

5-11-92 1992-1993

NWCC

NORTHWEST COMMUNITY COLLEGE



Calendar 1992/93

NOTE:

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 programmes 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.



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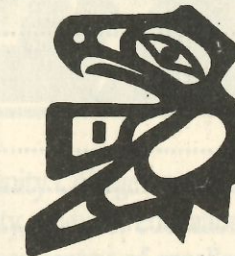
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Welcome to

Your Community College

Eighteenth Annual Calendar

1992 - 1993



NORTHWEST COMMUNITY COLLEGE

PURPOSE OF THIS CALENDAR

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

TABLE OF CONTENTS

Message from the President	3
Dates to Remember	4
College Board	5
Mission Statement and Operating Principles	5
GENERAL INFORMATION	
Admission and Registration	9
Fees	9
Financial Aid	11
Student Conduct Policy	12
Grading Policies and Procedures	13
Appeals	15
Services Available to Students	17
PROGRAMMES	
Addiction Resource Worker	21
Adult Basic Education	23
Adult Special Education	26
Business Administration	27
Continuing Care Assistant	32
Cook Training	32
Early Childhood Education	33
Preschool Aide Training Programme (P.A.T.)	37
First Aid	38
Forest Technology	39
Industry/Trades/Technology Training	43
Literacy and English as a Second Language	46
Nautical Studies	47
Nursing	49
Office Careers	53
Social Service Worker	57
University Credit	59
Wilderness Guiding Skills	80
Financial Aid Sources	83
Administration and Faculty	99
Index	103

MESSAGE FROM THE PRESIDENT



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

We expect 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 assisting you to access quality 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.

D. W. Anderson,
President

DATES TO REMEMBER

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

1992

Apr. 17	Good Friday Holiday
Apr. 20	Easter Monday Holiday
Apr. 24	Lat day classes - Career & University Credit
Apr. 25	Graduation Ceremonies - in Terrace
Apr. 27	Extended practicums begin - ARW, ECE & SSW programmes.
May 4	Co-op Work Term, Forestry Years 1 & 2, Bus. Admin. Year 1.
May 18	Victoria Day Holiday
May 29	Nursing Trimester 2 & 5 end.
June 1	June Intensive begins - ECE.
June 19	E.C.E. June Intensive ends. Extended practicum ends for most Career programmes.
July 1	Canada Day Holiday
Aug. 3	B.C. Day Holiday
Sept. 4 - 10	Orientation programmes for all students occur at all Centres.
Sept. 7	Labour Day Holiday. Residence staff in Terrace will be on duty for arriving students from 1 - 5 pm.
Sept. 8	Commencement of classes for programmes beginning Sept. Nursing trimesters 3 & 6 begin.
Sept. 18	Last day for LATE registration and course changes.
Oct. 12	Thanksgiving Day Holiday
Oct. 16	Last day for official withdrawal from trimester courses.
Oct. 30	Last day for official withdrawal from semester courses.
Nov. 11	Remembrance Day Holiday
Nov. 27	Nursing trimesters 3 & 6 end.
Nov. 30	Nursing orientation begins.
Dec. 7	Nursing trimesters 1 & 4 begin.
Dec. 18	Last day of classes for Fall semester.
Dec. 19	Residence & Cafeteria CLOSED - (Dec. 19 to Jan. 1/93)
Dec. 25	Christmas Day Holiday
Dec. 28	Boxing Day Holiday

1993

Jan. 1	New Year's Day Holiday
Jan. 4	Registration and commencement of classes. Co-op work term begins, Business Admin. Year 2.
Jan. 15	Last day for LATE registration and course changes for Career and University Credit programmes.
Jan. 29	Last day for official withdrawal from trimester courses.
Feb. 22-26	Spring Break for University Credit.
Feb. 26	Last day for official withdrawal from semester courses.
Mar. 5	Nursing trimesters 1 & 4 end.
Mar. 15	Nursing trimesters 2 & 5 begin.
Apr. 9	Good Friday Holiday
Apr. 12	Easter Monday Holiday
Apr. 23	Last day of classes for University Credit programme. Last day for official withdrawal from trimester courses.
Apr. 30	Last day of classes for ARW, Bus. Admin., ECE, & SSW programmes.
May 3	Extended practicums begin for ARW, ECE and SSW programmes.
May 8	Graduation Ceremonies - in Terrace
May 24	Victoria Day Holiday
June 4	Nursing trimesters 2 & 5 end.
June 7	June intensive session for ECE begins.
June 9	Practicum ends for ECE.
June 30	Extended practicum ends for most Career programmes. Vocational classes end.
July 1	Canada Day Holiday

1992-93 COLLEGE BOARD

Appointed by the Lieutenant-Governor in Council

John Badr - Kitimat
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
John Pousette - Terrace
Hans Wagner - Kitimat
Nancy Wilson - Prince Rupert

*Board meetings are held each month. Agendas are posted throughout the College region.
Students, Staff and the General Public are welcome!*

MISSION STATEMENT AND OPERATING PRINCIPLES

"Our mission is to see that adults of Northwestern British Columbia have equitable access to quality learning opportunities where they live and work"

1. We assume general responsibility to act as both a provider of and a catalyst for adult educational programmes in our region. Innovative cooperation, coordination, partnerships, integration and articulation with both public and private agencies, institutions and businesses are key to our success.
2. We are not a community unto ourselves. We will share our expertise in adult education with our communities and conversely fully utilize and support the services offered more appropriately by other community agencies.
3. We will develop an institutional capability to not only identify and respond to changing knowledge base requirements but to proactively anticipate and prepare for change that is essential to a changing society.
4. We will recognize knowledge requirements created by the shift to lifelong learning and the need to expand opportunities for all under-represented groups.
5. We are committed to decentralize educational and training services so that the opportunities are equitably shared by residents of our region.
6. We will use innovative, creative and flexible techniques for programme delivery. This has implications for scheduling, self-paced learning, distance learning, and well articulated programmes, location of facilities and availability of services.
7. We are committed to quality programming and will carry out comprehensive learner follow-up which emphasizes the value and relevance of what is learned and applied rather than the process through which it was acquired.
8. We will provide high quality advice and services to our clients which focus on their needs and expectations and recognizes that their interests are paramount to our operation.
9. We will demonstrate a genuine commitment to the ethical and fair treatment of the men and women who develop, deliver and support the educational process of the College.
10. We will be accountable to demonstrate that programmes and services supported by public funds meet clear and valid objectives and are cost effective. College operations will always be open to public scrutiny.

ADMISSION AND REGISTRATION

ADMISSION AND REGISTRATION

Northwest Community College is pleased to admit individuals possessing the minimum level of high school graduation or equivalent. Students may be required to complete placement tests or additional academic requirements before enrolling in the program of their choice.

College students should possess the academic qualifications required for enrollment in the program of their choice. Students who are unable to begin studies when space is available.

International students will be accepted on a case-by-case basis. Students who are unable to begin studies when space is available.

Application Procedure

All new students are strongly encouraged to meet with an advisor before applying to an academic program. The advisor will assist in determining the correct course of study.

1. Obtain an application for admission.
2. Complete and return the application form with the following items:
 - Official transcript of high school record
 - High school transcript
 - Official transcripts of any post-secondary work
 - Non-refundable admission deposit of \$50.00. (This deposit will be applied to the tuition owing at registration. In the event that a student does not enroll in the desired program and the College is unable to offer a first start date, the deposit will be refunded to any applicant who, after choosing to withdraw their application, re-enrolls in a program within the next semester.)

***NOTE:**
Official transcripts can usually be obtained from the Registrar's office at the last post-secondary institution attended. High school transcripts can be obtained by contacting the last high school attended. Applicants who are unable to obtain transcripts through the normal process should contact the Centre they are applying to or attach a note to the application so that an alternate assessment may be arranged where possible.

3. Applications that have not met all of the above requirements will not normally be processed. In the event that a candidate's academic record is not sufficient to warrant admission, the student will be notified in writing of the reasons for the decision. This will allow the student to appeal the decision if desired.
4. Applications for admission to a program of study are accepted on a first-come, first-served basis. The College does not accept applications for admission to a program of study if the program is full.

Registration

Students are required to register for classes before the start of each semester. Registration is completed by the Registrar's Office. Students who are unable to register when space is available.

GENERAL INFORMATION

FEES

Fees listed are for September 1991/92.
(All times of printing - 1992/93 fees are under review.)

Tuition

Semester Based Programmes
Admission, Resource Worker, Business Administration, Early Childhood Education, Forest Technology, Social Service Worker, University Credit
- \$12.50 per credit hour per semester to a maximum of \$407.50.

Nursing
- \$32.50 per credit hour to a maximum of \$325.00 per semester.

Variable Length Programmes
Adult Basic Education, Adult Special Education, Continuing Care Assistant, Cook Training, English as a Second Language, Nautical Studies, Office Career, Industry Trades & Technology
- \$31.50 per week payable in advance for the semester.

ADMISSION AND REGISTRATION

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

College admission procedures ensure equal opportunity of access to programmes for students who have the academic qualifications required by the programme and are able to begin studies when space is available.

International students will be accepted in some programmes 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 nearest centre.

To apply for a programme at the College an applicant should:

1. Obtain an application for admission form from any of our centres.
2. Complete and return the application form to the centre he or she wishes to attend along with:
 - high school transcripts*;
 - official transcripts of any post-secondary schooling*;
 - a non-refundable admission deposit of \$50.00. (The deposit will be applied to the tuition owing at registration. In the event that a waitlist exists for the desired programme and the College is unable to offer a firm start date, the deposit will be refunded to any applicant who later chooses to withdraw their application.)
 - some programmes will require additional documentation.

* NOTE:

Official transcripts can usually be obtained from the Registrar's office at the last post-secondary institution attended. High school transcripts can be obtained by contacting the last high school attended. Applicants who are unable to obtain transcripts through the normal process should contact the Centre they are applying to or attach a note to the application so that an alternate assessment may be arranged where possible.

3. Applications that have not met all of the above requirements will not normally be processed. In the event that a conditional acceptance is offered it can be suspended if stated deadlines in their acceptance are not met. This would allow other qualified applicants to be offered a space.
4. During the two weeks before the start of a programme spaces are open to any qualified applicant who is 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 programme.

FEES

Fees listed are for September 1991/92.
(At time of printing - 1992/93 fees are under review.)

Tuition

Semester Based Programmes

Addiction Resource Worker, Business Administration, Early Childhood Education, Forest Technology, Social Service Worker, University Credit:
- \$32.50 per credit hour per semester to a maximum of \$487.50.

Nursing

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

Variable Length Programmes

Adult Basic Education, Adult Special Education, Continuing Care Assistant, Cook Training, English as a Second Language, Nautical Studies, Office Careers, Industry, Trades & Technology:
- \$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	Student Association	\$1.00/mo.
Late Payment	\$10.00	Student Activity	\$6.25/mo.
Reinstatement	\$25.00	Canadian Federation	
Uniform Clearing	\$10.00	of Students	\$3.75/sem.

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

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 programmes 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 Programmes

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 Programmes

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

Part-time Programmes

(Including all part-time CES courses and all part-time vocational courses)

1. Withdrawal before the second class - 100% of tuition fees, less a \$10.00 administration charge.
2. Withdrawal after the second class - NO REFUND.
3. Special registration and refund policies apply to courses labelled as "Designated Courses". NO REFUND will be made after the pre-registration date unless the space can be sold to another student. The withdrawing student will be refunded 100% of the tuition fee, less a \$10.00 administration charge.

FINANCIAL AID

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

PER SEMESTER OR 4-MONTH TERM	
Living at Home	
Tuition	\$ 392 - 488
Books & Supplies	100 - 1,200
Room and Board	0 - 1,400
Local Transportation	150
Miscellaneous	500
Total Costs	\$ 1,142 - 3,738
Living on Campus	
Tuition	\$ 392 - 488
Books & Supplies	100 - 1,200
Room and Board	1,700 - 2,300
Local Transportation	75
Miscellaneous	500
Total Costs	\$ 2,767 - 4,563
Living in Rental Accommodation	
Tuition	\$ 392 - 488
Books & Supplies	* 100 - 1,200
Room and Board	2,600 - 3,400
Local Transportation	150
Miscellaneous	500
Total Costs	\$ 3,742 - 5,738
*depending on programme of study	

These figures are only estimates and do not, for example, include the costs for moving or for travel to and from home for weekends or holidays.

There are a substantial number of types of financial aid available to students attending Northwest Community College.

Further details about each of the following programmes can be found in the "Financial Aid Sources" section at the back of this calendar. You can obtain more information and applications from your local Student Advisor or the Financial Aid Office in Terrace.

Adult Basic Education Student Assistance Plan

Adult Basic Education Student Assistance Plan (ABESAP) is a provincially sponsored programme which provides support for direct educational costs (for example, tuition) to students enrolled in Adult Basic Education programmes such as Basic Literacy, Academic Upgrading, English Language Training or Employment Orientation.

British Columbia Student Assistance Programme

The programme 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 programme 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.

Bursaries

Bursaries are awarded to students based on satisfactory academic achievement, financial need and programme of study. Information is available on bursaries administered by the NWCC Awards Committee as well as those offered privately.

Emergency Aid

There are two types of emergency aid available to NWCC students;

- (1) The Students' Association offers non-repayable funds to assist students who face emergency expenditures.
- (2) The Thunderbird Loan Fund can be used for small short-term loans.

Entrance Scholarships

Scholarships are awarded to students based on their academic achievement and programme 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.

Sponsorship

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

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

STUDENT CONDUCT POLICY

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.

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.

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 programmes 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 programmes. 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 or clinical 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 may 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. The instructor will arrange an alternate method of evaluation, 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.

GRADING POLICIES AND PROCEDURES

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 course outline at the start of the course which will include a description of how your final grade will be determined. 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 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 programmes 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 programme. After this date withdrawals will be allowed only 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 Programme Closure

In some continuous entry and exit programmes a student's enrollments 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	n/a	Incomplete (Extension granted, changes to F if not completed.)
NC		Credit not granted
W	n/a	Withdrew during allowed period.
UW	n/a	Unofficial Withdrawal. Student did not complete course.
EX		Exemption Granted for Advanced Standing
CIP		Course in Progress
TRF	n/a	Transfer to different level or status of enrollment.
PC	n/a	Partial completion or programme 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.

Certificates and Diplomas

Northwest Community College issues a variety of cards and certificates to recognize attendance, completion and/or achievement in many non-credit programmes. Full certificates are awarded on successful completion of credit programmes in Basic Training, Pre-employment and Career Programmes. 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) Programme
- 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 programmes 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 Programmes 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. Students in some vocational programmes are covered for certain benefits under the College's Workers Compensation coverage. This benefit is limited to rehabilitation costs and does not cover hospital and medical costs that would otherwise be covered by a provincial medical plan.

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.

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.

APPEALS

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.

Appeal for 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. 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.

General

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 Appeal Committee composed as follows:

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

If any member of this Committee is party to a particular grievance, he or she shall not serve on the Committee for the duration of those proceedings. Alternates may be named by the President, Centre Director or Student Association as appropriate. To ensure continuity, it would be desirable to have one member of each of the groups mentioned above serve for two years. The remaining members would serve for a minimum of twelve months.

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

Grade Appeal Procedure

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.

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 programme 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.

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.

SERVICES AVAILABLE TO STUDENTS

Books & Supplies

Textbooks and course materials for most College courses and programmes are available at the Bookstore. The Bookstore also sells general interest books, stationery, backpacks, clothing and memorabilia. A 'special order' service is available through the Terrace Bookstore and they will be pleased to assist companies and individuals in acquiring books for apprentices, training programmes and general interest.

Career Resources

Each Centre has calendars, books and periodicals with information on a wide variety of topics including career planning, personal development, college and university programmes.

Co-operative Education

Co-operative Education is a programme that formally integrates academic studies with related work experience. It provides an opportunity to learn by doing.

Students alternate periods of full-time study with periods of full-time productive work in business, industry or government. All employment opportunities for co-operative education students are approved by the College to ensure suitability and students on a work term are monitored by the College with on-site visits.

Students undertake more than one work term allowing them exposure to a variety of experiences and insight into the various opportunities within their chosen careers. The close liaison between the College, the employer and the student results in many benefits for each.

Co-operative Education is currently offered in the following programmes: Business Administration and Forest Technology.

Financial Aid

You may wish to contact the Student Advisor in your centre, or the Financial Aid Officer in Terrace if you have questions about financing your education. See the "Financial Aid Sources" 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 in English, Math, Social Studies and Science. GED testing is scheduled throughout the year. Contact your College centre for dates and procedures.

Housing

Residence space is available on the Terrace centre 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 can be obtained by contacting the Residence Office, Northwest Community College, P.O. Box 726, Terrace, B.C. V8G 4C2.

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:

- 28,000 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.

Recreational Activities

There is a Recreation Centre at the Terrace centre 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 centres. 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 programmes 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 programme requirements, course content at Northwest Community College and other educational institutions.

STUDENTS WITH SPECIAL NEEDS

A range of services is available to enable students 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

At the Terrace centre there are male/female dorms equipped for students with a physical disability. In all other centres you may obtain advice on accommodation from the Student Advisor.

Equipment Loans

A wide range of equipment is available for loan. Examples of equipment which can be borrowed includes Keyguards, therapeutic chairs, back support cushions, touch talker computer, braille, MPrint, amplified headphones, TV decoder, unicorn membrane board, variable speed 4 track recorder 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.

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.

Pre-Registration Assistance

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

Programme Support

Programme support items available include: Exam adoptions (oral, taped, extended time, etc.), NCR paper (non carbon required paper), tapes/tape recorders, photocopy pass for lectures notes, talking books, interpreters, mobility assistance and tutors.

