also be discussed.

ARW 156-3.0: Native Cultural Awareness II

To increase student awareness of native issues and culture, more specifically, the Gitksan and Wet'Suwet'En. The history, the present situations and possible projections into the future will also be discussed.

ARW 157-3.0: Community Resources I

To familiarize the students with regional community resources and agencies. The students will examine in detail the resources available in the local community.

ARW 158-3.0: Community Resources II

To familiarize the students with regional community resources, and agencies. The students will examine in detail the resources available in the local community.

ARW 159-3.0: Personal Growth

This course is designed to help students describe their values and their relationship to goals, and to demonstrate creative problem solving skills. A major emphasis will be to focus on how their self esteem affects their learning potential.

ARW 160-3.0: Support Groups and Group Functions

This course is designed to increase the students' awareness of the need for self-help groups. Emphasis will also be placed on understanding the functions and dynamics of group behavior.

ARW 161-3.0: English Upgrading

This course is designed to improve the reading, writing and oral skills of the students and to introduce students to the production of technical essays and reports.

ARW 162-3.0: Recreational Therapy

The purpose of a leisure education program is to increase awareness of leisure and provide opportunities to implement changes in one's leisure lifestyle. Students will examine their interests and participation patterns, and gain knowledge about program planning, implementation and evaluation. A major focus on this course will be to develop an understanding of the process required to adapt activities in order to meet individual client's needs and abilities.

ARW 164-3.0: Alcohol and the Family

This course draws attention to the effects of substance abuse on the immediate family and community.

ARW 166-3.0: Nutrition

This course takes a wholistic approach to the understanding of the basic principles and Nutrition and Wellness. It also includes a Survival First Aid course.

Aquaculture

AQBT 101 (2 weeks): Small Boat Safety and Standard First Aid

Classroom study of boating regulations, safety, navigation and radio operation. Students will learn to read charts and tide tables. As well as a 3 day standard first aid course students will study the effects of hypothermia and will have practice in the use of survival gear at a swimming pool.

Prerequisites: Enrolment in the aquaculture program.

AQBT 102 (1 week): Practical Boating Skills

This course is designed to provide an introduction to some of the boating skills required by fish farm personnel. These skills range from the ability to run a small workboat around the farm to navigating larger boats equipped with radar, depth sounders and radios in rough weather to remote sites on the coast of British Columbia. Emphasis is on safety, emergency procedures, and survival skills.

Prerequisites: AQBT 101 and enrolment in the aquaculture program.

Some of these credits are incorrect so be sure to use the timetable.

Aquaculture

AQBU 101 (1 week): Business Skills I

This course is an introduction to the business skills required to manage an aquaculture site. Course content includes; basic bookkeeping, written and verbal communications, formal report writing and preparation of resumes.
Prerequisites: Enrolment in the aquaculture program.

AQBU 102 (1 week): Business Skills II

Review of bookkeeping and introduction to bookkeeping software. Introduction to management and supervisory skills.
Prerequisites: Enrolment in the aquaculture program.

AQCN 101 (1 week): Aquaculture Construction

Students will learn the use of basic carpentry tools and techniques commonly used in aquaculture. Each student will complete an individual or joint project that requires carpentry and fiberglassing skills.
Prerequisites: Enrolment in the aquaculture program.

AQEN 101 (2 weeks): Aquaculture Engineering

This course is an introduction to hydraulics required for aquaculture facilities design and maintenance. Students are introduced to fluid flow in pipes and open channels, flotation, pumps, pump maintenance, seapen anchoring and other concerns of the engineer. Emphasis is on problem solving and appreciation of physical constraints in the design of aquaculture facilities.
Prerequisites: Enrolment in the aquaculture program.

AQFH 101 (3 weeks): Fish Health

This course is designed to provide the student with the theoretical and practical information required to perform basic fish health monitoring and diagnostics at the aquaculture site. The course is divided equally into laboratories and lectures. Students learn to examine fish, perform simple diagnostic procedures, recognize clinical signs of disease, prepare fish for shipping, calculate medication, administer medication, keep fish health records, and communicate with fish health professionals. For students requiring credit for the course there are assignments, quizzes and a final exam.
Prerequisites: Work experience on an aquaculture site.

AQOS 101 (2 weeks): Aquaculture of Other Species

This course covers the aquaculture of species other than salmonids. Approximately one half of the course is devoted to oyster culture. In the second week students are introduced to the culture of mussels, scallops, clams, abalone, seaweed, shrimp, crayfish, catfish and lobsters. For students requiring credit for the course there are assignments, a quiz, and a final exam.

AQPC 101 (1 week): Personal Computers I

Introduction to DOS, word processing, data bases, and spreadsheets. This course is designed to enable the student to use computers for the completion of assignments and reports.
Prerequisites: Enrolment in the aquaculture program.

AQPC 102 (1 week): Personal Computers II

Students are introduced to aquaculture software and the design of spreadsheets for solving problems. Each student will develop a spreadsheet of an aquaculture operation.
Prerequisites: Enrolment in the aquaculture program.

AQPJ 101 (1 week): Aquaculture Project

Each student will complete a project in their area of interest during the year. A week is provided at the end of the course to complete the project and write a report. Completion of an Industrial First Aid Ticket or a Recreational or Seapen Diving Certificate (at the student's expense) can be used for credit in this course.

Prerequisites: Enrolment in the aquaculture program.

AQPR 101 (3 weeks): Aquaculture Practicum I

All students enrolled in the aquaculture program are required to complete four - three week practicums at an aquaculture site. Students are required to work as regular employees to gain experience in different aquaculture operations. Evaluation is based on daily journals, a formal report by the students, and a report from farm or hatchery management. Students are responsible for the full cost of the practicum. Most sites provide accommodation and a daily food allowance. Students from Northwest Community College have been placed at sites all along the coast of B.C.

Prerequisites: Enrolment in the aquaculture program.

AQPR 102 (3 weeks): Aquaculture Practicum II

All students enrolled in the aquaculture program are required to complete four - three week practicums at an aquaculture site. Students are required to work as regular employees to gain experience in different aquaculture operations. Evaluation is based on daily journals, a formal report by the students, and a report from farm or hatchery management. Students are responsible for the full cost of the practicum. Most sites provide accommodation and a daily food allowance. Students from Northwest Community College have been placed at sites all along the coast of B.C.

Prerequisites: Enrolment in the aquaculture program.

AQPR 103 (3 weeks): Aquaculture Practicum III

All students enrolled in the aquaculture program are required to complete four - three week practicums at an aquaculture site. Students are required to work as regular employees to gain experience in different aquaculture operations. Evaluation is based on daily journals, a formal report by the students, and a report from farm or hatchery management. Students are responsible for the full cost of the practicum. Most sites provide accommodation and a daily food allowance. Students from Northwest Community College have been placed at sites all along the coast of B.C.

Prerequisites: Enrolment in the aquaculture program.

AQPR 104 (3 weeks): Aquaculture Practicum IV

All students enrolled in the aquaculture program are required to complete four - three week practicums at an aquaculture site. Students are required to work as regular employees to gain experience in different aquaculture operations. Evaluation is based on daily journals, a formal report by the students, and a report from farm or hatchery management. Students are responsible for the full cost of the practicum. Most sites provide accommodation and a daily food allowance. Students from Northwest Community College have been placed at sites all along the coast of B.C.

Prerequisites: Enrolment in the aquaculture program.

Aquaculture

AQSL 101 (1 week): Aquaculture of Salmonids I

Introduction to salmonid aquaculture in British Columbia. Biology of salmonids, including anatomy and physiology of the organ systems. Life histories of salmonid aquaculture species including Coho, Chinook, Rainbow Trout and Atlantic Salmon. The course includes lectures, laboratories, videos and visits to farm and hatchery sites. For students requiring credit for the course there is a final exam.

AQSL 102 (2 weeks): Aquaculture of Salmonids II

Salmonid incubation. This course includes broodstock management, eggtakes, fertilization, incubation, egg development, hatch, and emergence. Each stage is studied in detail with emphasis placed on the practical applications of knowledge, good husbandry and record keeping. Hatchery visits, lectures and laboratories make up the course. For students requiring credit for the course there are assignments, a quiz and a final exam.

Prerequisites: AQSL 101 or permission of the instructor.

AQSL 103 (2 weeks): Aquaculture of Salmonids III

Fresh Water Rearing: This course includes all aspects of fresh water rearing from swim-up to smolt. Students will learn to calculate loading densities for different containers, flow rates, and water quality conditions. Feeding rates, conversion rates, nutritional requirements, sampling, grading and daily husbandry will be covered in detail. The course includes; lectures, laboratories, field trips and guest speakers. For students requiring credit for the course there are assignments, a quiz and a final exam.

AQSL 104 (1 week): Aquaculture of Salmonids IV

Smolting: The physiological and behavioral changes occurring when a salmonid is preparing for salt water, species differences, photoperiod manipulation, influence on the immune response, the effects of stress, smolt handling and transport are studied in detail. For students requiring credit for the course there are assignments, a quiz and a final exam.

