



Calendar
1991 = 92



**NORTHWEST
COMMUNITY
COLLEGE**

Welcome to
Your Community College

Seventeenth Annual Calendar

1991 - 1992



**Northwest
Community
College**

PURPOSE OF THIS CALENDAR

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

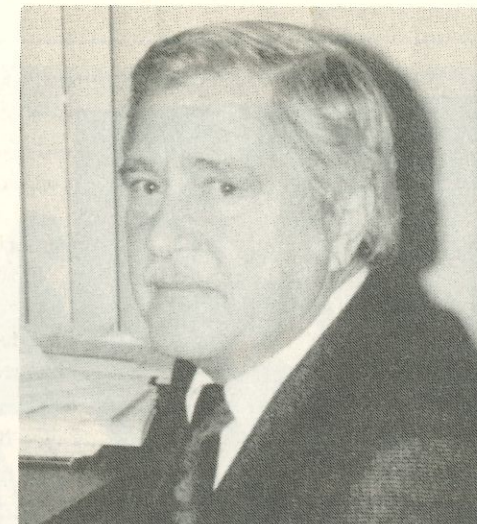
As this calendar is published well in advance of the session commencement, the College reserves the right to make any changes deemed necessary, including the cancellation or adjustment of programs and courses, and changes in fee structure and other regulations or services. The College expressly denies 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.

1991		1992	
May 4	Graduation Ceremonies - Terrace.	Jan. 1	New Year's Day Holiday
May 6	Co-op Work Term - Forestry Yr. 1 & 2, Bus. Admin. Yr. 1 begin.	Jan. 2	REGISTRATION/commencement Vocational classes.
May 31	Nursing Trimester 2 ends.	Jan. 6	Career/University Credit classes begin. Co-op Work terms begin, Bus. Admin.
July 1	Dominion Day Holiday	Jan. 17	Last day - LATE registration, course changes - Career & University Credit.
Aug. 5	B. C. Day Holiday	Feb. 28	Nursing Trimesters 1 & 4 begin.
Aug. 12-30	Terrace Centre Orientation, tours will be scheduled.	Mar. 6	Last official withdrawal Career/Univer- sity Credit.
Sept. 2	Labour Day Holiday Residence staff (Terrace) - on duty 1 -5 pm.	Mar. 9	Nursing Trimester 2 & 5 begin.
Sept. 3	Start of Classes. Nursing Trimester 3 begins.	Apr. 17	Good Friday Holiday
Sept. 4-10	Orientation programs for students - all Centres.	Apr. 20	Easter Monday Holiday
Sept. 13	Last day - LATE registration/ course changes.	Apr. 24	Last day classes - Career & University Credit.
Sept. 20	Last day LATE registration/ course changes-University Credit.	Apr. 27	Extended practicums begin -ARW, ECE & SSW programs.
Oct. 14	Thanksgiving Day Holiday	May 9	Graduation Ceremonies - Terrace
Nov. 1	Last day - official withdrawal Career & University Credit.	May 18	Victoria Day Holiday
Nov. 11	Remembrance Day Holiday	May 29	Practicum ends for ECE. Nursing Trimester 2 & 5 ends.
Nov. 22	Nursing Trimester 3 ends.	June 1	June Intensive begins - ECE.
Dec. 2	Nursing Trimester 1 & 4 begin.	June 19	E.C.E. June Intensive ends. Extended practicum ends for most Career pro- grams.
Dec. 13	Last day of classes for University Credit courses.	July 1	Dominion Day Holiday
Dec. 20	Last day classes - Fall semester.	Aug. 3	B.C. Day Holiday
Dec. 21 - Jan. 1	RESIDENCE/CAFETERIA CLOSED (Terrace Centre).		
Dec. 25/26	Christmas & Boxing Day Holidays		

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.

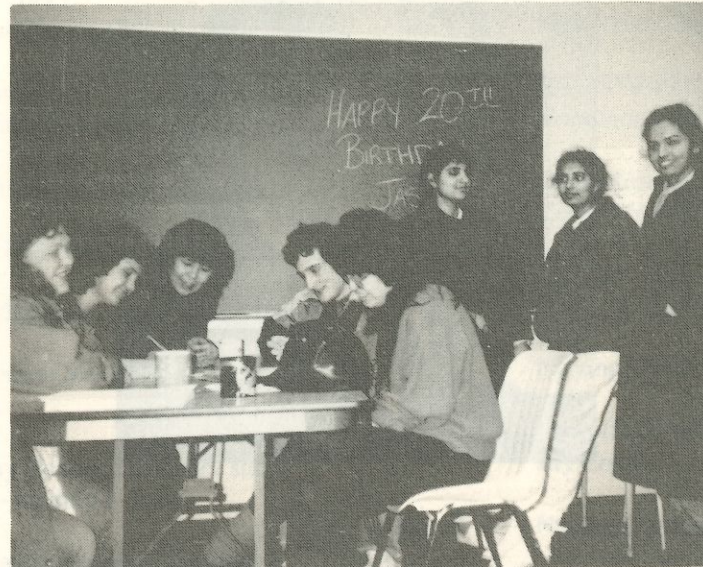
We believe that advanced education extends beyond taking courses. Each of you arrive at the College with unique backgrounds and if you avail yourself of the opportunity of relating to those of different ages, experience and interests, you will inevitably enrich your own education and indirectly the communities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

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1991-92 College Board

Appointed by the Lieutenant-Governor
in Council

Gail Bergen - PRINCE RUPERT

Al Brockley - QUEEN CHARLOTTE ISLANDS

Elmer Derrick - TERRACE

Al Gorley - HOUSTON

Irene Griffin - GITWINKSIHLKW

Larry Krause - TERRACE

Dennis MacKay - SMITHERS

Karen Mercer - NEW AIYANSH

Joanne Monaghan - KITIMAT

John Pousette - TERRACE

Hans Wagner - KITIMAT

Nancy Wilson - PRINCE RUPERT

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

Northwest Community 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 of access to programs for students who have the academic qualifications required by the program and are able to begin studies when space is available.

International students will be accepted in some College programs if 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.

Application Procedure

All new students are strongly encouraged to talk with a Student Advisor before applying to the College. Appointments can be arranged by contacting the campus nearest you.

To apply for a program at the College:

1. Obtain an application form from the campus nearest you.
2. Complete and return the application to the campus nearest you.

If the program for which you are applying has pre-requisites official transcripts of all previous secondary and post-secondary education should be included with the application. If transcripts are not available applicants should indicate this in a note

attached to the application so that an alternate assessment can be arranged.

You will be contacted by mail when your application has been processed.

Admission Procedures

1. Applicants will be notified of their acceptance, program start-date and any requirements when their application has been processed.
2. In most cases applicants are required to pay a deposit by a specific date to reserve their space.

Applicants who do not meet the payment deadlines in their acceptance letter may have their acceptance suspended so other applicants can be offered a space.

During the two weeks before the start of a program available spaces are open to any qualified applicant prepared to complete the registration process.

Registration

Students are required to register (complete all forms and pay all fees) on or before the date specified in their acceptance letter.

Students waiting for a Student Loan to be processed may defer the payment of their fees by contacting the Financial Aid Officer.

Students whose fees are being paid by a sponsoring agency must present a letter to this effect at the time of registration. A charge of \$25.00 will be made to those agencies failing to supply this letter and wishing to authorize invoicing by telephone.

Late Registration

A \$10.00 Late Registration fee will be assessed to any student:

1. registering after the first week of classes in a credit course, or
2. registering after the first day of classes in a vocational program.

Fees

The following fees are proposed for September 1991.

TUITION

Semester Based Programs :

Addiction Resource Worker, Business Administration, Early Childhood Education, Forestry Technology, Human Service Worker, University Credit

- \$32.50 per credit hour per semester to a maximum of \$487.50 per semester

Nursing

- \$32.50 per credit hour to a maximum of \$325.00 per trimester

Variable Length Programs:

Adult Basic Education, Adult Special Education, Continuing Care Assistant, Cook Training, English as a Second Language, Fisheries and Marine Training, Office Careers, Trades Training

- \$24.50 per week payable, in advance, for the semester

Part-Time and Short Term Courses

Fees for these courses are different from the above and will be included with the notices announcing these courses.

Other Fees

Late Registration	\$10.00
Late Payment	\$10.00
Reinstatement	\$25.00
Uniform Cleaning	\$10.00

Sponsored students who do not pay tuition fees to the College are required to pay a Student Activity fee calculated on the basis of \$2.00 per week.

Deposits: (Refundable)

Residence Deposit	\$ 75.00
Book & Tool Deposit	\$ 50.00
Admission Deposit	\$ 100.00

Tuition Reduction

Senior Citizens (age 65 or over) are eligible for tuition-free enrollment in many Northwest Community College courses. This exemption does 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 can be obtained from the College Centre nearest you.

International Students

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.

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 before the course starts.
2. All refunds for reasons other than those identified in #1 are subject to a \$10.00 administration charge.
3. There will be no refunds for courses with tuition fees of \$10 or less except for those conditions in General Statement #1.
4. Special registration and refund policies apply to courses labelled as "Designated Courses". NO REFUNDS are made after the pre-registration date unless the space can be sold to another student in which case the withdrawing student will be refunded 100% of the tuition fee less the administration charge. Before the pre-registration date the general refund conditions apply.

Semester Based Programs

1. Withdrawal during the third and fourth week of the semester -50% of the tuition fee less the administration charge.
2. Withdrawal after the fourth week of the semester - NO REFUND.

Variable Length Programs

Part-time Students

1. Withdrawal before the second class of a course - 100% of tuition fees less the administration charge.
2. Withdrawal after the second class of a course - NO REFUND

Full-Time Students

1. Students who withdraw before completing their course will receive the unused portion of their tuition less the administration charge.
2. Students who complete their program before the end of the semester will be receive the unused portion of their tuition.

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

Tuition	\$392- 488
Books & Supplies	100- 600
Room and Board	0- 1,200
Local Transportation	150
Miscellaneous	450
Total Costs	\$1,092- 2,888

Living on Campus

Tuition	\$392- 488
Books & Supplies	100- 600
Room and Board	1,700 - 2,300
Local Transportation	75
Miscellaneous	450
Total Costs	\$2,717- 3,913

Living In Rental Accommodation

Tuition	\$392- 488
Books & Supplies	100- 600
Room and Board	2,600 - 3,400
Local Transportation	150
Miscellaneous	450
Total Costs	\$3,692-5,088

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 Advisor 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 satisfactory 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.

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 Advisor.

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 Advisor.

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

General Conduct and 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.

Attendance

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.

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.

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.

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 Community 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 PresidentIf 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 through 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. See the dates to Remember section at the beginning of this calendar.

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.

Transfer or Program Closure

In some continuous entry and exit programs a student's enrolments may appear in more than one year due to breaks in the training. W, TRF and PC indicate these interruptions.

Grading Scale

Your instructor will provide you with a detailed description of how your final grade is calculated at the start of your course. Final grades are 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

CR		Credit granted, satisfied performance criteria
AUD		Course Audited, not for credit
I		Incomplete
NC		Credit not granted
W		Withdrew
UW		Unofficial Withdrawal
EX		Exemption Granted for Advanced Standing
CIP		Course in Progress
TRF		Transfer or program closure
PC		Transfer or program closure

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 Community 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 a 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.

If, after deliberation, the Committee cannot reach a consensus on a 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

Services for Students with Special Needs

A range of services is available to enable those with special needs to pursue their education. If you require any of these services please contact the Adult Special Education Coordinator at least four weeks before the start of classes. These services include:

Accommodations

There are rooms which have been equipped for students with a mobility impairment available in the dorms for male and female students.

Equipment Loans

A wide range of equipment is available for loan. Examples of equipment which can be loaned includes therapeutic chairs, keyguards, braille/mprint, amplified headphones, and a personal Vert Speech System.

Student Assistants

Student Assistants can be hired to provide help to disabled students in a number of ways. Examples of assistance include mobility assistance, tutoring, library research, notetaking and typing.

Orientation

Individualized orientation sessions are available for students with disabilities.

Pre-Registration Assistance

Pre-registration assistance is available for students with disabilities or physical limitations.

Telephones

At the Terrace campus a TDD and telephone with amplification are available.

Program Support

Every effort is made to ensure students will be successful in their programs. Examples of this support include NCR paper, exam adaptations, the provision of a photocopy pass for lecture notes and the use of talking books.

Physical Accessibility

The College is working towards improving the level of physical accessibility at each of its locations. Each centre has designated handicapped parking spaces and washrooms are equipped with grab bars.

General Services

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.

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. 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 demand for qualified workers in the addictions field. The Addiction Resource Worker program provides training in the Addiction field at a paraprofessional level. Students who successfully complete the program will be eligible for entry level employment as a paraprofessional, able to recognize their own strengths and weaknesses and able to undertake professional development on an on-going basis.

The 10 month program was designed with rural communities in mind. It includes a Native cultural component that enables students to better understand the strengths of Indian communities. The program integrates practical and academic components using a holistic approach to training. Students are expected to actively participate in the community.