Telephones

At the Terrace centre TDD and telephone with amplification are available.

PROGRAMMES

Admission Requirements

1. Have Grade 12 graduation with English II or Communication II or ABE Advanced English.
2. Current Immunization with a current negative chest x-ray as certified on the College's Immunization Record.
3. Completion of the College's medical assessment.
4. Successful completion of a placement test in English.
5. Submit a personal resume detailing work experience over the last five years.
6. Submit a letter of intent explaining the reasons for the two year pre-employment application to the programme. The letter will be reviewed by the programme coordinator and the selection panel. Letters of reference from employers, teachers or community leaders are a valuable asset.

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

Students should be prepared to complete a placement test in English before the start of the programme. The placement test will be administered at the college's computer lab.

Programme Outline

- ENGL 101 - English I
- ENGL 102 - English II
- ENGL 103 - English III
- ENGL 104 - English IV
- ENGL 105 - English V
- ENGL 106 - English VI
- ENGL 107 - English VII
- ENGL 108 - English VIII
- ENGL 109 - English IX
- ENGL 110 - English X
- ENGL 111 - English XI
- ENGL 112 - English XII
- ENGL 113 - English XIII
- ENGL 114 - English XIV
- ENGL 115 - English XV
- ENGL 116 - English XVI
- ENGL 117 - English XVII
- ENGL 118 - English XVIII
- ENGL 119 - English XIX
- ENGL 120 - English XX

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 programme provides training in the addiction field at a paraprofessional level. Paraprofessionals are persons with work experience or specialized training who are generally trained to assist professionals but do not themselves have professional training and credentials. Students who successfully complete the programme will be eligible for entry level employment as paraprofessionals, able to recognize their own strengths and weaknesses and able to undertake professional development on an on-going basis.

The 10 month programme 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 programme 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 with English 12 or Communications 12, or ABE Advanced English.
2. Current immunizations and a current negative tuberculin screening as certified on the College's Immunization Record.
3. Completion of the College's Medical Assessment.
4. Successful completion of a placement test in English.
5. Submit a personal resume detailing work/volunteer experience over the last five years.
6. Submit a letter of reference attesting to continued sobriety for the two years preceding application to the programme. 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 programme.

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 programme runs from September through June each year and is available at our Hazelton Centre only. The programme includes 8 months of course work and a 2 month practicum at a location in B.C., Alberta or the Yukon.

SPECIAL NOTE: Classes start in September but there are two workshops and an orientation that students are encouraged to attend before the beginning of Term 1. The first workshop is from August 17-21 and it deals with Study Skills. The second workshop is from August 24-28 and it is an intensive writing workshop. The orientation for the NWCC Hazelton campus is from August 31 - September 2. These sessions would be very beneficial to students wishing to enter the programme. For more information contact the Hazelton Centre.

Fees

Please see page 9.

Financial Aid and Sponsorship

Please see Financial Aid Sources on page 83.

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 Programme 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 Programme Coordinator, agency supervisor and student) or be required to withdraw from the programme.

Programme Outline

Term 1

- ARW 151: Communication Skills I
- ARW 153: Addiction and Solvent Abuse I
- ARW 155: Native Studies I
- ARW 157: Community Resources I
- ARW 159: Life Skills
- ARW 161: Study Skills & Resources
- ARW 163: Family, Health & Nutrition
- PSYCH 101: Introductory Psychology I
- SOCI 101: Introductory Sociology I

Term 2

- ARW 152: Communication Skills II
ARW 154: Addiction and Solvent Abuse II
ARW 156: Native Studies II
ARW 158: Community Resources II
ARW 160: Group Theory & Dynamics
ARW 162: Recreational Therapy
ENGL 151: English for the Social Oriented Careers
PSYC 102: Introductory Psychology II
SOC 205: Sociology of the Family

Term 3

- ARW 165 -3: Practicum

COURSE DESCRIPTIONS

ARW 151-3.0: Communication Skills I

This course introduces the student to basic communication skills and related theory. Specific areas of study are self concept, perception, emotions, language, non-verbal communication, listening and understanding. The students will be able to practice these skills through in class discussions, activities and written assignments.

ARW 152-3.0: Communication Skills II

This course involves the study of the dynamics and skills of the counselling process. Various theories of change and crucial skills and techniques of change will be explored and developed. The course involves lectures, discussions and skill building laboratory experiences. The course uses Gerard Egan's model of communication and the counselling process as well as a basic understanding of several other models (i.e. Behavioral Therapy, Rogerian Therapy, Reality Therapy, Gestalt Therapy, Transactional Analysis). Prerequisite: ARW 151.

ARW 153-3.0: Addictions and Solvent Abuse I

This course covers the historical development of substance abuse in today's society. The knowledge given in the course relates to the four major psychoactive drug categories. The student will learn about each category and the drugs associated with that category. The student will gain a solid understanding of the physical and mental effects of psychoactive drugs on the body and the brain. Also covered will be the types of tolerance, development of polydrug patterns, the use of drugs in our society, and finally the different approaches to treatment of substance abusers.

ARW 154-3.0: Addiction and Solvent Abuse II

This course will examine the different methods used in dealing with and treating substance abuse. The course will review practical drug and abuse concepts, as well as looking at assessment and interview

techniques. Also covered will be treatment planning strategies and types of treatment plans used in dealing with substance abusers. Prerequisite: ARW 153.

ARW 155-3.0: Native Studies I

This course introduces the cultures of various native peoples across Canada. The emphasis will be on social structure, kinship systems, traditional values, philosophy and spirituality. Comparisons will be made between these various structures and the European counterparts, enabling the student to see both the similarities and the differences. Applicable guest speakers will make presentations to the class.

ARW 156-3.0: Native Studies II

This course introduces in some detail the first nations of the Pacific Northwest, specifically the Gitksan, the Tsimshian and the Nisgaa. Students will examine each of the cultures and focus on the similarities and the differences amongst these neighboring culture groups. The emphasis is on social structure and health. The course will attempt to have students understand aboriginal tradition as the strength of the future, and become culturally sensitive to native concepts. Prerequisite: ARW 155.

ARW 157-3.0: Community Resources I

This course introduces the student to the concept of holistic health in relation to communities. It will allow the student to look at the various types of services that can exist in a community. The students will also be introduced to the concept of "Healthy Communities: The Process", and how communities can take action in making their environment a happier and healthier place to be. The importance of Needs Assessment in relation to Community Needs will also be covered. The students will gain knowledge and skills needed to be an effective resource person in the community.

ARW 158-3.0: Community Resources II

This course will familiarize students with both local and regional resources available in the Northwest. The students will be introduced to a variety of career people in the community, thus enabling them to clearly identify their own career objectives and goals. Students will learn the importance of networking as people in the helping profession and how to utilize all resources available to them. Prerequisite: ARW157.

ARW 159-3.0: Life Skills

This course is designed to help students describe their values in relationships to their goals and to demonstrate creative problem solving techniques. Emphasis will be placed on developing self esteem and its relation to perceptions about self and others. Other issues covered include professionalism and ethics.

ARW 160-3.0: Group Theory and Group Dynamics

This course teaches the student about various group theories and group dynamics. The student will learn about groups as well as skills in facilitating groups. Also covered will be the importance of self help groups, ethics and confidentiality.

ARW 161-3.0: Study Skills and Resources

This course is designed to give students skills in studying for college. Emphasis is placed on personal and external resources available to students. Areas covered include: time management, memory techniques, note taking, reading methods, research techniques, effective writing, effective communication and studying for exams.

ARW 162-3.0: Recreational Therapy

The purpose of a leisure education programme is to increase awareness and to provide options to the individual to have some form of leisure programme in his/her life. In this course students will examine their interests and participation patterns, at the same time gaining knowledge about programme planning, implementation and evaluation. The major emphasis is to develop an understanding of the process required to adapt activities in order to meet individual client needs and abilities.

ARW 163-3.0: Family Health and Nutrition

This course gives the student knowledge in the effects of Substance Abuse on the family as a unit and on the individual members. Also covered will be nutrition and how substance abuse affects the body's ability to metabolize the nutrients of our food. The emphasis will be on what a healthy lifestyle is in terms of food nutrition and emotional well being. This course will also involve a Survival First Aid Course.

ADULT BASIC EDUCATION

The Adult Basic Education programme prepares students for admission to career and vocational programmes or post-secondary studies and/or for employment which requires secondary school education. The programme includes courses comparable to those in secondary school. Students can (space permitting) start the programme at any time during the year. Classes are often 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 programme, an instructor will

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

The programme 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. Students must discuss their background and plans with an advisor or instructor when applying to the programme.

How to Apply

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

Dates and Location

The programme is available from September to June at all College centres and throughout the summer in Terrace. Students can (space permitting) start the programme 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 Fees section, page 9, 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 programmes. Sponsorship from government agencies and native bands may be available.

Programme Outline

The ABE programme 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 programme requirements.

COURSES

ABE Fundamental Level

MATH 020: Math ENG 020: English

ABE Intermediate Level

MATH 030: Math ENG 030: English
MATH 031: Business Math SCI 030: Science
MATH 032: Trades Math SOSC 030: Social Sciences

ABE Advanced Level

MATH 040: Math (Algebra) BIO 040: Biology
MATH 041: Business Math CHEM 040: Chemistry
MATH 045: Developmental Math PHY 040: Physics
ENG 040: English COMP 040: Computer Studies

ABE Provincial Level

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

COURSE DESCRIPTIONS

ABE FUNDAMENTAL LEVEL

Mathematics 020: 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. Prerequisites: Placement at the Fundamental Level.

English 020: 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. Prerequisites: Placement at the Fundamental Level.

ABE INTERMEDIATE LEVEL

Mathematics 030: 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. Prerequisites: Math 020 or placement at the Intermediate Level.

Mathematics 031: Business Math

The goal of this course is to enable students to acquire mathematical knowledge, skills, and strategies needed to enter Office Careers Certificate programmes 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. Prerequisites: Math 020 or placement at the Intermediate Level.

Mathematics 032: Trades Math

This course is intended for students going on to vocational programmes. Topics include percentages, ratio and proportion, geometry, basic algebra, equations, exponents, measurement, Ohm's Law, factoring, algebraic fractions and graphs. Prerequisites: Math 020 or placement at the Intermediate Level.

English 030: 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. Prerequisites: English 020 or placement at the Intermediate Level.

Science 030: 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. Prerequisites: Some intermediate level math skills are required for some units.

Social Sciences 030: 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. Prerequisites: English 020 or placement in Intermediate level English.

ABE ADVANCED LEVEL

Mathematics 040: Algebra

This course is intended to prepare students to enter Provincial Level Mathematics courses and to provide sufficient mathematical knowledge to satisfy grade 11 prerequisites for vocational career and university programmes. Topics include real number systems, solving equations, systems of equations, inequalities, polynomials, functions, fractional expressions, exponents, quadratic equations, and trigonometry. Prerequisites: Math 030 or placement at the Advanced Level.

Mathematics 041: Business Math

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. Prerequisites: Math 030 or Math 031 or placement at the Advanced Level.

Mathematics 045: Developmental Mathematics

This course could be used to prepare students for Math 040 or for other college programmes requiring an advanced level math. Topics include rational numbers, radicals, polynomials, equations, analytical geometry, linear systems of equations, factoring, rational expressions and trigonometry. Prerequisites: Math 030 or Math 031 or Math 032 or placement at the Advanced Level.

English 040: English

Students will develop reading and writing skills to prepare for further career and university programmes. 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. Prerequisites: English 030 or placement at the Advanced Level.

Biology 040: 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. Prerequisites: Science 030 or Grade 10 Science or placement at the Advanced Level.

Chemistry 040: 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. Prerequisites: Math 030 or equivalent or successful completion of a Math Pre-test. Students without a recent background in Chemistry will be required to complete the Science 030 Chemistry units.

Physics 040: 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. Prerequisites: Science 030 or equivalent and Math 030 or placement at the Advanced Level. Corequisite: Math 040.

Computer Studies 040: 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. Prerequisites: Math 030 or placement at the Advanced Level.

ABE PROVINCIAL LEVEL

Mathematics 050: Mathematics

This course will provide students with the algebra and trigonometry skills necessary for entry to academic, technical, and vocational programmes 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). Prerequisites: Math 040 or placement at the Provincial Level.

English 050: 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. Prerequisites: English 040 or placement at the Provincial Level.

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. Prerequisite: A recent background in Math, Biology and Chemistry at the Intermediate Level is required.

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. Prerequisites: Chemistry 040 or equivalent and placement in Advanced Level Math.

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. Prerequisites: Physics 040 or equivalent.

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. Prerequisites: Social Sciences 030 or equivalent and English 040 or equivalent.

ADULT SPECIAL EDUCATION

Northwest Community College hopes to meet the challenge of providing accessible education by offering 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/Career Preparation

The Employment Readiness programme is intended to prepare a student to be work ready. The aptitudes of students will be explored. Objectives of the programme include developing good work habits, increasing awareness of work site expectations and to provide on-the-job experience. The programme starts in September 1992. Early registration is preferred.

Pre-School Aid Training (P.A.T.)**

Students interested in enrolling in the P.A.T. programme must first take the 7 month Employment Readiness/Career Preparation course.

During this 7 month Career Preparation course students will:

- Demonstrate an interest and aptitude for working with young children.
- Demonstrate a commitment to Early Childhood Education
- Become orientated to the P.A.T. programme
- Develop study skills
- Confirm career goals.

** See *Early Childhood Education for a detailed programme description.*

Basic Literacy/Functional Literacy

A course which helps students to develop their academic skills. The course starts in September 1992 and students can start at any time.

Special Interest Courses

A series of programmes intended to provide students with the opportunity to improve their lifeskills. Examples of programmes 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 or the Student Advisor at your nearest College Centre.

BUSINESS ADMINISTRATION

The Business Administration programmes 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 programmes 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 programmes available and their employment objectives are:

Diploma in Business Administration - Accounting Option

Graduates of the programme 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) programmes. 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 programme 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.

Programme Locations

The first year Business Administration programme for both options is available at the Terrace, Kitimat 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 programme 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 programme but will not have the additional credits for Cooperative Education. Students not participating in the Coop component of the programme will have the same academic schedule as those who do.

The schedule for the full-time Business Administration programme is as follows:

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 Math 11, ABE Provincial, or GED with Math 040 (with a minimum B average).

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.

Programme Starting Dates

The programmes start on the first business day of September.

Fees

Please see page 9.

Financial Aid and Sponsorship

Please see Financial Aid Sources on page 83.

Diploma in Business Administration

First year for all specializations includes the following courses:

ACCT 150/151	Financial Accounting
BCPT 150	Business Computers
BCPT 154	Computerized 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

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

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 254	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.
Prerequisite: ACCT 150.

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. Prerequisite: ACCT 151.

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. Prerequisite: ACCT 250.

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. Prerequisite: ACCT 151.

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. Prerequisite: ACCT 252.

Accounting 254-3.0: Auditing
Basic internal auditing procedures plus internal control features are covered. Audit programme, 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. Prerequisite: ACCT 151.

Business Computing 150-3.0: Microcomputer Business Applications
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 154-2.0: Computerized Accounting Systems
A hands-on application course which introduces accounting students to developments in the field of computerized accounting.
Prerequisite: BCPT 150, and ACCT 101/102 or ACCT. 150.

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. Prerequisite: BCPT 150.

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. Prerequisite: ACCT 151, MATH 150 and MATH 151.

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. Prerequisite: BFIN 250.

Business Law 152-4.0: Canadian Business Law
The student will acquire an understanding of law as it applies to the business community. As an employer or employee, he/she will be able to recognize legal pitfalls and will have the tools to deal with them.

Business Management Simulation 250-3.0: Business Management Simulation
This course is intended to provide students with an opportunity to manage a business. Students will work in teams to operate a large industrial company through 4 or 5 simulated years of its business life. Decisions made by the management team will have both immediate and deferred consequences. Your company will be competing against others in your class to simulate a challenging and competitive business environment. Prerequisite: Completion of Year-1, plus minimum 2nd year credits.

Business Policy 250-3.0: Canadian Business Policy
The primary objective of this course is to illustrate to the student that success in business is a function of addressing a range of business issues. Through the use of the case approach, and with the development of a strategic management process, students will become skilled at planning for the future, evaluating the effectiveness of the business, developing a strategic action plan, and implementing plans. This

course is to be considered the capstone course of the 2-year General Management Option in the Business Administration Diploma programme. Prerequisite: Completion of Year-1, plus minimum 2nd year credits.

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 201-3.0: How to Start a Small Business
The primary purpose of this course is to provide you with an appreciation of the requirements for success in an entrepreneurial career and to give you some understanding of the dynamics of the new venture start-up and development process. Working in groups, students will put together a business plan and business concept for a new small business venture. Prerequisite: Any previous accounting knowledge.

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. Prerequisite: MGMT 150.

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.

Management 253-3.0: Labour Relations

This course studies the history and present system of trade unionism, collective bargaining, contract interpretation and labour relations law. This course is intended to be practical so the latter half of the course is dedicated to cases and a major contract negotiation simulation. Prerequisite: MGMT 150.

Management 254-3.0: Operations Management

To survey the production function in business with specific emphasis on the operation of production systems. This includes decision-making, capacity planning, aggregate planning, forecasting, inventory management, distribution planning, scheduling, facilities layout and quality control. Prerequisite: MGMT 150, MATH 150 and MATH 151.

Marketing 150-3.0: Introduction to Marketing

An introduction to marketing principles and management focusing on the problems of the marketing manager in the measurement of marketing opportunities and the allocation of marketing effort. Emphasis is on decision-making in a marketing context.