Prerequisites: AQSL 101 or permission of the instructor

AQSL 105 (2 weeks): Aquaculture of Salmonids V

Salt Water Rearing: Course content includes salt water husbandry, farm facilities, sampling, grading, feeding regimes, conversion rates, nutrition, optimum loading densities, waste management, jack management, record keeping, and harvesting. There will be lectures, field trips, and laboratories. For students requiring credit for the course there are assignments, a quiz and a final exam.

Prerequisites: AQSL 101 or permission of the instructor.

AQSM 101 (1 week): Small Motors

Students learn to service and make minor repairs to small motors commonly found on an aquaculture site. These include outboards, generators, and pumps. Emphasis is on 'hands on' experience and 'trouble shooting'. Each student will demonstrate the basic skills for credit in the course. There is no written exam.

Prerequisites: Enrolment in the aquaculture program.

AQWQ 101 (3 weeks): Water Quality

This three week course has a strong laboratory component. Students will learn various ways of measuring dissolved oxygen, pH, salinity, alkalinity, turbidity, ammonia, nitrite, nitrate, total gas pressure, CO₂, heavy metals and plankton. Meters, test kits, and spectrophotometer will be used to measure the different parameters. The effects of poor water quality on fish health and growth is emphasized. Students will visit seasites and hatcheries to test water. For students requiring credit for the course there are assignments, quizzes, and a final exam.

Prerequisites: Work experience on an aquaculture site.

Business Administration**Accounting 150-3.0:**

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 151-3.0:

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 250-3.0:

Emphasis is on theory and concepts and 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 251-3.0:

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 252-3.0:

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 253-3.0:

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.

Business Administration

Accounting 254-3.0:

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.

Business Computing 150-3.0:

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 250-3.0:

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 150-3.0:

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

Business Finance 250-3.0:

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 251-3.0:

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 150-3.0:

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 Law 151-3.0:

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.

Economics 150-3.0:

A career-oriented course 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.

Economics 151-3.0:

A career-oriented course 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.

Management 150-3.0:

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

Management 250-3.0:

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 251-3.0:

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 252-3.0:

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 150-3.0:

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, installment plan financing, amortization and sinking fund schedules, general annuities, and bonds. Emphasis on practical problem-solving in business rather than theoretical derivations.

Mathematics 151-3.0:

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 how to describe data, making decisions under uncertainty, analysis of statistical data and making predictions based on statistical data.

Taxation 250-3.0:

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.

Community Service Program

Community Service Program

CSP 130: Practicum I

CSP 203: Special Needs Care & Growth

CSP 206: Working with Families

CSP 207: Cross Cultural Awareness

CSP 208: Administration Skills

CSP 213: Health, Safety & Nutrition

CSP 231: Practicum II

CSP 250: Special Needs Curriculum Plan

CSP 253: Augmentative Communication

Early Childhood Education

ECE 101: Program Development

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

ECE 101B: Seminar

ECE 102: Curriculum Development

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

ECE 104: Health & 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)

ECE 121: Program Development

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

ECE 122: Curriculum Development

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

ECE 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)

ECE 125: Practicum I

Opportunities for observation and recording child behavior. 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 behaviors of a competent aide. (0,6,1)

ECE 126: Practicum II

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

ECE 127: Practicum III - May

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

ECE 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)

ECE 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)

ECE 201-3.0: Infant Development and Growth

ECE 202: Infant, Toddler Care and Growth

ECE 203: Special Needs Care & Growth

ECE 206-3.0: Working with Families

ECE 208-3.0: Administration Skills for ECE Centres

Early Childhood Education

ECE 213-3.0: Health, Safety and Nutrition

ECE 219: Infant, Toddler Curriculum Planning

ECE 220: Programming for Under 3's

ECE 250: Special Education Curriculum Planning

ECE 253: Augmentative Communication

Forestry**COM 170-4.0: Computer Science I**

The goal of computer science is to familiarize the student with computers and show how computers can be used as a tool. Introduction to MS-DOS and WordPerfect

COM 270-4.0: Computer Science II

This course is a continuation of COM 170 and introduces the student to GW Basic and Lotus 1-2-3.

ENGL 153-4.0: Technical Communications

This course is designed to improve the reading, writing, and oral skills of the students and to introduce students to the production of technical essays and reports. Lecture topics will include report writing techniques, as well as, where to find materials and how to write technical essays.

ENGL 262-4.0: Communications II

This course is designed to prepare students for the complex writing tasks which will be part of their education. It will emphasize technical report writing and cover all aspects of this type of report.

ENGL 362-4.0: Business Studies

This course is designed to give the student an understanding of how a business operates, and how the markets work. The emphasis will be on resource based industry, but the ideas are transferable to any business.

FRST 150-4.0: Introduction to Resource Management

The course is a basic introduction to the concepts of forest resource management. Lecture introduces the basics of courses to be held later throughout the program. Topics include: The world's forest types, Forest Regions of Canada, B.C. Forest types, Introduction to forest harvesting, Introduction to silviculture practices, Management Planning for Natural Resources and Provincial Forest Legislation.

FRST 151-4.0: Botany

This course is an introduction to the principles of Botany, including plant physiology, plant tissues and structures, photosynthesis and respiration, genetics and evolution and binominal classification of plants with emphasis on forest trees and shrubs.

FRST 152-4.0: Surveying

The course is an introduction to the principles of Forest Surveying. The course will provide the student with the skills to select and use the proper surveying tools for carrying out basic land surveys such as, but not restricted to, road layout leveling, open and closed transects for the first four levels of forest surveys.

FRST 153-4.0: Silvics and Dendrology

Silvics and dendrology will introduce the students to the collection of plant material and to the identification of forest trees and shrubs of British Columbia. Further, the course will introduce the concept of plant associations and biogeoclimatic zoning in British Columbia.

FRST 155-4.0: Traditional Land Management, Native Culture and History

Native culture and history deals with the Native people of this region and their long standing tie and commitment to the land and resources of Northern British Columbia. The intent and purpose of this program has several facets, not the least of which is to introduce the potential land manager to the hopes, expectations, needs and the role of the Native people with respect to the natural resources and land based upon which their culture depends.

FRST 178-4.0: Cartography

The Cartography course is designed to introduce the student to a variety of drafting and map reading techniques. Emphasis is placed on the skills required to read topographic maps and to produce various types of geographical presentation from given data. Included in the course, will be computer drafting.

FRST 240-4.0: Forest Measurements I

An introduction in basic forest measurements used while timber cruising, and an introduction to statistics.

FRST 250-1.0: Forest Policy and Legislation

This course provides the student with knowledge in applying the various acts and regulations governing the provincial government's responsibility in administering natural resource management. The merits and problems of present forest policy, legislation and regulations are discussed.

FRST 259-4.0: Fire Control I

Topics discussed include fire weather, fire behavior, fire control techniques, use of the equipment and manpower on wildfires and the Canadian Forest Fire Danger Rating System.

FRST 271-4.0: Meteorology

Since weather is a state of the atmosphere the course is grounded in an understanding of the gaseous envelope that surrounds our planet. The energy that drives the earth's atmospheric weather patterns is studied to cause the student to appreciate the global air currents and how these dominant forces affect the formation of pressure cells, jet streams, arctic fronts and other atmospheric phenomena. The student will keep a record of local weather data and observations and attempt to predict future weather patterns from his observations.

FRST 272-4.0: Geology & Land Forms

The course is designed to provide the student with a good background into the theories of earth's coastal development, land forms, processes of mineralization, rock types and erosion processes. The course will be taught with emphasis on the use of aerial photographs and photo interpretation techniques.

FRST 273-4.0: Forest Ecology

Forest Ecology is a course designed to give the student a solid background in the science of Ecology, the forest ecosystems of British Columbia, especially the Temperate Rain forest of the Northern Coastal area. The transition forest of the Skeena and the valleys of the Gitksan Wet'suwet'en area and the spruce-cedar-hemlock forests of the Northern Interior region are the major area of study. The married relationships and systems that drive the dynamic working of the living forest are studied from the perspective of the land manager and especially show how management practices may affect the forest and harm or benefit the land manager's goals.

FRST 274-4.0: Fish & Wildlife

This course discusses the diverse bird and animal population that is an integral and vital part of our forest lands. The student will also learn of the significance of the British Columbia fish resource to the people and of the importance of the ecological relationships between the fish and the forest lands of the region.

FRST 300-4.0: Integrated Resources Management Plan

This is a two semester self study course, where the student is required to prepare an Integrated Resource Management Plan, using information and knowledge gained during the two year Forestry Technologist Program.

FRST 340-4.0: Forest Measurement II

This course is a continuation of Forest Measurements I. Students will gain sufficient knowledge and field training to be able to sample forest types to the standards established by the B.C. Ministry of Forests. Forest statistics and their application to control sampling errors are also discussed.

FRST 359-4.0: Fire Management

Fire control II discusses fire ecology, prescribed burning and burning plans. Fire suppression and concepts are also studied through the use of simulation exercises.

