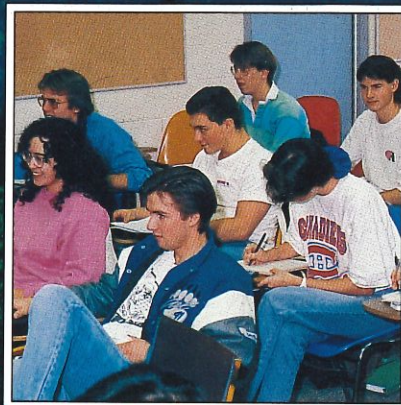
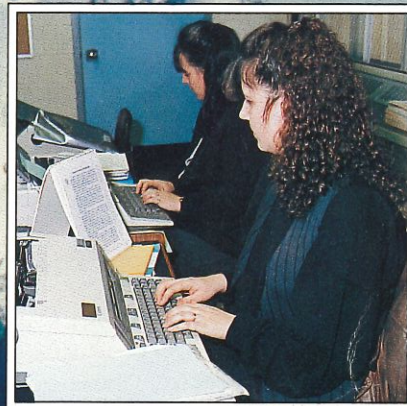
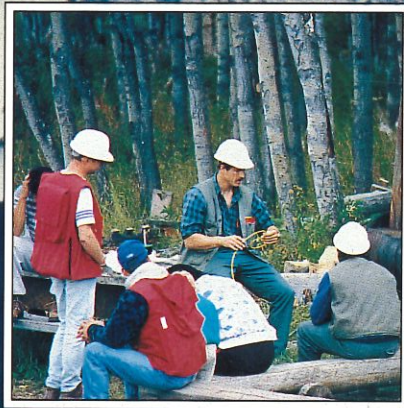


# NWCC

NORTHWEST COMMUNITY COLLEGE

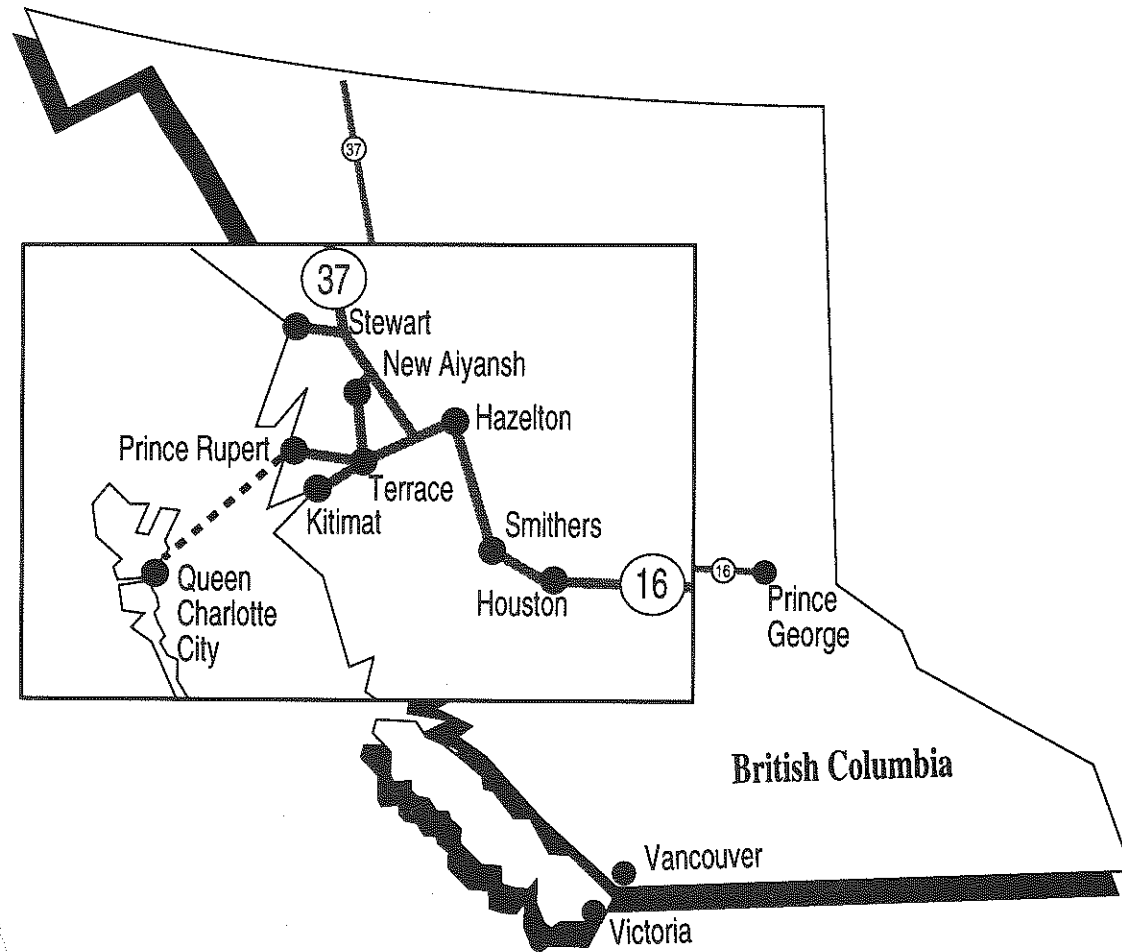


# Calendar 95-96





# Northwest Community College Region



*Cover Photograph*  
 Seven Sisters, Yellowhead, Hwy 16  
 Courtesy - Al Richardson, Photowork Studio, Terrace, British Columbia

*Cover Design/Desktop Publishing*  
 Carol Reynolds, College Services, Terrace

**Northwest Community College**  
 See reverse for mailing addresses



**APPLICATION for ADMISSION**

**ANSWER ALL QUESTIONS. INCOMPLETE FORMS WILL BE RETURNED, CAUSING A DELAY IN PROCESSING.**

**A \$25.00 non-refundable application fee must accompany this form.**  
**\*\*EXCEPTION\*\* Fee is waived for students returning within 12 months of their last NWCC enrollment.**

**PERSONAL INFORMATION** (Please Print Clearly)

If previously registered in a credit course or program at NWCC enter your NWCC Student Number

LAST NAME:		FULL LEGAL FIRST NAME:		MIDDLE NAME OR INITIAL:
PERMANENT MAILING ADDRESS			LOCAL ADDRESS (while attending NWCC, if known)	
Apartment Number, Street, Box			Apartment Number, Street, Box	
City	Province	Postal Code	City	Province Postal Code
Home Telephone # ( )	Bus./Message Telephone # ( )	Local Telephone # ( )		
<b>**** NOTE ****</b> <b>All correspondence is sent to Permanent Address</b>			IN CASE OF EMERGENCY CONTACT: _____ Telephone ( )	
DATE OF BIRTH: Year / Month / Day	Social Insurance Number / /			
GENDER: Female <input type="checkbox"/> Male <input type="checkbox"/>	<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> Other _____ <i>Immigration papers must be attached if applicant is not a citizen.</i>			
B.C. Provincial Examination I.D. Number:				

**PROGRAM INFORMATION**

Applicants are strongly encouraged to discuss their educational plans with an Educational Advisor before completing this section. Some programs require specific documentation in addition to this application. **Check the admission requirements for the program in the College calendar.**

**PROCESSING OF YOUR APPLICATION WILL BE DELAYED UNTIL ALL REQUIRED DOCUMENTATION IS RECEIVED.**

Program for which you are applying:	Do not complete this section if you are applying for Adult Basic Education, Adult Special Education, Cook Training or Trades programs. <b>ALL OTHER PROGRAMS:</b> List the first semester, trimester or term courses you would like to take. You will be considered only for the courses you list.
Campus to which you are applying:	
Date (month/year) you would like to start:	
I WOULD PREFER TO STUDY: <input type="checkbox"/> Full Time <input type="checkbox"/> Daytime <input type="checkbox"/> Part Time <input type="checkbox"/> Evenings <input type="checkbox"/> By Distance (at home)	

*(The following questions are optional and will not affect admission decisions)*

- Assessment helps place you in the proper program and increases your chances of success. Do you wish to have your knowledge and skills assessed?    yes  no
- Do you wish to have the Coordinator of Services for Students with Disabilities contact you?    yes  no
- Daycare is available at the Terrace Campus. Do you wish to receive further information?    yes  no
- Do you consider yourself to be a member of First Nations?    yes  no

**Educational and Statistical information continues on the back of this form.**



**Educational and Statistical Information**

INDICATE YOUR MAIN ACTIVITY DURING THE PAST YEAR.

- 1.  Attending high school
- 2.  Attending college or institute
- 3.  Attending university
- 4.  Other education not listed above
- 5.  In labour force, or looking for work
- 6.  None of the above

WHERE WERE YOU LIVING MOST OF THE TIME?

- 1.  In B.C.
- 2.  In another Province
- 3.  In another Country

LAST HIGH SCHOOL ATTENDED.

CITY and PROVINCE.

LAST DATE ATTENDED HIGH SCHOOL \_\_\_\_\_ Year \_\_\_\_\_ Month

DID YOU GRADUATE FROM HIGH SCHOOL?  Yes  No

CHECK THE LAST GRADE YOU FINISHED OR ARE PRESENTLY COMPLETING.

- Less than 10
- Grade 11
- Grade 12
- GED
- Adult Basic Education
  - Developmental
  - Advanced
  - Provincial

LOCATION OF LAST INSTITUTION ATTENDED.