Admission Requirements

1. Have grade 12 graduation, GED with English 12 or ABE Provincial.
2. Present evidence of a medical examination and a T.B. skin test within the last year.
3. Successful completion of a placement test in English.
4. Provide written agreement to undergo a Criminal Record Search.
5. Submit a letter of reference attesting to continued sobriety for the two years preceding application to the program. For recovering individuals this letter must be from a person employed in the addictions field. Letters of reference for other individuals should be from knowledgeable community leaders (e.g. counsellors, teachers or community leaders).

All applicants will be required to participate in a personal interview before being accepted into the program.

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.

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. The program includes 8 months of course work and a 2 month practicum at a location in B.C., Alberta or the Yukon.

Fees

Please see page 3.

Financial Aid and Sponsorship

Please see Financial Aid Sources on page 69.

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

ARW 151:	Counselling I
ARW 153:	Addiction and Solvent Abuse I
ARW 155:	Native Cultural Awareness I
ARW 157:	Community Resources I
ARW 161:	English Upgrading
ARW 164:	Alcohol and the Family I
ARW 166:	Nutrition and Wellness
PSYCH 201:	Developmental Psychology I
SOCI 205:	Sociology of the Family

Term 2

ARW 152:	Counselling II
ARW 154:	Addiction and Solvent Abuse II
ARW 156:	Native Cultural Awareness II
ARW 158:	Community Resources II
ARW 159:	Personal Growth
ARW 160:	Support Groups and Group Functions
ARW 162:	Recreational Therapy

ENGL 151: English for the Human Oriented Careers
PSYC 202: Developmental Psychology II

Term 3

ARW 165 -3: Practicum

Course Descriptions

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

This course introduces the classification of native peoples of Canada into culture areas; outlines specifics of each culture area; discusses social organization, pre- and post-contact history; current issues in native communities such as justice, child

welfare, recovering communities. The second semester emphasizes the local area, particularly the Gitksan. Discussions and activities will be held which include such topics as a fish camp field trip, a trapping and hunting field trip, land claims and self-government, values and philosophy, land ownership and authority, childrearing practices, traditional medicine, feasts and life-cycle events.

ARW 156-3.0: Native Cultural Awareness II

This course introduces the classification of native peoples of Canada into culture areas; outlines specifics of each culture area; discusses social organization, pre- and post-contact history; current issues in native communities such as justice, child welfare, recovering communities. The second semester emphasizes the local area, particularly the Gitksan. Discussions and activities will be held which include such topics as a fish camp field trip, a trapping and hunting field trip, land claims and self-government, values and philosophy, land ownership and authority, childrearing practices, traditional medicine, feasts and life-cycle events.

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

The 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 and Wellness

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

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

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

Fundamental Level students are not charged tuition but will be assessed \$2.00/week Activity Fees. Please see the General Information section for other fees.

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

- 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

ENG 020 Fundamental English Skills
MATH 020 Fundamental Math Skills

ABE Intermediate Level Courses

MATH 030 General Math
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

MATH 040 Mathematics (Algebra)
MATH 041 Business Math
ENG 040 General English
BIO 040 Advanced Biology
CHEM 040 Advanced Chemistry
PHY 040 Advanced Physics
COMP 040 Computer Studies

ABE Provincial Level Courses

MATH 050 Math
ENG 050 English
BIO 050 Biology
CHEM 050 Chemistry
PHY 050 Physics
GEOG 050 Geography

COURSE DESCRIPTIONS

Biology 040:

A.B.E. Advanced Level Ecological Biology

This course provides a general introduction to the field of Biology. Topics include the methods of science, evolution, classification, the cell, an overview of the major phyla, and ecology. This course includes a laboratory component.

Biology 050:

A.B.E. Provincial Level Human Biology

This is a human biology course intended for students who require a Provincial Level (grade 12) standing in Biology. The course includes a systematic study of human anatomy and

physiology plus a section introducing plant anatomy and physiology. This course includes a laboratory component.

Chemistry 040:

A.B.E. Advanced Level Chemistry

This is an introductory chemistry course. Major topics include lab safety, measurement and matter, atomic theory, chemical names, compounds, mole concept, chemical reactions and calculations, the periodic table, bonding, gases, solutions, and organic chemistry. This course includes a laboratory component.

Chemistry 050:

A.B.E. Provincial Level Chemistry

This course is intended for students who require a Provincial Level (grade 12) standing in Chemistry. Topics include reaction kinetics, equilibrium, solubility of ionic substances, acids and bases, and oxidation-reduction equations. This course includes a laboratory component.

Computer Studies 040:

A.B.E. Advanced Level Computer Studies

This course provides an introduction to computers. Topics include touch typing, microcomputer care, computer applications using Microsoft Works (word processing, data base management, spreadsheets, graphing, and computer communications), and computer operations. This course includes a laboratory component.

English 020:

A.B.E. Fundamental Level English

This course focuses on basic reading and writing skills. Topics include reading comprehension, word analysis, dictionary use, vocabulary, spelling, punctuation, sentence structure, library skills, study skills, computer keyboarding and word processing. Students will use the writing process to write paragraphs, summaries, letters and messages.

English 030:

A.B.E. Intermediate Level English

The course focuses on developing reading and writing skills in preparation for careers and further education. Students will use the writing process to write paragraphs and simple essays. The reading portion of the course covers central themes, major details, inferences, critical reading and vocabulary skills using a variety of reading materials. Other topics include library skills, study skills, introduction to the microcomputer, word processing and group discussion skills.

English 040:

A.B.E. Advanced Level English

Students will develop reading and writing skills to prepare for further career and university programs. The course will focus on essay writing using various types of development including cause and effect, process, definition, description, comparison and contrast, narration and research. Reading comprehension and critical analysis of short stories are also covered.

English 050:

A.B.E. Provincial Level English

This course is intended for students who require a provincial level (grade 12) standing in English. There are two main sections to this course: An Introduction to Canadian Literature and Research Paper Writing. Through a study of Canadian literature, students will learn the major characteristics of short stories, novels, poems and plays and will examine and critically discuss fiction selections. Students will also complete two in-depth research papers.

Geography 050:

A.B.E. Provincial Level Geography

This course involves an overview of both human geography and physical geography. Topics include population, natural resources, geophysical hazards, weathering and erosion, rocks, and weather.

Mathematics 020:

A.B.E. Fundamental Level Mathematics

This course provides students with an understanding of the basic arithmetic skills. Topics include estimating, problem solving, whole numbers, fractions, decimals, percents, and the metric system.

Mathematics 030:

A.B.E. Intermediate Level Mathematics

The goal of this course is to enable students to acquire mathematical knowledge, skills, and strategies needed to enter higher level courses or to satisfy personal or career goals. Practical applications of skills are stressed. Topics include measurement, integers, ratio and proportion, percents, geometry, statistics, graphing, introduction to algebra, solving equations, applied algebra, co-ordinates and graphing, and trigonometry.

Mathematics 031:

A.B.E. Intermediate Level Business Mathematics

The goal of this course is to enable students to acquire mathematical knowledge, skills, and

strategies needed to enter Business Careers Certificate Programs or to satisfy personal goals. Topics include measurement, integers, ratio and proportion, percents, geometry, statistics, graphing, introduction to algebra, solving equations, fundamental business calculations, business applications and the mathematics of investment.

Mathematics 032:

A.B.E. Intermediate Level Trades Mathematics

This course is intended for students going on to vocational programs. Topics include percentages, ratio and proportion, geometry, basic algebra, equations, exponents, measurement, Ohm's Law, factoring, algebraic fractions and graphs.

Mathematics 040:

A.B.E. Advanced Level Algebra

This course is intended to prepare students to enter Provincial Level Mathematics courses and to provide sufficient mathematical knowledge to satisfy require grade 11 prerequisites for vocational career and technical programs. Topics include real number systems, solving equations, systems of equations, inequalities, polynomials, functions, fractional expressions, exponents, quadratic equations, and trigonometry.

Mathematics 041:

A.B.E. Advanced Level Business Mathematics

This course is for students who require an advanced level (grade 11) business mathematics course. Topics include a review of basic operations, percentages, equations, exponents, simple interest, simple discount, compound interest, periodic payments, investments, insurance and statistics.

Mathematics 050:

A.B.E. Provincial Level Mathematics

This course will provide students with the algebra and trigonometry skills necessary for entry to academic, technical, and vocational programs which have a grade 12 algebra prerequisite. Topics include solving equations, functions and relations, linear and quadratic equations and inequalities, exponential and logarithmic functions, trigonometric identities, imaginary numbers, second degree equations, sequences and series, and an introduction to calculus (optional).

Physics 040:

A.B.E. Advanced Level Physics

The objective of this course is to introduce the student to the study of physics. Course topics

include kinematics, dynamics, momentum, energy, and electricity. This course includes a laboratory component.

**Physics 050:
ABE Provincial Level Physics**

This course provides students with an understanding of scientific principles and concepts, problem solving skills and laboratory practices necessary at the grade 12 level. Topics include one and two dimensional kinematics, vectors, dynamics, circular motion, wave motion, work, power and energy, linear momentum, rotational motion, magnetism and electricity. Options may include heat, light, AC circuits or modern physics. This course includes a laboratory component.

**Science 030:
A.B.E. Intermediate Level Science**

This is an entry level science course intended to give students an overview of the main topics in biology, chemistry, physics and earth sciences and to prepare them for further study in the physical sciences. Students will choose from the following topics: science and discovery, human biology, nutrition, the cell, disease, individual disabilities, drugs, introductory chemistry, reactions and equations, pesticides and fertilizers, textiles, simple machines, energy, electricity, introduction to microcomputers, and weather. This course includes a laboratory component.

**Social Sciences 030:
A.B.E. Intermediate Level Social Sciences**

The objective of this course is to provide students with a greater understanding of social and political issues on a local, national and international level. Course topics include economics and people, multiculturalism, Canadian law and Canadian government.

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.

The Adult Special Education Department offers the following courses (depending on demand):

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 1991. Early registration is preferred.

Basic Literacy/Functional Literacy

A course which helps students to develop their academic skills. The course starts in September 1991 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 Special Education Coordinator.

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 - General Management Option

Graduates of this program will be prepared for entry level management positions in a wide range of commercial organizations. Students will be able to pursue careers emphasizing general, operational, or marketing management.

Program Locations

The first year Business Administration program for both options is available at the Terrace and Prince Rupert Campuses. The Accounting Option is available at the Terrace and Kitimat campus. The General Management Option is available at the Prince Rupert campus.

Cooperative Education

Cooperative Education combines formal studies with work experience directly related to those studies. Students completing a Cooperative program are much better prepared to enter the work force since they will have employment experience, useful contacts and employment references.

All employment opportunities for Coop students are approved by the College to ensure suitability and all students on placement with employers are monitored by the College with on-site visits. Students are hired by participating employers and receive wages comparable to employees with similar positions.

Cooperative Education is an option for all full-time students who meet the academic requirements of "Coop". Participation in the Coop 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 Coop component of the program will have the same academic schedule as those who do.

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

Year I

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

Year II

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

Admission Requirements

- Grade 12 graduation with Algebra 11, ABE Provincial, or GED with English 12 and

Algebra 11 or ABE Math 031 are normally required.

Mature students having business experience and equivalent skills may 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 page 3.

Financial Aid and Sponsorship

Please see Financial Aid Sources on page 69.

Diploma in Business Administration

PROGRAM OUTLINES

The first year for all specializations includes the following courses:

ACCT 150/151	Financial Accounting
BCPT 150	Business Computers
BCPT 154	Computer Accounting
BENG 150	Business Communications
BLAW 152	Business Law
ECON 150/151	Economics
MATH 150	Math of Finance
MATH 151	Statistics
MGMT 150	Introduction to Management
MRKG 150	Introduction to Marketing

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

ACCT 250/251	Financial Accounting
ACCT 252/253	Management Accounting
ACCT 254	Auditing
BCPT 250	Accounting Information Systems
BFIN 250/251	Business Finance
BSIM 250	Business Management Simulation

MGMT 251	Organizational Behavior
MGMT 252	Credit and Collections
TAXN 250	Income Tax

The second year of the General Management Option includes the following courses:

ACCT 252/253	Management Accounting
BFIN 250/251	Business Finance
BPOL 250	Business Policy
BSIM 250	Business Management Simulation
MGMT 201	How to Start a Business

MGMT 251	Organizational Behavior
MGMT 253	Labour Relations
MGMT 252	Operations Management
MRKG 252	Tourism Marketing
MRKG 251	Advertising

Course Descriptions

Accounting 150-3.0:

Fundamentals of Financial Accounting I

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 valuing 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:

Intermediate Financial Accounting

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:

Intermediate Financial Accounting II

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 I

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:

Cost Accounting II

This course investigates a number of significant topics in cost accounting, including transfer pricing, divisional performance evaluation, accounting for joint products and by-products, inventory accounting for spoilage and scrap, process costing and variable costing, and how to apply cost at Management Accounting techniques in the not-for-profit sector of business.

Accounting 254-3.0:

Auditing

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:

Microcomputer Business Applications I

A survey of computer uses in business today. Description of computers and how they work, their capabilities and limitations, discussion of peripherals. Lab work will involve hands-on exposure to spreadsheet, word processing and data management software applications.