FRST 372-4.0: Forest Studies and Hydrology

Forest Soils and Hydrology is a course designed to give the student a basic understanding of forest soil; biology, physical and chemical properties. In addition, an understanding of soil classification, forest site and forest hydrology is emphasized.

FRST 375-4.0: Silviculture I

The course will introduce the student to the role of silviculture in forest and wildland management, the classification of forest lands with special emphasis on the ICHG zone, tree growth characteristics, tree stands and stand dynamics and manipulation of forests for the purpose of maximizing forest production and benefits.

FRST 376-4.0: Remote Sensing

Remote Sensing is a course designed to introduce the student to the variety of means available to aid the land manager in inventory and interpreting that land and forest resources under his care. The major emphasis of the course is on the use of aerial photographs. This course will prepare the student to use and interpret the information on aerial photographs for a variety of applications.

FRST 377-4.0: Forest Harvesting

Forest Harvesting provides the student with an introduction to the logging systems presently in use in British Columbia. Areas discussed include the following: Elements of logging and Planning and costing.

FRST 400-4.0: Integrated Resource Management Plan

This is a two semester self study course, where the student is required to prepare an Integrated Resource Management Plan, using information and knowledge gained during the two year Forestry Technologist Program.

FRST 462-4.0: Management Skills

Professional Development introduces the student to supervision, communications and leadership in Management. The student will also look at setting up and managing a small business to do contract work relating to the forest industry.

FRST 475-4.0: Silviculture II

The second part of the course will acquaint the student with the current silvicultural practices in use in British Columbia. This course is designed to give the student a working knowledge of the policies and practices of the Ministry of Forests and industry with regard to such activities as stand tending, contract planting, seeding, site preparation, preharvest assessment etc. This part of the course is more practically oriented and will require more time in the field by the student.

FRST 477-4.0: Forest Engineering

Forest Engineering is designed to provide the student with a good background in the theories of forest road design and layout and logging layout.

FRST 481-4.0: Forest Etymology and Pathology

Forest Pests is an introduction to the major diseases and insects that are critical in forest protection, silviculture, management and forest products.

FRST 482-4.0: Forest Products

Forest Products introduces the student to the various commercial woods of Canada with particular reference to those found in British Columbia. Wood structure, identification, strength and physical properties and chemistry of wood will be discussed. Also, the various products that are derived from wood will be discussed. Field trips to various industrial sites that produce a wood product or byproduct will be included in the Forest Products course.

FRST 483-4.0: Forest Recreation

The course will give the student a good understanding of the nature of wildland recreation, the nature of the people involved in recreation activities and the importance of other forestry related activities in the development of forest recreation. Further, the course will discuss the role of the Ministry of Forests in the administration of forest lands for wildland recreation.

Math 161-4.0: Math Review

This course consists of a review of senior high school math. Topics to be covered, include: Numbers and operations, Linear equations in one variable, Operations of polynomials, Algebraic fractions, Fractional equations and applications, Graphing prints and lines, and Linear systems in two variables.

Human Service Worker**HSW 141-3.0: 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 formerly offered as HSW 155) (3.5,0,0)

HSW 142-3.0: 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 formerly offered as HSW 155) (3.5,0,0)
Prerequisite: HSW 141

HSW 143-3.0: 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)
Prerequisite: HSW 141

HSW 144-3.0: 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)
Prerequisite: First Term HSW, plus HSW 142, and HSW 166

HSW 151-3.0: 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 153-3.0: 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 162-3.0: 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)
Prerequisite: HSW 151, or permission of Instructors.

HSW 163-3.0: 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 164-3.0: 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 166-3.0: 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 168-3.0: Computers in 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 computer 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 191-3.0: 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)

Human Service Worker

HSW 192-3.0: 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 193-3.0: 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. of 2.5 and permission of the instructors.

Nursing

BIOL 135-4.0: Human Anatomy

This course is an introductory survey of the structures and functions of the anatomical systems of the human body. Lecture topics include the nature of inorganic and organic molecules, cellular biology, histology and the anatomy of the body systems. (4,0)

Prerequisites: Biology 12 or BIOL 040 and Chemistry 12, CHEM 050 or CHEM 101 and 102. (Previously called BHSC 105 - Students obtaining credit for BHSC 105 cannot take BIOL 135 for further credit)

BIOL 145-4.0: Human Physiology I

The course deals with the physiology of the integumentary, cardiovascular, lymphatic, respiratory, reproductive and digestive systems. A series of lectures will also be given on body metabolism and nutrition. (4,0)

Prerequisite: BIOL 135 or BHSC 105

BIOL 155-3.0: Human Physiology II

This course deals with the physiology of the nervous, endocrine, skeletal, muscular and urinary systems. How fluid and electrolytes are balanced in the body is also included. (3,0)

Prerequisite: BIOL 145 (BIOL 145 & 155 previously called BHSC 205. Students obtaining credit for BHSC 205 cannot take BIOL 145 & BIOL 155 for further credit)

Nursing

NURS 135-6.0: Man as an Adaptive System

This course introduces the student to nursing and an organized system for providing nursing care. Observation, interview, and measurement skills are introduced. Simple nursing measures will be practiced in the nursing laboratory on campus. (3,4,5)

Prerequisites or Corequisites: BIOL 135, NURS 137, NURS 138, PSYC 161 or BHSC 140, SOCI 103 or BHSC 239

NURS 137-3.0: Communications I

This course introduces therapeutic communication skills and concepts which will enable the student to begin to develop helping relationships. (1,2)

NURS 138-5.0: Medical Science I

This course gives an overview of microbiology at the introductory level. Norms for basic physiologic functions of the healthy individual are taught. (2,0)

Prerequisites or Corequisites: BIOL 135, NURS 135.

NURS 145-8.0: Nursing Care to Promote Adaptation I

This course continues to develop nursing theory and introduces the student to providing nursing care for patients with simple physiological problems. Experience is provided in the campus laboratory and on medical, surgical, and/or maternity wards in a general hospital. (4,9)

Prerequisites: BIOL 135, NURS 135, NURS 137, NURS 138, PSYC 161 or BHSC 140, SOCI 103 or BHSC 239, ENGL 155, MATH 155

Prerequisites or Corequisites: BIOL 145, NURS 147, NURS 148, PSYC 162 or BHSC 240, SOCI 104.

NURS 147-2.0: Communications II

This course introduces teaching - learning principles and their application to patient education. Theory will be practiced in campus laboratory situations. (2,0 hrs x 7 weeks)

Prerequisite or Corequisite: NURS 145.

NURS 148-5.0: Medical Science II

This course introduces the student to the concept of pathophysiology. Medical approaches to diseases are presented. Medical management for general medical-surgical and maternity patients is described. Mathematical calculations related to pharmacology will be included. (4,2*)

(*2...Lab - 2 hrs x 4 weeks)

Prerequisites: NURS 138, MATH 155

Prerequisites or Corequisites: BIOL 145, NURS 145

NURS 155-7.0: Nursing Care to Promote Adaptation II

This course focuses on providing the student with nursing theory to enable them to give nursing care to patients with simple problems in both physiological and psychosocial areas. Experience will be provided in the campus laboratory and on medical, surgical, and/or maternity wards, in a general hospital. (4,15)

Prerequisites: BIOL 145, NURS 145, NURS 147, NURS 148, PSYC 162 or BHSC 240, SOCI 104

Prerequisites or Corequisites: NURS 157, NURS 158, BIOL 155, SOCI 105

NURS 157-1.0: Communications III

This course continues to build on therapeutic communication skills and concepts which will enable the student to intervene in a supportive manner where patients are experiencing simple adaptation problems. Theory will be practiced in campus laboratory situations. (1,1)
Prerequisite or Corequisite: NURS 155

NURS 158-4.0: Medical Science III

This course concentrates on the pathophysiology of, and medical approaches to diseases affecting nutrition, elimination, activity and rest and oxygen. Theory will be presented by lecture and class discussion. (4,0)
Prerequisite: NURS 148

Prerequisites or Corequisites: BIOL 155, NURS 155

NURS 235-8.0: Nursing Care to Promote Adaptation III

This course introduces the student to providing nursing care for patients with complex adaptation problems. Experience will be provided in children's and maternity wards in a general hospital. (4,15.5)

Prerequisites: BIOL 155, NURS 155, NURS 157, NURS 158, SOCI 105

Prerequisites or Corequisites: NURS 236, NURS 237, NURS 238

NURS 236-3.0: Ethical Dilemmas in Nursing Practice

This course will provide an overview of the major ethical theories. The major focus of the course will be the presentation of a model for critical ethical analysis, and its application to specific ethical dilemmas in nursing practice. The majority of the course will be in the form of small and large group discussion. (3,0)

Prerequisite: Experience in Nursing

NURS 237-1.0: Communications IV

This course concentrates on the development of skills students can utilize in the work phase of a helping relationship. These skills will enable them to help patients in the exploration of alternatives, confronting incongruities and generalizing new coping mechanisms to daily life. (1,1)