(High School or Post-Secondary)

- 1.  British Columbia
- 2.  Another Province
- 3.  Another Country

TYPE OF INSTITUTION LAST ATTENDED.

- 1.  Secondary School
- 2.  University
- 3.  College/Technical School

**Previous Post-Secondary**

If you have previously taken courses at another post-secondary institution that directly relate to this application, please complete the following. (You may be required to submit official transcripts.)

NAME OF INSTITUTION	LOCATION	PROGRAM	Last Date Attended	
			Year	Month

**DECLARATION**

- 1. The information contained in this application is, to the best of my knowledge, complete and correct.
- 2. I agree to follow the rules and regulations of the College as listed in the Northwest Community College calendar or as amended by the College Board.
- 3. I understand that both the information provided and any other information placed on my student record will be protected and used in compliance with Bill 50 Freedom of Information and Protection of Privacy Act (1992) and the operations of the College. Information collected and maintained as part of my student records is collected under the authority of the Colleges and Institutes Act.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

**Office Use Only**

- |                                                                                                                                                  |                                                                                                                                                                                    |                                                                                                                                                    |                                                                                                                                           |                                                                                                                           |
|--------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <p><b>HAZELTON</b><br/>Omineca Street<br/>P.O. Box 338,<br/>Hazelton, B.C. V0J 1Y0<br/>Phone: (604) 842-5291<br/>FAX: (604) 842-5813</p>         | <p><b>KITIMAT</b><br/>606 Mountainview Sq.<br/>Kitimat, B.C. V8C 2N2<br/>Phone: (604) 632-4766<br/>FAX: (604) 632-5069</p>                                                         | <p><b>PRINCE RUPERT</b><br/>130 First Avenue West<br/>Prince Rupert, B.C. V8J 1A8<br/>Phone: (604) 624-6054<br/>FAX: (604) 624-4920</p>            | <p><b>SMITHERS</b><br/>3966 2nd Avenue<br/>P.O. Box 3606<br/>Smithers, B.C. V0J 2N0<br/>Phone: (604) 847-4461<br/>FAX: (604) 847-4568</p> | <p><b>TERRACE</b><br/>5331 McConnell Ave.<br/>Terrace, B.C. V8G 4X2<br/>Phone: (604) 635-6511<br/>FAX: (604) 638-5432</p> |
| <p><b>HOUSTON</b><br/>3221 - 14th Street, West<br/>P.O. Box 1277<br/>Houston, B.C. V0J 1Z0<br/>Phone: (604) 845-7266<br/>FAX: (604) 845-3521</p> | <p><b>NASS VALLEY</b><br/>c/o Wilp Wilxo'oskwhl Nisga'a<br/>St. Peters Hall, P.O. Box 219<br/>New Aiyansh, B.C. V0J 1A0<br/>Phone: (604) 633-2292/2293<br/>FAX: (604) 633-2463</p> | <p><b>QUEEN CHARLOTTE ISLANDS</b><br/>P.O. Box 67<br/>Queen Charlotte City, B.C.<br/>V0T 1S0<br/>Phone: (604) 559-8222<br/>FAX: (604) 559-8219</p> | <p><b>STEWART</b><br/>9th Avenue<br/>P.O. Box 919<br/>Stewart, B.C. V0T 1W0<br/>Phone: (604) 636-9184<br/>FAX: (604) 636-2770</p>         |                                                                                                                           |

Welcome to  
**Your Community College**

1995 - 1996



**NORTHWEST  
COMMUNITY  
COLLEGE**



# TABLE OF CONTENTS

College History .....	4	Industrial Mechanic (Millwright) .....	52
Message from the President .....	5	Welding .....	52
College Board .....	7	Welder Fitter .....	53
Mission Statement and Operating Principles .....	7	Professional Driver .....	54
Dates to Remember .....	8	Women in Trades Training .....	54
<b>GENERAL INFORMATION</b>		Literacy .....	54
Admission and Registration .....	11	Marine/Nautical Studies .....	55
Fees & Refunds .....	12	Natural Resources Programme .....	58
Student Conduct Policy .....	13	Nursing .....	58
Grading Policies and Procedures .....	14	Office Careers .....	58
Appeals .....	16	Office Technology .....	62
Student Records .....	17	Professional Cook Training .....	66
Services Available to Students .....	18	Resident Care-Home Support Worker .....	67
Services for Students with Disabilities .....	20	Social Service Worker .....	68
<b>PROGRAMMES</b>		University Credit .....	72
Adult Basic Education .....	25	University Credit Transfer Guide to Universities .....	94
Adult Special Education .....	29	Wilderness Guiding Skills .....	93
Applied Technology .....	30	<b>OTHER OPPORTUNITIES</b>	
Business Administration .....	32	First Nations .....	105
Business Administration Transfer Credit Guide .....	38	Open Learning Agency .....	105
Community Resource Worker .....	39	Provincial Instructor Diploma .....	106
Early Childhood Education .....	40	Diploma in Adult Education .....	106
Preschool Aide Training Programme (P.A.T.) .....	45	University of Northern B.C. ....	106
English as a Second Language .....	46	<b>FINANCIAL AID SOURCES</b> .....	
First Aid .....	47	109	
Forest Technology .....	48	<b>PERSONNEL</b> .....	
Industry/Trades/Technology Training .....	50	125	
Introduction to Trades/Technology .....	51	<b>INDEX</b> .....	
Automotive Mechanics .....	51	133	
Commerical Transport Repair .....	51		
Heavy Duty Mechanic .....	51		
Carpentry .....	52		
Joinery .....	52		

## About this Calendar

*As this calendar is published well in advance of the session commencement the College reserves the right to make any changes deemed necessary, such as the cancellation or adjustment of programmes and courses, changes in fee structure and other regulations or services. The College makes every effort at the time of printing to ensure accuracy but in the interests of the communities we serve, the College reserves the right to revise the statements and offerings made in this calendar as dictated by events. The statements in this calendar are not to be regarded as an irrevocable contract between the student and the College.*

*This calendar is only intended to provide 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 details on course/programmes or other information printed in this calendar are invited to contact any of our NWCC College Centres, addresses and telephone numbers are listed on the back cover.*



## NORTHWEST COMMUNITY COLLEGE

Northwest Community College was first established at the site of the B.C. Vocational School in Terrace, British Columbia in 1975. From this humble beginning, decentralization and growth have created a diverse institution that strives to meet the lifelong learning needs of the people that live in the Northwest.

The College is comprised of four geographical regions: the Central Region, serving the communities of the Terrace/Thornhill area and the Nass Valley; the Western Region, serving the communities of Prince Rupert, along the North Coast and on the Queen Charlotte Islands; the Southern Region, serving the communities of Kitimat, Kemano and Kitamaat; and the Eastern Region, which serves Smithers, the Hazeltons, Houston and Stewart. The entire region is 80,450 kilometers, with a combined population of approximately 80,000.

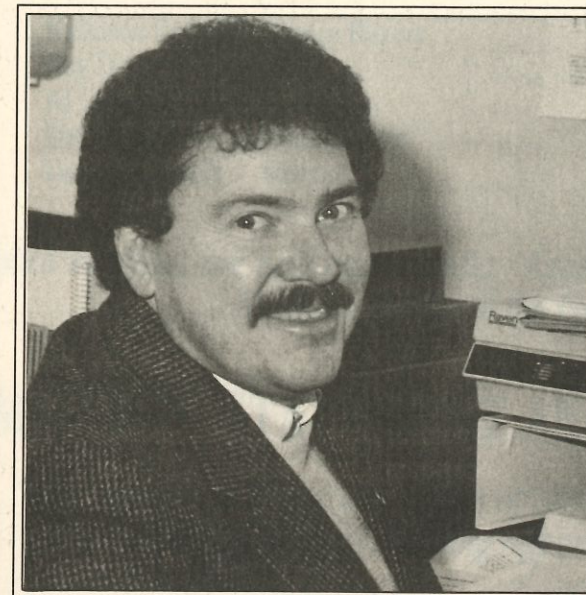
A variety of programs are offered at Northwest Community College - University Credit, Adult Basic Education, Health and Social Sciences, Business Administration and Trades/Industry Training, to name a few. The College extends many unique opportunities: Forest Technology in Hazelton, Marine Training/Nautical Studies in Prince Rupert, Registered Nursing in Terrace, Wilderness Guiding Skills in Smithers, and Applied Technology in Kitimat, are just some examples of the programs available.

Special partnerships with First Nations organizations in the region include protocol agreements for developing and implementing educational initiatives. Other partnerships are cost-shared literacy projects, articulation agreements with all six school districts in the region and other provincial educational institutions such as the Open Learning Agency. A protocol agreement with UNBC was developed that provides a framework for forming partnerships on many educational initiatives including ladder programs in Business, Forestry, Social Work and Applied Technology.

### Exceptional Quality of Life

The four geographical regions that make up the College Region offer a wide-ranging choice of lifestyle. Both large and small communities offer cultural and recreational facilities. A wealth of outdoor activities to suit any individual are available just minutes from residential areas. Two downhill ski facilities, one in Smithers and the other located between Terrace and Prince Rupert, are fast becoming internationally renowned. Other winter sports, from cross-country skiing to ice-skating, are available everywhere.