Marketing 251-3.0: Advertising

The student will gain an understanding of how advertising fits into the marketing milieu: advertising philosophy and purpose, organization of the advertising function; advertising agencies; creative processes; copy, layout media - newspapers, radio, TV, magazine, direct mail, outdoor, public relations; overall strategies and campaigns. Prerequisite: MRKG 150.

Marketing 252-3.0: Tourism Marketing

Participants will learn about tourist expectations and the impact of marketing the tourism product. They will gain an appreciation of the concept of pricing and the costs, revenues and profits that are considered when pricing tourism products. They will understand guest service as the key element of success in the tourism enterprise, and the importance of their own role in creating and promoting the service attitude in their daily work with staff and guests. Participants working in non-public-contact roles will appreciate the importance of their support in meeting the operation's service objectives. Prerequisite: MRKG 150 or TSDP 102

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. Prerequisite: ACCT 150.

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 (CMA)	Institute of Chartered Accountants of B.C. (CA)	Certified General Accountants (CGA)	Open College
ACCT. 150 ACCT. 151	INTRO. ACCT. 111	INTRO. FINANCIAL ACCOUNTING	FA I	BUSM 131 BUSM 132
ACCT. 250 ACCT. 251	INTERMED. ACCT I 229 INTERMED. ACCT II 339	INTERMED. FINANCIAL ACCOUNTING	FA 2	
ACCT. 252 ACCT. 253	MANAGE. ACCT II 341 (WITH NWCC BENG 150)	INTRO. MGMT. ACCTG. COST ACCTG.	MA I	
ACCT. 254	INTERNAL AUDITING 452			
BCPT. 150	COMPUTERIZED INFO SYSTEMS 214	COMPUTERS	MS I (NWCC BCPT 250)	CMPT 110
BCPT. 250	ACCT. INFO. SYSTEMS 451	MANAGEMENT INFO. SYSTEMS	MS I (NWCC BCPT 150/250)	CMPT 120
BENG. 150	SEE ACCT. 252/253		BUSINESS WRITING	ENGL 107
BFIN. 250 BFIN. 251	FINANCIAL MANAGE. 442	FINANCE	FN I	BUSM 236
BLAW 152	COMMERCIAL LAW 122	COMMERCIAL LAW		
ECON. 150 ECON. 151	ECONOMICS 212	ECONOMICS	ME I (NWCC ECON 150* & MATH 151*) EC 2 (NWCC ECON 151*)	ECON 200 ECON 201
MATH 150		MATHEMATICS	ME I	MATH 107
MATH 151	QUANTITATIVE METHODS 332	PROBABILITY/STATS	ME I (NWCC ECON 150*)	MATH 102
MGMT. 251	ORGANIZATIONAL BEHAVIOUR 123	ORGANIZATIONAL BEHAVIOUR	ME I (NWCC ECON 150*)	BUSM 209
TAXN. 250	TAXATION 324	INTRO. TAXATION		

* NOTE: A minimum grade of B- is required for this course.

CONTINUING CARE ASSISTANT

The Continuing Care Assistant programme 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 Home Support Workers working in a client's home, or as Continuing Care Assistants functioning as members of a team in facilities providing Personal Care, Intermediate Care and Extended Care in Group Homes.

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

Admission Requirements

1. Grade 10 or ABE Intermediate or GED.
2. Current immunizations and a current negative tuberculin screening as certified on the College's Immunization Record.
3. Completion of the College's Medical Assessment.

How to Apply

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

Dates and Location

The programme is offered in all College centres subject to Agency and public requirements.

Fees

Please see page 9.
Books and uniforms will cost approximately \$150.

Financial Aid and Sponsorship

Please see Financial Aid Sources on page 83.

Programme Outline

This is a six month programme with practicum and classroom sessions. 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

In the Spring of 1992 a new curriculum will be blended into our Cook Training programme. The implementation of this programme now being adopted by the colleges in B.C. shall be in full effect by September 1992. The Cook Training programme will become a 12 month course made up of time frames: Level I and Level II - 9 months, and Level III - 3 months. Communications, inter-personal skills, decorum, professional ethics and standards will be a continuous goal throughout this programme to ensure that NWCC culinary students are adaptable to the many expectations of today's hospitality industry.

Professional Cook Training programmes 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.

A programme in General Cooking is available for students who wish to pursue a career in the hospitality industry. The Trades Qualification programme 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 Programme 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 programmes can be found in the information booklet on Professional Cooking available at any College campus or high school.

Admission Requirements

1. Grade 10 or GED or English 030 and Math 030 or 032. Students lacking these educational requirements may have their work experience assessed in lieu of the stated educational minimum. Please contact the Student Advisor for further information.
2. Current immunizations and a current negative tuberculin screening as certified on the College's Immunization Record.

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 centre 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 programmes are available at our Terrace Centre. The Professional Cooking Trades Qualification Programme is available to students throughout the region and can be started at any time.

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

Fees

In addition to normal fees (see page 9) 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 83.

GENERAL BASIC COOKING

This 12 month programme prepares people for employment as a cook or cook's assistant in all phases of the food catering industry. The programme has a very high success rate for those individuals who wish to pursue a career in the food catering industry.

- Topics presented in this programme 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

This programme 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 programme 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 programme 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 programme.

UPGRADING

This programme 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 programme is customized to meet the needs of the individual and is planned after an interview with the student. The length of the programme depends on the individual needs and skills of the student.

EARLY CHILDHOOD EDUCATION

"Quality childcare is far more than custodial care. Children need a nurturing, safe, healthy and stimulating environment."

- Provincial Task Force on Childcare 1991

Throughout the College region there is a need for trained men & women to provide high quality child care that meets the diverse range of family needs. The Early Childhood Education programme prepares students for employment in Group Day Care, Preschools, Special Needs and Family Day Care programmes.

In addition to the Early Childhood Education Certificate programme there are post-basic programmes available on a part-time basis in Under Three Supervisor Training and Special Needs Supervisor Training.

Admission Requirements

ECE Level I Certificate Programme:

1. Grade 12 or satisfactory completion of the department's English placement test and one of Grade 10, GED or successful completion of NWCC's Family Day Care programme.
2. Current immunizations and a current negative tuberculin screening as certified on the College's Immunization Record and completion of the College's Medical Assessment are required for ECE 125, 126, 127 and 134.

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 programme starts. Prior to this orientation students will be required to

submit a one page letter outlining why they would like to take the ECE programme 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.

Students will be required to supply their own transportation to and from practicum placements. Due to the shortage of suitable practicum sites in Terrace, many students will be required to undertake field-work in various communities across our Northwest region. Students are responsible for practicum costs and should budget accordingly.

Post-Basic Programmes:

1. Completion of first level ECE training.
2. Current immunizations and a current negative tuberculin screening as certified on the College's Immunization Record and completion of the College's Medical Assessment are required for ECE 227, 228, 251 and 252.

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 programme without meeting the formal academic requirements. Please contact the student advisor for further information.

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 full-time programme 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 programme orientation on the first day of class in September.

Part-time Basic and Post-Basic courses are offered throughout the region by teleconferencing. For further information on the yearly course offerings contact your local college centre or the Terrace based ECE Co-ordinator.

Fees

Please see page 9.

Financial Aid and Sponsorship

Please see Financial Aid Sources on page 83.

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 the approval of the practicum supervisor.

A student who fails to develop the necessary level of skills required for successful completion of the practicum or course work may, in consultation with the Programme Coordinator and the instructors, 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 Programme Coordinator, and instructors) or be required to withdraw from the programme.

Transfer 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 programme instructors or a Student Advisor.

PROGRAMME OUTLINE

Fall Semester

ECE 101	Programme Development I
ECE 102	Curriculum Development I
ECE 104	Health and Nutrition
ECE 125	Practicum I
ECE 134	Observing and Recording
ECE 140	Psychology of Human Development

Winter Semester

ENG 151	Technical Writing I
ECE 121	Programme Development II
ECE 122	Curriculum Development II
ECE 123	Issues in Family Living
ECE 126	Practicum II
ECE 135	Working with Special Children
ECE 127	Practicum III - May
ECE 140	Psychology of Human Development

Extended Semester

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

POST-BASIC (LEVEL II) PROGRAMMES

The Post-Basic programmes 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. These programmes are only offered by teleconferencing on a part-time basis. Please contact your local college centre for further information.

After completion of a Post-Basic programme 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) Programme to the Provincial Child Care Facilities Licensing Board in Victoria.

CORE PROGRAMME

(Courses needed by both Specializations)

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

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: Programme Development I

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

ECE 102: Curriculum Development I

This course provides the student with an overview of child-centred learning environments with practical opportunities to explore developmentally appropriate curriculum ideas and activities. The student will examine the preschool year, planning regionally appropriate, creative activities that enrich and extend young children's play. The curriculum focus will be on planning art and language arts activities for young children. (3,3,0)

ECE 104: Health, Safety and Nutrition

This course provides students with an understanding of the basic principles of health, safety and nutrition for adults as well as pre-school children. The course will focus on nutritional meal planning, signs and symptoms of communicable diseases, disease prevention, signs of abuse and neglect and assessing a facility for safety. (3,0,1)

ECE 121: Programme Development II

Programme Development II focuses on the identification, planning, and evaluation of developmentally appropriate programmes 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

This course is a continuation of ECE 102, with the curriculum focus on planning social studies, science, sensory, math, music and movement activities for young children. (6,0,0)

ECE 123: Issues in Family Living

This course explores the patterns and structures of family life, the influences on family and the diversity of family from one culture and class to another. The purpose of this course is to provide insights that will influence the student's ability to provide support for families in childcare settings. (4,0,0)

ECE 125: Practicum I

This course provides the student with a practical introduction to working with young children in licensed group settings. During this practicum, students will develop positive relationships with children, prepare simple materials, assist children in routines and learning experiences and function competently in the role of classroom 'aide'. (0,6,1)

ECE 126: Practicum II

This course provides the ECE student with practical opportunities to develop skills in planning and presenting learning experiences in all curriculum areas and in guiding individual children and groups of children. Students will participate in supporting centre policies and interacting with parents. Students are required to demonstrate competency in implementation of developmentally appropriate curriculum and positive child guidance consistent with the role of 'assistant'. (0,14,0)

ECE 127: Practicum III - May

The third practicum affords each ECE student an opportunity to participate as a responsible staff member in a licensed facility for young children. During a portion of the practicum, students will take on the role of "supervisor", responsible for curriculum and programme planning. During this practicum students will demonstrate acquisition of professional skills and knowledge. (0,35,0)

ECE 128: Models and Methods of Parent Involvement

Working with parents on a daily basis requires many skills in order to create an effective cooperation between home and a childcare centre. This course looks at various ways of working with parents including communication techniques such as newsletters, home visits, juice trips, discussion groups and formal/informal evaluations. The course examines daily routines that support the needs of families and encourage participation.

ECE 131: Programme Development III

This course will give students the opportunity to integrate knowledge and skills and further explore issues in the field of Early Childhood Education.

ECE 132: Curriculum Development III

This course will give students the opportunity to integrate, organize, and further explore ideas and methods for appropriate Early Childhood Education curriculum.

ECE 134: Observing and Recording

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 observe 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

This course explores both the personal and societal values and attitudes towards persons with special needs. The basic understanding of the Principle of Normalization and its contribution to changes in the special needs field will be examined as well as various handicapping conditions, their causes and impact on children and their families. (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 programme are discussed. Application of child care situations are explored in lectures in reference to children and their families. Students will be required to read from text and other references as required.

ECE 141-3.0: Psychology of Human Development

This course is a continuation of ECE 140 and examines development in all spheres from the school years to adolescence through adulthood.

ECE 202-3.0: Infant, Toddler Care and Growth

A foundation course that examines major theories and influences on prenatal, perinatal, infant, and toddler development. The focus is on typical growth and development, emphasizing the effects of parenting styles, caregiving, and the environment on development.

ECE 203-3.0: Special Needs Care & Growth

This course provides a theoretical framework for working with special needs individuals. Through a historical perspective, the philosophy behind controversial issues and the resulting impact on legislation and models of care is explored. The course also presents information on techniques to evaluate development of individuals, and discusses the impact of atypical development on the person, families, and community.

ECE 206-3.0: Working with Families

This course presents fundamental principles and practices of effective communication for caregivers working with families of under 3's and children with special needs. It explores perspectives of both caregivers and parents on caring for children, with an emphasis on the diversity of families, and the role of caregiver in facilitating a better understanding between home and school care.

ECE 207-3.0: Cross-Cultural Awareness

This course is designed to help students explore their personal beliefs and attitudes towards majority and minority cultures of the Pacific Northwest, with a strong focus on Native culture. It examines culturally-based differences in family structures, values and beliefs, childrearing practices, and attitude/treatment of persons with special needs.

ECE 208-3.0: Administration Skills for ECE Professionals

This Post-Basic ECE Core course is concerned with the study of policies and procedures necessary for the operation of high quality ECE facilities. The course includes provincial government policies, facility management, staff relations, evaluation procedures and planning change.

ECE 213-3.0: Health, Safety and Nutrition

This practical course focuses on methods of providing safe, healthy environments for groups of infants/toddlers and children with special needs, consistent with provincial regulations. The emphasis is on physical care, outlining procedures used for providing for daily living needs, as well as specialized practices (eg. use of equipment, administration of medication), for under 3's and school-aged special needs individuals.

ECE 219-3.0: Infant, Toddler Curriculum Planning

The purpose of this course is to design developmentally appropriate programme activities, through the practical application of developmental theories. It provides hands-on experiences with materials and

activities suitable for under 3's. The course provides opportunity for development of comprehensive programme resources.

ECE 220-3.0: Programming for Under 3's

This course provides the theoretical foundations for planning infant and toddler programmes, by close examination of the relationship between early child development, the various components of quality programming, and the caregiver.

ECE 250-6.0: Part I - Special Education Curriculum Planning

This course presents methodologies for organizing, executing and evaluating programmes for special needs children and adolescents. Information on preparing General Service Plans and Individualized Programme Plans and overview of techniques for implementing programmes will be outlined.

ECE 250-6.0: Part II - Special Education Curriculum Planning

This practical course prepares students for planning and presenting materials/activities appropriate for facilitating the development of special needs children. Activity planning for all areas of curricula is outlined. Presentation involves hands-on experiences with materials/activities, as well as theory behind these.

ECE 253-0.0: Augmentative Communication

This course serves as an introduction to language and communication development and methods for enhancing these skills in special populations. Practical strategies for facilitating communication, both through interaction styles and through use of communication aids, are provided. A basic understanding of the types and purposes of augmentative communication systems are presented.

PRESCHOOL AIDE TRAINING PROGRAMME (P.A.T.)

In the P.A.T. programme, mentally challenged students, with support, are integrated into some of the ECE programme classes, gaining enough knowledge and skills to work as aides in an early childhood setting.

Admission Requirements

Please contact the Student Advisor in your centre.

PROGRAMME OUTLINE**Fall Semester**

PAT-090: Activities for Young Children, Part I
 PAT-093: Healthy Environments for Young Children
 PAT-094: The Growing Child
 PAT-096: Practicum Part I

Winter Semester

PAT-091: Activities for Young Children, Part II
 PAT-095: The Family
 PAT-097: Practicum Part II
 PAT-098: Practicum Part III

Extended Semester

PAT-092: Activities for Young Children, Part III
 PAT-099: Working with Families

NOTE:

This programme does not qualify graduates as Early Childhood Supervisors or Assistants. Graduates from this training will receive a PAT Certificate from the College, enabling them to work as Aides in the early childhood field.

COURSE DESCRIPTIONS - P.A.T.**FALL SEMESTER****PAT-090: Activities for Young Children, Part I**

This course provides the student with an understanding of the daily routines and activities in an Early Childhood Centre. The student will learn to choose, prepare, present and clean up materials and equipment in the classroom, as directed by a supervisor. This is a practical course with the focus on exploring creative, age appropriate art and language arts activities for young children.

PAT-093: Healthy Environments for Young Children

The student will begin to understand the basics of good health and nutrition and learn how to model sound health routines around young children, helping those who are teaching. The course will focus on showing the student how to plan and prepare nutritious snacks and meals and maintain safe environments for young children.

PAT-094: The Growing Child

This course provides a general understanding of child growth and development through observing and recording activities. The student will find this knowledge useful when selecting activities for young children and when guiding children in a supervised early childhood centre.

PAT-096: Practicum, Part I

This course provides the student with a practical introduction to working with young children in licensed group settings. During this practicum students will familiarize themselves with the programme, help wherever necessary and begin to develop positive communication skills with young children.

WINTER SEMESTER

PAT-091: Activities for Young Children, Part II

This course is a continuation of activities for young children, Part I, with the focus on exploring creative, age appropriate social studies, science, math, music, sensory and movement activities for young children.

PAT-095: The Family

The student will begin to understand families and how they function. They will explore changing families and look at ways to give support to them while working as an aide in an early childhood centre.

PAT-097: Practicum, Part II

This course provides the PAT student with practical opportunities to develop positive relationships with children, prepare simple materials and assist children in routines and learning experiences.

PAT-098: Practicum, Part III

This course provides the student with an opportunity to develop positive relationships with children, prepare and clean up simple materials, assist children in routines and learning experiences and to help plan and present some age appropriate activities for young children. The student will demonstrate the ability to take direction and to work competently as a classroom aide.

EXTENDED SEMESTER

PAT-092: Activities for Young Children, Part III

The course focuses on the organization of activity and recipe files that the student will be using through the year in an early childhood setting. Opportunity to explore activity ideas in groups will be provided.