Prerequisite or Corequisite: NURS 235

NURS 238-4.0: Medical Science IV

This course concentrates on the pathophysiology of and medical approaches to diseases affecting fluid and electrolyte balance, oxygenation, and intestinal elimination. Psychopathology is introduced and substance disorders are presented. (4,0)

Prerequisite or Corequisite: NURS 158, BIOL 155

NURS 245-10: Nursing Care to Promote Adaptation IV

This course continues to prepare the student to provide nursing care for patients with complex adaptation problems. Experience will be provided in medical, surgical and psychiatric settings in a general hospital. Some experience will be in extended and intermediate care settings. (3,22)

Prerequisites: NURS 235, NURS 236, NURS 237, NURS 238

Prerequisites or Corequisites: NURS 246, NURS 248

NURS 246-2.0: Managing for Change

This course provides a theory base for the development of management techniques and leadership skills to assist nurses to work effectively in a variety of hospital settings. The role of the nurse as change agent and patient advocate are discussed. (2,0)

Prerequisite: NURS 245

Prerequisite or Corequisite: NURS 255

NURS 248-3.0: Medical Science V

This course concentrates on the pathophysiology of and medical approaches to diseases affecting neurologic and endocrine function. Psychopathology related to schizophrenic disorders and organic brain disorders are also covered. (3,0)

Prerequisite: NURS 238

NURS 255-10: Nursing Care to Promote Adaptation V

This course continues to focus on the provision of nursing care for patients with complex adaptation problems. Experience will be provided in medical, surgical and psychiatric settings in a general hospital. Some experience will be in extended and intermediate care settings. (3,22)

Prerequisites: NURS 245, NURS 246, NURS 248

Prerequisite or Corequisite: NURS 256, NURS 258

NURS 256-1.0: Professional Responsibilities and Employee Role

This course focuses on the role and responsibilities of an employee and the prevailing beliefs and values found in hospital settings. Professional responsibilities, career options and educational opportunities will also be examined. (2,0)

Prerequisite: NURS 155

NURS 258-2.0: Medical Science VI

This course concentrates on the pathophysiology of, and medical approaches to diseases affecting immunity, sexual and total system functioning. Psychopathology related to personality disorders and anxiety disorders are also covered. (2,0)

Prerequisite: NURS 248

NURS 299-16: Clinical Preceptorship

This clinical practice course will be completed in a rural and an urban health care facility. Each student will be assigned to a preceptor and will assume the preceptor's duties under her guidance and supervision. Clinical experience will be provided in a medical-surgical area. Other experiences may include maternity, psychiatry and pediatrics.

Prerequisites: NURS 255, NURS 256, NURS 258

PSYC 161-3.0: Developmental Psychology for Nurses I

An introduction to general psychological principles and scientific study of human behavior using the developmental sequence from conception through childhood. (3.5,0) (Previously called BHSC 140 - students obtaining credit for BHSC 140 cannot take PSYC 161 for further credit)

PSYC 162-4.0: Developmental Psychology for Nurses II

This course is a continuation of Psyc 161. The focus is on the study of human behavior from childhood through adulthood. (4,0)

Prerequisite: PSYC 161 or BHSC 140. (Previously called BHSC 240, students obtaining credit for BHSC 240 cannot take PSYC 162 for further credit)

Nursing

SOCI 103-2.0: Sociological Concepts and Theories I

This course introduces the basic models, theories and concepts employed in the study of sociology. Topics include culture, socialization, social movements, ethnicity and demography. (2.5,0) Students obtaining credit for BHSC 239 will be granted exemption from SOCI 103.

SOCI 104-2.0: Sociological Concepts and Theories II

This course is a continuation of SOCI 103 with special emphasis on research methods and modes of observation used in sociological institutions, including education, politics, religion, deviance and economics included. (2.5,0)

Prerequisite: SOCI 103 or BHSC 239

SOCI 105-2.0: Sociological Concepts and Theories III

A continuation of SOCI 104 in examining social institutions with an emphasis on related social problems and social remedies as associated with "Canadian" sociological phenomena such as racial and ethnic diversity, deviance and criminality, aging, health issues and political change. (2.5,0)

Prerequisite: SOCI 104

Office Careers

Accounting 101-2.0:

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

Accounting 102-3.0:

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

Accounting 103-2.5:

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

Business Computing 101-2.0:

Filing Systems and records management. Various methods of filing and several kinds of systems are studied. Computer system introduced - Dbase III+.

Business Computing 102-2.0:

A hands-on introductory course in general computer use and word processing. Students will use Working with DOS, WordPerfect and VP Planner. Other options may be added at the Departments discretion.

Business Computing 103-3.0:

A hands-on computer applications course for accounting students.

Prerequisite: ACCT 102 or equivalent. Software used will be Bedford Integrated Accounting, ACCPAC and Lotus 1-2-3.

Business English 102-1.5:

Spelling and vocabulary building and word usage.

Office Careers

Business English 103-1.5:

The framework of English language. Parts of speech, the sentence, punctuation, capitalization and figures will be covered.

Business English 104-1.0:

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 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.

Dictatyping 101-0.5:

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

Dictatyping 102-2.0:

A programmed course in taped dictation.

First Aid 101-5.0:

WCB Industrial First Aid.

Legal Stenography 101-2.0:

Legal - general typewriting

Legal Stenography 102-2.0:

Introduction to legal stenography.

Legal Stenography 103-2.0:

Litigation.

Legal Stenography 104-1.5:

Divorce/Family Law.

Legal Stenography 105-1.5:

Wills and estates.

Legal Stenography 106-2.0:

Conveyancing.

Legal Stenography 107-2.0:

Corporate Law.

Legal Stenography 108-1.5:

Legal dictatyping.

Medical Stenographer 101-3.0:

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 105-3.0:

General medical typing. Speeds over 50 WPM.

Medical Stenographer 107-1.0:

Medical office procedures.

Medical Stenographer 108-1.0:

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.

Shorthand 101-2.0:

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

Shorthand 102-1.5:

Intermediate shorthand. Shortforms. Speed to 60 WPM.

Shorthand 103-1.0:

Advanced phrasing. Making shortforms. Dictation to 80 WPM.

Shorthand 104-3.0:

Advanced dictation. Speed to 120 WPM.

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.

Word Processing 100-0.5:

Basic DOS procedures.

Word Processing 101-3.0:

Introduction to word processing concepts and careers.

Word Processing 102-1.0:

Electronic typewriters.

Word Processing 103-2.0:

Easy Writer II Word Processor.

Word Processing 104-3.0:

Wordstar Word Processor.

Word Processing 105-4.0:

The transcription specialist.

Word Processing 106-1.0:

Computer Timings.

Word Processing 107-3.0:

Multimate Advantage Word Processor.

Word Processing 108-2.0:

Volkswriter Deluxe Word Processor.

Word Processing 109-3.0:

Microsoft Word.

Word Processing 110-3.5:

Hard Disk Management.

Word Processing 111-2.0:

Ram Resident Applications I.

Word Processing 112-2.0:

Ram Resident Applications II.

Word Processing 113-3.0:

Microsoft Windows.

Word Processing 114-2.0:

Wordstar 2000 Word Processor

Office Careers

Word Processing 115-2.0:

Lotus 1-2-3 for Word Processors.

Word Processing 116-4.0:

Framework.

Word Processing 130-3.0:

Word Perfect.

University Credit

Anthropology 101-3.0: 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)

Anthropology 102-3.0: Introduction to Social & Cultural Anthropology

With a global and comparative perspective the 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)

Anthropology 111-2.0: 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)

Anthropology 112-3.0: 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)

University Credit

Anthropology 201-3.0: 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)

Prerequisite: Anthropology 102

Anthropology 202-3.0: 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)

Prerequisite: Anthropology 102

Biology 101-3.0: 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)

Biology 102-3.0: 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)

Prerequisite: Biology 101 or consent of instructor.

Chemistry 101-3.0: 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)

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

Chemistry 102-3.0: 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, behavior 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)

Prerequisites: Chemistry 101 or permission of the instructor.

Chemistry 121-3.0: Introductory Chemistry I

Chemistry 121 is designed for students with grade 12 chemistry and mathematics. A working knowledge of stoichiometry and other basic chemistry skills is assumed. In Chemistry 121, four topics will be covered in depth. The first two topics deal with the microscopic description of the natural world as it relates to chemistry. In particular, in the first topic, atomic structure, relations between the electronic structure of atoms and the periodic table are discussed while in the second topic, this electronic structure is applied to chemical bonding in molecules. The last two topics deal with some aspects of macroscopic chemistry. In the third topic is a discussion of the phases or states of matter, namely, gases, liquids and solids, while the fourth topic, inorganic chemistry, is a description of the properties and reactions of metals and non-metals. (3,3,0)

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

Corequisites: Mathematics 101 (Calculus)

Chemistry 122-3.0: Introductory Chemistry II

Chemistry 122 is a continuation of the study of chemical principles initiated in Chemistry 121. This continuation consists of three topics, namely, thermodynamics, a quantitative description of chemical reactions and a survey of organic chemistry. In the first topic, the four laws of thermodynamics will be discussed with particular emphasis on their application to chemical reactions. The second topic deals with the time dependence of chemical reactions, both short times, chemical kinetics, and long times, chemical equilibrium. The final topic includes nomenclature, structure and properties of simple organic compounds as well as a description of some reactions associated with various organic functional groups. (3,3,0)

Prerequisite: Chemistry 121 or permission of the instructor.