The region is truly a fisher's paradise where opportunities for ocean, lake and river fishing abound. World record salmon and steelhead have been caught in local rivers. Boating and swimming are very popular summertime activities. Many parks are accessible from easily travelled routes, and for the more adventurous there is a variety of mountain trails to hike. An abundance of natural wildlife, indescribable scenery, temperate climate and clean air and water truly make this region an excellent place to live.



## MESSAGE FROM THE PRESIDENT

Northwest Community College is one of the few remaining Colleges in British Columbia that still has the word *community* in its name. This is by design and not accident. The concept of community is inherent to our basic values and our mission as an institution. The word community describes not only who we work in service to, it also captures who we are and what we continually aspire to be. The provincial government announced new legislation on January 15, 1995 that speaks to the inclusion of students and staff in the governance of colleges and institutes in B.C. This legislation is welcomed as an opportunity for the College to further ensure that all of our communities are a part of defining our mission and goals.

As you scan this calendar you will see descriptions of programmes and services that will help you realize your personal and career goals. What you won't see is the community of individuals working at the College who will assist you with achieving these goals. Ours is a small but vigorous and talented community who are prepared to work with you to ensure that the programme of study that you choose is accessible, relevant, and ultimately serves as a link to the next steps that you choose in life.

On behalf of the staff and the College Board of Governors, I welcome you to our community, look forward to working with you to better our community and wish you good fortune and success in your studies.

A handwritten signature in cursive script that reads "Michael Hill". The signature is written in dark ink on a light-colored background.

Michael Hill  
President



## 1994-95 COLLEGE BOARD

Kathleen Bedard - Prince Rupert  
Ray Brady - Kitimat  
Al Campbell, Chair - Telkwa  
Dennis Carlson - Prince Rupert  
Darlene Cornell - Stewart

Al Gorley - Houston  
Jean Juhas - Queen Charlotte Islands  
Rev. Ian MacKenzie - Terrace  
Karen Mercer - New Aiyansh  
Judy Tracy - Terrace

*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.



# DATES TO REMEMBER

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

## 1995

Jan. 2	News Year's Day Holiday.
Mar. 3	Nursing trimesters 4 ends.
Mar. 13	Nursing trimesters 5 begins.
Apr. 14	Good Friday Holiday.
Apr. 17	Easter Monday Holiday.
Apr. 21	Last day of classes - SSW. Last Day of classes - UC & BADM.
Apr. 24	SSW Practicum III begins.
Apr. 28	Last day of classes - ECE.
May 1	ECE practicum begins. Co-op Work Term begins, BADM Year 1.
May 8	Co-op Work Terms begin, FRST. TECH. BADM Year 2, Term 2 begins.
May 13	Graduation Ceremonies in Terrace.
May 22	Victoria Day Holiday.
June 2	Nursing trimester 5 ends.
June 15	SSW Practicum III ends.
June 23	Last day for programmes ending in June.
July 3	Canada Day Holiday.
Aug. 2	B.C. Day Holiday.
Aug. 25	BADM Year 2, Term 2 ends.
Aug. 31	FRST. TECH Term 1 begins.
Sept. 1-8	Orientation, all Centres.
Sept. 4	Labour Day Holiday.
Sept. 5	Commencement of classes for programmes beginning in September. Nursing Trimester 6 begins.
Sept. 15	Last day for LATE registration and course changes.
Oct. 9	Thanksgiving Day Holiday.
Oct. 13	Last day for official withdrawal from trimester Nursing courses.
Oct. 27	Last day for official withdrawal from semester courses.
Nov. 13	Remembrance Day Holiday.
Nov. 24	Nursing trimester 6 ends.
Dec. 15	Last day of classes for Fall.
Dec. 16	Residence & Cafeteria Closed - Dec. 16 to Jan. 1/96
Dec. 25	Christmas Day Holiday.
Dec. 26	Boxing Day Holiday.
Dec. 27-29	Terrace & possibly other Centres Closed.

## 1996

Jan. 1	New Years Day Holiday
Jan. 2	Registration and commencement of classes. Co-op Work Term begins, BADM Year 2.
Jan. 12	Last day for LATE registration and course change for Career and U/C programmes.
Feb. 23	Last day for official withdrawal from semester courses.
Apr. 5	Good Friday Holiday.
Apr. 8	Easter Monday Holiday.
Apr. 12	Last day of classes - SSW.
Apr. 16	SSW Practicum begins.
Apr. 19	Last day of classes for U/C & BADM.
Apr. 26	Last day of classes ECE.
Apr. 29	Extended Practicum begins for ECE.
May 6	Co-op Work Term begin, FRST. TECH. BADM Yr. 2, Term 2 begins.
May 20	Victoria Day Holiday.
June 14	SSW Practicum ends.
June 28	Last day for programmes ending in June.
July 1	Canada Day Holiday.
Aug. 1	B.C. Day Holiday.
Aug. 23	BADM Yr. 2 ends.

# GENERAL INFORMATION

- \* *Admission and Registration*
- \* *Fees and Refunds*
- \* *Student Conduct Policy*
- \* *Grading Policies and Procedures*
- \* *Appeals*
- \* *Student Records*
- \* *Services Available to Students*
- \* *Services for Students with Disabilities*



## 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 United States 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 an Educational Advisor before applying to the College. Appointments can be arranged by contacting the nearest centre.

*When applying for a programme at the College an applicant should:*

Obtain an application for admission form and an application instruction sheet for the centre she/he is planning to apply to from any of our centres.

Complete and return the application form to the centre he/she wishes to attend along with:

- high school transcripts\*;
- official transcripts of relevant post-secondary schooling\*;
- a non-refundable application fee of \$25.00.
- any additional documentation noted in the programme section.

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 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.

### \* 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.*

### 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 Registration Office of the campus they will be attending.

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.



# FEES AND REFUNDS

## Application Fee

A \$25.00 non-refundable application fee is charged to those applying for admission to certificate, diploma and associate degree programmes. This fee is waived for students returning within 12 months of their last NWCC enrollment.

## Deposits (refundable)

Residence \$125.00  
Book & Tool \$ 50.00

## International Students

International students are assessed fees at a level that offsets the cost of their training to the Provincial Government. Please contact the Registrar for information on programmes available to international students and the fees levied for the current year.

## Late Registration

A \$10.00 late registration fee may be charged to any student who has been attending class without being registered. For credit based programmes, this will apply only after the last date for registration and course change as noted in the "Dates to Remember" section of this calendar.

## Official Transcripts

There is a charge of \$5.00 for each official transcript.

## Reinstatement

There is a \$25.00 charge to reinstate enrollment for a student who has allowed their registration to lapse.

## Uniform/Coverall Cleaning

Students enrolled in Professional Cook Training, Mechanics and Millwright pay \$2.50 per week to cover the cost of cleaning uniforms/coveralls provided by the College.

## Tuition and Student Fees (proposed for 1995/96)

Fees quoted for the following programmes include:

- Programme Tuition;
- Canadian Federation of Students membership fee;
- NWCC Student Association membership and activity fee; and,
- Registration fee.

1. **Continuing Education Programmes & Courses**  
The College offers a variety of continuing education programmes and courses in communities throughout the region. For information on available training and costs, contact the college centre nearest you.
  2. **Marine/Nautical**  
Fees are charged per course. Contact our Prince Rupert campus for fee information.
  3. **Semester Based Programmes - with maximum**  
*Includes the following programmes:*  
Applied Technology, Business Administration, Early Childhood Education, Forest Technology, and Social Service Worker ..... \$ 42.80 PER CREDIT  
Semester maximum ..... \$ 642.00
  4. **Semester Based Programmes - no maximum**  
University Credit ..... \$42.80 PER CREDIT
  5. **Trimester Based Programmes**  
Nursing ..... \$42.80 PER CREDIT  
Semester maximum ..... \$ 427.90
  6. **Vocational Programmes - Full-time\***  
*Includes the following programmes:*  
Adult Basic Education, Adult Special Education, Automotive, Carpentry, Commercial Transport, Helicopter Duty, Industrial Mechanic, Office Careers, Office Technology, Professional Cook Training and Welding ..... \$ 6.48 PER DAY
  7. **Vocational Programmes - Part-time\***  
Students enrolled in vocational programmes 12.5 hours per week or less ..... \$ 3.30 PER DAY
- \* **Note:**  
*Although fees for vocational programmes are calculated per day, fees are collected on a semester basis.*
8. **Senior Citizens (age 65 or over)**  
Senior citizens are eligible for tuition-free enrollment in many NWCC courses. This exemption does not apply to any charges for materials, books or supplies that other students in the course are required to pay. Further information can be obtained from the college campus nearest you.

# 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 ensure that you understand 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/or programme and does not affect your standing at the College.

For most vocational courses you may withdraw at any time. Fees are charged only until the date of withdrawal.

Most credit based programmes have a specified date after which withdrawals are allowed only in exceptional circumstances and with the approval of the instructor. Non-attendance by itself is not considered to be a withdrawal and the instructor may assign a grade of 'F' or 'UW' to those who do not formally withdraw.

To withdraw from a course or programme you must complete the appropriate forms at the Registration Office. Please refer to the "Dates to Remember" section at the beginning of this calendar for application dates.