Business Computing 153-2.0:

Computerized Accounting Systems

A hands-on application course which introduces accounting students to developments in the field of computerized accounting.

Business Computing 250-3.0:

Accounting Information Systems

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:

Business Finance I

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:

Business Finance II

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 152-4.0:

Canadian Business Law I

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:

Microeconomics

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:

Macroeconomics

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:

Mathematics of Finance

The course will provide the student with skills necessary to solve common, practical business problems that employ the mathematics of finance. Topics covered include simple interest, installment plan financing, amortization, 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.

Transfer Credit Guide: Business Administration

This is a summary of the transfer guides published by professional organizations. Transfer arrangements are subject to change at any time. Please refer to their publications for further information.

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	see Acct 250 - 254		BUS. WRTG.
MATH. 150		MATHEMATICS	
MATH. 151		PROBABILITY/STATS	STATS 203
BLAW. 150 BLAW. 151	COMM. LAW 122	COMMERCIAL LAW	LAW 108
BCPT. 153			
BCPT. 150	COMPUTERIZED INFO. SYTEMS 214	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	INTERMED. ACCT. 229 INTERMED. ACCT. 339 MGMT ACCT 241/341 - NWCC ACCT 252/253, BENG 150	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.

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 a Continuing Care Assistant functioning as a member of a team in facilities providing Personal Care, Intermediate Care and Extended Care and Group Homes.

Upon successful completion graduates receive a Continuing Care Assistant Certificate which is recognized provincially.

Admission Requirements

1. Grade 10 or ABE Intermediate.
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 page 3. Books and uniforms will cost approximately \$150.

Financial Aid and Sponsorship

Please see Financial Aid Sources on page 69.

PROGRAM OUTLINE

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. Subject areas 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, 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 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.

More detailed information on these programs can be found in the information booklet on Professional Cooking available at any College campus or high school.

Admission Requirements

1. Present a health certificate obtained within the last year showing freedom from communicable diseases.
2. Have completed Grade 10, or ABE Intermediate. Mature students lacking the formal educational requirements may have their work experience assessed in lieu of the stated educational minimum.

Students should be aware that classes start at 6:30 AM and that if they live off-campus they will have to provide their own transportation to the campus since bus service does not start until 7:00 AM.

How to Apply

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

Dates and Location

All programs are available at our Terrace campus. The Professional Cooking Trades Qualification Program is available to students throughout the region and can be started at any time.

Students may (space permitting) enter the programs at any time. The best time to start the Entry Level programs is in the spring of each year since employment opportunities upon graduation would likely be more numerous.

Fees

In addition to normal fees students will be required to supply shoes which conform to Worker's Compensation Board regulations.

Financial Aid and Sponsorship

Please see Financial Aid Sources on page 69.

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
- Meat, Poultry & Seafood Cookery
- Breakfast Cookery
- Baking
- Sandwiches and Main Course Salads
- Vegetables

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
- Meat and Poultry Cooking
- Egg and Breakfast Cooking
- Stocks, Soups and Sauces
- Short Order Cooking
- Vegetables
- Baking and Dessert Production
- Seafoods
- Cold Kitchen Preparation

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 (8000 hours) 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

ECE Level I Certificate Program:

1. Grade 12, ABE Advanced with English 12 or GED with English 12.
2. Prospective students must submit a medical exam and TB Skin Test within the last year indicating freedom from communicable diseases and up to date immunization.

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. Prior to this orientation students will be required to submit a one page letter outlining why they would like to take the ECE program and two letters of reference from knowledgeable community people (e.g. high school teacher, community group leaders) attesting to their suitability in working with young children.

Post-Basic Programs:

1. Completion of 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.

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 page 3.

Financial Aid and Sponsorship

Please see Financial Aid Sources on page 69.

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

ECE 101	Program Development
ECE 102	Curriculum Development
ECE 104	Health and Nutrition
ECE 125	Practicum I
ECE 134	Intro to Child Development
BHSC 140	Behavioral Science I

Winter Semester

ENG 151	Technical Writing I
ECE 121	Program Development
ECE 122	Curriculum Development
ECE 123	Issues in Family Living
ECE 126	Practicum II
ECE 135	Working with Special Children
ECE 127	Practicum III - May
BHSC 141	Behavioral Science 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.

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 both the Basic and Post-Basic (Level II) Program to the Provincial Child Care Facilities Licensing Board in Victoria.

CORE PROGRAM

ECE 207:	Cross Cultural Awareness
ECE 206:	Working with Families
ECE 213:	Health, Safety and Nutrition
ECE 208:	Administration Skills for ECE Centres

SPECIALIZATIONS

Under 3 Supervisor Training

- ECE 202: Infant, Toddler Care and Growth
ECE 219: Infant, Toddler Curriculum Planning
ECE 220: Programming for Under 3's
ECE 227: Practicum I
ECE 228: Practicum II

Special Needs Supervisor Training

- ECE 203: Special Needs Care & Growth
ECE 250: Special Education Curriculum Planning
ECE 253: Augmentative Communication
ECE 251: Practicum I
ECE 252: Practicum II

COURSE DESCRIPTIONS

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 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 and Nutrition Methods of fostering sound health and nutrition practices in the young child. Special emphasis on day care and menu planning. Introduction to first aid and common childhood disorders. (3,0,1)

**ECE 121:
Program Development II**
Program Development II focuses on the identification, planning, and evaluation of developmentally appropriate programs for young children. The course includes administration, and staff relationships, as well as a more intensive examination of the professional role of early childhood educators. (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, family patterns, and 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 128:
Models and Methods of Parent Involvement**

**ECE 131:
Program Development III**

**ECE 132:
Curriculum Development III**

**ECE 134:
Introduction to Child Development**
This course is an introduction to observing and recording the behavior of young children. It is intended to support students' understanding of general sequences of growth and development as well as the unique development of individual children. Students will record children's behavior as well as classroom practices, and will use observation information as a basis for curriculum and guidance planning. (3,1,0)

**ECE 135:
Working with Special Children**
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 140-3.0:
Psychology of Human Development**
This course provides students with an introduction to the theories, methods, concepts and research findings relevant to normal human development through the life span. The importance of individual differences, the effects of heredity and environment and the ethical issues involved in research and

program are discussed. Application of child care situations are explored in lectures in reference to child and their families. Students will be required to read from text and other references as required.

ECE 141-3.0:
This course provides students with an introduction to the theories, methods, concepts and research findings relevant to normal human development through the life span. The importance of individual differences, the effects of heredity and environment and the ethical issues involved in research and program are discussed. Application of child care situations are explored in lectures in reference to child and their families. Students will be required to read from text and other references as required.

**ECE 201-3.0:
Infant Development and Growth**

**ECE 202-0.0:
Infant, Toddler Care and Growth**

**ECE 203-0.0:
Special Needs Care & Growth**

**ECE 206-3.0:
Working with Families**

**ECE 208-3.0:
Administration Skills for ECE Centres**

**ECE 213-3.0:
Health, Safety and Nutrition**

**ECE 219-0.0:
Infant, Toddler Curriculum Planning**

**ECE 220-0.0:
Programming for Under 3's**

**ECE 250-0.0:
Special Education Curriculum Planning**

**ECE 253-0.0:
Augmentative Communication**

First Aid

Northwest Community College offers a series of courses in Survival First Aid, Cardiopulmonary Resuscitation, 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

Survival First Aid

This 8-hour course is designed for anyone wanting or needing to learn the fundamentals of first aid. The course provides an introduction to basic life support techniques.

Cardiopulmonary Resuscitation (CPR)

Four levels of courses are available, each covering basic life support skills, how to recognize a heart attack, what to do if a person is choking and one person CPR. The courses are:

"A" - a 4 hour course concentrating on adults
"B" - a 6 hour course concentrating on infants, children and adults

"C" - an 8 hour course concentrating on infants, children, adults and 1 and 2 person CPR

"D" - a 6 hour course concentrating on children and adults

Basic First Aid

Basic First Aid is a combination of Survival First Aid, "C" level CPR and general first aid. The general first aid section can be adapted to meet specific requirements.

Industrial First Aid

NWCC offers two courses to meet the requirements for registration as an Industrial First Aid attendant. Both courses cover the same material and differ only in the amount of time required for completion. Completion of either course entitles the student to take the Worker's Compensation Board exam.

The first course is 77 hours in length and is recommended for current ticket holders.

The second course is 90 hours in length and is recommended for students not already possessing a ticket or ticket holders who feel they would benefit from the additional course time.

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

Northwestern B.C. perspective. The program emphasizes ecological understanding, interpersonal 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

1. Grade 12 with English 12, Biology 11 and Math 11 or ABE Provincial with English 050, Math 040 and Biology 040.

Mature students lacking formal prerequisites may be admitted to the program if 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 page 3.

Financial Aid and Sponsorship

Please see Financial Aid Sources on page 69.

Program Schedule

September - April: Academic Semesters I and II
May - Sept: First Work Term
October - April: Academic Semesters III and IV
May - October: Second Work Term
Nov - Dec: Academic Semester V

PROGRAM OUTLINE

Year 1 - Term 1

COM 170 Computer Science I
ENGL 153 Technical Communications
FRST 150 Intro to Resource Management
FRST 151 Botany
FRST 152 Surveying

FRST 153 Silvics and Dendrology
FRST 155 Traditional Land Management, Native Culture and History
FRST 178 Cartography
MATH 161 Math Review

Year 1 - Term 2

COM 270 Computer Science II
ENGL 262 Communications II
FRST 240 Forest Measurements I
FRST 250 Forest Policy and Legislation
FRST 259 Fire Control I
FRST 271 Meteorology
FRST 272 Geology and Landforms
FRST 273 Forest Ecology
FRST 274 Fish and Wildlife

Year 2 - Term 3

ENGL 362 Business Studies
FRST 300 Integrated Resource Management Plan

FRST 340 Forest Measurements II
FRST 359 Fire Management
FRST 372 Forest Soils and Hydrology
FRST 375 Silviculture I
FRST 376 Remote Sensing
FRST 377 Forest Engineering

Year 2 - Term 4

FRST 400 Integrated Resource Management Plan
FRST 462 Management Skills
FRST 475 Silviculture II
FRST 477 Forest Harvesting
FRST 482 Forest Products
FRST 483 Forest Recreation

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

COURSE DESCRIPTIONS

COM 170-4.0: Computer Science I

The goal of Computer Science I is to familiarize the student with computers and show how computers can be used as a tool. Students are introduced to MS-DOS and WordPerfect

COM 270-4.0: Computer Science II

Computer Science 2 introduces the student to Lotus 1-2-3 and D-Base.

ENGL 153-4.0: Communications I

This course is designed to enhance the students' study skills, improve their grammatical skills, oral presentation skills, researching and technical report writing skills. This course begins with the "Master Student" program and concludes with an oral presentation of a technical report coordinated with the Botany Course FRST 151.

ENGL 262-4.0: Communications II

This course is designed to further develop and refine, both oral and written, communication skills. Prerequisite for this course is Communication I or equivalent. Emphasis will be placed on the communication process, effective presentation skills, technical report writing, business correspondence, dealing with the media, listening skills, pre-employment communication, technical process descriptions, brainstorming, negotiation and personal communication. Prerequisite: ENGL 153

ENGL 362-4.0: Business Studies

Business Studies is designed to give the student a basic understanding of small business principles and the skills necessary to start and run a small business. Students will develop a marketing plan and a business plan for a small business. Emphasis will be placed on the cost analysis and tender bidding process.

FRST 150-4.0: Introduction to Resource Management

The course provides an introduction to the concepts of forest resource management. Special guest lectures provide insight into integrated resource management. Topics include: The World Forest Types, Forest Regions of Canada, B.C. Forest Types, Introduction to Forest Harvesting and Silviculture, Provincial Forest Legislation, Integrated Resource Management, and Management Planning for Natural Resources.

FRST 151-4.0: Botany

The course is designed to give the student a basic understanding of plant biology. Understanding concepts of plant structure and function, growth and propagation will enable the student to successfully manage plant communities and provide a prerequisite to silvicultural training. Due to the content nature of the course, the student will be tested on a regular basis to demonstrate mastery

of learning. Emphasis is placed on lab and reading assignments.

FRST 152-4.0: Surveying

This introductory surveying course provides the student with skills in compassing, horizontal distance measuring methods, leveling, closed and open traverses, area determination methods and topographical mapping. Familiarization with transits, theodolites and computers will draw upon the student's knowledge of geometry and trigonometry.

FRST 153-4.0: Silvics and Dendrology

The course emphasis is on tree, shrub and plant identification. The student should be prepared for field activity regardless of weather at each class period. The course will introduce the concept of plant associations with forest types and biogeoclimatic zoning in British Columbia. A major forest plant collection is featured to acquaint the student with forest site indicator species.

FRST 155-4.0: Traditional Land Management

This course focuses on the land ownership, management and use by the Gitksan and Wet'suwet'en. Comparisons will also be made at times with neighbouring and more distant native nations. This course will include coverage of such areas as:

Gitksan and Wet'suwet'en social structure, kinship systems, land tenure, authority systems, feasts as validators of authority and land ownership, traditional resource use, and spirituality. Field trips, guest speakers and activities will also cover traditional plant use, a sweatlodge experience, current forestry practices by a Gitksan clan, land claims, self-government, the future of the Gitksan and Wet'suwet'en territory, trapping and traditional food.