PAT-099: Working with Children and their Families

This course examines daily routines that support the needs of families and encourages participation. The student will look at ways that a classroom aide could support a childcare centre's efforts to involve families in their programme throughout the year.

FIRST AID

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

COURSE DESCRIPTIONS

Survival First Aid (WCB)

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

Industrial First Aid (WCB)

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.

Standard First Aid

This 20 hour course is a combination of Basic Cardiac Life Support - All Levels - CPR - and general first aid as outlined in the Canadian Red Cross Standard First Aid Manual.

NOTE: We can also offer Red Cross Emergency First Aid (16-20 hours) customized to fit specific and group needs.

FOREST TECHNOLOGY

The Forest Technology Coop programme at Northwest Community College is unique not only in British Columbia but also in Canada. The programme focuses on integrated resource management planning and site specific silvicultural prescriptions within a Northwestern B.C. perspective. Emphasis on an ecological understanding, inter-personal communication, technical skills and traditional native resource philosophy help make this a unique programme.

The programme 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. All employment opportunities for Coop students are approved by the College to ensure suitability and students on work terms are monitored by the faculty or Coop staff with on-site visits. Students are hired by participating employers and receive wages comparable to employees with similar positions.

Admission Requirements

1. Grade 12 with English 12 or Communications 12, Biology 11 and Math 11 or English 050, Math 040 and Biology 040. Mature students lacking formal prerequisites may be admitted to the programme 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 programme starts in August of each year and is available at our Hazelton campus.

Special Note: Fall Camp

A mandatory Fall Camp takes place in September for eight days. All first semester courses are introduced at the camp and all students are expected to participate. A fee of \$200.00 is charged for this camp and is due upon registration.

Fees

Please see page 9.

Financial Aid and Sponsorship

Please see Financial Aid Sources on page 83.

Programme Schedule

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

PROGRAMME OUTLINE

Year 1 - Term 1

COM 170	Computer Applications I
ENGL 153	Communications I
FRST 150	Introduction to Resource Management
FRST 151	Botany
FRST 152	Surveying
FRST 153	Silvics and Dendrology
FRST 155	Native Studies I
FRST 178	Cartography and Photogrammetry
MATH 161	Applied Math

Year 1 - Term 2

COM 270	Computer Applications II
COOP 100	Coop Orientation
ENGL 262	Communications II
FRST 240	Forest Measurements I
FRST 250	Forest Policy and Legislation
FRST 255	Native Studies II
FRST 259	Fire Control
FRST 272	Geology and Landforms
FRST 273	Forest Ecology
FRST 274	Fish and Wildlife
FRST 290	Coop Work Term I

Year 2 - Term 3

FRST 300	Integrated Resource Management Planning I
FRST 340	Forest Measurements II
FRST 359	Fire Management
FRST 362	Business Studies
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 II
FRST 462	Management Skills
FRST 475	Silviculture II
FRST 477	Forest Harvesting
FRST 481	Forest Entomology and Pathology
FRST 482	Forest Products
FRST 483	Forest Tourism and Recreation
FRST 484	Range Management
FRST 490	Coop Work Term II

Year 3 - Term 5

FRST 570 Computerized Mapping
FRST 575 Silvicultural System Prescriptions

COURSE DESCRIPTIONS

COM 170-4.0: Computer Applications I

The goal of Computer Applications 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 270-3.0: Computer Applications II

Computer Applications II introduces the student to Lotus 1-2-3 and D-Base. Prerequisite: COM 170.

COOP 100-2.0: Work Orientation

This course, presented in a workshop format, involves students in role plays, seminars and practical assignments that prepare them to obtain suitable employment and provides them with advice on personal skills that will contribute to effectiveness on the job.

ENGL 153-3.0: 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" programme 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.

FRST 150-3.0: 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 and Integrated Resource Management Planning for Natural Resources.

FRST 151-3.0: Botany

The course is designed to give the student a basic understanding of plant biology. Understanding concepts of plant structure and func-

tion, 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 traverses, area determination methods. Familiarization with compass and chain, 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 155-3.0: Native Studies I

This course introduces the cultures of various native peoples across Canada. The emphasis will be on social structure, kinship systems, traditional values, philosophy and spirituality. Comparisons will be made between these various structures and their European counterparts, enabling the students to see both similarities and differences. When applicable guest speakers will make presentations to the class.

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 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 I

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. Prerequisite: Math 161.

FRST 250-3.0: Forest Policy and Legislation

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.

FRST 255-3.0: Native Studies II

This course introduces in some detail the first nations of the Pacific Northwest, specifically the Gitksan, the Tsimshian and the Nisgaa. Students will examine each of the cultures and focus on similarities and differences amongst these neighbouring culture groups. The emphasis is on social structure and resource management. The course will attempt to have students understand aboriginal tradition as the strength of the future, and become culturally sensitive to native concepts. Prerequisite: FRST 155.

FRST 259-4.0: Fire Control

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 programme.

FRST 272-3.0: 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 273-3.0: 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 274-3.0: 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 programme project. Prerequisite: ENGL 153.

FRST 290-6.0: Coop Work Term I

FRST 300-5.0: Integrated Resource Management Planning

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. Prerequisites: FRST 150, FRST 178, FRST 240, FRST 272, FRST 273, FRST 274, ENGL 262.

FRST 340-3.0: Forest Measurement II

This course is a continuation of Forest Measurements I. 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.

FRST 359-3.0: 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. Prerequisites: FRST 259, FRST 271.

FRST 362-3.0: 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. Prerequisite: Math 161.

FRST 372-3.0: 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. Prerequisites: FRST 272, FRST 273.

FRST 375-3.0: 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. 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 376-3.0: 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 272.

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. Prerequisites: FRST 178, FRST 272.

FRST 400-5.0: Integrated Resource Management Planning

This course is a continuation of FRST 300.

FRST 462-3.0: 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. Prerequisite: ENGL 262.

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. Prerequisites: FRST 178, FRST 377.

FRST 481-6.0: Forest Etymology 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. Prerequisites: FRST 151, FRST 153.

FRST 482-3.0: 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. Prerequisite: FRST 151.

FRST 483-4.0: Forest Tourism & Recreation

This course emphasis is on resource management considerations for the tourism and recreation industry in Northwest British Columbia. 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 484-2.0: Range Management

This course is designed to familiarize the student with the concepts of range management and how these concepts may be used to coordinate the harmonious use of range; whether the uses are for grazing of livestock, wildlife production, recreation, watershed or timber production.

FRST 490-6.0: Coop Work Term II

FRST 570-2.0: Computerized Mapping

The course work concentrates on applying QuickMap and D-Base software to resource management planning. Computerized map

design, overlay mapping, and inventory cataloguing are featured topics. Prerequisites: COM 270, FRST 400.

FRST 575-4.0: Silvicultural Systems Prescriptions

This course builds on the foundation of the two previous silviculture courses. Emphasis is on formulation of silvicultural systems prescription options given site specific considerations, inventory data, and landscape objectives. Course work includes silvicultural systems theory, on-site investigations, stand structure data analysis, prescription development and implementations. Prerequisites: FRST 475, COM 270.

MATH 161-4.0: Applied Math

The course is structured as a modulated learning programme. Students are expected to progress through the modules at their own pace. Requirement before progressing into the next module is satisfactory completion of current module principles 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.

INDUSTRY/TRADES/ TECHNOLOGY TRAINING

Northwest Community College offers Trades Training programmes in Millwright, Carpentry, Automotive and Heavy Duty Mechanics and Provincial Welders Training.

Apprenticeship Training

Northwest Community College offers apprenticeship training courses in Carpentry and Millwright. Apprentices are scheduled into these courses by the Ministry of Advanced Education, Training and Technology, Job Training Branch. Contact the Apprenticeship Office in Terrace, 635-3211 for further information.

Entry Level Trades Training

These programmes are designed to prepare learners for an apprenticeship or related entry-level employment in a trade. Each of the programmes 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, ABE Intermediate or equivalent (Grade 12 preferred)
 2. Successful completion of a college pre-assessment.
 3. General good health and non-allergic to solvents and lubricants.
- Those learners with good reasoning, science, mathematics, communications, study skills and a mechanical aptitude will experience the most success.

Fees

1. Tuition as described in the general information section, page 9.
 2. CSA approved safety footwear (WCB regulations apply).
 3. Refundable tool deposit of \$50.00.
 4. Purchase of necessary learning guides at College Bookstore.
- NOTE:** CEIC may assist learners in these programmes. Contact your local CEIC office regarding eligibility for sponsorship.

Programme Length and Start Date

1. Approximately 8-9 months
2. September intake enrolments
3. Applications processed on a first come first serve basis.

Programme Outline

The Millwright, Carpentry, Automotive and Heavy Duty programmes 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 progress to Level Two, the Occupational Core. Topics included in the Common Core are:

- Workplace 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 programme are available at all College centres.

OCCUPATIONAL SPECIALTIES

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
- Perform comprehensive shop project

Requires two to three months to complete.

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
- Perform comprehensive shop projects

Requires approximately two and a half 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

Requires two to three months to complete.

SPECIALTIES

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
- Perform comprehensive shop projects

Requires two to three months to complete.

NOTE: Graduates of this programme have found employment as members of framing crews, roofing, siding or related carpentry construction businesses. Apprenticeships with unions, bands or companies are a possibility.

Joinery Specialty

The Joinery Specialty is available upon completion of the Carpentry Specialty and may be arranged through the Terrace Centre.

Automotive Mechanical Specialty

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

- Tire Wheel, Hub and Bearing Service
- Service Hydraulic Brake Systems
- Service Suspension Systems
- Service Manual and Power Steering Systems
- Perform Gasoline Engine Major Overhaul
- Service Engine Support Systems
- Engine Support Systems
- Service Emission Control Systems
- Service Electrical Systems
- Service Clutches and Transmissions
- Service Drive Lines and Drive Axles
- Describe Business and Industrial Organizations
- Prepare for Employment
- Perform comprehensive shop projects

Requires two to three months to complete.

Heavy Duty Mechanical Specialty

Upon successful completion of the Mechanical Occupational Core, 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
- Perform comprehensive shop projects

Requires two to three months to complete.

NOTE: Automotive and Heavy Duty Mechanics Career Opportunities Graduates of these programmes have found employment as Mechanic Apprentices and helpers in repair shops or service stations, or in complex service departments of automotive and heavy equipment dealerships.

CEIC may assist learners in these programmes. Contact your local CEIC office regarding eligibility for sponsorship.

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
- Perform comprehensive shop projects

Requires two months to complete.

NOTE: Graduates have found employment in the Millwright trade in pulp and paper mills, sawmills, mines, mills or smelters and the petroleum industry.

WELDING

Northwest Community College offers the Provincial Welders Training programme. This is a competency based, self-paced programme 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

- Tuition as described in the general information section, page 9.
- CSA approved safety footwear (WCB regulations apply)
- A refundable tool deposit of \$50.00.
- Learners must supply helmet, goggles, leather gloves and welder's jacket.
- Purchase of necessary learning guides at the College Bookstore.

Start Date

The programme runs from September to June. Learners may enrol at any time and are admitted as space permits.

PROVINCIAL WELDER TRAINING PROGRAMME

LEVEL "C" CONTENT

- P1 Introduction and Programme 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

NOTE:

Graduates have found employment in fabrication and maintenance shops which service all sectors of forestry, mining and transportation. "B" Level ticket holders are employed in jobs which require qualification pressure procedures, while "A" Level ticket holders are employable throughout the welding field.

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.

LITERACY & ENGLISH AS A SECOND LANGUAGE

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

English as a Second Language programmes develop reading, writing and speaking skills. The programme content and objectives are based on the needs of the students. Introductory programmes 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 programmes for students who have already completed an introductory programme or who already have basic speaking, writing and reading skills are also available.

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

The Basic Literacy programme 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. Programmes are individually designed for each student. There are no fees for this programme (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 programme.

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

NAUTICAL STUDIES

The Nautical Department of Northwest Community College at the Prince Rupert centre offers a wide variety of courses for professional mariners, as well as any other persons wishing to upgrade theoretical knowledge in the area of nautical studies.

Mariners may enroll for the following fulltime daytime Department of Transport certificate preparation programmes:

- Command Endorsement Certificate
- Watchkeeping Mate Certificate
- Fishing Master II, III, IV Certificates
- Master Minor Waters Certificate

All of the daytime programmes are delivered in a modular format. At the completion of every applicable module the student is expected to sit for the scheduled written examination supervised by the D.O.T. The certificate preparation programmes are delivered and are specifically written to accommodate the D.O.T. syllabus requirements.

Admission Requirements

Prerequisite for the fulltime daytime programmes for the Watchkeeping Mate and Fishing Master II, III, IV certificates is a two week daytime course "Mathematics for Mariners" offered at the beginning of the Fall semester.

Students should be aware that the D.O.T. has both sight and sea time service requirements for persons intending to write their exams, and it is therefore recommended to complete and obtain approval from the Ship Safety Department of Canadian Coast Guard before applying to the programme.

How to Apply

Applications are available from the College. College applications should be submitted as early in the summer as possible. The number of places for each of the courses is limited.

Fees

For details see page 9.
Full course fees (weeks vary according to certificate) should be paid prior to the commencement of the programme.

Financial Aid and Sponsorship

Please see Financial Aid Sources on page 83.

PROGRAMME OUTLINE

Fall Semester	September to December
NAUT 300	Mathematics for Mariners
NAUT 041	Chartwork and Pilotage
NAUT 040	Chartwork and Pilotage
NAUT 061	Navigation Safety
NAUT 072	Meteorology
NAUT 090	Ships Management
NAUT 291	Small Vessel Safety
NAUT 321	Simulated Electronic Navigation SEN 1A
NAUT 011	Communications
NAUT 157	General Ship Knowledge

Spring Semester January to April

NAUT 041	Chartwork and Pilotage
NAUT 040	Chartwork and Pilotage
NAUT 310	Emergency First Aid
NAUT 321	Simulated Electronic Navigation SEN IB at PMTI
NAUT 292	Survival Craft MED BI at PMTI, Van.
NAUT 293	Marine Fire Fighting MED B2 at PMTI, Van.
NAUT 166	General Seamanship
NAUT 310	Emergency First Aid
NAUT 151	General Ship Knowledge
NAUT 330	Restricted Radio Operator
NAUT 161	General Seamanship

Short Courses (Day and Evening)

- Basic Safety Courses MED A1 (Coast Guard approved)
- Small Vessel Safety Course MED A2 (Coast Guard approved)
- Gill Net Mending Course
- Gill Net Mending and Hanging
- Coastal Navigation Course
- Charter Boat Operator Course
- Stability for Port Operators
- Introduction to Marine Shipping Operations

DAYTIME PROGRAMMES

Command Endorsement Certificate

NAUT 072	Meteorology
NAUT 090	Ship Management
NAUT 160	General Seamanship
NAUT 294	Officer Certification Course MED C at PMTI, Van.
NAUT 295	Senior Officer Course MED D at PMTI, Van.
NAUT 296	Cardiopulmonary Resuscitation Course (CPR)
NAUT 311	Safety Oriented First Aid (SOFA)
NAUT 323	Simulated Electronic Navigation SEN II at PMTI, Van.
NAUT 330	Restricted Radio Operator

Fishing Master II Certificate

NAUT 011	Communications
NAUT 041	Chartwork and Pilotage
NAUT 061	Navigation Safety
NAUT 072	Meteorology
NAUT 099	Ship Management
NAUT 157	General Ship Knowledge
NAUT 168	General Seamanship
NAUT 291	Small Vessel Safety MED A2
NAUT 292	Survival Craft MFD BI at PMTI, Van.
NAUT 293	Marine Fire Fighting MED B2 at PMTI, Van.
NAUT 300	Mathematics for Mariners
NAUT 311	Safety Oriented First Aid (SOFA)
NAUT 321	Simulated Electronic Navigation SEN IA
NAUT 322	Simulated Electronic Navigation SEN IB at PMTI, Van.
NAUT 330	Restricted Radio Operator

Fishing Master III Certificate

NAUT 011	Communications
NAUT 020	Navigating Instruments
NAUT 041	Chartwork and Pilotage
NAUT 061	Navigation Safety
NAUT 157	General Ship Knowledge
NAUT 161	General Seamanship
NAUT 291	Small Vessel Safety MED A2
NAUT 292	Survival Craft MED BI at PMTI, Van.
NAUT 300	Mathematics for Mariners
NAUT 310	Emergency First Aid
NAUT 330	Restricted Radio Operator

Fishing Master IV Certificate

NAUT 020	Navigating Instruments
NAUT 040	Chartwork and Pilotage
NAUT 061	Navigation Safety
NAUT 161	General Seamanship
NAUT 291	Small Vessel Safety MED A2
NAUT 300	Mathematics for Mariners
NAUT 310	Emergency First Aid
NAUT 330	Restricted Radio Operator

Watchkeeping Mate

NAUT 011	Communications
NAUT 041	Chartwork and Pilotage
NAUT 061	Navigation Safety
NAUT 151	General Ship Knowledge
NAUT 161	General Seamanship
NAUT 291	Small Vessel Safety MED A2
NAUT 292	Survival Craft MED BI at PMTI, Van.
NAUT 293	Marine Fire Fighting MED B2 at PMTI, Van.