*NOTE: Before withdrawing from a course, recipients of student aid through the B.C. Student Assistance Programme should check whether their eligibility for aid will be affected.*

### Grading Scale

Final grades are generally reported using letter grades. Each letter has a numerical equivalent which is used to calculate your grade point average. These letter grades and their numerical equivalents are:

LETTER GRADE	GRADE POINT	INTERPRETATION
A+	4.33	Outstanding Achievement
A	4.00	
A-	3.67	
B+	3.33	Above Average Achievement
B	3.00	
B-	2.67	
C+	2.33	Average Achievement
C	2.00	
C-	1.67	
P	1.00	Marginal Achievement
F	0.00	Failure
AUD	n/a	Course audited, not for credit.
CIP	n/a	Course in progress.
CR	n/a	Credit granted, satisfied performance criteria
EX	n/a	Exemption granted for prior learning or experience.
I	n/a	Incomplete (Extension granted, changes to F if not completed.)
NC	n/a	Credit not granted.
PC	n/a	Partial completion or programme closure.
SC	n/a	Enrollment status change - Internal use only.
TRF	n/a	Transfer credit from another institution.
UW	n/a	Unofficial Withdrawal. Student did not complete course.
W	n/a	Withdrew during allowed period.



## 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 credits you have accumulated.

# APPEALS

## Student Appeal

Any student who perceives that she/he may have been unjustly treated regarding the application of a college procedure, the action of a college employee, or that a final grade does not reflect actual achievement has the right to seek recourse through an appeal procedure.

If requested, the college will identify an individual or agency to assist the student with the appeal process.

A detailed process for appeals is available at each college office, from Student Advisors, and from Student Associations. The detailed process will be consistent college wide but variations will be necessary due to campus structures, program duration, etc.

## Grade Appeal

Students are encouraged to discuss any grade received with the instructor at the time the grade is issued. Students may request reconsideration of final course grades only. The appeal must be of sufficient substance to warrant a change to the grade if the appeal is successful.

### Procedure

1. The student must initiate the appeal process by discussing it with the instructor within 30 calendar days following the receipt of the final grade;
2. If the matter cannot be satisfactorily resolved with the instructor, the student may pursue the appeal by forwarding a written outline of the appeal to the administrator responsible for the programme. If the administrator is also the instructor, the written appeal will be forwarded to the Centre Director. The appeal must specify the course, the instructor, the evidence upon which the appeal is based, and

the resolution being sought.

3. Failing resolution with the administrator, the student may pursue the appeal by forwarding it to the Centre Director who will verify that the appeal process has been properly adhered to and will submit the appeal to the grade appeal committee. In general, fourteen calendar days will be allowed for the appeal to progress from the instructor to the Centre Director.

## Suspension Appeal

A student may be suspended from the college for disciplinary reasons for a given period or indefinitely. The final decision to suspend a student may be made only by the President and will be done in writing. A student who has been suspended and feels the decision is unjust has the right to appeal the decision.

### Procedure

1. The student must initiate the appeal process within 48 hours of the receipt of the suspension notice by notifying the President of her or his intention to appeal. This notification must be in writing.
2. The President will establish a suspension appeal committee to hear the appeal within 5 days of receipt of the student's notification.
3. The Chair of the Appeal Committee will advise the President of the committee's decision and the President will advise the student.
4. If the student finds the committee's recommendations unsatisfactory, she or he has the right to appeal to the Board of Directors. Appeals to the Board must be made in writing within 48 hours of receipt of the Appeal Committee's decision. The role of the Board is to ensure that proper procedure has been followed and will not include a review of the reasons or justification for the suspension.
5. The decision of the Board is final and binding.

## Other Appeals

Any student who perceives that she or he has been unjustly treated or that a decision affecting her or him is unfair, has the right to initiate an appeal. Other appeals might include decisions on admissions, financial aid, student harassment or other non-instructional situations.

### Procedure

The student must first attempt to resolve the issue with the college employee on an informal basis within 30 calendar days following the incident.

If the matter cannot be satisfactorily resolved with the college employee, the student may pursue the appeal by forwarding a written outline of the appeal to the employee's supervisor.

Appeals will be resolved by the Centre Administrator based on recommendations of an appeal committee.

The decision of the Centre Administrator is final and binding.

# STUDENT RECORDS

## Certificates, Diplomas and Associate Degrees

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 and Associate Degrees 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, Diploma or Associate Degree should consult with their instructor or Educational Advisor.

## Change of Address

In order to ensure that transcripts, tax forms and other mailings reach students in a timely manner, all changes of address need to be reported to your campus. A "Change Notice Form" is available for this purpose.

## Change of Name

A student who wishes to change his or her name on their student record must advise the College in writing and provide official documentation of the change (i.e. copy of marriage certificate).

## 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.

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.

## Freedom of Information and Protection of Privacy

In signing an application for admission, you are advised that both the information you provide and any other information placed on your student record will be protected and used in compliance with Bill 50 Freedom of Information and Protection of Privacy Act (1992) and the operations of the College. Information collected and maintained as part of your student records is collected under the authority of the Colleges and Institutes Act.

Northwest Community College gathers and maintains information used for the purposes of admission, registration and other fundamental activities related to being a member



of the Northwest Community College community and attending a public post-secondary institution in the Province of British Columbia. Information you provide will also be used for non-administrative research purposes. This research will include longitudinal research using anonymous linked records in the B.C. Educational Records Linkage File (Link File). The personal records in the Link File are not identifiable and are not used for administrative purposes.

*For further information please contact: Director of Education and Student Services, Northwest Community College, Terrace, B.C. phone 635-6511, or FAX 635-3511.*

### Official Transcripts

Students who are applying for admission to a post-secondary institution are generally required to provide an official transcript from all previously attended institution. These transcripts bear the signature of the Registrar and the College seal. To have an NWCC official transcript prepared you must complete a "Request for Official Transcript" form, available from any campus, and submit it to the Registrar along with a processing fee of \$5.00 for each transcript requested. Official transcripts will not be processed for students who have outstanding debts to the College.

### Outstanding Charges

It is expected that students will meet their financial responsibilities to the College by paying required tuition and service fees. Students who have outstanding debts to the College will not be considered for re-admission nor will the College issue any official transcripts, certificates, diplomas or associate degrees until the debt has been cleared.

### 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 permanent address on file.

## SERVICES AVAILABLE TO STUDENTS

### Advising (Educational)

Educational Advisors provide students with up-to-date information on college services, policies, procedures, facilities, programmes and courses. Advisors have knowledge of all college programmes as well as programmes and courses at other educational institutions. Advisors are trained to assist students with developing educational plans and with course planning. They are available to help students define and work towards their educational goals. Potential students interested in applying to the College may make an appointment to speak to our Educational Advisor. Students are encouraged to phone their local campus to make an appointment.

### Bookstore Services

Textbooks and course materials for College courses and programmes are available at College campuses as well as general interest books, stationery, backpacks, clothing and memorabilia. The staff also provide a special order service for any book from anywhere. Services are available to students, faculty, staff and the community.

### 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 Business Administration and Forest Technology programmes.

### Counselling (Personal)

Students who are experiencing personal difficulties can access community counselling services by contacting the Educational Advisor, an instructor, or a Centre Director. Students who request this service are assured that their request will be kept confidential and that the service will be provided in confidence. This service is generally available off-campus weekdays. Where necessary, arrangements can usually be made for evening or on-campus appointments.

### Daycare

Starting September 1995 Daycare will be available at the Terrace campus. This Daycare will offer two separate programmes for children. The first group, 18 months to 3 years of age is an inclusive group setting handling a maximum of 12 children. The second group, 30 months to 5 years of age is an inclusive group setting handling a maximum of 20 children. If you wish further information on Daycare, contact the Daycare Supervisor, at the Terrace centre.

### Financial Aid

You may wish to contact the Educational Advisor in your centre if you have questions about financing your education. See the "Financial Aid Sources" section for a more complete description of financial assistance.

### Food Services

A large pleasant cafeteria is located at our Terrace campus offering light meals, salads, desserts and appetizing entrees. The cafeteria is open Monday to Friday, September through May. Hot and cold beverages and snacks are available through vending machines. Estimates suggest the average student spends \$325 to \$375 per month on food. *Food services are not available at other campuses.*

### 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.

Classes are available at some College centres to help you prepare for the GED tests. Contact your College centre for dates and procedures.

### Housing

The Terrace campus offers comfortable, convenient accommodation for up to 160 full time students. There are five (5) two story complexes with laundry facilities, cable TV, common lounge areas, pay phones and washroom facilities on each floor. Most rooms are designed for double occupancy. Students are advised to apply IN ADVANCE to the Residence Office. In all other centres you may obtain accommodation information from the Educational 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, 5331 McConnell Avenue, Terrace, B.C. V8G 4X2.*

### Library/Learning Resource Centre

The Library (LRC), makes available and accessible, a wide range of services and resources, free of charge to all college students, staff and faculty, as well as the general college community.

The role of the LRC is to support the teaching, curriculum development, and learning processes of the College; to not only find information for users, but to go beyond, and instruct users on how to reach for knowledge that will make them independent, lifelong learners.



- \* Online catalogue available from every campus LRC or from home through a PC and a modem:

Datapac: 65100028  
or  
Internet: NORADM.NWCC.BC.CA  
  
Username: NWCAT

- \* Reference and research assistance is available by phone at your nearest campus LRC, in person at Terrace or Prince Rupert campus, or long distance at 638-5407.
- \* Library cards are available free of charge at all LRCs. To borrow materials, you must have a current library card with no outstanding fines or overdue materials.