FRST 161-4.0: Mathematics

The course is structured as a modulated master learning program. Students are expected to progress through the modules at their own pace. Requirement before progressing into the next module is full understanding of current module principals and applications. A total of ten modules are presented in the course. Students will experience instructor oriented, group learning, tutor assisted and self-studying learning styles during the scheduled hours. Each module successfully

completed will be worth 5 marks. Therefore, a total of 50 marks will be obtained prior to writing the final exam. A total of 50 marks is the minimum requirement for obtaining a credit in mathematics. The final exam is mandatory of which is valued at 50 marks. The final exam will be based proportionally on all 10 modules. The student must complete all ten modules.

**FRST 178-4.0:
Cartography and Photogrammetry**

This course introduces the student to basic drafting techniques, and allows him/her to develop drafting skills that will be required to produce various graphical presentations. The development of map reading and drafting skills will also be emphasized. Photogrammetry skills will also be introduced; stereoscopic vision, photo scale, measuring distance and area, the use of air photos in the field, and producing maps from air photos are topics that are discussed.

**FRST 240-4.0:
Forest Measurements 1I**

This course will provide the student with an understanding of basic forest measurements, timber cruising and statistics. Topics will include measurements of standing trees, volume measurements and compilation, biomass measurements and compilation, stand density, stocking, stand structure, site class, site index, scaling, statistics, biometrics, experimental design, cruise design and regeneration assessment procedures.

**FRST 250-2.0:
Forest Legislation and Policy**

The 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. A look at current forest management issues highlight potential policy, legislation and regulation changes and seek to bring up-to-date relevancy to the course. Weekly readings and assignments pertaining to forest policy and legislation are allotted to the students. Attendance to the NWCC '91 Forestry Seminars is recommended, but not mandatory. Transportation will be provided. Students are expected to schedule their time accordingly.

**FRST 259-4.0:
Fire Control I**

This course is designed to give the student a basic understanding of fire behavior and fire control through a series of lectures based primarily on the Ministry of Forests Level II fire control program.

**FRST 271-4.0:
Meteorology**

Students are introduced to the basic principles of weather. Topics covered in the course include basic atmospheric principles, temperature, moisture, atmospheric stability, atmospheric circulation, wind, air masses, frontal systems, cloud development and identification, thunderstorms and weather data collection. A field trip to the regional weather office is featured.

**FRST 272-4.0:
Geology & Land Forms**

The course is designed to provide the student with an introductory background to geology and geological processes. Tectonic plates, mineralogy, rock classification, geological structures and landforms with emphasis on aerial photo interpretation and geotechnical considerations are featured topics. Regional geology of British Columbia is also discussed. Practical applications include rock, mineral and fossil identification and detailed aerial interpretation of various land use forms with the use of aerial photographs. A guest prospector and regional geologist are featured in the course.

**FRST 273-4.0:
Forest Ecology**

Ecological principals are investigated with emphasis on the forest ecosystems of northwest British Columbia's biogeoclimatic zones. Forest and aquatic community energy flow, hydrological cycling and biogeochemistry study topics are first introduced. These topics are followed by studies in forest community dynamics, forest site, and ecosystem responses to forest manipulation and the role of fire. Field outings are scheduled during class time.

**FRST 274-4.0:
Fish & Wildlife**

The concept of modern forest management implies integration of timber management with fish and wildlife, tourism and recreation. Class and field work develop the student's perception and understanding of fish and wildlife habitat requirements. Students also learn how to observe for wildlife signs and area usage, road construction

and forest management considerations with regards to riparian zones, edges, snags, dead and down woody material, seral stages. Assessing land capabilities for integrated resource management planning and a wildlife paper also comprise part of the curriculum. Field labs provide the necessary outdoor skills in what to look for when conducting PHSP's, and documentation of special habitat features. Scheduled field days are set aside for some of the labs. A technical report and oral presentation in a form of a class symposium on B.C. wildlife is the major program project.

**FRST 290-6.0:
Co-op Work Term I**

**FRST 300-4.0:
Integrated Resource Management**

This two semester course provides students with the skills necessary to produce an integrated resource management plan. Topics include IRM concepts and definitions, IRM planning processes, public input processes, user group interactions, land capability mapping, site rehabilitation and an introduction to GIS. A personal philosophy statement is developed as is an integrated resource management plan. Prerequisites: FRST 150, FRST 178, FRST 240, FRST 273, FRST 274

**FRST 340-4.0:
Forest Measurement II**

This course is a continuation of Forest Measurements 1. Additional topics include sampling, stand stratification, experimental design, statistics for silvicultural surveys, operation cruising for selection management, permanent sample plots, waste scaling, Annual Allowable cut concepts, and computerized volume calculations. Prerequisites: FRST 240, MATH 161

**FRST 359-4.0:
Fire Management**

This course introduces the student to fire detection, the use of aircraft and retardant in fighting forest fires, prescribed burning, burning techniques and burning plans. Through simulation, students will develop initial fire reporting procedures, attack plan formulation and direction of operations.

**FRST 372-4.0:
Forest Soils and Hydrology**

This course introduces the physical, chemical and biological properties, analysis, genesis and classification of soils with emphasis on factors which influence plant growth. Forest hydrology principles are also studied along with hydrological

considerations and soil degradation prevention with respect to forest harvesting. Students become familiar with soil sensitivity degradation analysis and forest hydrology sensitivity analysis. Students should be prepared for field work to the end of November. Prerequisite: FRST 273

**FRST 375-4.0:
Silviculture I**

The course introduces the student to the broad spectrum of silvicultural activities, from seedling establishment to the harvesting of trees. Emphasis is on field assessments, tours and practical applications. Topics include seedling care and handling, planting techniques and quality checks, site preparation, silvicultural treatments, silvicultural surveys, specific tree species silvics, silvicultural system design and harvesting layout. In addition, students will participate in the Ministry of Forests' biogeoclimatic ecosystem classification course as a prerequisite to taking the pre-harvest silviculture prescription course offered in Silviculture 2. Prerequisites: FRST 151, FRST 153, FRST 273.

**FRST 376-4.0:
Remote Sensing**

This course is designed to familiarize the student with the basics of remote sensing, and how these basics can be utilized in the office and field as they relate to resource management. Student proficiency in aerial photographic interpretation is developed in this course. Prerequisite: FRST 178

**FRST 377-4.0:
Forest Engineering**

This course is designed to familiarize the student with the basic concepts of forest road engineering as they relate to road construction and forest harvesting considerations. Topics discussed include soil classification and identification, forest road design, field location and surveying of forest roads, culvert and bridge design and construction, equipment applications and costing.

**FRST 400-4.0:
Integrated Resource Management Plan**

This course is a continuation of FRST 300. Prerequisites: FRST 150, FRST 178, FRST 240, FRST 273, FRST 274

**FRST 462-4.0:
Management Skills**

Management Skills is designed to enhance the students' understanding of human relations skills, supervisory skills, and leadership skills. The Cooperative placement evaluations are used in an

interactive format, in order to improve the students' working attitudes and job productivity and to facilitate self-development.

**FRST 475-4.0:
Silviculture II**

Silviculture 2 is an advanced silviculture course that provides the student with an in-depth look at the interrelationship of plants and their environment. Featured topics include autecological characteristics of competing vegetation, vegetation management, abiotic and biotic factors that affect a seedling's environment, establishment and growth, species and stock size prescriptions, cone collection and species' seed specifics, as well as tree improvement. Upon completion of the course, students will receive training in pre-harvest silviculture prescription formulation. Prerequisite: FRST 375

**FRST 477-4.0:
Forest Harvesting**

Forest Harvesting introduces the student to logging methods presently used in British Columbia. The student will become familiar with the basic concepts of forest harvesting and how they relate to cost and production considerations. The course will deal with planning and the various phases within the different logging methods that can be utilized.

**FRST 481-4.0:
Forest Entomology and Pathology**

This course provides the student with a working knowledge of forest insects and diseases. Identification, life cycles, detection, damage and control of major forest pests in British Columbia are studied both in the field and laboratory. Students also learn about forest management practices and silvicultural treatments that assist in controlling outbreaks of specific forest insects and diseases.

**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, chemistry of wood and the various products that are derived from wood are topics that will be discussed. Field trips to various industrial sites that produce a wood product or by-product will be a part of this course.

**FRST 483-4.0:
Tourism & Recreation**

This course emphasis is on resource management considerations for the tourism and recreation industry in NW B.C. Wilderness and park management are also featured in the curriculum. Presentations by guest speakers will provide the student with an awareness of tourism and recreation opportunities, their associated resource conflicts, special considerations and potential for harvesting integration. Topics include adventure tourism, wilderness management, recreation and park site planning, interpretation, provincial and national park policies and management, and local resource issues. A winter survival training course and a bear attack seminar are assigned participatory marks along with regular attendance.

**FRST 490-6.0:
Co-op Work Term II**

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

1. Grade 12, ABE Provincial or GED with English 12.
2. A minimum of 20 hours of work or volunteer experience in the field of social and human services.

3. Present evidence of a medical examination and TB skin test within the last year indicating freedom from communicable diseases.

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. Prior to this orientation students will be required to submit two letters of reference (at least one of which must be from a supervisor or their work or volunteer experience) and a one page letter on why they would like to take the HSW program.

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 page 3.

Financial Aid and Sponsorship

Please see Financial Aid Sources on page 69.

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

English 151	English for the Human Oriented Careers
HSW 141	Introduction to Social Services
HSW 167	Introduction to Computers in the Social Services
HSW 151	Counselling Skills I
HSW 153	Human Growth and Development
HSW 163	Food and Health
HSW 164	Behavior Intervention
HSW 191	Practicum I
Psych 101	Introductory Psychology I

Semester II

HSW 142	Social Policy and Procedures
HSW 144	Development of a Community Agency
HSW 162	Counselling Skills II
HSW 166	Working in Social Services
HSW 168	Computers in the Social Services - Advanced
HSW 192	Practicum II
HSW 193	Practicum III
Psych 102	Introductory Psychology II

COURSE DESCRIPTIONS

**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 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**

This course will introduce the student to the planned change process used by social service workers in order to help people resolve social and behavioral problems. Basic tools for change such as systems thinking, assessments, goal setting and contracts will be reviewed. Non-directive humanistic, and directive behavioral approaches will be reviewed. Students will be expected to review changes in their lives with respect to the planned change process and how to start facilitating 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 and how organizations and agencies relate to the development of the community. (3.5,0,0)

**HSW 167-3.0:
Computers in Social Services -
Introduction**

This course introduces social service workers to the use of computers. The main emphasis is on the principles and practice of word processing. (1.5,2,0,0)

**HSW 168-3.0:
Computers in Social Services - Advanced**

This is a continuation of the introductory course of computers in the social services. In this course, students will learn advanced word processing features, data base, spreadsheets and drawing. This course consists of lectures and labs. (3.5,3.5,0) Prerequisite: HSW 167

**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)

**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, as well as, how to work in and with committees. The student will apply to practicum placements, be exposed to interviewing panels and finally choose a placement best suited to the student. The content of this course is for the student to develop and strengthen skills needed to analyze their own practice and apply theory to it. This course stresses the importance of cross-cultural awareness and addresses the reality of cultural differences. (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.

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.

Marine (Nautical Programs)

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, Master Minor Waters, Master Small Craft, and Charter Boat Operator.

Students can enroll in fulltime daytime programs to receive scheduled instruction starting in September.

Home Study

For the mariner who prefers to study at home or while at sea, NWCC has developed a number of self-instructional modules to help prepare for specific DOT 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 available:

- 040/041 Chartwork and Pilotage
- 020 Navigating Instruments
- 151/157 General Ship Knowledge
- 061 Navigating Safety
- 166/167 General Seamanship
- 011/012 Communications
- 072/073 Meteorology

Admission Requirements

There are no formal prerequisites.

Students should be aware that the D.O.T. has bot sight and sea hour requirements for persons intending to write their exams and it is therefore recommended students complete the D.O.T. sight test and documents before applying to the program.

How to Apply

Applications may be obtained from your local College centre. D.O.T. documents may be obtained from the local Canadian Coast Guard Ship Safety Office or the Marine Department at the Prince Rupert campus of the College.

PROGRAM DESCRIPTIONS

Command Endorsement Certificate

- 072 Meteorology
- 090 Ship Management
- 160 General Seamanship
- Sen II at PMTI, Vancouver
- MED "C" at PMTI, Vancouver
- MED "D" at PMTI, Vancouver
- CPR
- Standard First Aid

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.

Fishing Master II Certificate

- 041 Chartwork and Pilotage
- 061 Navigation Safety
- 157 General Ship Knowledge
- 011 Communications
- 072 Meteorology.
- 099 Ship Management
- 168 General Seamanship
- Standard First Aid
- SEN I (A)
- SEN I (B) at PMTI, Vancouver
- Survival Craft B1 at PMTI, Vancouver
- Marine Fire Fighting B 2 at PMTI, Vancouver (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.