Corequisite: Mathematics 102 (Calculus)

Computer Science 111-3.0: An Introduction to Computers

Computer technology is being developed at an almost frightening pace. This course will help students understand how computers work, what they can and cannot do and perhaps what they should do. Students will also be introduced to microcomputers and some common applications such as word processing, spreadsheets and databases. (3,3,0)

Computer Science 112-3.0: 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.

Computer Science 121-3.0: 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.

Computer Science 122-3.0: 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.

Economics 201-3.0: Principles of Microeconomics

A detailed study of sectors of the Canadian economy and of economic policies in Canada; monetary and financial issues will be presented in various contexts and from various viewpoints traditional microeconomic theory (of the firm, industrial organisation, consumer and price behavior, allocation of resources) will be analysed in its ramifications and placed in a realistic context. (3,0,0)

Economics 202-3.0: Principles of Macroeconomics

We will engage in an analysis and discussion of major concepts, theories, perceptions and policies related to: how the system works, how wealth is created and distributed, why there are business cycles, how government intervention affects us, how markets work, why trade is important, why we speak of developed and underdeveloped areas. Theoretical tools and conceptual models from various schools of thought will be used as guidelines and will be tested for validity. (3,0,0)

English 101-3.0: 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)

English 102-3.0: 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)

English 109-3.0: Creative Writing I

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

English 110-3.0: Creative Writing II

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

English 151-3.0: 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)

English 203-3.0: Canadian Literature 1832-1914

The English Literature of Canada from the early 19th Century to World War I. Reading and discussion of works by Susanna Moodie, Duncan Campbell Scott, Stephen Leacock, and others. Written assignments based on the works read. (3,0,0)

English 204-3.0: Canadian Literature 1914-1990

The English literature of Canada from World War I to the present (including some French Canadian Literature in translation). Reading and discussion of works by Frederick Philip Grove, Gabrielle Roy, Mordecai Richler, and others. Written assignments based on the works read. (3,0,0)

English 207-3.0: 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)

French 101-3.0: 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. (4.5,0,0)

French 102-3.0: Introductory French II

This course is a continuation of French 101 with introduction to some original French literature. (4.5,0,0)

Prerequisite: French 101 or equivalent.

French 107-3.0: 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. (4.5,0,0)

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

French 108-3.0: Intermediate French II

This course is a continuation of French 107 with introduction to more original French literature. (4.5,0,0)

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

French 110-3.0: Advanced French I

This is a course conducted in French for U.T. students and members of the community who have had French 12 or French 107-8 and wish to read complete works of literature in French, such as Les Grande Mares by Jacques Poulin. There is also a complete review of grammar, and there are listening activities based on the Champs-Elysees series of tapes and the French in Action series. (4.5,0,0)

Prerequisite: French 12, French 108 or permission of the instructor.

French 111-3.0: Advanced French II

A continuation of French 110. (4.5,0,0)

Prerequisite: French 12, French 108 or permission of the instructor.

Geography 150-3.0: Physical Geography I

A study of the physical environment in which humans have developed their economic, political and cultural structures. Principal topics covered include: cartography and maps, climatology, and biogeography. Laboratory experience will focus on map skills and methods in meteorology and biogeography. Field trips to examining local features and collect field data are required and will be scheduled for weekends. (3,3,0)

Geography 160-3.0: Physical Geography II

The study of soils and landforms and their effect on human culture. Emphasis will be on the description of landforms and understanding of the processes which form them. Examples from throughout the world will be studied. Principal topics covered include: soils and soil development and landform process and description and the effects of these processes on human society. Laboratory experience will focus on development of interpretive map and air photo skills. Field trips to examine local features and collect field data are required and will be scheduled for weekends. (3,3,0)

Prerequisite: Geography 150

Geology 157-3.0: Introduction to Northwest Geology

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

History 105-3.0: Canada to the 1860's

This is an attempt to make the more remote past of this country meaningful to us today. We will examine the nature of Canadian society, the interrelationship between native people and newcomers and their development in the context of a changing economic environment. Major political decisions and events will be studied in this context as well. (3,0,0)

History 106-3.0: Canada Since Confederation

A variety of sources will be used to allow us to understand individual and collective life experiences of major sectors of Canadian society; political ideologies and government policies will be studied in the context of changing economic and social conditions. (3,0,0)

History 231-3.0: Germany in the 20th Century

We will identify and analyse the driving forces in German society and politics under the Kaiser, in the Weimar Republic, under Hitler and in the two Germanies after 1945 and we will study how major foreign powers attempted to deal with the "German question". (3,0,0)

History 241-3.0: The Soviet Union, 1917-1990

We will study and analyse major political and socio-economic developments from the days of the October Revolution (and its background conditions) to Gorbachev. Significant attention will also be given to the problem of socialism - theory and practice. (3,0,0)

Math 101-4.5: 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)

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

Math 102-4.5: 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'Hopital's rule, improper integrals, Taylor's formula, series and tests for convergence, power and Taylor series. (4.5,0,0)

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

Math 131-3.0: 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)

Prerequisite: Algebra 11 or its equivalent.

Math 141-4.5: Mathematics for the Managerial and Social 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. (4.5,0,0)

Prerequisite: Algebra 12 or its equivalent.

Math 142-4.5: Mathematics for the Managerial and Social 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. (4.5,0,0)

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

Math 190-4.0: Principles of Mathematics for the Elementary Teacher

This course will help the prospective elementary teacher understand the mathematical principles of elementary level mathematics. Topics covered will include: sets functions and logic, whole number, fractional number, and rational number systems, geometry, and probability and statistics. Students should note this is neither a skills nor a methods course. (4,0,0)

Prerequisites: Algebra 11 or permission of the instructor. Students may not receive credit for this course if they are enrolled in any other university level mathematics course.

Philosophy 101-3.0: 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 behavior, mind-body problem, knowledge and certainty. (3,0,0)

Philosophy 102-3.0: Moral Philosophy

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

Physics 101-3.0: 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)

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

Corequisite: Math 101

Physics 102-3.0: 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)

Prerequisites: Physics 101 or permission of the instructor.

Corequisite: Math 102

Physics 121-3.0: 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)

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

Corequisite: Math 101

Physics 122-3.0: 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 its 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)

Prerequisites: Physics 121 or permission of the instructor.

Corequisite: Math 102

Political Science 101-3.0: Canadian Politics

This course will deal with an analysis of state and society and various assumptions about them and we will study and discuss government and party policies on various levels (and in a historical context); emphasis will be on current social and economic policies. (3,0,0)

Political Science 101-3.0: Canadian Politics

This course will deal with an analysis of state and society and various assumptions about them and we will study and discuss government and party policies on various levels (and in a historical context); emphasis will be on current social and economic policies. (3,0,0)

Political Science 203-3.0: International Politics

We will study, analyse and discuss recent major events and structural conditions in selected areas of the world and we will use a variety of sources to enable us to reflect on the merits and shortcomings of academic research, political commentaries and predictions. (3,0,0)

Psychology 101-3.0: 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)

Psychology 102-3.0: 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)

Prerequisite: Psychology 101 or permission of instructor.

Psychology 201-3.0: Development 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)

Prerequisite: Psychology 101 and 102 or permission of the instructor.

Psychology 202-3.0: 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. (3,0,0)

Prerequisite: Psychology 101 and 102, Psychology 201 or permission of the instructor.

Psychology 211-3.0: Experimental Psychology I

The focus on this course is on psychological methodology and experimental design as they apply to research in psychology. After a review of the basic underpinnings of psychological research a variety of experimental designs will be reviewed and students will become familiar with the specific writing style suited to reporting psychological research. This course consists of lecture and laboratory sessions. (2,2,0)

Prerequisites: Psychology 101/102.

Psychology 212-3.0: Experimental Psychology II

This course is a continuation of Psychology 211. It consists of a review of the major areas of psychological research and the way experimental design is employed in the various areas of investigation. Topics may include physiology, perception, attention, memory, cognition, motivation, emotion and personality. Students will conduct, prepare and present several research projects. This course includes lecture and laboratory sessions. (2,2,0)

Prerequisites: Psychology 101/102 and Psychology 211.