#### Loan Periods:

Books, government documents	3 weeks
Videos	2 days
Periodicals, Reference books	Do Not Circulate

#### Overdue fines:

Books, government documents	\$ .25/item/day
Videos	\$ .50/video/day
Reserves	\$ .25 item/hour

### **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.

### **Recreational Activities**

Student participation and organization play a major role in the activities that take place at each centre. 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. All expenses

are paid by your Students' Association to an extent depending on the event or programme. At the Terrace campus there is the Student Body Racquet & Fitness Centre. All are welcome to come and check out the facilities. Offered here are squash and racquetball courts, weights, exercise equipment, a dry sauna and much more, with a special rate given to students. Also, a soccer/football field and a softball diamond are available for use. Equipment is available at the centre. Skiing is also a part of the recreational activities located near most of the centres. Anyone interested in organizing any event or wanting information on events happening should contact their Student Association representative.

### **Services for Students with Disabilities**

A range of services and/or equipment are available to enable students with disabilities to pursue their education. If you require any of these services please contact the Coordinator of Services for Students with Disabilities at least eight 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 Educational Advisor.

#### **Equipment**

A wide range of equipment is available for students to use. Examples of equipment which can be borrowed include Keyguards, therapeutic chairs, back support cushions, touch talker computer, braille, MPrint, amplified headphones, TV decoder, unicorn membrane board, variable speed 4 track recorder, FM listening device talking calculator and a Porta Cap.

The Ministry has made available to all colleges with its Adult Services Pilot Project (S.E.T.B.C.) initiative a resource bank of adaptive equipment and software. This initiative has expanded N.W.C.C.'s ability to further address the needs of students with disabilities.

#### **Student Assistants**

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

### **Orientation and Pre-registration Assistance**

Individualized orientation sessions and pre-registration assistance 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.

Contact Elizabeth Snyder for a more detailed description.

### **Programme Support**

Programme support items available include: Exam adaptations (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.

### **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.

### **Workers' Compensation Board Coverage**

Effective January 1, 1994, Provincial Workers' Compensation Board coverage is to be in place for all students while participating in a required practicum at a recognized work site. Provincial Workers' Compensation Board coverage will be in place during classroom/lab/shop instruction for student apprentices only, it will not be in place for any other students.



---

# PROGRAMMES

---

- \* *Adult Basic Education*
- \* *Adult Special Education*
- \* *Applied Technology*
- \* *Business Administration*
- \* *Community Resource Worker*
- \* *Early Childhood Education*
- \* *English as a Second Language*
- \* *First Aid*
- \* *Forest Technology*
- \* *Industry/Trades/Technology Training*
  - *Introduction to Trades/Technology*
  - *Automotive Repair*
  - *Carpentry (Joinery)*
  - *Commercial Transport Repair*
  - *Heavy Duty Repair*
  - *Industrial Mechanic (Millwright)*
  - *Welding*
  - *Welder Fitter*
  - *Professional Driving*
  - *Women in Trades Training*
- \* *Literacy*
- \* *Marine/Nautical Studies*
- \* *Natural Resources Programme*
- \* *Nursing*
- \* *Office Careers*
- \* *Office Technology*
- \* *Professional Cook Training*
- \* *Resident Care-Home Support Worker*
- \* *Social Service Worker*
- \* *University Credit*
- \* *Wilderness Guiding Skills*



# ADULT BASIC EDUCATION/ COLLEGE PREPARATION

The Adult Basic Education (A.B.E.) programme helps adults get ready for college career, vocational, and university courses or for jobs that require high school level courses. A.B.E. courses are similar to those in the public school system, but they have been designed for adults.

Students may be able to attend A.B.E. in the daytime or evening and either full-time or part-time. On some campuses, students may start the A.B.E. programme at any time during the year, space permitting. On other campuses, courses may be scheduled on a semester basis. Courses may be self-paced or taught by an instructor. Contact your local College Centre for details.

## Admission Requirements

For entry into A.B.E., students must

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

This programme is intended for adults and is not a substitute for high school for younger students. The number of spaces available to students under 18 may be limited - please contact your local College Centre for details.

## YOU MUST MEET WITH AN EDUCATIONAL ADVISOR OR AN INSTRUCTOR BEFORE ENTERING A.B.E.

*The purpose of this meeting is to ensure that you have chosen the correct courses or programmes.*

## How to Apply

Pick up an application from your local College Centre and make an appointment with the student advisor. Applications may be submitted at any time. There are often wait lists to enter the programme, so please apply as early as possible.

## Dates and Location

A.B.E. runs from September to June at most campuses and also during the summer in Terrace and Kitimat.

## Fees

Students taking any Fundamental Level course (English 020 or Math 020) are not charged tuition fees, but must pay the Student Activity Fee. Please see the General Information section of this calendar 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. 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 speak with their instructor or an Educational advisor for help in choosing the right courses. Many students will not need to complete all of the courses required for an A.B.E. certificate or the Provincial Diploma in order to achieve their career and educational goals.*



Some courses may not be available on all campuses.

## COURSES

### ABE Fundamental Level

MATH 020: Math ENGL 020: English

### ABE Intermediate Level

MATH 030: Math ENGL 030: English  
MATH 031: Business Math SCIE 030: Science  
MATH 032: Trades Math SOSC 030: Social Sciences

### ABE Advanced Level

MATH 040: Math (Algebra) BIOL 040: Biology  
MATH 041: Business Math CHEM 040: Chemistry  
MATH 045: Developmental Math PHYS 040: Physics  
ENGL 040: English CPST 040: Computer Studies  
ENGL 045: Prep English

### ABE Provincial Level

MATH 050: Math CHEM 050: Chemistry  
ENGL 050: English PHYS 050: Physics  
BIOL 050: Human Biology GEOG 050: Geography  
HIST 050: History

### College Preparatory

The college offers a variety of college preparatory courses designed to develop the skills necessary to succeed in college and university level programmes. These courses include:

MATH 030	MATH 040	MATH 050
MATH 031	MATH 041	ENGL 050
MATH 032	MATH 045	BIOL 050
ENGL 030	ENGL 040	CHEM 050
	ENGL 045	PHYS 050
	CPST 040	GEOG 050
	CHEM 040	HIST 050
	PHYS 040	
	BIOL 040	
	SOSC 040	

## GED Test Preparation

Assessment and instruction is available at many college centres to students who want help to prepare for the GED Grade 12 equivalency exams. Contact your local college centre for more information.

Please see the "Services Available to Students" section of the calendar for details about writing the GED exam.

## COURSE DESCRIPTIONS

### FUNDAMENTAL LEVEL

#### Math 020: Fundamental 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: Fundamental 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.

### INTERMEDIATE LEVEL

#### Math 030: Intermediate 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.

#### Math 031: Intermediate 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.

#### Math 032: Intermediate Trades Math

The goal of this course is to enable students to acquire mathematical knowledge, skills, and strategies needed to enter trades programmes or to satisfy career or personal goals. Topics include measurement, ratio and proportion, percents, geometry, signed numbers, basic algebra, solving equations, charts, tables and graphs, statistics, problem solving and additional material pertaining to specific vocations.

#### English 030: Intermediate 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, oral communication, group discussions and cooperative learning skills. Prerequisites: English 020 or placement at the Intermediate Level.

#### Science 030: Intermediate 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: Intermediate 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.

## ADVANCED LEVEL

### Math 040: Advanced 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.

### Math 041: Advanced 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.

### Math 045: Advanced 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: Advanced English

Students will develop reading and writing skills to prepare for further university and career courses. The course will focus on essay and report writing using various types of development including cause and effect, process, definition, description, comparison and contrast, narration and research. Reading comprehension, critical analysis of short stories, oral communication skills and oral presentations are also covered. Prerequisites: English 030 or placement at the Advanced Level.

### English 045: Advanced English (Instructor-led)

This course is designed to prepare students for entry into vocational, career, and technical programs, or for entry directly into the work force. Students will use the writing



process to write paragraphs, letters, memos, short reports, and a long formal report. Core skills in critical reading, comprehension, grammar, vocabulary, and oral communication will be developed. Written assignments will be produced using a word processor. Students will participate in the critical analysis of technical reading selections, media articles and oral presentations. Interpersonal and group process skills will also be taught. Pre-requisites: English 030 or placement at the Advanced Level.

#### **Biology 040: Advanced 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: Advanced 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: Advanced 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: Advanced 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.

### **PROVINCIAL LEVEL**

#### **Math 050: Provincial Math**

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: Provincial 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: Provincial 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: Provincial 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: Provincial 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, magnet-

ism 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: Provincial 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.

#### **History 050: Provincial History**

This course presents a survey of twentieth century world history. The six units of the course focus on World War I, the peace settlement and the peacetime world of the twenties, the Great Depression and other thirties events, World War II, the era of the Cold War, and the Third World. Prerequisites: Social Sciences 030, Grade 10 Social Studies, or permission of the instructor.

## **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 Skills Training**

The Employment Skills Training 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 and early application is preferred\*.

\* Early application assistance is available by appointment in June.

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

Students interested in enrolling in the P.A.T. programme must first take the 9 month Employment Skills Training course. Students admitted to the P.A.T. programme 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 (Part-time)**

A course which helps students to develop their academic skills. The course starts in September 1994 and students can start at any time. Spaces are limited.

#### **Food Service Worker Pilot Project\*\*\***

This new 24 week integrated programme is designed to prepare students for entry level employment in the food service field. The programme will be delivered in the Cook Training Department.