Fishing Master III Certificate

- 041 Chartwork and Pilotage
- 061 Navigation Safety
- 157 General Ship Knowledge
- 020 Navigating Instruments
- 011 Communications
- 167 General Seamanship
- Small Vessel Safety A2
- Safety Oriented First Aid (SOFA)

Fishing Master IV Certificate

- 040 Chartwork and Pilotage
- 061 Navigation Safety
- 020 Navigating Instruments
- 166 General Seamanship
- Small Vessel Safety A2
- Safety Oriented First Aid (SOFA)

Master Small Craft (40 Ton)

Four-week period of tuition

Master Minor Water

- Chartwork and Pilotage
- Ship's Business and Knowledge
- Oral and Practical
- Survival Craft B1 at PMTI, Vancouver
- Marine Fire Fighting B 2 at PMTI, Vancouver (Must hold a Basic Safety A1 or A2 before attending B1 or B2)
- A1 and A2 may be taken at NWCC
- Standard First Aid

Watchkeeping Mate

- 041 Chartwork and Pilotage
- 061 Navigation Safety
- 151 General Ship Knowledge
- 161 General Seamanship
- Standard First Aid
- SEN I (A) may be taken at NWCC
- SEN I (B) at PMTI, Vancouver
- Survival Craft B1 at PMTI, Vancouver
- Marine Fire Fighting B 2 at PMTI, Vancouver. (Must hold Basic Safety A1 or Small Vessel Safety Course A2 before attending B1 or B2, A1 and A2 may be taken at NWCC)

Other Daytime Courses

- Gill Net Repair & Hanging
- Gill Net Repair
- Basic Safety Course A1
- Small Vessel Safety Course A2
- SEN I (A)

Evening Courses

- Celestial Navigation
- Gill Net Mending
- Gill Net Mending & Hanging
- Charter Boat Operator
- Introduction to Marine Shipping Operations

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).
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.

Advanced Placement

Students who have completed the 1st year of Nursing at another college or who have L.P.N. status in the province of B.C. will be eligible to enter the 2nd year of the program upon completion of PSYCH 161,162, BIOL 135,145 and 155, SOC 101, 102 and the 10 week bridging program offered through the College of New Caledonia in Prince George.

Students who completed the first year of the Remote Access program at NWCC will be assessed individually for advanced placement.

Completion Requirements

Students are required to maintain a minimum Grade Point Average of 2.0 in all nursing courses to continue in the program.

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 page 3.

Financial Aid and Sponsorship

Please see Financial Aid Sources on page 69.

THE PROGRAM

Trimester 1 - December to March

NURS 137: Communications I
PSYC 161: Developmental Psychology for Nurses I

BIOL 135: Human Anatomy
NURS 135: Man as an Adaptive System
NURS 138: Medical Science I
SOC 101: Sociological Concepts & Theories I

Trimester 2 - March to June

NURS 147: Communications II
PSYC 162: Developmental Psychology for Nurses II

BIOL 145: Human Physiology I
NURS 148: Medical Science II
NURS 145: Nursing Care to Promote Adaptation I

SOC 102: Sociological Concepts & Theories II

Trimester 3 - September to December

NURS 157: Communications III
BIOL 155: Human Physiology II
NURS 158: Medical Science III
NURS 155: Nursing Care to Promote Adaptation II

SOCI 105: Sociological Concepts & Theories III

Trimester 4 - December to March

NURS 237: Communications IV
NURS 236: Ethical Dilemmas in Nursing Practice

NURS 238: Medical Science IV
NURS 235: Nursing Care to Promote Adaptation III

Trimester 5 - March to June

NURS 246: Managing for Change
NURS 248: Medical Science V
NURS 245: Nursing Care to Promote Adaptation IV

Trimester 6 - September to December

NURS 258: Medical Science VI
NURS 255: Nursing Care to Promote Adaptation V

NURS 256: Professional Responsibilities

Final Semester - January to April

NURS 299: Clinical Preceptorship

COURSE DESCRIPTIONS

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 11, CHEM 040. (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 and Chem 12 or Chem 050 (BIOL 145 & 155 previously called BHSC 205. Students obtaining credit for BHSC 205 cannot take BIOL 145 & BIOL 155 for further credit)

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 138-2.0: 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 Psych 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)

**SOCI 101-3.0:
Sociological Concepts and Theories I**

Please see the University Credit Section for the course description.

**SOCI 102-3.0:
Sociological Concepts and Theories II**

Please see the University Credit Section for the course description.

**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

The Office Career programs provide students with the knowledge and skills necessary to function effectively in a modern office. These programs are designed to serve the needs of full-time students and part-time students actively engaged in (or planning to return to) the business communities.

Entry level certificate programs include the Clerk-Typist and Clerk-Bookkeeper. These programs are intended for students with no previous training and/or experience. The programs prepare students for entry level jobs in most clerical and bookkeeping occupations.

Advanced certificates available for those with previous training and/or experience include Accounting, Administrative Secretary, Word Processing and Medical Secretary.

Those with previous training and/or experience who wish to upgrade their skills in a specific area may register for specific courses.

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.

Students who have previously earned a certificate in an Office Careers Program may update their certificates by registering for those courses which have changed since the student was initially awarded the certificate.

Admission Requirements

Entry Level Programs

1. Grade 10, ABE Intermediate or GED. Business experience may be accepted in lieu of formal schooling in some cases — 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 grade of B in the secondary school course is required. Please contact your College centre for more information.

Advanced Programs

1. Successful completion of the entry level certificate appropriate for the program (see the program listings for specific pre-requisites).
2. Students intending to pursue the Accounting option will be required to have completed Algebra 11 or ABE Math 030.

Students lacking the appropriate certificate may complete the courses they are missing as part of their Advanced Program. A combination of training and/or experience may be accepted in lieu of formal schooling in some cases — please contact your College centre to have your experience evaluated.

How to Apply

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

Dates and Locations

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 page 3.

Financial Aid and Sponsorship

Please see Financial Aid Sources on page 69.

ENTRY LEVEL - Common Courses

All students in the Clerk-Typist or Clerk-Bookkeeper program must complete the following courses:

BCPT 101:	Filing and Data Management
BCPT 102:	Introduction to Computers
BCPT 104:	Skill Building
BENG 102:	Spelling and Vocabulary
BENG 103:	English Grammar

BENG 104: Written Communications
BENG 105: Correspondence Editing
BUSM 101: Introduction to Business
Machines
MSTD 100: Master Student
OFPR 101: General Office Procedures
TYPG 101: Basic Business Typing

Clerk-Typist

In addition to the common courses students must complete:

BCPT 106: Advanced Skill Building
DICT 101: Introduction to Transcription
Machines
DICT 102: Transcription Machine Operation
TYPG 102: Advanced Business Typing
Completion of the Clerk-Typist Certificate program requires approximately 7 months of full-time study.

Clerk-Bookkeeper

In addition to the common courses students must complete:

ACCT 101: Bookkeeping Fundamentals
ACCT 102: Routine Bookkeeping Procedures
BCPT 103: Introduction to Computer
Accounting

Completion of the Clerk-Bookkeeper Certificate program requires approximately 8 months of full-time study.

Accounting

ACCT 150: Accounting Principles I
ACCT 151: Accounting Principles II
BLAW 152: Business Law
BCPT 150: Business Computers or
MATH 150: Math of Finance
MGMT 252: Credit and Collections
Completion of the Accounting Certificate program requires approximately 6 months of full-time study.
Pre-requisite: Clerk-Bookkeeper

Medical Secretary

ACCT 101: Bookkeeping Fundamentals
MSTN 101: Quick and Easy Medical Terms
MSTN 102: Building a Medical Vocabulary
MSTN 103: IBM Dictation Part II
MSTN 104: Learning Medical Terms
MSTN 105: Medical Timed Writings
MSTN 107: Medical Office Procedures
MSTN 108: Compendium of Pharmaceuticals
WPRO 100: Basic DOS Procedures

8 credits selected from:

WPRO103/104/107/108/109/130

Pre-requisite: Clerk-Typist

Completion of the Medical Office Certificate program requires approximately 7 months of full-time study.

Word Processing

WPRO 100: Basic DOS Procedures
WPRO 102: Electronic Typewriters
WPRO 105: Transcription Specialist
WPRO 106: Computer Timed Writings
WPRO 110: Hard Disk Management

8 credits selected from

WPRO 103/104/107/108/109/130

Pre-requisite: Clerk-Typist

Completion of the Word Processing Certificate program requires approximately 4 months of full-time study.

Administrative Secretary

ACCT 101: Bookkeeping Fundamentals
ACCT 102: Routine Bookkeeping Procedures
BCPT 103: Computer Accounting
BLAW 152: Business Law
TYPG 103: Rough Draft Typing

Pre-requisite: Word Processing

Completion of the Administrative Secretary Certificate program requires approximately 4 months of full-time study.

Office Management

Year 1

All courses required for the Word Processing Certificate.

Year 2

ACCT 150: Accounting Principles I
ACCT 151: Accounting Principles II
BLAW 152: Business Law
MGMT 150: Principles of Management
MGMT 252: Credit and Collections

Students must select an additional 9 credits from the Business Administration courses.

Pre-requisite: Clerk-Bookkeeper

COURSE DESCRIPTIONS

Please see the course descriptions in the Business Administration section for courses not listed here.

Accounting 101-2.0: Principles of Accounting

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

Accounting 102 -3.0: Principles of Accounting

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:

This course is designed to familiarize the student with DOS, Word Processing and Spreadsheets, using WordPerfect 5.1 and VP Planner

Business Computing 103-3.0: Introduction to Computerized Accounting

This course is designed to familiarize the student with computerized accounting software.

Business Computing 104 - 1.0 Skill Building

Business Computing 106 - 1.0 Advanced Skill Building

Business English 102-1.5:

Spelling and vocabulary building and word usage.

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 101-2.0:

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.

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.

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 100 is a hands-on computer applications course designed to familiarize the word processing student with basic procedures of operating an IBM PC or compatible computer and with DOS commands and concepts. This course is a required prerequisite for all word processing courses involving use of microcomputers.

Word Processing 101-3.0:

Introduction to word processing concepts and careers.

Word Processing 102-1.0:

Electronic Typewriter Word Processing 102 is a hands-on course designed to familiarize the word processing student with the operation of the electronic typewriters. Students will operate a modern computerized electronic typewriter and learn to access functions such as memory, layout, correction, justification, auto return, cursor control, and data storage and merging. Mastery of electronic typewriter usage will be evaluated in practical job simulations.

Word Processing 103-2.0:

Easywriter Word Processor Word Processing 103 is a hands-on course designed to familiarize the word processing student with the Easy Writer II word processing system which is used in industry microcomputer applications. The system is a page based word processor with filing, merge, spelling check and graphics applications, as well as the ability to link with other software such as ACCPAC. The student will complete a tutorial followed by extensive word processing exercises. Easywriter II is a word processor which operates in a variety of modes: character, work, line, sentence, paragraph, and page - an approach which the student will probably not have experienced before. This approach is in common use in industry and therefore a useful one for the student of word processing to learn. In addition to its other features, Easywriter II has capabilities in the area of "mailmerging" and spelling correction.

Word Processing 104-3.0:

Wordstar Word Processor Word Processing 104 is a hands-on course to familiarize the word processing student with the Wordstar Professional word processing system which is widely used in industry microcomputer applications. The system is a file based word processor with merge, spelling check, and indexing applications, as well as the ability to link with other software such as dBase III+ and IV. The student will complete a procedures manual using Wordstar, as well as extensive word processing exercises using the various features of the program. Student evaluation is based on the exercises and the midterm and final exams.

**Word Processing 105-4.0:
The Transcription Specialist**

Word Processing 105 is designed to train the student in the skills required of a transcription specialist. The course is an extensive job simulation which takes the student through training

in transcription skills (proofreading, mailability tests, style and formatting decisions, English skills) followed by an extensive simulation in which the student acts as a dictatypist for a variety of industries - from life insurance to medical. Mastery of the skills required is tested by both simulations and tests. Simulations will be completed on the word processors used in at least two of WPRO 103, 104, 107, 108, 109, 130.

**Word Processing 106-1.0:
Computer Timings**

Word Processing 106 is designed to build speed and accuracy on the computer and typewriter keyboard. Students will use speed building software to drill accuracy and pinpoint problem areas. A computer and typewriter speed of 55 net words per minute is required for satisfactory completion of this course. Current speed is evaluated as the average of the three highest score over the last month.

**Word Processing 107-3.0:
Multimate Advantage II**

Word Processing 107 is a hands-on course designed to familiarize the word processing student with the Multimate word processing system. In addition to being widely used in industry microcomputer applications, Multimate is very similar to dedicated word processing systems in features and commands. Multimate Advantage II is a word processor with pull-down menus as well as merge, spelling check, and graphics applications. Multimate's mail merge feature integrates with dBase files. Multimate is very similar in its functions to the WANG dedicated word processor system. The student will complete a procedures manual using Multimate, as well as extensive word processing exercises using the various features of the program. Student evaluation is based on the exercises and the midterm and final exams.