NAUT 300	Mathematics for Mariners
NAUT 311	Safety Oriented First Aid (SOFA)
NAUT 321	Simulated Electronic Navigation SEN IA
NAUT 322	Simulated Electronic Navigation SEN IB at PMTI, Van.
NAUT 330	Restricted Radio Operator

Master Minor Water

NAUT 291	Small Vessel Safety MED A2
NAUT 292	Survival Craft MFD BI at PMTI, Van.
NAUT 293	Marine Fire Fighting MED B2 at PMTI, Van.
NAUT 311	Safety Oriented First Aid (SOFA)
NAUT 330	Restricted Radio Operator
NAUT 341	Chartwork and Pilotage
NAUT 351	Ship's Business and Knowledge
NAUT 361	General Seamanship

CORRESPONDENCE PROGRAMMES

For mariners who prefer 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 but free tutorial help is available by telephone or a student may work with a tutor at the College when time permits.

Modules currently available:

NAUT 011S	Communications
NAUT 020S	Navigating Instruments
NAUT 040S	Chartwork and Pilotage
NAUT 041S	Chartwork and Pilotage
NAUT 061S	Navigation Safety
NAUT 072S	Meteorology
NAUT 151S	General Ship Knowledge
NAUT 157S	General Ship Knowledge
NAUT 161S	General Seamanship
NAUT 166S	General Seamanship
NAUT 167S	General Seamanship

COURSE DESCRIPTIONS

NAUT 011: Communications

Deals with basic skills, and theoretical principles of marine communication; knowledge and practical usage of the "Code of International Signals", coding and decoding of messages. Course duration: 35 lecture hours.

NAUT 020: Navigating Instruments

Will provide the student with basic knowledge of operation and principles of some of the electronic navigation systems in use. Topics include performance of simple radar plot, understanding of the function of the echosounder, Loran C navigation system, marine radar. Course duration: 105 lecture hours.

NAUT 040: Chartwork and Pilotage

Deals with some of the methods of determining ship's position, preparation for pilotage, navigation in confined waters, usage of various nautical publications, usage of various navigation aids and tools. Course duration: 105 lecture hours.

NAUT 041: Chartwork and Pilotage

Deals with various methods of determining ship's position, accuracy and errors in chartwork, preparation for pilotage, usage of various navigation aids and tools, usage of nautical publications, knowledge of navigation in confined waters, understanding and calculations of the tides. Course duration: 210 lecture hours.

NAUT 061: Navigation Safety

Deals with the application and interpretation of the International Regulations for preventing collisions at sea and their Canadian modifications, Recommended Code of Navigation Practices and Procedures. Course duration: 60 lecture hours.

NAUT 072: Meteorology

Will provide the basic knowledge of the atmosphere, temperature, clouds, wind, atmospheric pressure, air masses, fog, ocean currents, revolving storms, ice, forecasting and other meteorological phenomena. The course is specifically designed for mariners. Course duration: 120 lecture hours.

NAUT 090: Ship Management

Deals with organization of crew for emergencies, drills, maintenance; basic knowledge of CSA regulations relating to registration of ships, port wardens and ship inspections, limitation of liability, pilotage act and more, quarantine regulations, tonnage certificates, elementary knowledge of charter parties; basic principles of ship's stability. Course duration: 90 lecture hours.

NAUT 151: General Ship Knowledge

Is divided in four sections: CSA regulations, cargo work, ship construction and stability. CSA regulations discussed are the oil pollution, tackle, garbage, safe manning, and other. Stability section deals with the basic principles of stability including calculations of metacentric height, shift of the centre of gravity, change of the trim, and other. Construction part covers some basic knowledge and terminology used. Cargo work section deals with different systems of rigging, and equipment used. Course duration: 175 lecture hours.

NAUT 157: General Ship Knowledge

Is divided into four sections: CSA regulations, construction of small fishing vessel, stability and deck rigging equipment. Each section provides knowledge and understanding of basic principles. Section on CSA regulations deals with the pollution, garbage, tackle and other regulations. Course duration: 105 lecture hours.

NAUT 161: General Seamanship

Is the final preparation for the oral examination. The course covers some practical knowledge of rigging, bridge discipline and bridge organization, theoretical knowledge of ship's maneuvering, duties and responsibilities of the officer on watch, practical knowledge of anchors and mooring lines, and others. Course duration: 35 hours.

NAUT 291: Small Vessel Safety Course MED A2

Provides understanding of the hazards associated with the marine environment; prevention of shipboard fires and other accidents; provides knowledge and skills required to fight small shipboard fires; provides knowledge and skills to abandon the vessel safely in emergency situations. The course is approved by the Canadian Coast Guard. Course duration: 26 lecture hours.

NAUT 300: Mathematics for Mariners

Is specifically designed to refresh the knowledge of basic mathematics. Lecture topics include fractions, decimals, percent, squares, square roots, transposition of formula, sine and cosine curve, speed formula, angles and triangles. Course duration: 70 lecture hours.

NAUT 321: Simulated Electronic Navigation SEN IA

Deals with the principles and operation of various electronic navigation systems. Understanding and practical application of radar plotting for collision avoidance. The course is approved by Canadian Coast Guard. Course duration: 120 lecture hours.

NURSING

The nursing programme 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 the health of individuals in general care, pediatrics, obstetrics and psychiatric 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 programme.

Upon successful completion of the programme 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 programme 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 the following: 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. Current immunizations and a current negative tuberculin screening as certified on the College's Immunization Record.

3. Completion of the College's medical assessment.

4. Upon enrollment in the programme students are required to obtain student membership status in the Registered Nurses Association of B.C. Students who do not qualify for membership must seek exemption from this requirement through the programme Coordinator.

After acceptance into the programme students will be required to take the English and Math Achievement Test (EMAT).

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 programme by the programme 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, B.C. 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.

Support Courses

Students not eligible for the Nursing programme may enroll in

nursing support courses, provided the necessary course pre-requisites are met. These courses are Biology 135, 145, 155; Psychology 161, 162 and Sociology 101,102.

For more information contact a Student Advisor.

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 programme upon completion of PSYCH 161,162, BIOL 135,145 and 155, SOC 101, 102 and the 10 week bridging programme offered through the College of New Caledonia in Prince George.

Students who completed the first year of the Remote Access programme 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 programme.

A student who is enrolled in the Diploma Nursing Programme must complete the programme requirements within 5 years of the date of initial enrollment.

How to Apply

Applications are available from any College centre and should be submitted as early in the spring as possible. Applications received by August 31st. will be given first consideration. Initial class selection will be done in early September. Any remaining seats will be allocated as completed applications are received.

Dates and Location

The programme is available at the Terrace centre and starts in December of each year.

Fees

Please see page 9.

Financial Aid and Sponsorship

Please see Financial Aid Sources on page 83.

PROGRAMME OUTLINE

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

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 050 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, SOC 101 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, SOC 101 or BHSC 239, ENGL 155, MATH 155 Prerequisites or Corequisites: BIOL 145, NURS 147, NURS 148, PSYC 162 or BHSC 240, SOC 102.

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 102 Prerequisites or Corequisites: NURS 157, NURS 158, BIOL 155.

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.

OFFICE CAREERS

The Office Career programmes provide students with the knowledge and skills necessary to function effectively in a modern office. These programmes 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 programmes include the Clerk-Typist and Clerk-Bookkeeper. These programmes are intended for students with no previous training and/or experience. The programmes prepare students for entry level jobs in most clerical and bookkeeping occupations.

Advanced certificates are available for those with previous training and/or experience include Accounting Clerk, Administrative Assistant, 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.

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

Student Categories

1. **Full-time Student** - A student who has been admitted into the programme and registers in individual courses specified for their programme attending more than 15 hours per week.
2. **Part-time Student** - A student who has been admitted into the programme and registers in individual courses specified for their programme with a maximum of 15 hours per week.

Part-time Studies

All certificate programmes are designed to offer flexibility for the part-time student. Registration may be for courses up to a maximum of 15 hours per week of instruction. Students will be able to control their own pace, vary their workload and timetable to meet their own particular need.

Admission Requirements

Entry Level Programmes

Grade 10 or GED or English 030 and Math 030 or 031. Students lacking the formal prerequisites who have business experience may be admitted to the programme if they can demonstrate mastery of equivalent knowledge and skills. Please contact the Student Advisor for further information.

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 Programmes

Successful completion of the appropriate entry level certificate. Students lacking the appropriate certificate can complete the courses they are missing as part of their Advanced Programme and should contact an advisor.

A combination of training and/or experience may be accepted in lieu of formal schooling in some cases — please contact the Student Advisor.

How to Apply

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

Dates and Locations

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

Fees

Please see page 9.

Financial Aid and Sponsorship

Please see Financial Aid Sources on page 83.

ENTRY LEVEL

Common Courses

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

- BCPT 101: Filing and Data Management
- BCPT 102: Introduction to Computers
- BCPT 104: Computer Speed
- BENG 102: Spelling and Vocabulary
- BENG 103: English Grammar
- BENG 104: Written Communications
- BENG 105: Correspondence Editing
- BUSM 101: Business Machines
- KYBD 100: Keyboarding
- MSTD 100: Master Student
- OFPR 101: Office Procedures
- TYPG 101: Basic Business Typing

Clerk-Typist

In addition to the common courses students must complete:

- BCPT 106: Advanced Computer Speed
- DICT 101: Transcription Operation
- DICT 102: Advanced Transcription Operation
- TYPG 102: Advanced Business Typing

Completion of the Clerk-Typist Certificate programme requires approximately 7 months of full-time study (including Common Courses).

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 programme requires approximately 8 months of full-time study (including Common Courses).

ADVANCED OPTIONS

Accounting Clerk

- ACCT 150: Accounting Principles I
- ACCT 151: Accounting Principles II
- BLAW 152: Business Law
- BCPT 150: Business Computer or
- MATH 150: Math of Finance

Completion of the Accounting Clerk Certificate programme requires approximately 6 months of full-time study. Pre-requisite: Clerk-Bookkeeper.

Medical Secretary

- ACCT 101: Bookkeeping Fundamentals
- MSTN 101: Medical Terminology I
- MSTN 102: Medical Terminology II
- MSTN 103: Medical Transcription
- MSTN 104: Advanced Medical Terminology
- MSTN 105: Medical Timed Writings
- MSTN 107: Medical Office Procedures
- MSTN 108: Medical Ethics & Pharmaceuticals
- WPRO 100: Basic DOS Procedures

Three of the following: WPRO 104/107/109/130

Pre-requisite: Clerk-Typist

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

Word Processing

(Under Review)

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

Three of the following: WPRO 104/107/109/130

Pre-requisite: Clerk-Typist

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

Administrative Assistant - (Administrative Secretary)

(Under Review)

- ACCT 101: Bookkeeping Fundamentals
- ACCT 102: Routine Bookkeeping Procedures
- BCPT 103: Computer Accounting
- TYPG 103: Rough Draft Typing

Pre-requisite: Word Processing

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

COURSE DESCRIPTIONS

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

Accounting 101-2.0: Bookkeeping Fundamentals

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

Accounting 102 -3.0: Routine Bookkeeping Procedures

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

Business Computers 101-2.0: Filing and Data Management

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

Business Computers 102-2.0: Introduction to Computers

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

Business Computers 103-3.0: Computerized Accounting

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

Business Computers 104 - 1.0: Computer Speed Building

Typing speed and accuracy.

Business Computers 106 - 1.0: Advanced Computer Speed

Business English 102-1.5: Spelling and Vocabulary

Spelling and vocabulary building and word usage.

Business English 103-1.5: English Grammar

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

Business English 104-1.0: Written Communications

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

Business English 105-1.5: Correspondence Editing

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 emphasizes the student's knowledge of proofreading techniques and gives 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: Transcription Machines Operation

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

Dictatyping 102-2.0: Advanced Transcription

A programmed course in taped dictation.

Keyboarding 100-2.0: Keyboard and Parts of the Typewriter

Speed to 25 NWPM.

Master Student 100-1.0:

Course provides strategies for the student to take control of his/her learning. Designed to improve student performance.

Medical Terminology 101-3.0:

Medical terminology.

Medical Terminology 102-3.5:

Medical terminology, transcription.

Medical Dictation 103-3.5:

Advanced transcription.

Medical Terminology 104-4.5:

Advanced terminology.

Medical Timings 105-3.0:

General medical typing. Speeds over 50 WPM.

Medical Office Procedures 107-1.0:

Medical office procedures.

Medical Ethics and Pharmaceuticals 108-1.0:

Medical office fundamentals.

Office Procedures 101-2.0:

A general course in office procedures. Includes human behavior in the workplace, communication, business management and resources and job search. A business simulation is included.

Typing 101-2.5: Basic Business Typing

Basic typing skills. Introductory typing. Speed to 35 NWPM.

Typing 102-2.5: Advanced Business Typing

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

Typing 103-2.5: Rough Draft

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

Word Processing 100-0.5: 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 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 programme. 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 scores 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 programme. Student evaluation is based on the exercises and the midterm and final exams.

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 programme 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 processor 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 programmes 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.

SOCIAL SERVICE WORKER

(Previously titled Human Service Worker)

The Social Service Worker programme 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 programme include child and youth workers, financial assistance workers, life skills counsellors, home-school coordinators, etc.

Students who complete the programme 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. A grade 12 English or English 040 or GED or satisfactory performance on the department's English placement test.
2. A minimum of 20 hours of work or volunteer experience in the field of social and human services.
3. Current immunizations and a current negative tuberculin screening as certified on the College's Immunization Record.
4. Completion of the College's Medical Assessment.

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 of their work or volunteer experience) and a one page letter on why they would like to take the SSW programme.

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

Fees

Please see page 9.

Financial Aid and Sponsorship

Please see Financial Aid Sources on page 83.

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 SSW courses and the permission of the practicum instructors.

A student who fails to develop the necessary level of skills required for successful completion of the practicum may, in consultation with the Programme 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 Programme Coordinator, agency supervisor and student) or be required to withdraw from the programme.

Transfer for Credit

Some Social Service Worker graduates go on to university for the BSW degree. All university transfer courses in the programme will be transferable. In addition, the University of Victoria awards, on an individual basis, additional transfer credit for SSW courses. Interested students can obtain further information from the programme instructors or a student advisor.

PROGRAMME OUTLINE

Semester I

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

Semester II

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

COURSE DESCRIPTIONS

SSW 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. (3.5,0,0)

SSW 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. (SSW 142 & 144 were formerly offered as SSW 155) (3.5,0,0) Prerequisite: SSW 141 or permission of instructor.

SSW 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 SSW, plus SSW 142, and SSW 166.

SSW 151-3.0: Counselling I

The course introduces the student to the basic processes and content of effective communication. It defines concepts such as self concept, perception non-verbal communication and self-awareness in counselling. This course is geared toward the Social 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)

SSW 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)

SSW 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: SSW 151, or permission of instructor.

SSW 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)

SSW 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)

SSW 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)

SSW 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)

SSW 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: SSW 167.

SSW 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)

SSW 192-3.0: Practicum II

This course is designed to continue the preparation of the SSW student for an 8 week Spring Practicum. It includes further study into the agencies and facilities in the community. The focus of the total programme 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 instructor.

SSW 193-3.0: Extended Practicum

This course is an eight week block placement at an approved agency 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 social 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 instructor.

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. A core second year programme is available at our Terrace and Prince Rupert centres. Studies have shown that students who transfer from community colleges to university do as well as, 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.

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

The College offers two diploma programmes based on University Credit courses — a General Studies Diploma, and an Associate in Arts 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

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 programme 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 programme 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 programmes with instructors or a student advisor before registering. All College centres have information on programmes 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 programme 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 9.

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, page 83, for details on these scholarships and other financial aid available.

DIPLOMA PROGRAMMES

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 the Social Science/Humanities concentration 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 programmes offered by the College. Students must have their programmes approved by the Registrar before undertaking their programme 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 Programme 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.

CONCENTRATION	
Social Science/Humanities	
Anthropology	History
Creative Writing	Philosophy
Economics	Political Science
English	Psychology
French	Sociology

PROGRAMME PACKAGES

"Programme 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 programme. 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,	3
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

Programmes 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 Technology	2A
Occupational Therapy	2A
Optometry	2A
Pharmaceutical Science	2A
Physical Therapy	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 programme should substitute Psych 101/102 for Phys & Soc 101/102 for Math.

* 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. Occupational and Physical Therapy students substitute Psych 101/102 for Physics.

PACKAGE 2B

First Semester	Second Semester
Chem 101*	Chem 102*
Engl 101	Engl 102
Phys 101†	Phys 102†
Math 101	Math 102
Elective	Cpsc 131

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	Bio 102 or
Geog 150	Geog 160
elective	elective

* Math 190 does not transfer to UBC.

PACKAGE 6

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

plus two electives.
* SSW 141/142 transfer only to the School of Social Work at UVic.

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, and animal behavior in an attempt to understand what makes us human. A brief investigation of the principles and methods of archaeology will include field trips to local sites. (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 or permission of instructor.

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 or permission of instructor.

Biology 101-3.0: Introductory Biology I

A basic introductory course in general biology. The course covers the diversity of life, introductory biochemistry and cell biology. Laboratories will include the scientific method, microscopy and major kingdoms of organisms. Experimental techniques and observation skills will be emphasized. (3,3,0) Prerequisite: Biology 11 or permission of instructor.

Biology 102-3.0: Introductory Biology II

A continuation of Biology 101. The course covers Mendelian genetics, population genetics, evolution and ecology. Laboratories will include genetics, reproduction and development, the classification of living organisms, evolution and ecology. Field trips, including a two day weekend trip, may be held. (3,3,0) Prerequisite: Biology 101 or permission 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 elec-

tronic 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) Prerequisite: Math 11, or permission of instructor.

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 programme development and testing, control structures, procedures and functions, recursion, text file input and output, ordinal data types, arrays, records and sets. (3,3,0) Prerequisite: Algebra 12 or permission of instructor.