Students enrolling in the Food Service Worker Pilot Project are required to complete a 5 month pre-requisite course in the Adult Special Education Department. Successful applicants will:

- Demonstrate an interest and aptitude for working in the food service industry.
- Develop study skills.
- Demonstrate practical and personal employment skills.

\*\*\* See *Professional Cook Training listings for admission requirements and application procedure.*

#### **Special Interest Courses (Under Review)**

Part-time 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.

For more information please contact the Special Education Coordinator or the Educational Advisor at your nearest College Centre.



# APPLIED TECHNOLOGY

The Applied Technology programme is a new, innovative programme developed in partnership with local industry, labour and the school district. It has been designed to meet specific industry needs, including technical and interpersonal skills that are applicable to any industrial setting. Rapid technological change and flexibility are important factors in today's industry and this programme provides graduates with the skills necessary to be both adaptable and successful.

Programme format focuses on three different groups: the secondary school graduate who wishes to gain more education before entering the workforce, currently employed individuals who wish to upgrade their basic skills to enable them to grow within their organization, and adult students who are returning to school to prepare for new careers in industry.

The intent of the programme's designers is to have a seamless system, beginning at the high school level, continuing through college and finishing at university, with exit and entry points at all levels. To this end, technology courses in grades 11 and 12 ladder into the College programme to the diploma level, and courses from the College programme will ladder into a Baccalaureate Degree at a university.

Graduates at the diploma level who obtain employment in local industry could continue the degree process with evening and/or weekend courses, augmented with sequential courses.

## Admission Requirements

1. Grade 12 with Math 11, Physics 11 or LD Technology 11 and English 12.
2. Secondary school graduates will receive advanced standing for Math 12, Physics 12 or LD Technology and Drafting 12 A/B/C; or Drafting 11 on a basis of challenge.
3. Mature students having industry experience and equivalent skills may be admitted without the formal requirements.

## How to Apply

Applications are available from the College and should be submitted as early as possible.

## Application Procedure

Please see the General Information section.

## Dates and Location

This programme is available at the Kitimat centre and starts in September of each year.

## Fees

1. Tuition as described in the General Information section.
2. CSA-approved safety footwear (WCB regulations apply)

## Financial Aid and Sponsorship

Please see the Financial Aid Sources section.

## Programme Outline

### Semester One

INDT 100	Algebra & Trigonometry
INDT 105	Fundamentals of Financial Accounting
INDT 150	Applied Chemistry
INDT 109	Business Communications
INDT 160	Introduction to Computers

### Semester Two

INDT 110	Fundamentals of Speech Communication
INDT 115	Introduction to Management
INDT 120	Electronics I
INDT 130	Applied Physics (4 credits)
INDT 140	Drafting/CAD (2 credits)

### Semester Three

INDT 205	Statistics
INDT 220	Electronics II
INDT 215	Project Management
INDT 230	Environmental Science
ECON 150	Microeconomics

### Semester Four

Any 6 of the following. For block transfer to UNBC INDT 240 & ECON 151 must be included.

INDT 240	Applied Calculus
INDT 250	Statistical Process Control
INDT 260	Advanced Computer Applications
INDT 270	Technical Report Writing
INDT 251	Macroeconomics

INDT 280	Industrial Process Operations
INDT 290	Multi-Media Communications

Note: The following Applied Technology and Business Administration courses are equivalent.

INDT 105	ACCT 150
INDT 109	BENG 150
INDT 160	BCPT 150
INDT 115	MGMT 150
INDT 205	MATH 151
INDT 251	ECON 151

Contact an Educational Advisor for further information.

## COURSE DESCRIPTIONS

### INDT 100: Algebra and Trigonometry

This course covers college level algebra and plane trigonometry with a special emphasis on the application of mathematical principles in industrial settings.

### INDT 105: Fundamentals of Financial Accounting

This course covers the basic methodology and logic behind recording financial transactions in the maintenance of accounts for service and merchandising concerns; how to prepare and interpret financial statements; how to record, reconciling and value cash and accounts receivable; and how to take an inventory of plant operations and equipment.

### INDT 109: Business Communications

This course will enable students to develop their business communication skills. Both written and oral material will be used to assist students in understanding the applications of communications in a business environment.

### INDT 115: Introduction to Management

This course will introduce students to the basic management theories and their application in the 1990's.

### INDT 160: Introduction to Computers

This course will introduce students to the use of personal computers. Utilizing IBM-PC's students will be taught how to use word processing, spread sheets and data base software programmes. The material covered will include an introduction to programming languages and the creation of a simple programme.

### INDT 110: Fundamentals of Speech Communication

This course will prepare students to communicate more effectively in a public speaking environment. The fundamental principles of speech communication will be outlined and cover both preparation and presentation in a variety of situations from one on one communication to speaking to large groups.

### INDT 120: Electronics I

This course is an introduction to DC and AC circuits. Material will cover the study of Ohm's law, Kirchoff's law and the solution of series and parallel RLC circuits. Theories will be illustrated through laboratory experiments; proper electrical safety procedures will be demonstrated and instruction will be given on the use of electrical measurement instruments.

### INDT 130: Applied Physics

This course will introduce students to the principles of applied physics using an unified, algebra based approach. The delivery method will include both a lecture and integrated laboratory format which will cover mechanical, electrical, fluid and thermal systems.

### INDT 140: Drafting/CAD

This course will provide instruction in the basic computer assisted drafting techniques. The material covered will include projection techniques, line weighting and proper lettering methods. The majority of the class time will be in the laboratory using the computers.

### INDT 150: Applied Chemistry

This course covers the basic principles of applied chemistry focussing on industrial applications.

### INDT 251: Macroeconomics

This course will explore the concepts involved in money and banking; national and international monetary, trade and fiscal policies; the theories of supply and demand and the study of consumer behaviour.

### INDT 220: Electronics

This course will introduce students to basic digital electronics. Digital circuit terminology, concepts and solutions will be explored. The laboratory component of the course will demonstrate the theory of digital components and assist in developing the skills necessary for working with the systems.



### INDT 240: Applied Calculus

This course is an introduction to differential and integral calculus as it applies to technical disciplines, particularly electronics. Material will cover limits, derivatives, integration and averaging time variant quantities as they relate to electronic circuits.

### INDT 250: Statistical Process Control

This course will examine quality assurance and the use of statistical process control techniques to ensure continuous quality in a manufacturing plant. Topics discussed may include the application of variation and probability techniques to manufacturing processes; the design of measurement, data gathering, modelling, charting and remediation plans for a typical manufacturing line; and the use of the computer and appropriate software to enable semi-automated measurement, data gathering and analysis.

### INDT 260: Advanced Computer Applications

This course will introduce students to the networking of computers to other equipment in the control of industrial processes. Material will cover the application and programming of programmable logic controllers.

### INDT 270: Technical Report Writing

This course will prepare students to gather and compile data and logically present technical data in memos, letters, written directions/descriptions, and formal technical reports.

# BUSINESS ADMINISTRATION

The Business Administration programme at Northwest Community College will use innovative, creative and flexible techniques to provide students with a knowledge of management practice and appropriate administrative skills, techniques and methods from a number of perspectives.

*Specifically the programme will provide students with:*

- Microcomputer skills, by incorporating hands-on micro-computer skills required to analyze, interpret, and problem-solve from a number of different business perspectives.
- An opportunity to obtain related work experience through the cooperative education programme.
- The ability to use written and oral communication skills effectively within a business environment.
- An understanding of the impact of external economic factors on productivity and profitability of individual firms in a variety of competitive environments.
- The ability to apply problem solving and critical thinking skills in a business environment.
- A background in quantitative courses which meets the articulation standards of the professional accounting bodies and other professional programme requirements.
- The ability to integrate knowledge from business foundation courses into the remainder of the programme.
- The Business Administration programme is two years long and successful students earn a diploma. Students who complete only the first year will receive a certificate in Business Administration.

### Diploma in Business Administration -

Graduates of the programme will be prepared for entry level positions in a wide variety of organizations in the

public and private sector. Students will all take a common first year and be able to specialize in either general management, or accounting in the second year.

Students can enroll in the 4th level of the CGA (Certified General Accountants) or CMA (Certified Management Accountants) programmes. In addition, courses articulate with PMAC (Purchasing Management Association of Canada), CIB (Canadian Institute of Bankers), CCUI (Canadian Credit Union Institute), CA (Chartered Accountant) and Municipal Officers Association of British Columbia.

While selected courses are transferable to universities and colleges, block transfer arrangements are in place with UCFV (University College of the Fraser Valley) and Open University to allow degree completion. Students may write the CMA Management Accounting II exam and, if successful, will obtain the Accounting Technologist Diploma.

### Programme Locations

The two year programme is available at the Terrace, Kitimat and Prince Rupert campuses. Kitimat campus offers courses on a two year cycle. Check with the campus regarding specific course availability.

### Cooperative Education

Cooperative Education combines formal studies with work experience directly related to those studies. Students completing a Coop 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 in 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

*This timetable is subject to change. Please confirm the schedule when you register.*

### Admission Requirements

Grade 12 graduation with Algebra 11, ABE Provincial or GED with Math 040, 041 or 045 (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 day following Labour Day in September.

### Fees

Please see the General Information section.

### Financial Aid and Sponsorship

Please see the Financial Aid Sources section.