**Word Processing 108-2.0:
Volkswriter Deluxe Plus**

Word Processing 108 is a hands-on course designed to familiarize the word processing student with the Volkswriter word processing system which is used in small business microcomputer applications. The system is a file based word processor with merge, footnote, multi-line header and footer functions, as well as the ability to write documents up to 1 megabyte in length. The student will complete a tutorial using Volkswriter, followed by extensive word processing exercises using the various features of the program. Student evaluation is based on the exercises.

**Word Processing 109-3.0:
Microsoft Word**

Word Processing 109 is a hands-on course designed to familiarize the word processing student with the Microsoft Word word processing system. Microsoft Word is widely used in industry and has some of the most sophisticated features available. Microsoft Word has WYSIWYG screen display. Its graphics mode puts italics, bold, underline on screen. What you see is what you get on the printout. Microsoft Words' features include footnotes and endnotes, index and table of contents generation, line drawing and four-function math. The program has the ability to read spreadsheet files, the ability to surround text with a box, and document retrieval features for finding files by title, author, keywords, or full text search. Microsoft Word supports columns, macros and has a spell checker and thesaurus.

**Word Processing 110-3.5:
Hard Disk Management**

Word Processing 110 is a theory and hands-on course designed to give the word processing student an introduction to the management of operations on a hard disk drive. The management of fixed disk operations on the computer is a complex subject, but a basic understanding and mastery of some concepts of hard disk management and DOS operations is essential for a word processing operating on a personal computer.

**Word Processing 130-3.0:
WordPerfect**

Word Processing 130 is a hands-on course designed to familiarize the word processing student with the WORDPERFECT word processing system. WORDPERFECT features the most intuitive and elegant of all spelling programs and a copious thesaurus, as well as mail merge, sorting on different fields and performing four-function math. WORDPERFECT includes outlining, document summaries, nonprinting comments, indexing, red-lining, line-numbering, tables of authorities for legal work, print preview, easy line drawing, and snaking and parallel columns. You can search for text in any file on disk, and you can import ASCII files with the option of removing extraneous carriage returns.

Trades Training

Northwest Community College offers introductory Trades Training programs in Heavy Duty Mechanics, Millwright and Carpentry.

These programs are designed to prepare learners for an apprenticeship or related entry-level employment in a trade. Each of the programs is recognized by the Ministry of Advanced Education, Training and Technology as equivalent to the first year of apprenticeship technical training.

Admission Requirements

1. Grade 10 or ABE Intermediate.
2. Successful completion of a college pre-assessment.

Students should be aware that most employers require the completion of Grade 12 for entry to their apprenticeship program. Students should be in general good health.

Fees

In addition to the fees as described in the general information section students will have to purchase C.S.A. certified safety footwear.

Program Length and Start Date

Programs are approximately 7 months in duration. Students may start the programs in September or January.

PROGRAM OUTLINE

The Carpentry, Millwright and Heavy Duty programs are offered in three levels:

- (1) Common Core
- (2) Occupational Core
- (3) Specialty

COMMON CORE

The Common Core provides an introduction to all trades training. Successful completion and mastery of each of the Common Core Modules is necessary before learners can move to Level Two, the Occupational Core. Topics included in the Common Core are:

- Employability Skills
- Safe Work Practices
- Mathematical Problems
- Drafting
- Process Technical Information
- Hand Tools and Instruments
- Use Power Tools
- Lift Loads Safely
- Scaffolds and Ladders
- Oxy-Acetylene Welding

- Basic Electrical Circuits
 - Fasteners and Fittings
 - Use Common Materials
 - Industrial Organizations
- Common Core training requires two months to complete.

The theoretical portions of the Common Core program are available at all College centres.

OCCUPATIONAL SPECIALITIES

Mechanical Occupational Core

Topics include:

- Applying Safe and Acceptable Work Habits
- Describe Mechanical Trades
- Use Specialized Power Tools
- Use Selected Shop Equipment
- Describe Basic Power Transmission Systems and Components
- Describe the Operating Principles of Gasoline/Diesel Engines
- Lead Acid Batteries
- Run Selected Equipment
- Describe Selected Hydraulic Systems and Components

The Mechanical Occupational Level requires approximately two and a half months to complete.

Heavy Duty Mechanical Specialty

Upon successful completion of the Mechanical Occupational, learners progress to the Heavy Duty Mechanical Specialty which includes:

- Operating Machinery (Diesel, Gas, LPG)
- Hydraulic System Maintenance
- Service Bearings and Seals
- Service Hydraulic Brakes and Air Brakes
- Service Power Trains
- Crawler Undercarriage
- Crawler Final Drives
- Crawler Steering
- Wheel Machine Suspension
- Service Tires and Wheels
- Wheel Machine Final Drives
- Service Wheel and Machine Steering
- Service Working Attachments
- Engine Support Systems
- Electrical
- Winches, Hoists and Cables

This level requires two to three months to complete.

Millwright Occupational Core

Topics include:

- Applying Safe and Acceptable Work Habits
- Using Drilling Machines
- Using Power Tools
- Using Hydraulic Presses
- Using Lathes

- Using Milling Machines
- Using Shapers
- Applying Principles of Fitting and Assemble
- Selecting Lubricants
- Selecting Gears and Gear Drives
- Heat Treating Steels
- Gearing Systems
- Build Projects

This level requires two to three months to complete.

Millwright Specialty

Upon Successful completion of the Occupational level, learners progress to the Millwright Specialty which includes:

- Apply Safe and Acceptable Work Habits
- Use Specialized Hand Tools
- Installing Machine Components
- Use Specialized Shop Equipment
- Maintain Selected Power Drives
- Describe Selected Pneumatic Systems and Components
- Describe Selected Materials and Handling Equipment
- Prepare for Employment

Completion of the Millwright Specialty requires two months to complete.

Carpentry Occupational Core

Topics include:

- Applying Safe and Acceptable Work Habits
- Reading and Interpreting Drawings
- Use of Hand, Power, and Specialty Tools
- Construction of Woodworking Joints
- Stair Construction
- Basic Cabinet Work

Carpentry Specialty

Upon successful completion of the Carpentry Occupational Core, learners progress to the Carpentry Specialty which includes:

- Applying Safe Work Habits
- Laying Out Sites and Buildings
- Calculating Costs
- Building Concrete Forms
- Framing Floors, Walls and Roofs
- Installing Drywall on Wood and Steel Studs
- Finishing Internal and External Details

Completion of the Carpentry Specialty requires two to three months to complete.

WELDING

Northwest Community College offers the Provincial Welders Training program. This is a competency based, self-paced program which is designed to provide learners with the skills required to function as a safe and competent entry level

tradesperson. Training is divided into Levels C, B and A, taking approximately seven months to complete Level C, four months for Level B and three months to complete Level A.

Admission Requirements

Grade 10, ABE Intermediate or equivalent.

Fees

In addition to the fees described in the general information section students must supply C.S.A. approved safety footwear, helmet, goggles, leather gloves and a welder's jacket.

Start Date

The program runs from September to June. Students May register at any time.

Provincial Welder Training Program

LEVEL "C" CONTENT

- P1 Introduction and Program Orientation
- P2 Gas Cutting
- P3 Gas Welding & Braze Welding
- P4 Shielded Metal Arc Welding I
- P5 Shielded Metal Arc Welding II
- P6 Gas Metal Arc Welding I

- Flux Core Arc Welding
- RK1 Material Handling
- RK2 Blueprint Reading
- RK3 Metallurgy I (Introduction only)

LEVEL "B" CONTENT

- P7 Shielded Metal Arc Welding II
- P8* Gas Metal Arc Welding II
- P9* Flux Core Arc Welding II
- P10* Gas Tungsten Arc Welding I
- RK4 Welding Quality Control and Inspection

- RK5 Code Standards and Specifications
- RK6 Blueprint Reading II
- RK7 Metallurgy II

* Only one of these modules is required

LEVEL "A" CONTENT

- P11 Shielded Metal Arc Welding III
- P12 Gas Tungsten Arc Welding II
- RK8 Metallurgy 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. Learners 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. A core second year program is available at our Terrace and Prince Rupert campuses.

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. In some cases instructors will conditionally admit students lacking formal prerequisites. Students admitted conditionally are required to maintain satisfactory progress or they will be required to withdraw from the course.
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 page 3.

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

Sciences

Biology
Chemistry
Geography
Geology
Mathematics
Physics

Social Science/Humanities

Anthropology
Creative Writing
Economics
English
French
History
Philosophy
Political Science
Psychology
Sociology

Program Packages

"Program Packages" group appropriate courses together and are a simplified guide to university transfer options. Transfer arrangements with universities are subject to change at any time and course substitutions within packages are often possible. Always consult an Advisor before registering for a university transfer program. The suggested package for a number of degrees and specializations follow. The description of courses in each package follows the Index of Career Paths.

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, Urban Land Economics 3

Degree of Science

Aquaculture 2A
Astronomy 2B
Biochemistry 2A
Biology 2A
Botany 2A
Ecology 2A
Functional Biology 2A
Marine Biology 2A
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

PACKAGE 1

First Semester	Second Semester
Bio 101	Bio 102
Chem 101*	Chem 102*
Econ 202	Econ 201
Engl 101	Engl 102
Math 101	Math 102

Students intending to major in Animal or Soil Science should substitute Physics 101/102† for English

PACKAGE 2A

First Semester	Second Semester
Bio 101	Bio 102
Chem 101*	Chem 102*
Phys 101†	Phys 102†
Engl 101	Engl 102
Math 101	Math 102

Students intending to pursue a major in Geography should substitute Geog 150/160 for Bio 101/102
Students intending on applying to a Dental Hygiene program should substitute Psych 101/102 for Phys

* Students who have completed Chem 12 are required to take Chem 121/122 where available.

† Students who have completed Phys 12 are required to take Phys 121/122 where available.

PACKAGE 2B

First Semester	Second Semester
Chem 101*	Chem 102*
Engl 101	Engl 102
Phys 101†	Phys 102†
Math 101	Math 102
Elective	Elective

Students intending to pursue a major in Audiology and Speech Science should substitute Bio 101/102 for Chem

PACKAGE 3

First Semester	Second Semester
Engl 101	Engl 102
Math 141	Math 142
Econ 202	Econ 201
elective	elective
elective	elective

Students pursuing a computing concentration should choose Cpsc 121/122 as two electives
Students pursuing an Industrial Admin & Relations concentration should choose Poli Sci 101/102 as two electives.

* Students who have completed Chem 12 are required to take Chem 121/122 where available.

† Students who have completed Phys 12 are required to take Phys 121/122 where available.

PACKAGE 4

First Semester	Second Semester
Engl 101	Engl 102
plus 4 electives based on major or interest. Students should consult an Advisor before selecting options.	

PACKAGE 5

First Semester	Second Semester
Engl 101	Engl 102
Hist 105	Hist 106
Math 190	elective
Bio 101 or Geog 150	Bio 102 or Geog 160
elective	elective

PACKAGE 6

First Semester	Second Semester
Engl 101	Engl 102
HSW 141*	HSW 142*
Cpsc 111	Math 131

plus two electives

* HSW 141/142 only transfer to the School of Social Work at UVic

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, 1991

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	Anth 1.5 units (3 credits). First year (precludes credit for UBC Anth 301).	S.A. Anth (3)/ S.A. 286 (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

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)	Chem 102 (3) Chem 115 (0) Chem 103 (3) Chem 119 (0)	Chem 101/102 (1.5 ea)	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 (1.5) Level	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.(100 level) 1.5	Engl. LL (3)
152	No transfer	Gen. Elec. (3)	Ed-B 100 (1.5) Nat. Teach. Tr. only	Engl. (3)
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	See UBC Transfer Notes	Pending	Fren. 100 (3)	
127/128	See UBC Transfer Notes	Pending	Fren. 160 (3)	
130/131	See UBC Transfer Notes	Pending	Fren. 180 (3)	
140/141	See UBC Transfer Notes	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)

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)	
241	1.5 units (3 credits) History, unassigned	Hist (3)	Hist (200 level) 1.5 units	HIST LL (3.0)
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 (4)	Math 160A (1.5)	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)	Phys. (3) See SFU Transfer notes	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)
203/204	Poli. (1.5) ea. Precludes credit for Poli. 260	Poli. 241 (3)/ Poli. 251 (3)	Poli. 240 (1.5)/ Poli. 250 (1.5)	Poli. (3) ea.

PSYCHOLOGY

NWCC	UBC	SFU	UVic	Open University
101/102	Psyc. 100 (3)	Psyc 100 (3) / Psyc 102 (3)	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) ea. unassigned, Soci, 2nd year	SA 150 (3) / SA 100 (3)	Soci. 203 (1.5)/ Soci. 200 level (1.5)	Soci. (3) ea.
211/212	Soci. (1.5) ea.	Gen. Elec. Soci. (3) ea. for Wmst. Cr. apply to W.S. Committee	Soci. 100 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)	SPAN (3)	Span 100 (3)/ or (100 level) 1.5 ea.	SPAN (3) ea.