Sociology 101-3.0: 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)

Sociology 102-3.0: 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)

Sociology 205-3.0: Sociology of the Family

A description and analysis of family structure in modern industrial societies. Topics include theoretical perspectives of family and family change, mate selection, marriage and divorce, gender roles and power within families, child-rearing, variant family forms, family law and policy issues related to family. (3,0,0)

University Credit

Sociology 206-3.0: The Family in Cross-Cultural Perspective

Through theoretical analyses and case studies this course makes cross-cultural comparisons to provide an understanding of variations in the structure and meaning of mate selection, marriage relations, forms of domestic organizations, child-rearing, the sexual division of labour, property and inheritance found in various social and economic content. (3,0,0)

Spanish 101-3.0: Introductory Spanish I

This course is designed for students who have no previous knowledge of Spanish and who wish to acquire a command of the spoken and written language in preparation for more advanced work. (4,0,0)

Spanish 102-3.0: Introductory Spanish II

This course is a continuation of Spanish 101. (4,0,0)
Prerequisite: Spanish 101

Financial Aid Sources

A detailed description of the programs available at the College follows. In most cases eligibility requirements for programs are described in general terms. For precise details re a specific program and an application please contact your Student Adviser or the Financial Aid Officer in Terrace.

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, may 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/her 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 your Student Adviser or the Financial Aid Office in Terrace.

First Citizens' Fund

The First Citizens' Fund offers assistance to native students enrolled in academic programs of at least two years in duration. Maximum assistance is \$700 per year for funded students and \$2000 per year for non-funded students. Along with an application form, the following supporting documentation must be submitted:

- (a) Proof of registration in college/university;
- (b) Self-written letter on family background, tribal ancestry and work history;
- (c) Letter of recommendation from school counsellor or home-school co-ordinator;
- (d) Supporting letter from your band or recognized Indian organization.

Applications are available from the Financial Aid Office or from the Ministry of Native Affairs, First Citizens' Fund, Program Officer, Parliament Buildings, Victoria, B.C. V8V 1X4.

Northwest Community College Awards

Scholarships

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.

Bursaries

The following bursaries are made available through the generous donations of businesses, community groups and individuals.

Application forms are available at all College Campuses. Completed applications submitted at your local Campus are forwarded to the Financial Awards Committee for review.

Academic Workers' Union, CUPE Local 2406

1. Jeff Marvin Memorial Bursary

One \$450 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 \$450 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.

Credit Union Awards

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. Recipients must be Canadian Citizens.

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 up-grading 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.

Northern Institute for Resource Studies

The NIRS was founded to promote, encourage and advance the awareness, knowledge and appreciation of economic development in B.C., particularly in the northern area of the province. To this end, the Institute provides two \$500 scholarships and four \$250 bursaries for students enrolled in Business Administration, University Transfer pre-Commerce and Sciences, Forest Technologist, and Tourism and Entrepreneurial related programs. Scholarships are available to either first or second year students and will be awarded at the graduation ceremonies. Bursaries are available to students progressing from first to second year. Recipients will be announced at graduation, but funds will not be released until the recipient has commenced second year studies. Selection will be by Instructor nomination or Instructor endorsement of an application.

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 awarded at any time throughout the year to students with good academic standing who find themselves in financial difficulty.

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 who 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. To apply, please contact the Student Adviser at your Campus or the Financial Aid Office in Terrace.

Awards

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 mid June.

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 at the Terrace Campus. 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. 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 generated is used for financial assistance in the form of grants and scholarships for deserving students. 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 \$140,000.00. This interest on the principal is 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 at the Terrace Campus.

British Columbia Student Assistance program

This is a comprehensive program of assistance based on need for post-secondary students to ensure 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.

Levels of Assistance

This program provides assistance in combined Canada Student Loan and B.C. Student Assistance. The maximum assistance available per year in federal and provincial funds is \$200 per week of study for applicants without dependents and \$300 per week of study for applicants with dependents.

Equalization Fund

Eligible first and second year students may receive a 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, ten to twelve 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 Procedures

Applications are available at your local College Campus. Please submit applications to the Financial Aid Office in Terrace.

WORK STUDY PROGRAM

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 your College Centre.

Adult Basic Education Student Assistance Plan

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 your College Centre. Please submit applications to the Financial Aid Office, Terrace Campus.

LOAN REMISSION PROGRAM

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 your local Campus.

Financial Aid Available from Other Sources

High School Scholarships and Bursaries

Students entering from high schools in the College region are eligible for a number of locally administered scholarships and bursaries. For detailed information on those awards available from your school, see your high school counsellor.

A.A. Heaps Scholarship

This \$3000 award is open to all applicants undertaking full-time undergraduate or graduate studies and who have demonstrated maturity and a commitment to the social ideals which characterized the life of A.A. Heaps. Applicants should show a knowledge regarding the contribution which A.A. Heaps made in the field of social reform. Application deadline is mid-May. For information on how to apply for this scholarship, contact the Financial Aid Office or the A.A. Heaps Scholarship Committee, Canadian Labour Congress, 2841 Riverside Drive, Ottawa, Ontario, K1V 8X7.

B. C. Government Employees' Union Student Scholarship

The BCGEU offers ten \$1000 scholarships each year to students related to BCGEU members. Applicants must be relatives of BCGEU members in good standing or relatives of deceased or retired members. Applicants must be registering in a full-time post-secondary or post-graduate program at a B.C. educational institution or a recipient may be attending studies in another province if the program is not available in B.C. A 2,000 word essay on a topic established by the Scholarship Committee is required. Application deadline is March 15th. Further information is available from The Scholarship Committee, B.C. Government Employees' Union, 4911 Canada Way, Burnaby, B.C., V5G 3W3.

BCIT Alumni Association

The BCIT Alumni Association offers an entrance award for each B.C. College region outside Greater Vancouver. Applicants may be from high school, post-secondary institutions or from the work force providing they are entering first year full-time studies at BCIT. Each award is valued at the equivalent to first term tuition less commitment and student activity fees. Application deadline is September. Forms are available from the Financial Aid Office or BCIT Alumni Association, Trailer 1D, 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2.

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., a Canadian Citizen or Landed Immigrant. Application forms are available from the Grant Coordinator, B.C. Paraplegic Foundation, 780 S.W. Marine Drive, Vancouver, B.C. V6P 5Y7. Application deadline is August 15.

British Sailors' Society Canada - Patrick F. Graham Bursary

The Society wishes to maintain its interest and concern in the training of men and women for the sea, and provides a \$250 bursary to encourage performance and assist students with expenses related to maritime studies. Application forms are available from the Financial Aid Office or the British Sailors' Society Canada, 1412 - 675 West Hastings Street, Vancouver, B.C. V6B 1N2.

Cal Callahan Memorial Bursary

The Pipe Line Contractors' Association of Canada is offering a bursary or bursaries to the total of \$2000 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 for tuition fees up to \$800 per year as well as a monthly allowance. An applicant must dependent on a pension being paid during some period prior to application for training to be eligible. Contact the College Counsellor, Special Services, Department of Veterans' Affairs, 1155 Robson Street, Vancouver, B.C., V6E 1B9.

Cultural Services Branch Scholarship

The Scholarship Awards Program has been designed to assist in the arts education of promising British Columbians and to stimulate advanced studies and professionalism in talented and dedicated British Columbians. Recognized disciplines are theatre, dance, music, visual arts and crafts, film and video, creative writing, arts administration, and museological and conservation studies.

Junior awards for course work/programs up to and including the second year of a university or community college program or equivalent private instruction are available for a maximum of 4 years of full-time study and are valued up to \$1500.

Senior awards valued up to \$2500 are also available.

Further information is available from the Cultural Services Branch, Ministry of Municipal Affairs, Recreation and Culture, Parliament Buildings, Victoria, B.C., V8V 1X4.

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 Homby Street, Vancouver, B.C., V6Z 2E2.

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 \$2000 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.

Lakehead University Transfer Awards

Awards valued up to \$1000 each are available to community college and university diploma program graduates entering full-time related degree programs. Selection of successful candidates will be based on a minimum of B+ academic standing, work experience and financial need. Application forms are available from the Lakehead University Student Services Office, Lakehead University, Thunder Bay, Ontario, P7B 5E1. Deadline date is mid-May.

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.

Mungo Martin Memorial Awards Society

Candidates for awards must be of Indian racial background and must live in B.C. at the time of application. These awards are open to those who wish to further their general education skills and, in particular, to those who seek to do creative work to further the artistic heritage of the Indian peoples. Awards are normally expected to be from \$250 - \$500 at the discretion of the directors. Applications are available from Mrs. V. Rossiter, 1340 Ryan Street, Victoria, B.C. V8T 5A7.

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.

Pacific Coast Fishermen's Mutual Marine Insurance Company

1. Twelve bursaries of \$600 each are available to sons, daughters or legal wards of past or present members of the Company.
2. Harold Arvid Christenson Memorial Scholarship Fund. Number and amount of these scholarships will be determined by the Board of Directors of the Company.

Application forms are available by phoning 1-438-4240. Deadline is September 1st.

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 Merril 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 \$600 to \$1,200 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 \$4,000 annually, or \$2,500 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 Ingledeew Bursary Fund

This fund may provide bursaries or scholarships to deserving students in the fields of science and music in the province of B.C. Two awards 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 the 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.

Awards Administered by UBC and Tenable at Northwest Community College

The University of B.C. administers a number of awards which are tenable at other institutions in B.C. Students should consult the most recent edition of the UBC calendar for details of the awards. Application forms can be obtained from the College or UBC and must be submitted by May 15th.