### DIPLOMA IN BUSINESS ADMINISTRATION

*First year includes the following courses:*

ACCT 150/151	Financial Accounting
BADM 170	Co-op Work Term I (optional)
BCPT 150	Business Computers
BCPT 154	Computerized Accounting
BENG 150	Business Communications
BLAW 152	Business Law
COOP 100	Coop Work Orientation (optional)



ECON 150/151	Economics
MATH 150	Math of Finance
MATH 151	Statistics
MGMT 150	Introduction to Management
MARK 150	Introduction to Marketing

*Second year common courses:*

ACCT 252/253	Cost Accounting
BADM 270	Coop Work Term II (optional)
BFIN 250/251	Business Finance
BSIM 250	Business Management Simulation
MGMT 251	Organizational Behaviour

*Student's will choose six electives from the following courses: (Note: not all courses will be available at all campuses, please check at the time of registration.)*

ACCT 250/251	Financial Accounting
ACCT 254	Auditing
BCPT 250	Accounting Information Systems
MGMT 252	Credit and Collections
TAXN 250	Income Tax
BPOL 250	Business Policy
MGMT 201	How to Start a Business
MGMT 253	Labour Relations
MGMT 254	Operations Management
MARK 251	Advertising
MARK 252	Tourism Marketing
MARK 253	Effective Selling
MGMT 255	Human Resource Management
INDT 110	Fundamentals of Speech Communication
INDT 290	Multimedia Communications

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

**Accounting 151-3.0:**

**Fundamentals of Financial Accounting II**

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 manage-

ment 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, Math 150 or permission of instructor.

**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, Math 150 or by permission of instructor.

**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.

**BADM 170-6.0 Coop Work Term I**

**BADM 270-6.0: Coop Work Term II**

**Business Computing 150-3.0: Business Computers**

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: Business Communications**

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, 18 2nd year credits.

**Business Policy 250-3.0: 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 18-2nd year credits.

**COOP 100-2.0: Coop Work Orientation**

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

**Economics 150-3.0: Microeconomics**

A career oriented course using a practical approach to the study of the principles of microeconomics. Topics covered will include supply and demand, resource allocation and economic issues.

**Economics 151-3.0: Macroeconomics**

The course emphasizing the practical approach to the study of aggregate concepts in economics. Topics include national income, money and banking, fiscal policy, monetary policy, inflation, employment, international trade and public policy. Prerequisite: ECON: 150 or permission of instructor.



**INDT 110: Fundamentals of Speech Communication**

Fundamental principles of effectively preparing, presenting, and critically consuming messages in one-to-one, small group and public speaking contexts.

**INDT 290: Multimedia Communications**

The student will develop an introductory understanding of the use of combinations of text, graphic art, sound, animation, and video in presentations. Prerequisites: BENG 150 or INDT 109 and BCPT 150 or INDT 160 or permission of the instructor.

**Management 150-3.0: Introduction to Management**

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**

Provides an appreciation of the requirements for success in an entrepreneurial career and an understanding of dynamics of start-up and venture development. The development of a business plan and case analysis of operational situations form the core of this course. Prerequisite: ACCT 150, MARK 150 or permission of instructor.

**Management 251-3.0: Organizational Behaviour**

An examination of the behaviour of people in organizations and small groups. The focus of our attention will be: communications, motivation, leadership, group processes, structure, organization change, conflict, power and authority. Prerequisite: MGMT 150 or permission of instructor.

**Management 252-3.0: Credit and Collections**

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 or permission of instructor.

**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 151.

**Management 255-3.0: Human Resource Management**

The intent of this course is to provide an overview of human resource management in an organizational setting. Specific areas to be addressed include: human behaviour in organizations, personnel planning, job analysis and evaluation, staff recruitment and development, performance evaluation, compensation administration and fringe benefits. Prerequisite: MGMT 150 or permission of instructor.

**Management 260-3.0: Directed Studies**

An integrative course allowing the participants to apply business principles and skills to a practical business situation. The course will integrate the varied disciplines in business including accounting and finance, marketing, operations, economics, forecasting and management philosophies through a comprehensive project.

**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: MARK 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, rev-

enues 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: MARK 150 or permission of instructor.

**Marketing 253-3.0: Effective Selling**

This course focuses on the theoretical and practical techniques associated with the selling of goods and services to consumer and industrial markets. Course emphasis will be on applying learned presentation skills and persuasive communication strategies in the person selling process. Prerequisite: MARK 150.

**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: Statistics**

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. Prerequisite: MATH 150 or permission of instructor.

**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	Credit Union Institute of Canada	**Institute of Canadian Bankers	Municipal Officers' Assoc. of B.C.	Purchasing Assoc. of B.C.
ACCT. 150 ACCT. 151	INTRO. ACCT. 111 FOR BOTH	INTRO. FINANCIAL ACCT. FOR BOTH	FA 1 FOR BOTH	BUSM 131 BUSM 132	ACCT. 110 FOR BOTH		ACCT. 1 ACCT. 2	M09 FOR BOTH
ACCT. 250  ACCT. 251	INTERMED. ACCT. 229 FOR BOTH ACCT. 250/251	INTERMED. FINANCIAL ACCT. FOR BOTH	FA 2 & FA 3 FOR BOTH					
ACCT. 252  ACCT. 253	MGMT. ACCT. 241 AND MGMT. ACCT. 341  FOR ACCT. 252/253 AND BENG 150	INTRO. MGMT. ACCTG.  COST ACCTG.	MA 1					M03 FOR BOTH
ACCT. 254	INTERNAL AUDITING 452							
BCPT. 150	COMPUTERIZED INFO. SYSTEMS 214	COMPUTERS	MS I (WITH NWCC BCPT 250)	CMPT. 108/109		BUSINESS COMPUTING	DATA PROCESSING	M12 WITH BCPT 250
BCPT. 250	ACCT. INFO. SYSTEMS 451	MGMT. INFO. SYSTEMS	MS I (WITH NWCC BCPT 150)				INFO. SYSTEMS	M12 WITH BCPT 150
BENG. 150	SEE ACCT. 252/253		BUSINESS WRITING	ENGL. 107	COMM 120		BUS. COMM.	
BFIN. 250 BFIN. 251	FINANCIAL MANAGE. 442	FINANCE FOR BOTH	FN I FOR BOTH		FINANCE 150 FOR BOTH			M04 FOR BOTH
BLAW. 152	COMMERCIAL LAW 122	COMMERCIAL LAW	LAW I				PERSONNEL	M11
BPOL. 250								M06
ECON. 150 ECON. 151	ECON. 212 FOR BOTH	ECONOMICS FOR BOTH	ECON I FOR BOTH	ECON. 200  ECON. 201			MACRO ECON.	M14 M10
ECON. 201 ECON. 202					ECON 170 FOR EITHER			
MARK. 150					MARK 140 1/2 CREDIT			M01
MATH. 150		MATHEMATICS		MATH 107				
MATH. 151	QUANTITATIVE METHODS 332	PROBABILITY/STATS.		MATH 102				
MGMT. 150				BUSM 121	MGMT/BUS. ADMIN 130 1/2 CREDIT			M08
MGMT. 251  MGMT. 253	ORG. BEHAVIOUR 123	ORG. BEHAVIOUR		ADMN 320	ORG. BEHAVIOUR 160	MGMT	ORG. BEHAVIOUR	M02
MGMT. 254					ELECTIVE 180 WITH MGMT. 255			
MGMT. 255					ELECTIVE 180 WITH MGMT. 253			M05
TAXN. 250	TAXATION 324	INTRO. TAX.						

**\*\*Note:** Transfer credit for some University Credit Economics and Computer Science courses as well. UNBC transfer credits are not finalized. Contact the Registrar regarding credit for these courses.

## COMMUNITY RESOURCE WORKER

*This programme was formerly known as the Addiction Resource Worker programme. It is currently undergoing curriculum changes and will be delivered from the Smithers campus starting in September 1995. The major change that will be occurring will be the lengthening of the programme from an 18 month Certificate Co-op programme to a 21 month Diploma programme.*

The curriculum will have revisions to utilize a core model with specialities. By utilizing this model students will be able to have foundation training for careers in social and health settings. There will be two specialities taken concurrently with the core courses. These specialities will be Addictions and Youth Work. Curriculum and course offerings and descriptions will be available in June 1995.

The programme will also retain its focus on a community based holistic approach to implementing changes in lifestyle. It is very important for students to recognize the need for a healthy lifestyle if they plan on working with youth and/or in the field of substance abuse. The programme is not intended to be part of a person's recovery process but rather to teach helping skills to assist others with implementing lifestyle changes.

It is still recognized that the field of substance abuse is growing and ever changing much the same as the demand for skilled workers in this area of study. It is also recognized that the field of youth work is equally important in our society today, as is the need for skilled workers in this area. This 21 month programme will enable students to acquire basic skills at the entry level in the Addictions field.

It has also been identified that the field of Youth Care is becoming increasingly important here in the Northwest. The field requires a primary curriculum focus on generic aspects of caregiving. These

include a focus on normative development and social competence as a context for therapeutic intervention. The programme will enable students to acquire these skills at the entry level as paraprofessionals in the field of youth care.

### Admission Requirements

1. Grade 12 or equivalent with English 12 or ABE English 045 or mature student.
2. Current immunizations and tuberculin screening certified on the College's Immunization Record.
3. Completion of the College's Medical Assessment.
4. All applications must successfully complete an English Placement Guide (min. 70%).
5. Submit a personal resume detailing work and/or volunteer experience along with a one page letter of intent.
6. Submit a minimum of two reference letters that may help determine suitability for this programme.