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

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

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 111-3.0: 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)

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 121-3.2:
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

**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

**Computer Science 131-3.0:
Introduction to FORTRAN Programming**

This course provides students intending to pursue studies in the sciences or engineering with a rigorous introduction to program development and programming using structured FORTRAN. Topics presented include common algorithms, techniques of program development and testing, control structures, functions, subroutines, input and output and arrays. (3,3,0)

Prerequisites: Math 101 (may be studied concurrently)

**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 organization, consumer and price behavior, allocation of resources) will be analyzed 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 201-3.0
English Literature 1300 - 1650**

A survey of major writers from Medieval times to 1660.

**English 202 - 3.0
English Literature 1650 - 1880**

A continuation of English 201 from 1660 to the 20th century.

**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 Marees* 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 103-3.0:
Europe from the 1840s to the First**

The course is designed as an introduction to the characteristic features of society, economics and politics. It will be a comparative analysis of structures and decision making in Britain/France, German and Russia and will emphasize relations between the rulers and the ruled. The revolutions of 1848, the formation of working class consciousness, the new imperialism of the late nineteenth century and the domestic and international causes of the First World War will be studied in some detail.

**History 104-3.0:
Europe 1917 to 1948**

In the form of a comparative analysis this course will focus on major political and socio-economic developments in Germany, the Soviet Union and Italy. It will include discussion of salient aspects of communism, nationalism, socialism and fascism and of the background to the Second World War.

**History 105-3.0:
Canada to the Mid Nineteenth Century**

This is an attempt to make the more remote past of this country meaningful to us today. We will examine the interrelationship between native people and newcomers, the nature of French Canadian society and the politics of economic and social development in Ontario.

**History 106-3.0:
Canada Since the Mid-Nineteenth Century**

We will study and discuss primarily the collective life experiences of Canadians (natives, immigrants, workers, women) in the context of economic conditions (including two great depressions) and we will analyze political responses to them.

**History 131-3.0:
Historical Perspectives on Northern B.C.,
1800-1900**

Participants in this course will study and discuss economic development and the collective life experiences of people living in the region between the Northern Cariboo and Haida Gwai.

**History 231-3.0:
Germany in the 20th Century**

We will identify and analyze 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 analyze 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. The course 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 central concepts in moral philosophy including considerations of obligation, responsibility, and justice. (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 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 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 I**

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 102-3.0:
Canadian Politics II**

A continuation of Political Science 101 with emphasis on provincial affairs and politics in the context of sociopolitical and economic structures. Attention will be given to current events.

**Political Science 203-3.0:
International Politics**

We will study, analyze 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 in 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.

Psychology 221 - 3.0 Abnormal Psychology

An overview of the contemporary theories of psycho-pathology behavioral, humanistic psychodynamic and biophysical, as well as a perspective on research, classification and treatment of affective, social psychotic and organic disorders.

Psychology 222 - 3.0 Clinical Psychology and Intervention Methods

The indications for, appreciation and evaluation of therapeutic interventions, techniques such as behavior and cognitive behavior, modification, bio-feedback, and relaxation training are the focus of the course. A wholistic approach to human life styling and community health care will also be discussed.

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)

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)

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 and Horse Care or Fishing.

Admission Requirements

Applicants should be 18 years of age. Admission to the specialty options requires completion of the core program or experience in the industry.

How to Apply

Applications may be obtained from your local College centre.

Dates and Location

The program starts in the Spring 1992 and is available at the Smithers Campus.

CORE PROGRAM (30 days)

Introduction to the Industry	Camp Set-up
Cooking/Menu Planning	History
Aircraft Safety and Chartering	Small Engines
Environmental Considerations	Orienteering
Photography and Binoculars	First Aid
Hunting and Fishing	Geography
Communications Skills	Botany
Canoeing and Boating	Survival

SPECIALTIES

Hunting and Horse Care

Firearms	Biology	Binoculars
Judging	Skinning	Shoeing
Riding	Feeding	Packing
First Aid		

Fishing

Saltwater	Entomology and Habitat
Freshwater	Biology
Flytying and Casting	

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 Advisor 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 enroll 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 enroll 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 Advisor 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) 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 enroll in Northwest Community 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 Community 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 Centres. Completed applications submitted at your local Centre are forwarded to the Financial Awards Committee for review.

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.

Campus Bursaries

Individual Northwest Community College campuses provide bursary assistance from the revenue from vending machines and/or the invigilation of exams.

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. Through a donation to our Endowment Fund, 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 intended to be awarded at any time throughout the year to students with good academic standing who may 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 Community College Student Association, this fund can be used for small, short-term emergency loans. To apply, please contact the Student Advisor at your Campus or the Financial Aid Office in Terrace.

Women's Programs Bursaries

In honour of the recipients of the Lieutenant-Governor's Award of Recognition for Women, a \$500 award will be made available annually by the Minister Responsible for Women's Programs. The award is intended to assist female students in a program of study not less than one year in length.

AWARDS

Academic Workers' Union, CUPE Local 2406

These awards are on the basis of faculty recommendation to the Union Executive and are normally presented towards the end of the academic year.

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.

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 \$2000 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 in 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 provides an award of \$500 towards remission of CMA fees to the graduating NWCC student attaining the highest mark in Accounting 252/253.

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 Community 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 Community College programs.

Institute of Chartered Accountants of B.C.

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

NWCC Business Administration students may also be eligible.

Northwest Community College Endowment Fund

The Endowment Fund was established in December, 1984 in response to a challenge from the Vancouver Foundation. Its purpose is to earn interest under the management of the Vancouver Foundation. The principal donations to the Endowment Fund are never spent but the interest it generates each year is used for financial assistance in the form of grants and scholarships for deserving students. 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 money is already generating interest which is being used for much needed student assistance. Corporations, businesses, service clubs, unions and individuals may contribute tax-deductible donations to the fund by contacting the College. Your contribution will remain in the fund permanently and continue to provide student aid money.

For information, call the Registrar at the Terrace Centre.

BRITISH COLUMBIA STUDENT ASSISTANCE PROGRAM

This is a comprehensive program of assistance based on need for post-secondary students to ensure that British Columbia residents are not denied the opportunity to reach their educational objectives due to financial constraints. Funds provided under the program are intended to supplement, not replace, the student's own financial resources and those of the student's immediate family.

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 \$210 per week of study for applicants without dependents and \$315 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 \$1000 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.

Applications are available at your local College Centre. 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.

Applications are available at your College Centre. Please submit applications to the Financial Aid Office, Terrace Centre.

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 College Centre.

FINANCIAL AID AVAILABLE FROM OTHER SOURCES

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

High School Scholarships and Bursaries

Students entering from high schools in the College region are eligible for a number of locally administered scholarships and bursaries.

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 who are BCGEU members or related to BCGEU members or Relatives of deceased or retired members. Applicants must be registering in a full-time post-secondary 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 1000 - 2000 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.

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.

(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 endeavors 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.

(d) Barbara E. Adams Scholarship

To assist mobility impaired students with a significant degree of disability. For those with suitable education would have the potential to be financially independent and enjoy a meaningful life and/or who are promising students pursuing an academic or vocational education. Scholarship monies may be used towards tuition, books and supplies, necessary help for study purposes, or transportation costs.

(e) Iode Bursary For Physically Disabled Persons

This bursary was established after Rick Hansen's World Tour to honour his achievements. The bursary will be awarded to one or more students at the post-secondary level. Winners shall be Canadian citizens in financial need. Monies are to be used to assist with expenses for tuition, text books, transportation or teaching assistance.

To be eligible for the above awards, the disabled student must be a resident of B.C., Canadian Citizen or Landed Immigrant. Application deadline is August 15.

Application forms can be obtained by contacting the Scholarship and Bursary Awards Committee, B.C. Paraplegic Foundation, 780 S.W. Marine Drive, Vancouver, B.C. V6P 5Y7.

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 to this end 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 from 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 no later than September 30, accompanied by a receipt or other proof of enrollment.

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 \$4000 and are renewable annually to a maximum of four years. Application deadline is June 7th.

Applications and information are available from The Canadian Golf Foundation, Golf House RR2, Oakville, Ontario, L6J 4Z3.

Canadian National Institute for the Blind

A \$200 per year grant is given to blind students to offset some of the expense in hiring readers.

Eligible persons should apply to the Director, B.C.-Yukon Division of CNIB, 350 East 35th Avenue, Vancouver, B.C., V8W 1C6.

Children of War Dead

The Department of Veterans' Affairs under the Children of War Dead (Education Assistance) Act provides assistance in respect of tuition fees up to \$800 per year as well as a monthly allowance. Eligibility is determined by the applicant being dependent upon a pension being paid during some period prior to application for training.

Contact the College Counsellor, Special Services, Department of Veterans' Affairs, 1155 Robson Street, Vancouver, B.C., V6E 1B9.

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 \$1000 each are awarded annually to students who combine athletic and academic achievement, leadership and participation in school and community affairs. The students must have lived in B.C. for the past year and be graduating from a B.C. senior secondary school (including independent and private schools) and plan to attend a designated post-secondary education institution. Submission date is May 1.

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

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 \$5000, 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 deadline is August 31.

Application forms are available from: Mr. G. A. Francey, High Secretary, High Court of British Columbia and Alaska, 1902 London Street, New Westminister, B.C., V3M 3E5.

Interior Logging Association

Provides scholarships to students from the Southern Interior, Fraser Valley, Kootenays and South Cariboo. A \$1000 scholarship and a \$500 scholarship are available to students who are the immediate relative of an ILA member-company employee. An additional \$1000 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. Deadline date is mid-May.

Application forms are available from the Lakehead University Student Services Financial Aid Office, Lakehead University, Thunder Bay, Ontario, P7B 5E1.

Mills Memorial Hospital Award

Awards valued at \$700 are available for students who have attended Caledonia Secondary School. Applicants must be entering into a medical vocation. Preference will be given to those who have graduated from high school within the past two years. Application deadline is August 31st.

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.

Bill and Elsie More Memorial Award

In memory of loving parents Bill and Elsie More, several bursaries (to a total of approximately \$1000 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. Deadline is June 15 of each year.

Applications should be returned to Branch #13, Royal Canadian Legion, 4425 Legion Ave., Terrace, B.C., V8G 1N7, Attn: M. Burdett.

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.

Native Health Bursary

These bursaries are available only to Native Indians residing in B.C. who are enrolled in health care programs in recognized post-secondary educational facilities. Programs which qualify range from Long Term Care to medical specialties.

Applications are available from the Financial Aid Office of the Ministry of Health, Native Health Bursary Program, 3 - 1515 Blanshard Street, Victoria, B.C. V8W 3C8.

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. Deadline is August 11.

Applications can be obtained from the Navy League of Canada, National Council, Suite 910 - 85 Range Road, Ottawa, Ontario, K1N 8J6.

Pacific Association for Continuing Education (PACE)

Eligibility:

- applicable to part-time or short term students
- open to residents of B.C.
- must demonstrate 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.

For information and application forms, contact the Financial Aid office at NWCC or the PACE Bursary Committee, c/o Dr. Lawrence Fast, Vancouver Community College, 1155 East Broadway, P.O. Box 24785, Station C, Vancouver, B.C., V5T 4N5.

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.

- Harold Arvid Christenson Memorial Scholarship Fund. Number and amount of these scholarships will be determined by the Board of Directors of the Company. Deadline is September 1st. *Application forms are available by phoning 1-438-4240.*

Prince Rupert Regional Hospital Awards

Dr. R.G. Large Scholarship

- This scholarship is in the amount of \$500 and is awarded annually to a former Prince Rupert Senior Secondary School student upon enrollment in a registered nursing program at either a community college or university.
- 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. Deadline is June 30. *Applications can be obtained from the Office of the Administer, Prince Rupert, B.C., V8J 2A6.*

Public Trustee Educational Assistance Fund

(For former permanent wards of the Superintendent of Family and Child Service of B.C.)

Applicants must be enrolled in a post secondary institution in B.C., provide a financial statement, transcript from last year of school attended, and provide a written outline of goals. The deadline for applications is April 1.

Application forms and more information is available from the Office of the Public Trustee, Educational Assistance Fund, #600-808 West Hastings, Vancouver, B.C. V6C 9Z9.

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 \$1000 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 - \$1000 to legally blind Canadians pursuing post-secondary studies with strong career aspirations. Grants will be based on financial need, academic achievement and career goals.

Applications are available from CNIB Career Counselling Services and should be submitted to the Chairman, The Rixon Rafter Scholarship Committee, The W. Ross MacDonald School, Brantford, Ontario, N3T 3J9 before July 31. A letter of support from your CNIB Career Counsellor must accompany your application.

The Robinson and Buckland Bursary

This bursary is sponsored by the Canadian National Institute for the Blind. Captain Merrill C. Robinson, blinded since 1917, was the Director of the Canadian National Institute for the Blind, B.C.-Yukon Division, from 1929 to 1964. Donald Channing Buckland, a graduate and distinguished faculty member of UBC, was himself overtaken by blindness a few years before his death. Bursaries are issued a maximum of two times to applicants enrolled in a four year program and once to those enrolled in a two year program. The student must be registered with the CNIB. Deadline - no later than August 15.

Application forms, available from the CNIB, are to be submitted 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 \$1200 for students proceeding from secondary school to a post-secondary institution. Some awards will also be available to those entering second, third or fourth year university. Preference is given to desendent children and grandchildren of deceased, disabled or other veterans and other ex-service personnel, but applications from other worthy students are considered. Deadline is May 31.