Computer Science 122-3.0: Data Structures and Algorithms

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

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 programme development and programming using structured FORTRAN. Topics presented include common algorithms, techniques of programme development and testing, control structures, functions, subroutines, input and output and arrays. (3,3,0) Prerequisite: Math 12 or permission of instructor.

Economics 201-3.0: Principles of Microeconomics

A detailed study of sectors of the Canadian economy and of economic policies in Canada; monetary and financial issues will be presented in various contexts and from various viewpoints traditional microeconomic theory (of the firm, industrial 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. Prerequisite: English 101/102 or permission of instructor.

English 202 - 3.0 English Literature 1650 - 1880

A continuation of English 201 from 1660 to the 20th century. Prerequisite: English 101/102 or permission of instructor.

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) Prerequisite: English 101/102 or permission of instructor.

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) Prerequisite: English 101/102 or permission of instructor.

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) Prerequisite: English 101/102 or permission of instructor.

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 or permission of instructor.

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 Moderato Cantabile by Morguevite Duras. 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 soils, fossils, map and air photo skills and biogeography. Field trips to examine local features and collect field data are required and will be scheduled for weekends. (3,3,0) Prerequisite: Geography 150 or permission of instructor.

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)

Geology 158-3.0: Historical Geology

A course dealing with the history of the earth and the development of life. Emphasis will be on the history of North America, especially the Mesozoic and Cenozoic histories of British Columbia. Topics will include geologic time, stratigraphy, sedimentation, correlation, plate tectonics, interpretation of geologic history, geologic maps, common fossils and their evolutionary patterns and processes of fossilization. Field work is required and will involve investigations of sedimentary rock units and fossil deposits in the Kitimat, Kalum and Bulkley Valleys. Field work and necessary laboratory work will be arranged on weekends. (3,2,0)

Geology 241-3.0: Introduction to the Geography of Canada

An introduction to the geography of Canada focussing on the regional distributions of natural resources, population, urban systems and economic activities. (one semester, 3 hour lecture)

Geology 228-3.0: Geography of British Columbia

An introduction to the geography of British Columbia emphasizing the regional distributions of natural resources, geological features, population, infrastructure and economic activities. (one semester, 3 hour lecture.)

History 103-3.0: Europe from the 1820's to the 1890's

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.

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 Gwaii.

History 201-3.0:**Imperialism from the Mid-19th Century to the Present**

We shall be dealing with a variety of notions, theories and analysis (from Lenin to current discussions) to find out about the historical origins and socio-political implications of empire building (by European countries and the U.S.). We shall examine general policies and individual events, economic and other statistical data in order to explain two world wars, changes in the nature of society and the relations of developed with underdeveloped countries in the past and in the present. (3,0,0)

History 205-3.0: European Imperialism in Africa, 1860-1960

European imperialism in Africa from 1860 - 1960 and onwards, under its contending ethnic philosophies and practices; the historical sequence in European rivalry, partition, colonialism and neocolonialism, as governing influences in continuing African determinations of nationhood and nationalism; apartheid in South Africa as a particular development within the period. (3,0,0)

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 or permission of instructor.

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 or permission of instructor.

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 or permission of instructor.

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 or permission of instructor.

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 or permission of instructor.

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: Developmental Psychology I

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

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 or permission of instructor.

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 effective, social psychotic and organic disorders. Prerequisite: Psychology 101/102 or permission of instructor.

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, biofeedback, and relaxation training are the focus of the course. A holistic approach to human life styling and community health care will also be discussed. Prerequisite: Psychology 101/102 or permission of instructor.

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) Prerequisite: Sociology 101 or permission of instructor.

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) Prerequisite: Introductory Sociology or Anthropology or permission of instructor.

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) Prerequisite: Introductory Sociology or Anthropology or permission of instructor.

Sociology 209-3.0: Canada: Differing Perspectives I

This course examines Canadian society; its problems and developments from a sociological perspective, which will include differing regions and ethnic groups from across Canada. (3,0,0)

Sociology 210-3.0: Canada: Differing Perspectives II

This course is a continuation of Sociology 209, with an emphasis on work patterns and lifestyles. (3,0,0)



UNIVERSITY CREDIT TRANSFER GUIDE

This 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 January 31, 1992

ANTHROPOLOGY

NWCC	UBC	SFU	UVIC	OPEN UNIVERSITY
101/102	Anth. 3 ea.	G.E. Arts (3)/ S.A. 170 (3)	Anth. 100A (1.5)/ Anth. 100B (1.5)	Anth. (3) ea.
103			Anth. 100 lev (1.5)	
104			Anth. 100 lev (1.5)	
105	Anth. (3)	Anth. 131 (3)	Anth. 100 lev (1.5)	
111/112	Anth. (3) 1st year (Precludes credit for UBC Anth. 301).	S.A. Anth. (3)/ S.A. 286 (3)	Anth. 100 lev (1.5)	Anth. (3) ea.
120	Anth. (3)	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 lev for both.	Anth. 200A (1.5) or Anth. 200A (1.5) & Anth. 200 lev (1.5) for both.	Anth. (3) ea.

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 lev (1.5) ea.	
151/152		Gen. Elect. Art Hist. (3) ea.	F.A. 100 lev (3)	

ART (Continued)

NWCC	UBC	SFU	UVIC	OPEN UNIVERSITY
153/154		Gen. Elect. Art Hist. (3) ea.	H.A. 100 lev (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 (6)	Bisc. 101 (3) Bisc. 102 (3)	Biol. 150B (1.5) Biol. 150A (1.5)	Bisc. 110 (3) & 115/Bisc. 111 (3) & 116
110/111	Biol. 101 (6) or 102 with NWCC Biol. 110; or Biol. (3) (Precludes credit for Biol. 101 or 102.)	Bisc. 101 (3)/ Bisc. 102 (3)	Biol. 150 (3) or 100 lev (1.5) ea.	
151	Biol. (1.5) 2nd yr. (Precludes credit for Biol. 311.)	Gen. Elect. Bisc. (3)	Biol. 100 lev (1.5)	
212	Biol. (1.5) 2nd yr. (Precludes credit for Biol. 311.)	Bisc. (3)	Biol. 200 lev (1.5)	Bisc. (3) not as a science credit
228	Biol. (1.5)	Bisc. (3)	Biol. 200 lev (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 (6)	Chem. 102 (3) & 115 (0)/Chem. 105 (3) & 118.	Chem. 101/102 (3) or Chem. 100 lev (1.5) ea.	Chem. 110 (3)/& 115/Chem. 111 (3) and 116.
121/122	Chem. 110 (6) or 120 (6)	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. (3) ea.	Gen. Elect. Clas. (3) ea.	Clas. 100 (3) or (1.5) ea.	

COMPUTER SCIENCE

NWCC	UBC	SFU	UVIC	OPEN UNIVERSITY
111/112	Cpsc. (3)/ Cpsc. 114 (3) or FRST 32 (3) with NWCC Math 121	Cmpt. 001 (3) / Cmpt. 103 (3)	C.Sc. 100 (1.5) / C.Sc. 100 lev (1.5)	Cmpt. 110 (3) / Cmpt. (3)
121/122	Cpsc. 114 (3)/ Cpsc. (3)	Cmpt. 103 (3)/ Cmpt. (3)	C.Sc. 110 (1.5)/ C.Sc. 115 (1.5)	Cmpt. (3) ea.
131	Cpsc. 111 (3)	Cmpt. 102 (3)	C.Sc. (100 lev)	Cmpt. (3) un-assigned credit
151	Cpsc. (1.5)	Comp. 001 (3)	C.Sc. 100 (1.5)	

ECONOMICS

NWCC	UBC	SFU	UVIC	OPEN UNIVERSITY
101/102	Econ. (3) ea. Max. credit is (6) for NWCC Econ. 101, 102, 120 & 210. Refer to Transfer Notes.	Econ. 100 (3)/ Econ. (3)	Econ 100 (1.5) ea. & also Econ. 100 lev (1.5) if both taken.	Econ. 200 (3)/ Econ. 201 (3)
120	Econ. (3) ea. Max. credit is (6) for NWCC Econ. 101, 102, 120 & 210. Refer to Transfer Notes.	Econ. 102 (3)	Econ. 100 lev (1.5)	Econ. 240 (3)
201/202	Econ. 100 (6)	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 lev (1.5)	Econ. 100 (3)

ENGLISH

NWCC	UBC	SFU	UVIC	OPEN UNIVERSITY
101/102	Engl. 100 (6)	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)	Engl. (3)

ENGLISH (Continued)

NWCC	UBC	SFU	UVIC	OPEN UNIVERSITY
100/104	Engl. 100 (6)	Engl. 101 (3) Engl. 102 (3)	Engl. 121 (1.5)/ Engl. 122 (1.5)	
109/110	Cr. Wr. 202 (6) Refer to Transfer Notes.	Engl. (3) ea.	Cr. Wr. 100 lev (1.5)/ Cr.Wr. P.C. (1.5)	Cr. Wr. (3) ea.
151	No Transfer	No Transfer	Engl. 100 lev (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 (6)	Engl. (3) plus exempt Engl. 204 or 205/Engl. 206 (3)	Engl. 200 (3)	Engl. 220 (3)/ Engl. 221 (3)
203/204	Engl. 202 (6)	Engl. 221 (3) ea.	Engl. 202 (3)	Engl. (3)
207	Engl. (3) 2nd yr.	Engl. (3)	Engl. 250 (1.5)	Engl. (3)
224/225	Wmst. 224 (6) or Arts (3)	Engl. (3) ea.	Engl. 200 lev. (1.5)/ W.S. 200 (1.5)	Engl. (3) ea.

FRENCH

NWCC	UBC	SFU	UVIC	OPEN UNIVERSITY
101/102	Fren. 105 (6)	Fren. (3) Refer to Transfer Notes.	Fren. 100 (3)	Fren. (3) ea.
103/104	Fren. 105 (6)	Fren. (3) Refer to Transfer Notes.	Fren. 100 (3)	Fren. (3) ea.
107/108	Fren. 110 (6)	Fren. (3) Refer to Transfer Notes.	Fren. 160 p.c. (1.5)/ Fren. 100 lev (1.5)	Fren. (3) ea.
110/111	To be determined individually following placement test.	Fren. (3) Refer to Transfer Notes.	Fren. 180 (3)	Fren. (3) ea.
121/122	To be determined individually following placement test.		Fren. 100 (3)	
127/128	To be determined individually following placement test.		Fren. 160 (3)	

FRENCH (Continued)

NWCC	UBC	SFU	UVIC	OPEN UNIVERSITY
130/131	To be determined individually following placement test.		Fren. 180 (3)	
140/141	To be determined individually following placement test.		Fren. 233T (1.5) & Fren. 333T (1.5)	

GEOGRAPHY

NWCC	UBC	SFU	UVIC	OPEN UNIVERSITY
101/102	Geog. 220 (3)/ Geog. (3)	Geog. 141 (3)/ Geog. 241 (3)	Geog. 101B (1.5)/ Geog. 100 lev (1.5)	Geog. 230 (3)/ Geog. (3)
103		Geog. 111 (3)	Geog. 101A (1.5) or ES 101	Geog. (3)
150/160	Geog. 101 (6)	Phys. Geog. (3). Geog. 150 & 160 = Geog. 111 (3) & Phys. Geog. (3)	Geog. 203A (1.5)/ Geog. 203B (1.5)	Geog. 110 (3)/ Geog. 111 (3)
205	Geog. (3)	* Geog. (3)	Geog. 200 lev (1.5)	Geog. (3)
228	Geog. (3)	Geog. 263 (3)	Geog. 200 lev (1.5)	Geog. 270 (3)
241/242	Geog. (3) ea.	*Geog. (3)/ Geog. 221 (3)	Geog. 200 lev (1.5) ea.	Geog. 231 (3)/ Geog. (3)
257	Geog. (3)	Geog. (3)	Geog. 100 lev (1.5)	Geog. (3)
284	Geog. (3)	Geog. (3)	Geog. 205A (1.5)	Geog. (3)
290	Geog. (3)	Geog. (3)	Geog. 100 lev (1.5)	Geog. (3)

GEOLOGY

NWCC	UBC	SFU	UVIC	OPEN UNIVERSITY
101/102	Geol. (6) unassigned	Appl. withdrawn	Geol. 200 (3)	Geol. (3) ea.
157/158	Geol. 105 (6) or Geol. (3) not for credit in Earth Science Dept.	Geog. 112 (3)/ (G.E.) Phys. Geog. (3)	Geol. 100 (3)	Geol. (3) ea.

HISTORY

NWCC	UBC	SFU	UVIC	OPEN UNIVERSITY
101/102	Hist. 125 (6)	Hist. (3) ea.	Hist. 200 lev (1.5)/ Hist. 242 P.C. (1.5)	Hist. (3) ea.
103/104	Hist. (3) ea.	Hist. 224 (3)/ Hist. 225 (3)	Hist. 200 lev (1.5)/ Hist. 242 P.C. (1.5)	Hist. 240 (3)/ Hist. (3)
105/106	Hist. 135 (6)	Hist. 101 (3)/ Hist. 102 (3)	Hist. 130 (3)	Hist. 120 (3)/ Hist. 121 (3)
131		Hist. (3)	Hist. 200 lev (1.5)	
132	Hist. (3)	Hist. (3)	Hist. 200 lev (1.5)	
133	Hist. (3)	Hist. (3)	Hist. 200 lev (1.5)	
153	Anth. (3)	Hist. (3)	Hum. 100 lev (1.5)	
201/202	Hist. (3) ea.	Hist. (3) ea.	Hist. 200 lev (1.5) ea.	Hist. (3) ea.
203/204	Hist. (3) ea.	Hist. (3) ea.	Hist. 200 lev (1.5) ea.	Hist. (3) ea.
205		Hist. 231	Hist. 200 lev (1.5)	
211/212	Cl. St. 331 (6)	Hist. (3)	Clas. 100 (3)	Hist. (3) ea.
231	Hist. (3)	Hist. (3)	Hist. 200 lev (1.5)	
241	Hist. (3)	Hist. (3)	Hist. 200 lev (1.5)	Hist. LL (3.0)
251		Hist. (3)	Hist. 200 lev (1.5)	Hist. (3)

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		Psyc. 355 (3)	Psyc. 200 lev (1.5)	

LABOUR

NWCC	UBC	SFU	UVIC	OPEN UNIVERSITY
207/208	Soci. (1.5)	S.A. (3) or S.A. (1) for one.	Soci. 200 lev (1.5)	
268		Psyc. 255 (3)	Psyc. 200 lev (1.5)	

LINGUISTICS

NWCC	UBC	SFU	UVIC	OPEN UNIVERSITY
Ling. 109	Ling. (3)	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 (3)/ Math. 101 (3)	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	Stat. 203 (3)	Math. (3) ea.	Math. 151 (1.5)/ Stat. 100 lev (1.5)	Math. (3)/ Math. 102 (3)
141/142	Math. 140 (3)/ Math. 141 (3)	Math. 157 (3)/ Math. (3)	Math. (100 lev) (1.5 ea.) If both taken then: Math. 102 & 100 lev (1.5 ea.)	Math. (3) or Math. (3) or Math (3) ea. 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 lev (1.5) ea.	

PHILOSOPHY

NWCC	UBC	SFU	UVIC	OPEN UNIVERSITY
101/102	Phil. 100 (6)	Phil. 100 (3)/ Phil. 120 (3)	Phil. 100 (3) or Phil. 100 lev (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 (6)	Phys. 101 (3)/ Phys. 102 (3)	Phys. 102 (3)	Phys. 110 (3)/ & 115/ Phys. 111 (3) & Phys. 116
121/122	Phys. 115 (6)	Phys. (3) See SFU Transfer Notes.		Phys. 110 (3) & 115/ Phys. 111 (3) & Phys. 116

POLITICAL SCIENCE

NWCC	UBC	SFU	UVIC	OPEN UNIVERSITY
101/102	Poli. 200 (3)/ Poli. 240 (3)	Poli. 221 (3)/ Poli. 222 (3)	Poli. 100 Lvl (3) or 100 Lvl (1.5) ea.	Poli. 200 (3)/ Poli. (3)
203/204	Poli. 260 (3)/ Poli. (3)	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 (6)	Psyc. 100 (3)/ Psyc. 102 (3)	Psyc. 100 (3) or Psyc. 100 lev (1.5) ea.	Psyc. 101 (3)/ Psyc. 102 (3)
201/202	Psyc. (3) ea. (Precludes credit for Psyc. 301)	Psyc. (3) ea. or Psyc. (3)/ G.E. Psyc. (3) for both.	Psyc. 200 lev (1.5) ea.	Psyc. (3) ea. May not take Psyc. 439/440/445 for additional credit.
203				Psyc. (3)

PSYCHOLOGY (Continued)

NWCC	UBC	SFU	UVIC	OPEN UNIVERSITY
211/212	Psyc. 200 (6)	Psyc. (3) ea. or Psyc. 201 (3)/ Psyc. (3) for both.	Psyc. 200 lev (1.5) ea.	Psyc. (3) ea. or Psyc. 210 (3) for NWCC 211 or Psyc. 211 (6) for both.
221/222	Psyc. (3) ea. (Precludes credit for UBC Psyc. 300 (221)/401 (222).	Psyc. 340 (3)/ Psyc. (3)	Psyc. 200 lev (1.5) ea.	Psyc. (3) ea. or Psyc. 461 (3)/Psyc. (3)

SOCIAL WORK

NWCC	UBC	SFU	UVIC	OPEN UNIVERSITY
200/201			Soc. W. 200A (1.5)/ Soc. W. 200B (1.5)	Soc. W. 200 (3)/ Soc. W. 201 (3)

SOCIOLOGY

NWCC	UBC	SFU	UVIC	OPEN UNIVERSITY
101/102	Soci. 200 (6)	S.A. (3) ea. 100 div. or S.A. 150 (3)/ S.A. (3) 100 div. for both.	Soci. 100 (3) or 100 lev (1.5) ea.	Soci. 101 (3)/ Soci. 102 (3)
201/202		W.S. (3) ea.	Soci. 200 lev (1.5) ea.	
203/204	Soci. (3) ea.	*S.A. (3) ea. 200 div.	Soci. 200 lev (1.5) ea.	Soci. (3) ea.
205/206	Soci. (3) ea.	*S.A. (3) ea. 200 div.	Soci. 200 lev (1.5) ea.	Soci. (3) ea. May not take Soci. 430 for additional credit.
207/208	Soci. (3) ea.	S.A. 100 (3) ea. or S.A. 100 (3)/ S.A. (3) 100 div.	Soci. 200 lev (1.5) ea.	Soci. (3) ea.
209/210	Soci. (3) ea.	S.A. 150 (3)/ S.A. 100 (3)	Soci. 203 (1.5)/ Soci. 200 lev (1.5)	Soci. (3) ea.
211/212	Soci. (3) ea.	Gen. Elec. Soci. (3) ea. for Wmst. Cr. apply to W.S. Committee.	Soci. 100 lev or 200 lev (1.5) ea.	Soci. (3) ea.
217/218	Soci. (3) 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 lev (1.5) ea.	