000581.00	B'NAI B'rith Women Centennial Chapter 1022 Scholarship
04707.00	DAIRY Industry Credit Union Scholarship
00303.01	Faculty Women's Club Anne Wesbrook Scholarship
07520.01	Fletcher Challenge Canada Limited Bursaries
04786.00	The William L. HURFORD Memorial Scholarship
04718.00	INTERNATIONAL Longshoremen's and Warehousemen's Union Entrance Scholarship
04804.00	INTERNATIONAL Longshoremen's and Warehousemen's Union Local 517 Garvin S.L. "Bud" Smith Scholarships
00558.01	International Longshoremen's and Warehousemen's Union Thomas P. Mayes Scholarship
00530.00	International Longshoremen's and Warehousemen's Union Undergraduate Scholarships
00577.01	Earl KINNEY Memorial Scholarship
04731.00	PIPING Industry Journeyman Training and Industry Promotion Fund Scholarship
04732.00	REAL Estate Board of Greater Vancouver Entrance Scholarship
04779.01	RETAIL Wholesale Union Local 517 Scholarship
07672.01	RETAIL Wholesale Union, Local 580 Bursary.
07939.00	RETAIL Wholesale Union, Local 580 Stan Colbert Bursary
04803.00	TELECOMMUNICATIONS Workers Union - J. Douglas Booth Memorial Scholarship
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
00547.01	UNITED Food and Commercial Workers Union, Local 1518 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
07724.00	WHITE Spot Limited Bursary

Students Transferring to University

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

Chancellor's Entrance Scholarship (from Regional Colleges)

The University of British Columbia offers up to five scholarships in the amount of \$12,000 each, payable at \$3,000 per year, to outstanding students entering undergraduate programs from regional Colleges. The awards will be based primarily on the students' scholarly achievement. In order to receive the renewals, the winners must maintain scholarship standing. Completed applications must be received by the University no later than May 15.

Charles A. and Jane C.A. Banks Foundation Entrance Scholarships (from Regional Colleges or Universities)

Four \$2,500 scholarships are offered to outstanding students entering the Faculties of Science, Applied Science (Engineering), Forestry, Pharmaceutical Sciences or Agricultural Science, from a regional college or university other than UBC. The awards will be based primarily on the students' scholarly achievement. Holders of this scholarship who maintain a first class standing in a full program of study or who stand in the top 10% of their class will be assured a minimum level of scholarship support in the amount of \$1,200 per annum for a further four years of study or until the first undergraduate degree (whichever is the shorter period). Candidates must complete the General Application for University of B.C. Scholarships, and include two letters of reference as well as a copy of their college/university transcript and their senior secondary school transcript. A statement no longer than 200 words, detailing general interests and activities, proposed course of study and future career plans must be included with the application.

John B. Macdonald Alumni Bursaries

In honour of Dr. John B. Macdonald, President of the University of B.C. from 1962 to 1967, bursaries to a total of \$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.

Norman A.M. MacKenzie Regional College Scholarships

A minimum of six scholarships to a minimum of \$1,250 each in value 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. These funds are made available from contributions to the Alumni Fund. Winners will be selected primarily on the basis of high scholastic achievement, but personal qualities and activities will be considered. Applicants must be Canadian citizens or permanent residents. A statement no longer than 200 words detailing general interests and activities, proposed course of study at UBC and present intentions as to future career plans must be included in the application.

Simon Fraser University

The Honourable William M. Hamilton College Transfer Scholarships

Up to five scholarships are awarded annually. The total value of the award is \$12,400. In addition to the other criteria, applicants must submit a 1000 word essay which includes the student's perception of the value of post-secondary education. Students from outside the lower mainland may be eligible for an additional \$1000 travel allowance.

The President's College Transfer Scholarships

Up to five awarded annually. The total value of the award is \$6,300. Students from outside the lower mainland may be eligible for an additional \$1000 travel allowance.

For both awards, applicants must be Canadian citizens or permanent residents, have completed at least one full semester of academic courses which are transferable to SFU, must have a GPA not less than 3.50 and have demonstrated academic and leadership potential. The disbursements for the first two semesters are guaranteed. Renewal of the scholarship occurs on a semester by semester basis as academic standing is maintained. If a student does not meet the criteria in one semester, the scholarship is fully redeemable in the subsequent semester when the student has again met the criteria. Application deadline is March 30 for summer or fall registration and November 30 for spring registration.

Applications are available from the Financial Aid Office, Terrace Campus or from the Director, Financial Aid and Awards, SFU, Burnaby, B.C. V5A 1S6.

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, which ever 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.

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FACULTY AND ADMINISTRATION

CENTRAL ADMINISTRATION

Don Anderson President
 Geoff Harris Vice President Administration & Records, Bursar
 Brian Loptson Manager, Student Services & Registrar
 Jim Stone Manager, Program Development & Support
 Norbert Hartig Manager, Open Learning
 Patti Barnes Learning Resource Centre Co-ordinator
 Fran Skitcko Manager, Human Resources
 Tony Reddy Manager, Ancillary Services
 Kress Nelson Manager, Systems Communications & Data
 Peter Crompton Manager, Facilities & Material
 Betty Kofoed Manager, Public Relations & Marketing
 Francis Sabine Counsellor
 Peter Haigh Contract Services
 Elaine Maikapar Contract Services
 Bev Kealty Financial Aid Officer

HAZELTON CAMPUS

Administration

Lois Shannon Director
 Anne Yunkws Student Advisor

Program Staff

Patrick Hayes Adult Basic Education
 Kathy Clay Addictions Resource Worker Co-ordinator/Instructor
 Shane Campbell Forestry Technology Co-ordinator/Instructor
 Leonard Vanderstar Forestry Technology
 John Clement Forestry Technology

HOUSTON CAMPUS

Administration

Tanya Widmark Community Education Administrator
 Ingrid Neville Student Advisor

Program Staff

Sandra Lavallie Adult Basic Education
 Hilda Capak Business Careers

KITIMAT CAMPUS

Administration

Clive Hall Director
 Marie Godsell Student Advisor

Program Staff

Chris Wozney Adult Basic Education
 Kay Hall Adult Basic Education
 Terry Stephan Adult Basic Education
 Debbie Diehl Business
 Bill Ralston Business
 Lori Graham Business
 Debbie Taylor Business
 Roberta Bowen English as a Second Language
 Maria Raposo English as a Second Language

NASS CENTRE

Linda Adams Community Education Administrator

PRINCE RUPERT CAMPUS**Administration**

Sue Russell Director
 Vena Hachkevich Student Advisor

Adult Basic Education Program Staff

Marie Grinstrand Adult Basic Education
 John Wood Adult Basic Education
 Anna Munger Adult Basic Education
 Mona Izumi Literacy
 Wendy Abbott Literacy

Adult Special Education Program Staff

Lianne Gagnon LASER
 Joanne Watson LASER

Business Program Staff

Ralph Troschke Business Administration
 Carol Pickell Business Careers

Career & Vocational Program Staff

Al Kenny Marine Engine Repair
 Wayne Kennedy Welding
 Phoebe Bradbury Aquaculture

University Credit Program Staff

John Hiom Science
 Roque Berthiaume Sociology/Anthropology
 Karl McKenzie History/Political Science/English

QUEEN CHARLOTTE ISLANDS CENTRE

Fran Fowler Community Education Administrator

SMITHERS CAMPUS**Administration**

Eileen Klassen Director
 Ingrid Neville Student Advisor

Program Staff

Bev Davidson Business Careers
 Terrie McCreary Business Careers
 Alec Deas Adult Basic Education
 Bob Henderson Adventure Tourism/Wilderness Guiding

STEWART CENTRE

Kirsten Chapman Community Education Administrator

TERRACE CAMPUS**Administration**

Gary Morrison Director
 Ian Hamilton Student Advisor

Adult Basic Education Program Staff

Larry Bolingbroke Co-ordinator
 Pat Carson Adult Basic Education
 Nirmal Parmar Adult Basic Education
 Jack Perry Adult Basic Education
 Ada Sarsiat Adult Basic Education

Adult Special Education Program Staff

Elizabeth Snyder Co-ordinator, Adult Special Education
 Debbie Holkestad Adult Special Education

Business, Management & Hospitality Program Staff

Dick Kilborn Division Head
 Christine Bell Office Careers
 Grant Bennest Business Administration
 John Campbell Business Administration
 Carole Edwards Office Careers
 Fred Hislop Office Careers
 Cathay Sousa Business Administration

Ann-Marie Merkel	Computer Training
Brenda McCarron	Computer Training
Brian Parkes	Cook Training

Health, Social & Community Services Program Staff

Larisa Tarwick	Division Head
Jake Muller	Human Service Worker Co-ordinator/Instructor
Doug Foster	Human Service Worker
Joanne Thomson	Nursing Co-ordinator/Instructor
Kathy MacDonald	Nursing
Cheryl Brown	Nursing
Joan Turecki	Early Childhood Education Co-ordinator/Instructor
Darlene Westerman	Early Childhood Education
Diana Wong	Social Services