For application forms and further information contact the Financial Aid office. Completed applications are to be returned to: Pacific Command, The Royal Canadian Legion, 3026 Arbutus Street, Vancouver, B.C., V6J 4P7.

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 \$4000 annually, or \$2500 if no tuition fee is applicable. Awards are renewable for a maximum of four years or until a first degree is obtained.

Application forms are available from the Financial Awards Office or from Terry Fox Humanitarian Award Program, 711 - 151 Sparks St., Ottawa, Ontario, K1P 5E3.

Vancouver Foundation Student Aid Funds

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

1. The Thomas and Dorothy Burgess Fund

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

2. The Ingledeu Bursary Fund

This fund may provide bursaries or scholarships to deserving students in the fields

of science and music in the province of B.C. Two awards of \$200 each are available annually.

3. The H.R. MacMillan Family Fund

A primary purpose of this fund is the provision of aid to students entering study at the post-secondary level in B.C. who live in communities where MacMillan Bloedel Ltd. has operations. Students at the undergraduate level may be assisted also. Approximately 50 awards are available annually in amounts of \$250 to \$600.

4. The Lord Strathcona Fund

Eligible applicants shall be women who were born in Great Britain - including Scotland, Ireland and Wales - and who are pursuing studies at the post-secondary level in British Columbia. Awards are made on basis of financial need and academic ability. Students at the post-graduate level may be considered. Up to ten awards are available annually in amounts ranging of \$200 - \$600.

5. The William and Emily Ross Fund

This fund may provide financial aid for students at the post-secondary level who are physically handicapped. Eligible applicants are B.C. residents pursuing studies at a recognized institution in B.C. or elsewhere. Up to ten awards are available annually in amounts of \$200 - \$600.

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

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

Letters of application should be received between April 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.

- 04707.00 DAIRY Industry Credit Union Scholarship
- 04786.00 The William L. HURFORD Memorial Scholarship
- 04718.00 INTERNATIONAL Longshoremen's and Warehousemen's Union Entrance Scholarship
- 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
- 04731.00 PIPING Industry Journeyman Training and Industry Promotion Fund 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
- 00547.01 UNITED Food and Commercial Workers Union, Local 1518 Scholarships
- 04780.00 VANCOUVER Sun Regional College Entrance Scholarship
- 04792.01 VAN-TEL Credit Union, Leo Morris Memorial Bursary
- 04791.01 VAN-TEL Credit Union, Les King Memorial 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 may also be available to students entering university directly from high school. Consult individual calendars for more information.

BCIT Alumni Association

The Alumni provides entrance awards for students who are coming to BCIT after taking one or more years since high school for activities such as work or attending another post-secondary institution. Awards equivalent to one year's tuition will be available for students entering either Trades or Technologys.

Applications and information can be obtained from the BCIT Alumni Affairs office, BCIT, 3700 Willingdon Avenue, Burnaby, B.C. V5G 3H2.

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 \$14,000 each, payable at \$3500 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 \$1,500 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

In honour of Norman MacKenzie, President of UBC from 1944-1962, six scholarships to a minimum of \$1250 each in value are offered to students proceeding from one of B.C.'s regional or Community Colleges to UBC. 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. Deadline is May 15.

SIMON FRASER UNIVERSITY

The Honourable William M. Hamilton College Transfer Scholarships

Up to six scholarships are awarded annually. The total value of the award is \$15,000. In addition to the other criteria noted below, applicants must submit a 1000 word essay which includes the student's perception of the value of post-secondary education and some indication of future plans. Students from outside the lower mainland may be eligible for an additional \$1000 travel allowance.

The Ken Caple College Transfer Scholarships

Up to eight awarded annually. The total value of the award is \$7500. 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 28 for summer or fall registration and November 29 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 \$3000 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 \$4500 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 \$4500 Malkin award may not concurrently hold any other award administered by the University. A student holding a \$3000 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 March 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 \$3000. The other two will have an annual value of \$4500 and will be reserved for the two candidates the Committee feels are the most outstanding each year. A student holding a \$4500 T.S. McPherson Scholarship may not hold concurrently any other award administered by the University. A student holding a \$3000 T.S. McPherson Scholarship may

not hold concurrently any other award administered by the University having a value greater than \$1500. 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 March 15th. Normally award winners will be announced by May 31. Final confirmation of the secondary school recipients will take place after the release of the Provincial Scholarship Examination results in the summer. **

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

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

Faculty and Administration

CENTRAL ADMINISTRATION

Don Anderson.....	President
Geoff Harris	Vice President, Administrative Support Services
Michael Hill.....	Vice President, Educational Support Services
Brian Loptson.....	Registrar
Norbert Hartig	Manager, Open Learning
Larisa Tarwick	Manager, Program Support
Elizabeth Snyder	Special Education Coordinator
Patti Barnes.....	Learning Resources Coordinator
Peter Crompton	Manager, Facilities
Patrick Rife.....	Manager, Financial Services
Sheila McDonald.....	Manager, Human Resources
Betty Kofoed	Manager, Public Relations

WESTERN REGION

Prince Rupert & Queen Charlotte Islands

Administration

Sue Russell.....	Director
T.B.A.	Assistant Director
Vena Hachkevich.....	Student Advisor

Adult Basic Education

Marie Grinstrand	Coordinator/Instructor
Mona Izumi	Instructor
Anna Munger	Instructor
John Wood.....	Instructor

Adult Special Education

Wendy Abbott	Instructor
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Business

Ralph Troschke.....	Business Administration Instructor
Carol Pickell.....	Business Instructor

Career/Vocational

Andrew Batko.....	Marine Instructor
Wayne Kennedy	Welding Instructor

University Credit

John Hiom.....	Assistant Academic Head/Science Instructor
Rocque Berthiaume.....	Social Science
Karl McKenzie.....	Humanities

Queen Charlotte Islands Centre

Fran Fowler	Community Education Administrator
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CENTRAL REGION
Terrace & Nass Valley

Gary Morrison Director
 Jim Stone Assistant Director, Terrace
 Tony Reddy Manager, Ancillary Services
 Bev Kealty Student Services/Financial Aid
 Sandra Bullock Co-op Programs Coordinator
 Ian Hamilton Student Advisor
 Peter Haigh Community & Industrial Training Services
 Elaine Maikapar Community & Industrial Training Services

Adult Basic Education

Larry Bolingbroke Coordinator/Instructor
 Pat Carson Adult Basic Education
 Nirmal Parmar Adult Basic Education
 Jack Perry Adult Basic Education
 Ada Sarsiat Adult Basic Education

Adult Special Education

Debbie Holkestad Adult Special Education

Business, Management & Hospitality

Cathay Sousa Coordinator/Instructor
 Grant Bennest Business Administration
 John Campbell Business Administration
 Ann-Marie Merkel Office Careers

Health, Social & Community Services

Jake Muller Social Service Worker Coordinator/Instructor
 Doug Foster Social Service Worker
 T.B.A. Nursing Coordinator
 Joanne Thomson Nursing
 Kathy MacDonald Nursing
 Cheryl Brown Nursing
 Joan Turecki Early Childhood Education Coordinator/Instructor
 Nancy Hogue Early Childhood Education

Industry, Trades & Technology

Jim Bathgate Coordinator/Instructor
 Del Torgalson Millwright
 Bruce Mackee Mechanics
 Dick Coxford Carpentry
 Ivar Hernes Carpentry
 Brian Parkes Cook Training
 Bud Hallock TRAC
 Emile Marchand Welding

University Credit

Andre Klingner Academic Head/Psychology
 Allen Gottesfeld Biology/Geography
 Norma Kerby Biology/Geography
 Shannon Mark Anthropology/Sociology
 Jo Patterson French/English
 Eric Turner Physics/Math
 Peter Weber Economics/Political Science/History
 Sid Nair Chemistry/Math

Nass Centre

Linda Adams Community Education Administrator

SOUTHERN REGION
Kitimat & Kemano

Administration

Clive Hall Director
 Marie Godsell Student Advisor

Program Staff

Kay Hall Adult Basic Education
 Terry Stephan Adult Basic Education
 Christine Wozney Adult Basic Education
 Debbie Diehl Office Careers
 Bill Ralston Business Administration
 Roberta Bowen English as a Second Language
 Maria Raposo English as a Second Language

EASTERN REGION
Smithers, Hazelton, Houston & Stewart

Administration

Eileen Klassen Director
 Ingrid Neville Student Advisor

Program Staff

Alec Deas Adult Basic Education
 Bev Davidson Business Careers
 Terrie McCreary Business Careers
 Sandra Clark Business Careers

Hazelton Centre

T.B.A. Associate Director
 Anne Yunkws Student Advisor

Program Staff

Patrick Hayes Adult Basic Education
 Kathy Clay Addictions Resource Worker Coordinator/Instructor
 Bev Clifton Addictions Resource Worker Coordinator/Instructor
 Shane Campbell Forestry Technology Coordinator/Instructor
 John Clement Forestry Technology
 Leonard Vanderstar Forestry Technology

Houston Centre

Administration

T.B.A. Assistant Director
 Tanya Widmark Community Education Administrator

Program Staff

Sandra Lavallie Adult Basic Education
 Hilda Capak Business Careers

Stewart Centre

Kirsten Chapman Community Education Administrator

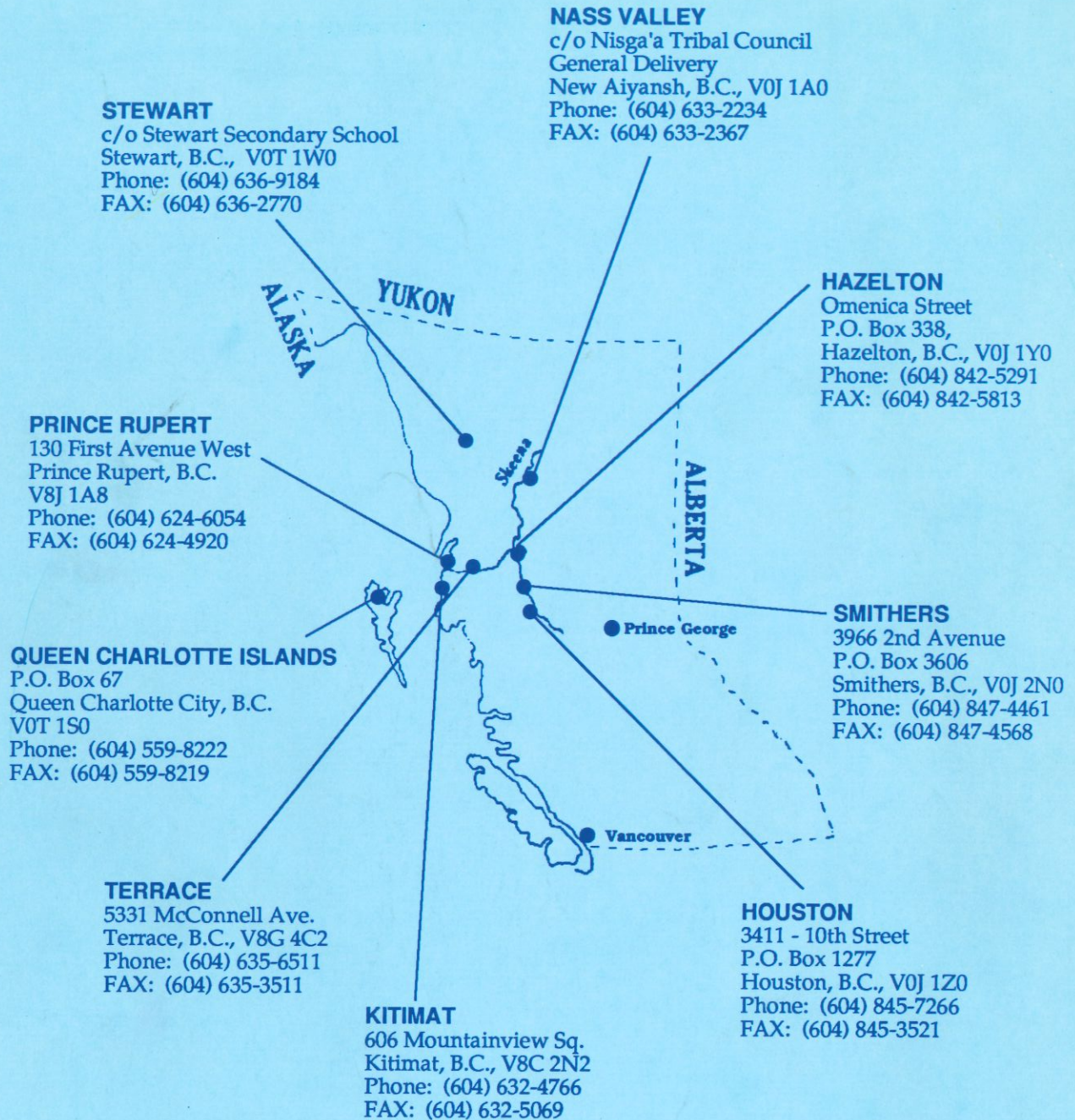
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NORTHWEST COMMUNITY COLLEGE CENTRES



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