* See SFU Transfer Notes

SPANISH

NWCC	UBC	SFU	UVIC	OPEN UNIVERSITY
101/102	Span. 100 (6)	Span. (3) ea.	Span. 100 (3)/ or 100 lev (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 lev (1.5) ea.	
110/111	*Socio. (1.5) ea.	W.S. (3) ea. 200 div.	Hum. 100 lev (1.5) ea.	
201/202	Same Crse. as Soci. 201/202	Individual Assessment	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)



WILDERNESS GUIDING SKILLS

The Wilderness Guiding programme was designed to meet the increasing demand for well trained personnel to work in the Adventure Tourism Industry.

Students take a common core programme and then may take one or both specialties.

Admission Requirements

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

How to Apply

Applications may be obtained from any local College centre or by writing to Northwest Community College, Box 3606, Smithers, B.C. V0J 2N0, or call (604) 847-4461.

Dates and Location

This programme starts in the Spring of each year and is available at the Smithers centre.

CORE PROGRAMME (30 days)

Students set up the camp they will live in for the duration of this thirty-day programme. Students therefore use the skills they are taught. Courses are held in camp construction, cooking, horse use and care, photography, first aid, aircraft safety, client/guide relationships, plant identification, bear behavior and many other topics.

SPECIALTIES

Backcountry Guiding

In this three week advanced course students learn survival skills, use of firearms, tracking, hiking, horse care, use and packing. After learning skills in their base camp students set up and live in a camp in a remote location.

Fishing

Courses covered in this specialty include boat operation, small engine repair, use and care of fishing equipment, fly tying and fish biology. Students spend part of the time in a remote fishing camp. Both freshwater and saltwater fishing are covered.



FINANCIAL AID SOURCES

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FINANCIAL AID SOURCES

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

SPONSORSHIP PROGRAMMES

The following information is an outline of the sponsorship programmes 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.

Employment and Immigration Canada

Employment and Immigration Canada (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

The Ministry of Social Services, 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 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 programme, ordinarily vocationally oriented. Persons attending a college or university on a degree programme do not qualify for training allowances.

For further information, contact the individual in the Ministry of Social Services 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 the Vocational Rehabilitation Services.

Federal Department of Indian Affairs

The Federal Government provides a comprehensive programme 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 programmes 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 programmes of at least two years in duration. Maximum assistance is \$700 per year for funded students and \$2000 per year for non-funded students who rely on student loans. 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, in Terrace, or from the Ministry of Native Affairs, First Citizens' Fund, Programme 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 programmes 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 programme 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.

Canada Scholarship

The aim of the Canada Scholarship programme is to reward academic excellence and encourage more of Canada's most promising students to choose careers in science and engineering.

Each year, the Government of Canada grants a minimum of 2500 Canada Scholarships to undergraduates entering natural sciences or engineering studies at universities and colleges. Worth \$2,000 annually and renewable for up to three times, the scholarships are worth up to \$8,000 over four years. Academic excellence is the primary criterion for nomination.

Applicants must be Canadian citizens or permanent residents. There is no age limitation.

Application forms are available from high schools as well as NWCC centres and must be submitted to the institution you plan to attend by the end of June.

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 donation to the Northwest Community College Endowment Fund. Applicants for Alcan Bursaries must be enrolled in full-time credit programmes 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 centres 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 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 programmes. 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 students in vocational or technical programmes. 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. A \$250 award is available annually to students enrolled in the A.B.E. programme. First consideration is 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 programmes. As funds are provided to help students continue their education, recipients must re-enroll in the Fall semester to redeem the award. Enrollment can be with any recognized institution. Instructors will submit nominations to the Financial Awards Committee for final selection.

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 programmes 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.

Student Association Emergency Aid Fund

NWCC Student Association and the Ministry of Advanced Education, Training and Technology have jointly established a fund to assist students who face emergency expenditures for such things as:

- a) travel expenses in the event of serious illness or death of an immediate family member,
- b) medical or dental costs,
- c) living expenses

Further information is available from Student Advisors at each College centre and from the Financial Aid office in Terrace.

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 centre.

Vancouver Foundation

The Foundation provides mini-block grants on a rotational basis to B.C. community colleges. To determine if your institution will receive a mini-block grant for the current year, please check with your Financial Aid Office.

Women's Programmes 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 Programmes. The award is intended to assist female students in a programme 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.

Governor General's Collegiate Bronze Medal

The Governor General's Bronze Medal is awarded each year to an outstanding student graduating from a two-year diploma programme. Normally, this prestigious medal is awarded to the student who has attained the highest academic standing during two years of full-time study.

Lieutenant-Governor's Silver Medal

The Lieutenant-Governor's Silver Medal is awarded each year to a student in a vocational or career programme 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 programme at Northwest Community College. This scholarship will be applied to your first year's tuition in the C.G.A. programme. 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.

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 programme 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 \$145,000.00. 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 in Terrace, 635-6511.

PROVINCIAL ASSISTANCE

Assistance Programme for Students with Severe Disabilities

Up to \$10,000 may be provided to assist with extraordinary costs of goods and/or services related to a disability which are required to enable access to post-secondary education. This may include restorative devices, special equipment, vehicle modification, special transport, attendants and interpreters. Applicants must have exhausted all other funding options.

Contact the Financial Aid office, in Terrace, for more information.

British Columbia Student Assistance Programme

This is a comprehensive programme 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 programme are intended to supplement, not replace, the student's own financial resources and those of the student's immediate family.

Levels of Assistance

This programme 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 successfully complete 60% of a full course load in first year to be eligible for equalization funds in second year.

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 programme funded by the Government of Canada and administered by the Provincial Government.

Students must be enrolled in a programme of at least 12 weeks duration and be enrolled in less than 60% of a full programme of study.

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

Loan Remission Programme

This programme may reduce student loan debt to \$13,000 (\$17,000 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.

Adult Basic Education Student Assistance Plan

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

- Basic Literacy
- Academic Up-grading
- English Language Training
- Employment Orientation Programmes

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 programme
- 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.

Work Study Programme

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

FINANCIAL AID 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, in Terrace, 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 programme at a B.C. educational institution or a recipient may be attending studies in another province if the programme 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.

B.C. Hydro Native Scholarship

B.C. Hydro, Northern region will be offering two \$1,000 scholarships to Native students who have successfully completed at least first year of post-secondary education and can demonstrate relevancy of discipline to B.C. Hydro careers.

Further information is available from the Financial Aid Office in Terrace.

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 who 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 assist students with expenses related to maritime studies.

Application forms are available from the Financial Aid Office, in Terrace, 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 Programme 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 Programme, 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

For students in this region, the following awards are available through the CNIB:

1. William and Dorothy Farrell Scholarship

To assist visually impaired individuals who are pursuing studies for a career in the field of services to other blind individuals.

2. June Gilmore English Memorial Fund

To assist blind and visually impaired students attending a post secondary programme. Application deadline is April 30.

3. Imasco Scholarship Fund for Disabled Students

To encourage young Canadian students to pursue university studies with the ultimate objective of obtaining a university degree. Application deadline is June 1.

4. The Canadian Council of the Blind, James L. Wood Scholarship

To further train or educate visually impaired students at post-secondary levels. Application deadline is June 30.

5. Robinson and Buckland Memorial Bursary (Reader Grant)

To provide financial assistance to legally blind full-time post-secondary students. Application deadline is August 15.

6. John and Dorris Corrigan Fund

Funding for items not covered by other funding sources. Applicants must be visually impaired. No deadline.

7. Martha Guest Memorial Bursary

To financially assist sight impaired students continuing their education. No deadline.

8. Lorne Hassan Memorial Fund

To offer assistance to visually impaired students who wish to further their education. No deadline.

9. Military Police Fund

To assist students with UNFORSEEN needs that cannot be met by other services and programmes. Applicants must be visually impaired. No deadline.

10. Rixon Rafter and Judge Brian Stevenson Scholarships

To assist legally blind Canadians pursuing post-secondary studies. Deadline is September 15.

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 Programme 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/programmes up to and including the second year of a university or community college programme 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.

Terry Fox Humanitarian Award Programme

Renewable awards of \$4,000 annually are available to students demonstrating the highest ideals and qualities of citizenship. Relevant qualities are courage in overcoming obstacles, involvement in humanitarian service and participation in sport, fitness and community service.

Applicants must be studying toward a first degree or diploma and must not exceed 25 years of age.

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

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 Programme

This programme 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 Aid office in Terrace.

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 Westminster, 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.

Kaien Consumers Credit Union

Provides a \$750 bursary to a student who has been an active member in good standing of the Kaien Consumers Credit Union for at least 6 months prior to the date of application.

Additional information is available from the Financial Aid office in Terrace.

Kermode Friendship Society

These bursaries are intended to assist students who are members of the Society who wish to continue their education at university, college, vocational, technical or other post-secondary institutions.

To be eligible, a student must:

1. provide proof of registration,

2. provide a transcript showing at least one successful semester (except for first-time students).

Students can re-apply for assistance in following years. Bursary amounts vary between \$100 and \$1,000.

For more information contact the Financial Aid office, in Terrace, or from the Society at 3313 Kalum Street, Terrace, B.C. V8G 2N7.

MENSA Canada Scholarships

For 1992, two \$500 scholarships will be available. Applicants need not be MENSA members but must be enrolled in a full-time programme at an accredited institution. Application deadline is February 28.

Application forms are available at the Financial Aid office in Terrace.

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, in Terrace, 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: Dr. Arthur J. More, UBC Faculty of Education, 2125 Main Mall, Vancouver, B.C., V6T 1Z5.

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 programmes in recognized post-secondary educational facilities. Programmes 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 Programme, 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, in Terrace, 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.
2. 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

1. 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 programme at either a community college or university.
2. This scholarship will be in the amount of \$500 and is awarded annually to a former Prince Rupert Senior Secondary School student who is interested in pursuing a vocation in any of the health care fields. Deadline is June 30.

Applications can be obtained from the Office of the Administrator, 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.

The RN Foundation of B.C. has a number of bursaries available to students who are accepted into or enrolled in:

- a basic programme leading to nurse registration
- baccalaureate, or graduate degree programmes
- clinical specialty programmes
- refresher programmes

Applications must be received by September 30. Winners will be advised by October 15.

For information or to apply, contact the Registered Nurses Foundation of B.C., 2855 Arbutus Street, Vancouver, B.C. V6J 3Y8.

Royal Canadian Legion (Pacific Command)

The Royal Canadian Legion (Pacific Command) offers annually awards ranging from \$700 to \$1300 for students wishing to enter an institution of higher learning. Some awards will also be available to those entering second, third or fourth year university. Although others are considered, preference is given to descendant children and grandchildren of deceased, disabled or other veterans. Deadline is May 31.

For application forms and further information contact the Financial Aid office in Terrace. 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.

Society of Vocational Instructors of B.C./Yukon

On an annual basis, the Society will award one \$100 bursary to a full-time student in a vocational programme at each institute which is an institutional member of the society. Recipients will be selected on demonstrated financial need and performance in a vocational programme.

Application forms are available from Bruce MacKee or Bud Hallock at Northwest Community College, Terrace Centre.

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.

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 AND BCIT

Each of the three B.C. universities, BCIT and Lakehead University in Ontario 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 Technologies.

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

Lakehead University Transfer Awards

Awards valued up to \$1000 each are available to community college and university diploma programme graduates entering full-time related degree programmes. 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.

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 programmes 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 by mid May.

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

Norman A.M. MacKenzie Regional College Scholarships

In honour of Dr. Norman MacKenzie, President of UBC from 1944-1962, six scholarships of \$1250 each are offered to students proceeding from one of B.C.'s regional or Community Colleges to UBC or B.C.I.T. 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 mid May.

SIMON FRASER UNIVERSITY

The Honourable William M. Hamilton College Transfer Scholarships

Up to four 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 six 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 of the above listed 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 late March for summer or fall registration and late November for spring registration.

Applications are available from the Financial Aid office, Terrace, 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 ever is the shorter period. A student whose grade point average falls between 7.00 and 7.49 may file a written appeal with the Senate Committee on Awards to seek special consideration for the renewal of the scholarship. No renewal will be considered if a student's average falls below 7.00. In extenuating circumstances, a student may, upon application to the Senate Committee on Awards, defer the acceptance of the initial scholarship or may defer the renewal of a scholarship for a maximum of one year.



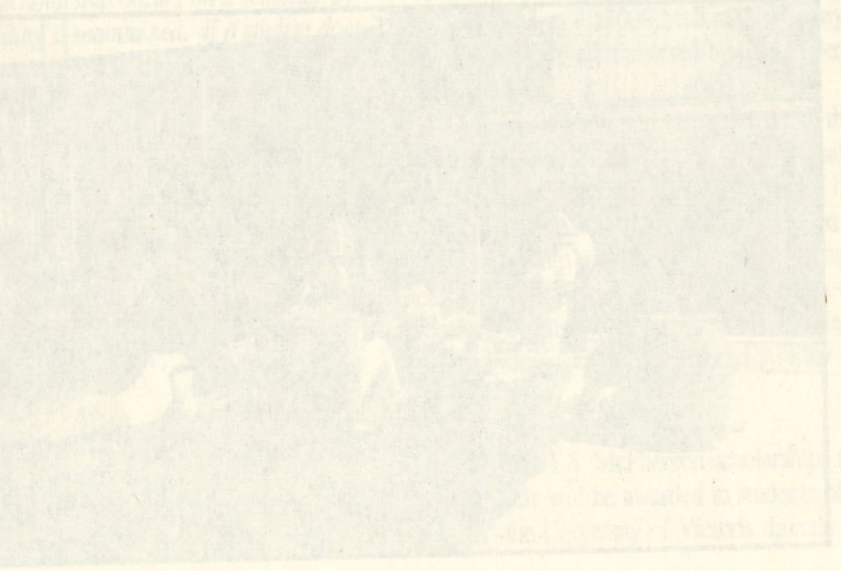
Northwest Community College Scholarship... The scholarship is awarded to students who have completed a minimum of one year of college work...

The University of Victoria... The award is made to students who have completed a minimum of one year of college work...

The Kent College Transfer Scholarship... Up to \$1,500 is available to students who have completed a minimum of one year of college work...

For full details of the scholarship... Applications are available from the Director of Student Services...

UNIVERSITY OF VICTORIA



Northwest Community College... The scholarship is awarded to students who have completed a minimum of one year of college work...

The University of Victoria... The award is made to students who have completed a minimum of one year of college work...

The Kent College Transfer Scholarship... Up to \$1,500 is available to students who have completed a minimum of one year of college work...

For full details of the scholarship... Applications are available from the Director of Student Services...

UNIVERSITY OF VICTORIA

ADMINISTRATION AND FACULTY

CENTRAL ADMINISTRATION

- Don Anderson, R.M.C., B.Sc. (U.S.)
- Michael Hill, B.Sc. (U.S.), M.A. (U.S.)
- Patrick Rose, B.A. (U.S.), B.C. (U.S.)
- Brian Lopez, B.Sc. (U.S.)
- Suzie McDowell, B.A. (U.S.)
- Laura Brown, M.A. (U.S.)
- Billy Koford, Assoc. in Arts Diploma (NWYU)
- Robert Irving, D.F.C., M.A., M.L.S. (U.S.)
- Patricia Baker, B.A., M.L.S. (U.S.)
- Elizabeth Cook, B.A. (U.S.)