Industry, Trades & Technology Program Staff

Audun Birkedal	Co-ordinator
Del Torgalson	Millwright
Bruce Mackee	Mechanics
Jim Bathgate	Mechanics
Dick Coxford	Carpentry
Ivar Hernes	Carpentry
Frank Woodward	Electronics
Bud Hallock	TRAC
Emile Marchand	Welding

University Credit Program Staff

George Stanley	Head
Chris Baird	Computer Science/Math
Suzanne Gardner	Chemistry/Math
Allen Gottesfeld	Biology/Geography
Norma Kerby	Biology/Geography
Andre Klingner	Psychology
Shannon Mark	Anthropology/Sociology
Jo Patterson	French/English
George Stanley	English
Eric Turner	Physics/Math
Peter Weber	Economics/Political Science/History

Index

A

Absenteeism	14
Accountability	6
Accounting	66
Accounting Option	67
Addiction Resource Worker	26 & 92
Administrative Secretary	66
Admission and Registration	8
Admission Procedures	8
Adult Basic Education	28
Adult Basic Education Student Assistance Plan	136
Adult Special Education	30
Adult Special Education Services	23
Advanced Word Processing	69
Adventure Tourism Training/ Wilderness Guiding Skills	31
Anthropology	116
Appeal	14
Application Procedure	8
Aquaculture	33 & 93
Assessment of Needs	6
Assignments and Essays	18
Associates in Arts Diploma (U/C)	78
Associates in Science Diploma (U/C)	78
Attendance and General Conduct	13
Automotive Mechanics Specialty	72
Awards	133
Awards Administered by UBC	147

B

Basic Cabinet Construction	73
Basic First Aid	49
Biology	117
Books and Supplies	23
B.C. Student Assistant Program	135
Bursaries	131
Business Administration	35 & 97
Business Administration Transfer Guide	See Transfer Credit Guide

C

Calculating Grade Points	20
--------------------------------	----

Camp Cooking	43
Cardiopulmonary Resuscitation	49
Career Resources	23
Carpentry/Joinery	73
Carpentry Specialty	73
Central Administration	153
Certificates and Diplomas	15
Chemistry	117
Clerk Bookkeeper	65
Clerk Typist	65
College Board	6
Command Endorsement Certificate	51
Commercial Up-grading	69
Community Education	6
Community Service Program	39 & 100
Computer Science	118
Confidentiality of Student Records	15
Continuing Care Assistant	41
Cook Training	42
Co-operative Education	36
Co-operative Work Terms	13
Counselling	23
Course Descriptions	92 - 126
Course in Progress	19

D

Dates to Remember	2
Decentralization	6
Deckhand Up-Grading	51
Diploma in Business Administration	37
Diploma in General Business	37
Diploma in Office Management	69
Diploma Programs - University Credit	78
D.O.T. Regulations	54

E

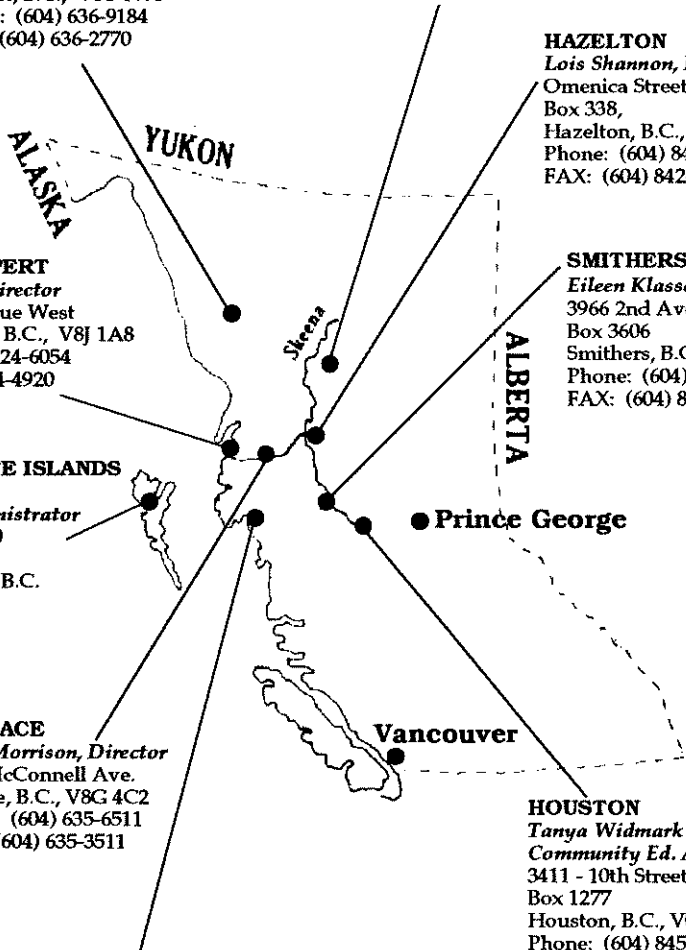
Early Childhood Education	45 & 100
Economics	119
Electronics Technician	48
English	119
English As a Second Language	See Literacy Examinations
Examinations	19

F	
Faculty & Administration	153
Fees	9
Financial Aid	11, 23 & 127-152
First Aid	49
Fisheries and Marine Training	50
Fishing Master II Certificate	52
Fishing Master III Certificate	52
Fishing Master IV Certificate	53
Food Services	23
Forestry Technologist	55 & 102
French	120
G	
General Basic Cooking	44
General Education	
Development Tests (GED)	24
General Responsibility	7
General Studies Diploma	78
Geography	121
Geology	121
Governance of College	7
Grade Appeal Committee	22
Grade Appeal Procedures	21
Grading Policies and Procedures	18
Grading Scale	20
H	
Hazelton Campus	153
Heavy Duty Repair	72
History	121
Home Study Program (Marine Training) ..	51
Housing	25
Houston Campus	153
Human Service Worker	57 & 106
I	
Incomplete Grades	19
Index	157
Index of Career Paths	79
Industrial First Aid	49
Intellectual Honesty	18
International Education	7
International Students	9
J	
Joinery Specialty	73
K	
Kitimat Campus	153
L	
Late Registration and Refund Policy	10
Learning Resource Centre	24
Legal Stenographer	68
Library	See Learning Resource Centre
Literacy and	
English as a Second Language	59
Loan Remission Program	136
M	
Machinist/Millwright	74
Machinist Specialty	74
Marine Engine Repair	72
Master Minor Water	53
Master Small Craft (40 Ton)	53
Math	122
Mechanical	71
Medical Stenographer	67
Message from the President	3
Message from the Student Association	4
Methods of Evaluation	18
Millwright Specialty	74
N	
Nass Centre	154
Nursing	60 & 108
NWCC Awards	130
O	
Office Careers	63 & 112
P	
Permanent Record and	
Withdrawal from Classes	16
Personal Medical Insurance	16

Philosophy	122
Physics	123
Policies and Regulations	13
Political Science	124
Practicum Placements	13
Presentation of Services	7
Prince Rupert Campus	154
Professional Cooking Trades	
Qualification Program	44
Program Packages (U/C)	80
Provincial Responsibility	7
Provincial Welder Training Program	75
Psychology	124
Public Transportation	25
Purpose of this Calendar	1
Q	
Queen Charlotte Island Centre	155
R	
R-2000	73
Recreational Activities	25
Refund Policy	See Late Registration & Refund Policy
Registration	8
Relationships with Other Organizations	7
Responsibilities of the Student	16
S	
Safety	13
Scholarships	11
Scholarships - NWCC	130
Secretarial Option	67
Services Available to Students	23
Short Order Cooking	43
Smithers Campus	155
Smoking Policy	16
Sociology	125
Spanish	126
Sponsored Students	13
Sponsorship	12
Sponsorship Programs	127
Statement of Grades	16
Statement of Philosophy	6
Stewart Centre	155
Student Advisers	25
Students Transferring	
to University	12 & 147
Survival First Aid	49
Suspension of Students for	
Disciplinary Reasons	17
T	
Table of Contents	5
Terrace Campus	155
Thunderbird Emergency Loan Fund	12
TRAC	71
Trades Training	70
Transcripts of Permanent Record	17
Transfer Credit Guide	
Business Administration	38
University Credit	82
Tuition Reduction	9
Tutorial Service	25
Typist	65
U	
University Credit	76 & 116
University Credit Transfer Guide	See Transfer Guide
Unofficial Withdrawal	19
Upgrading Program (Cook Training)	44
W	
Watchkeeping Mate	54
Welding	74
Welding Upgrading	75
Wilderness Guiding Skills	
..... See Adventure Tourism	
Withdrawal	19
Wordprocessing	68
Work Study Program	136



NORTHWEST COMMUNITY COLLEGE CENTRES



STEWART
Community Ed. Administrator
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 606 Mountainview Sq.
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 FAX: (604) 632-5069

Northwest Community College region is composed of the following School Districts

Queen Charlotte Islands	School District 50	Kitimat	School District 80
Prince Rupert	School District 52	Terrace/Hazelton/Stewart	School District 88
Smithers/Houston	School District 54	Nisga'a	School District 92