ADMINISTRATION & FACULTY

Administration

- Garth... Corp. Programmes Coordinator
- Jim... Extension Services
- Savita... Student Advisor
- Peter... Pre-School Supervisor
- Jan... Extension Services
- May... Manager, Ancillary Services
- Elaine... Manager, Ancillary Services
- Tony... Manager, Ancillary Services

Developmental Educators

- Larry... Coordinator
- Pat... Adult Basic Education Instructor
- Debbie... Adult Special Education Instructor
- Nancy... Adult Basic Education Instructor
- Jack... Adult Basic Education Instructor
- Ails... Adult Basic Education Instructor

Business, Management & Hospitality

- Grant... Office Career Institute
- John... Business Administration Institute
- Brenda... Office Career Institute
- Carol... Business Administration Institute

ADMINISTRATION AND FACULTY

CENTRAL ADMINISTRATION

Don Anderson, R.M.C., B.Sc. (Queen's)	President
Michael Hill, B.Sc. (U.Vic), M.A. (U. Man.)	Vice President, Educational Services
Patrick Rife, B. Comm (UBC), C.A.	Vice President, Administration Services
Brian Loptson, B.Sc. (UBC)	Registrar
Sheila McDonald, B. Journalism (Carlton U.)	Manager, Human Resources
Larisa Tarwick, M.A. (Pacific Oakes)	Manager, Programme Support
Betty Kofoed, Assoc. in Arts Diploma (NWCC)	Manager, Public Relations
Norbert Hartig, D.B.C., B.A., M.L.S. (UBC)	Manager, Open Learning
Patti Barnes, B.A., M.L.I.S. (U. Albt.)	Learning Resources Coordinator
Elizabeth Snyder, B. Phys. Ed. (U.N.B.), B.S.W. (U.Vic)	Special Education Coordinator
Bev Kealty	Financial Aid Officer
Peter Crompton	Manager, Facilities

CENTRAL REGION - Terrace & Nass Valley

Terrace Centre

Administration

Gary Morrison, B. Ed. (UBC), M.Ed. (U. Vic.)	Director, Terrace & Nass
Jim Stone, B. Math (U. of Waterloo)	Assistant Director, Terrace
Sandra Bullock	Co-op Programmes Coordinator
Peter Haigh	Extension Services
Ian Hamilton, B.A. (Trent), Prof. Teach. Cert. (SFU)	Student Advisor
Mary McNeice	Pre-School Supervisor
Elaine Maikapar	Extension Services
Tony Reddy	Manager, Ancillary Services

Developmental Education

Larry Bolingbroke, B.A. (UBC)	Coordinator/Instructor
Pat Carson, B.Sc. (SFU), Prof. Teach. Cert.	Adult Basic Education Instructor
Debbie Holkestad, Assoc. in Arts Diploma, LPN	Adult Special Education Instructor
Nirmal Parmar, B.Ed., M.A. (Punjab U.), Prof. Teach. Cert.	Adult Basic Education Instructor
Jack Perry	Adult Basic Education Instructor
Ada Sarsiat, B.Ed. (U.Vic)	Adult Basic Education Instructor

Business, Management & Hospitality

Grant Bennest, Bach. of Comm. (UBC)	Office Careers Instructor
John Campbell, B.Sc. (McGill), Ph.D. (U. of Waterloo), MBA (UBC), CGA	Business Administration Instructor
Brenda McCarron	Office Careers Instructor
Cathay Sousa, C.G.A.	Business Administration Instructor

Health, Social & Community Services

Jake Muller, B.A. (U. of Guelph), M.A. (Dalhousie)	Social Service Worker Coordinator/Inst.
Doug Foster, B.A. (York U.), M.C.W. (UBC)	Social Service Worker Instructor
Johannie Fort, B.Sc.N. (U.Vic)	Nursing Coordinator
Joanne Thomson, R.N., B.A. (OLA)	Nursing Instructor
Kathy MacDonald, R.N., B.Sc.N. (U.Vic)	Nursing Instructor
Cheryl Brown, B.Sc.N. (U. of Man.)	Nursing Instructor
Shelley Taylor, R.N., B.Sc.N. (McMaster)	Early Childhood Education Coordinator/Inst.
Joan Turecki	Early Childhood Education Instructor
Nancy Hogue, B.Sc. (Notre Dame)	

Industry, Trades & Technology

Jim Bathgate, Bach. of Voc./Tech Ed. (U. of Regina), Inter Provincial Journey Ed Status H.D. Mech. Inter Provincial Journey Ed. Status Ind. Mech. (Millwright)	Coordinator/Instructor
Dick Coxford	Carpentry Instructor
Bud Hallock, H.D. T.Q., Millwright, T.Q. 4th Class Marine Engineer	TRAC Instructor
Ivar Hernes, T.Q. Carpentry	Carpentry Instructor
Brian Parkes, C.C.D.C. (UBC), Certified Chef De Cuisine	Cook Training Instructor
Bruce Mackee	Mechanics Instructor
Emile Marchand	Welding Instructor
Del Torgalson	Millwright Instructor

University Credit

Peter Anderson, B.Sc. (SFU), M.Sc. (SFU)	Math/Computer Science Instructor
Leanne Epp, B.A., M.A. (Univ. of Sask.)	English Instructor
Allen Gottesfeld, B.A. (Queen's, N.Y.), M.S. (U. of Ariz.), Ph.D. (U. of Cal., Berkley)	Biology/Geology Instructor
Norma Kerby, B.Sc. (UBC), Ph.D. (Carleton U.)	Biology/Geography Instructor
Andre Klingner, B.A. (Sir George William U.), M.A. (Hollins College)	Psychology Instructor
Shannon Mark, B.Ed. (UBC), M.Ed. (UBC)	Anthropology/Sociology Instructor
Sid Nair, B.Sc. (Lakehead U.), M.Sc. (Queen's U.)	Chemistry Instructor
Jo Patterson, B.A. (Agnes Scott College), Ph.D. (Harvard)	English/French Instructor
Eric Turner, B.Sc. (Hon.), (U. Waterloo), Ph.D. (UBC)	Acad. Head/Physics/Computer Science Inst.
Peter Weber, M.A. (Germany), Ph.D. (SFU)	Economics/Political Science/History Instructor

Nass Valley Centre

Linda Adams	Community Education Administrator
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EASTERN REGION - Smithers, Hazelton, Houston & Stewart

Smithers Centre

Administration

Eileen Klassen, B.A. (U. of Sask.)	Director, Smithers, Houston, Hazelton, Stewart
Ingrid Neville, B.A. (SFU), LLB (UBC)	Student Advisor

Program Staff

Sandra Clark	Office Careers Instructor
Bev Davidson, B. Comm. (UBC)	Office Careers Instructor
Alec Deas, B.Sc. (UBC), M.Sc. (UBC), Prof. Teach. Cert.	Adult Basic Education Instructor
Terrie McCreary	Office Careers Instructor

Hazelton Centre

Administration

Anne Yunkws, B.Ed. (Edinburgh)	Assistant Director
Annie Holiby, B.Ed. (U.Vic.), Prof. Teach. Cert.	Student Advisor

Program Staff

Shane Campbell, Forest Tech. Diploma (NAIT)	Forest Technology Coordinator/Instructor
Kathy Clay, B.A. (U. of Sask.)	Addiction Resource Worker Instructor
Bev Clifton, B.A. (S.F.U.)	Addiction Resource Worker Coordinator/Inst.
John Clement, R.P.F., B.Sc.F. (U. of T.)	Forest Technology Instructor
Patrick Hayes, Prof. Teach. Cert.	Adult Basic Education Instructor
Leonard Vanderstar, R.P.F., B.Sc., B.Ed. (U.T.)	Forest Technology Instructor

Houston Centre

Administration

Ralph Troschke, B.B.A. (Willfred Laurier U.), M.B.A.	Assistant Director
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Program Staff

Hilda Capak	Office Careers Instructor
Sandra Lavallie	Adult Basic Education Instructor
Jeannie Johnson	Adult Basic Education Instructor

Stewart Centre

Kirsten Chapman	Community Education Administrator
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SOUTHERN REGION - Kitimat

Kitimat Centre

Administration

Clive Hall	Director
Marie Godsell	Student Advisor

Program Staff

Roberta Bowen	English as a Second Language Instructor
Debbie Diehl	Office Careers Instructor
Kay Hall	Adult Basic Education Instructor
Laurie Kent, B.A. (U. of Alta)	Computer Lab Instructor
Bill Ralston, C.M.A., F.C.M.A. (U.K.), F.B.A., M.B.A., Ph.D.	Business Administration Instructor
Terry Stephan, B.Sc. (SFU), Prof. Teach. Cert	Adult Basic Education Instructor
Debbie Taylor	Office Careers Instructor
Christine Wozney, B.A. (UBC)	Adult Basic Education Instructor

WESTERN REGION - Prince Rupert & Queen Charlotte Islands

Prince Rupert Centre

Administration

Sue Russell, B.Ed., B. Admin., Teach. Cert. (Br.)	Director, Prince Rupert/Q. C. Islands
George McRae, M.A. (U. of Guelph)	Assistant Director, Prince Rupert
Vena Hachkevich	Student Advisor

Developmental Education

Marie Grinstrand	ABE Coordinator/Instructor
Lianne Gagnon, B.A. (U. of Guelph)	Adult Special Education Instructor
Anna Munger, B.Ed. (UBC)	Adult Basic Education Instructor
John Wood, B.A. (Trent U.), B.Ed. (Queen's U.)	Adult Basic Education Instructor

Business

Suzanne Euinton, Diploma (Wascana Inst.), B.Ed. (U. Regina)	Office Careers Instructor
Chris Kellman, B.Sc. (UBC), M.B.A. (UBC), Prof. Teach. Cert.	Business Administration Instructor

Career/Vocational

Andrew Batko, Master Mariner	Nautical Instructor
Wayne Kennedy	Welding Instructor

University Credit

Rocque Berthiaume, B.A. (Carleton)	Social Science Instructor
John Hiom, B.Sc. (Nottingham, Eng.) M.Sc. (UBC),	Science Instructor
Mona Izumi, B.Sc. (UBC),	Assoc. Academic Head/Math Instructor
Karl McKenzie, B.A. (U. of Guyana), Teach. Diploma (Guyana), B.A. (Hons.) (McMaster), M.A. (U. of Waterloo), Ph.D. (U. of Waterloo)	Humanities Instructor
Tirso Morales, B.A. (C.U. of Valpariso, Chili) M.Sc. (U. of Wis.)	English/Psychology Instructor

Queen Charlotte Islands Centre

Leslie Weaver	Community Education Administrator
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INDEX

A
 Absenteeism 12
 Accounting Clerk 54
 Addiction Resource Worker 21
 Administrative Assistant 54
 Administration and Faculty 99
 Admission and Registration 9
 Adult Basic Education 23
 Adult Basic Education Fundamental Level 24
 Adult Basic Education Intermediate Level 24
 Adult Basic Education Advanced Level 25
 Adult Basic Education Provincial 25
 Adult Basic Education Student Assistance Plan 87
 Adult Special Education 26
 Anthropology 62
 Appeals 15
 Appeals for Suspension 15
 Application Procedure 9
 Apprenticeship Training 43
 Assignments and Essays 13
 Assistance Programme -Students with Severe Disabilities 87
 Attendance 12
 Automotive (See Entry Level Trades Training)

B
 Biology 63
 Books & Supplies 17
 British Columbia Student Assistance Program 87
 Business Administration 27
 Business Administration Transfer Guide 31

C
 Calculating Grade Points 14
 Career Resources 17
 Carpentry (See Entry Level Trades Training)
 Certificates and Diplomas 14
 Chemistry 63
 Clerk-Bookkeeper 54
 Clerk-Typist 54
 College Board 5
 Command Endorsement Certificate 47
 Computer Science 63
 Confidentiality of Student Records 14
 Continuing Care Assistant 32

Cook Training 32
 Cook Up-grading 33
 Cooperative Education 17, 27, 39
 Course in Progress 13

D
 Dates to Remember 4
 Diploma in Business Administration
 - Accounting Option 27
 - General Management Option 27
 Diploma Programmes (University Credit) 60
 - General Studies 60
 - Associate in Arts 60

E
 Early Childhood Education 33
 Economics 64
 English 64
 Entry Level Trades Training 43 - 45
 Examinations 13

F
 Fees 9
 Financial Aid 11, 17
 Financial Aid Sources 83
 Financial Aid from other Sources 88
 First Aid 38
 Fishing Master II Certificate 48
 Fishing Master III Certificate 48
 Fishing Master IV Certificate 48
 Food Services 17
 Forest Technology 39
 French 64

G
 General Appeal 15
 General Basic Cooking 33
 General Conduct and Safety 12
 General Education Development Tests (GED) 17
 Geography 65
 Geology 65
 Grade Appeal Procedure 16
 Grading Policies and Procedures 13
 Grading Scale 13

H
Heavy Duty Mechanical (See Entry Level Trades Training)
History 65
Housing 17
Human Service Worker (See Social Service Worker)

I
Incomplete Grades 13
Index of Career Paths 60
Industry/Trades/Technology 43
Intellectual Honesty 12
International Students 10

L
Late Registration 9
Learning Resource Centre/Library 17
Literacy & English as a Second Language 46

M
Master Minor Water 48
Math 66
Medical Secretary 54
Message from the President 3
Methods of Evaluation 13
Millwright (See Entry Level Trades Training)
Mission Statement and Operating Principles 5

N
Nautical Studies 47
Nursing 49
Northwest Community College Awards 84
Northwest Community College Endowment Fund 86

O
Office Careers 53

P
Permanent Record and Withdrawal from Classes 15
Personal Medical Insurance 15
Philosophy 67
Physics 67
Political Science 67
Post Basic Programmes (ECE) 34
Preschool Aide Training Programme (P.A.T.) 37
Professional Cooking Trades Qualification Program 33

Program Packages (University Credit) 60
Provincial Assistance 87
Provincial Welder Training Program 45
Psychology 68

R
Recreational Activities 18
Refund Policy 10
Registration 9
Responsibilities of the Student 15

S
Services Available 17
Services for Students with Special Needs 18
Smoking Policy 15
Social Service Worker 57
Sociology 68
Sponsorship Programmes 83
Statement of Grades 15
Student Advisors 18
Student Conduct Policy 12

T
Table of Contents 2
Trades (See Industry/Trades/Technology)
Transcripts of Permanent Record 15
Transfer or Programme Closure 13
Tuition 9
Tuition Reduction 10

U
University Credit 59
University Credit Transfer Guide 70
Unofficial Withdrawal 13

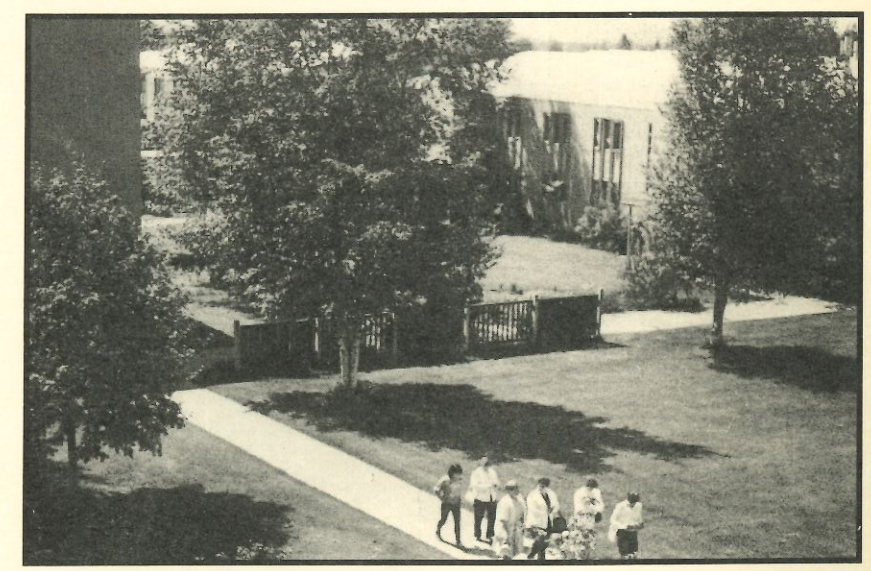
W
Watchkeeping Mate 48
Welding 45
Welding Upgrading 46
Wilderness Guiding Skills 80
Withdrawal 13
Word Processing 54
Work Study Programme 87



On-Campus Housing

TERRACE CENTRE

- * Single or Double units
- * Suites
- * Lounge Areas
- * Cable Television
- * Coin Operated Laundry
- * Recreation Facilities
- * Cafeteria Services
- * Parking



Join a community of active students who are serious about their education. Our residence department strive to maintain a group living environment in which maximum learning and personal development take place.

Students seeking accommodation in centres other than Terrace, please contact the NWCC office at that Centre.

NWCC

NORTHWEST COMMUNITY COLLEGE



EASTERN REGION

SMITHERS

3966 2nd Avenue
P.O. Box 3606
Smithers, B.C. V0J 2N0
Phone: (604) 847-4461
FAX: (604) 847-4568

Houston

P.O. Box 1277
Houston, B.C. V0J 1Z0
Phone: (604) 845-7266
FAX: (604) 845-3521

Stewart

P.O. Box 919
Stewart, B.C. V0T 1W0
Phone: (604) 636-9184
FAX: (604) 636-2770

WESTERN REGION

PRINCE RUPERT

130 First Avenue West
Prince Rupert, B.C. V8J 1A8
Phone: (604) 624-6054
FAX: (604) 624-4920

Hazelton

P.O. Box 338,
Hazelton, B.C. V0J 1Y0
Phone: (604) 842-5291
FAX: (604) 842-5813

Queen Charlotte Islands

P.O. Box 67
Queen Charlotte City, B.C.
V0T 1S0
Phone: (604) 559-8222
FAX: (604) 559-8219

CENTRAL REGION

TERRACE

5331 McConnell Ave.
Terrace, B.C. V8G 4C2
Phone: (604) 635-6511
FAX: (604) 635-3511

Nass Valley

c/o Nisga'a Tribal Council
General Delivery
New Aiyansh, B.C. V0J 1A0
Phone: (604) 633-2234
FAX: (604) 633-2367

SOUTHERN REGION

KITIMAT

606 Mountainview Sq.
Kitimat, B.C. V8C 2N2
Phone: (604) 632-4766
FAX: (604) 632-5069