*N.B.*

*For recovering individuals, at least one letter must be from a person working in the addictions field attesting to continued sobriety for at least three years preceding the programme start date.*

7. All applicants will be required to participate in a personal interview which may help the student to determine their personal suitability to this programme, prior to acceptance.

**NOTE:**

*Students should be aware that a Criminal Record search may be required before they can obtain a work placement. The presence of certain crimes on a record would make co-op placement and graduation impossible.*

*Each application will be reviewed by the Admissions Committee established by Northwest Community College.*

### How to Apply

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

### Dates and Location

The programme begins in September 1995 and completes in June 1997 at our Smithers Campus. The programme begins with a mandatory orientation week.



# 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. English 12 or English 040 or 045 preferred or GED with satisfactory performance on the department's English placement test. Grade 12 graduation is recommended.
2. Current immunizations and a current tuberculin screening as certified on the College's Immunization Record and completion of the College's Medical Assessment are required for ECE 111, 112, 117, 118, 125, 126 and 127.
3. Students need to have a completed Criminal Record Search to enroll in the following courses ECE 111, 112, 117, 118, 126, 127 111/117 Lab and 112/118 Lab. (Note: Students under the age of 19 will also require a Criminal Record Search.)
4. Students will be required to attend an interview with the programme co-ordinator before classes start.
5. Prior to the interview, students will be required to submit a one page letter outlining why they would like to take the ECE programme, one letter of reference from a knowledgeable community member attesting to their suitability in working with young children and 30 hours of documented experience working in a childcare setting. (This last requirement may be waived only with the written permission of the co-ordinator.)

*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 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 fieldwork in various communities across our Northwest region. Students are responsible for practicum costs and should budget accordingly.*

## How to Apply:

### Basic Programmes:

1. Applications are available from any College centre and should be submitted as early in the Spring as possible.
2. New part-time Basic ECE students need to meet 1,2,3, & 5 admission requirements.
3. First time students may begin classes while completing admission requirements however no transcript will be issued until application is confirmed.

### 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 an Educational Advisor for further information.*

## Dates and Location

The full-time programme starts the day after Labour Day and continues through May 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 the General Information section.

## Financial Aid and Sponsorship

Please see the Financial Aid Sources section

## Probation

In addition to maintaining satisfactory academic progress students are expected to develop a level of interpersonal and communication skills necessary for successful performance in the Early Childhood field. Admission to the practicum requires 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 111	Child Environments I
ECE 113	The Role of the Early Childhood Educator I
ECE 115	Curriculum Planning I
ECE 117	Curriculum Activities I
ECE 124	Interpersonal Communications
ECE 104	Health, Safety & Nutrition
ECE 105	Families and Early Childhood Programmes I
ECE 140	Psychology of Human Development I
ECE 111/117	Preschool Lab

### Winter Semester

ECE 112	Child Environments II
ECE 114	The Role of the Early Childhood Educator II
ECE 116	Curriculum Planning II
ECE 118	Curriculum Activities II
ECE 106	Families and Early Childhood Programmes II
ECE 135	Working with Special Children
ECE 126	Practicum II

ECE 141	Psychology of Human Development II
ECE 127	Practicum III - May
ENG 151	English for Human Oriented Careers
ECE 112/118	Preschool Lab

## Basic (Level I) Part-time - Distance Education

ECE 101	Programme Development I
ECE 102	Curriculum Development I
ECE 121	Programme Development II
ECE 122	Curriculum Development II
ECE 131	Programme Development III
ECE 132	Curriculum Development III
ECE 134	Observing and Recording Young Children
ECE 135	Working with Special Children
ECE 104	Health, Safety and Nutrition
ECE 123	Issues in Family Living
ECE 128	Models and Methods of Parent Involvement
ECE 125	Practicum I
ECE 126	Practicum II
ECE 127	Practicum III
ECE 140	Psychology of Human Development I
ECE 141	Psychology of Human Development II
ENG 151	English for Human Oriented Careers

## Post-Basic (Level II) Part-time, Distance Education

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 206:	Working with Families in Cross-Cultural Settings
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 Part I
- ECE 255: Special Education Curriculum Planning Part II
- ECE 253: Augmentative Communication
- ECE 251: Practicum I
- ECE 252: Practicum II

## COURSE DESCRIPTIONS

### ECE 104-3.0: 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 preschool 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.

### ECE 105-3.0:

#### Families and Early Childhood Programmes I

This course examines the patterns & structures of family life, the influences on family and 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.

### ECE 106-3.0:

#### Families and Early Childhood Programmes II

A practical course that supports the theories explored in ECE 105. The student will examine and practice strategies for establishing and maintaining effective partnerships with parents and families, considering cross cultural communication and childrearing practices.

### ECE 111-3.0: Child Environments I

This course will provide students with a practical introduction to early childhood educational environments and programs. Students will develop skills in observing and guiding children and supporting learning through play.

### ECE 112-3.0: Child Environments II

This course is a continuation of ECE 111. Students will expand their skills in implementing and evaluating early childhood programmes to meet individual and group needs of young children. Students will explore pedagogical practices in both child-centered and teacher-centered situations. Prerequisite: Successful completion of ECE 111 or permission of the instructor.

### ECE 113-3.0:

#### The Role of the Early Childhood Educator I

This course introduces students to the underlying principles and practices of early childhood education. Students will examine the role of the educator in creating and maintaining nurturing environments for young children, and will examine the historical and social influences which shape the profession.

### ECE 114-3.0:

#### The Role of the Early Childhood Educator II

This course is a continuation of ECE 112. Students will examine learning goals for young children, pedagogical theories and practices, and the role and responsibilities of the early childhood professional in contemporary society. Prerequisite: Successful completion of ECE 112 or permission of the instructor.

### ECE 115-3.0: Curriculum Planning I

This course introduces the student to the concept of developmentally appropriate practice through the planning, evaluating and adapting of curriculum experiences to meet individual and group needs in childcare settings. The student will examine the theories and principles behind the curriculum subject areas: art and language arts with the opportunity to begin exploring creative expression.

### ECE 116-3.0: Curriculum Planning II

This course continues to explore the concept of developmentally appropriate practice through the planning, evaluating and adapting of curriculum experiences to meet individual and group needs in childcare settings. The student will examine the theories and principles behind the curriculum subject areas: social studies, science, math, music and movement with the opportunity to further explore creative expression.

### ECE 117-3.0: Curriculum Activities I

A practical course that supports the theories explored in ECE 115. The student will observe children and then plan, implement, evaluate and adapt specific curriculum experi-

ences to meet individual and group needs in a preschool setting. The specific materials and experiences explored are in the areas of art, language, literature and drama, with the opportunity to examine and enhance personal creativity.

### ECE 118-3.0: Curriculum Activities II

A practical course that supports the theories explored in ECE 116. The student will observe children and then plan, implement, evaluate and adapt specific curriculum experiences to meet individual and group needs in a preschool setting. The specific materials and experiences explored are in the areas of socials, science, math, music and movement, with the opportunity to continue developing personal creativity.

### ECE 124-3.0: Interpersonal Communications

In this course, students will explore the processes of effective communication and problem-solving in both adult-adult and adult-child relationships. Students will examine both verbal and non-verbal communications and methods for facilitating communication.

### ECE 125-3.0: 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'.

### ECE 126-3.0: 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'. Prerequisite: Credit for Practicum I.

### ECE 127-3.0: 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. Prerequisite: Credit for Practicum II.

### ECE 135-3.0: 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. Prerequisite: Enrollment in ECE programme or permission of instructor.

### 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 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 227-3.0: Practicum I**

This course will provide the student with opportunities to observe and have practical experience with infants and toddlers in a childcare setting.

**ECE 228-3.0: Practicum II**

This course continues to build on the skills developed in ECE 227 through practical experiences in another infant and toddler practicum site. The student will take on a supervisory role, responsible for programming, guiding, administration and family involvement.

**ECE 250-3.0: Special Education Curriculum Planning I**

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 251-3.0: Practicum I**

This course will provide the student with opportunities to observe and have practical experiences in an integrated or specialized preschool centre.

**ECE 252-3.0: Practicum II**

This course continues to build on the skills developed in ECE 251 through practical experiences in another integrated or specialized preschool centre. The student will take on a supervisory role, responsible for programming, guiding, administration and family involvement.

**ECE 255-3.0: Special Education Curriculum Planning II**

This course presents methodologies for organizing, executing and evaluating programmes for children with special needs (0-8 yrs.). The process for developing individualized programme plans and overview of techniques for implementing programmes will be outlined.

**ECE 253-3.0: 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.

**English 151-3.0: English for Human Oriented Careers**  
Please see the University Credit section for the course description.

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

*(This programme requires special funding, therefore may not be offered every year.)*

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 Educational Advisor in your centre.

**Programme Outline****Fall Semester**

PAT-090: Activities for Young Children I  
PAT-092: Working in Programmes with Young Children I  
PAT-093: Healthy Environments for Young Children  
PAT-095: The Family  
PAT-096: Preschool Lab

**Winter Semester**

PAT-091: Activities for Young Children II  
PAT-094: Working in Programmes with Young Children II  
PAT-099: Working with Families  
PAT-097: Practicum II  
PAT-098: Practicum III

**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****Fall Semester****PAT-090-3.0: Activities for Young Children 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-092-3.0: Working in Programmes with Young Children I**

This course gives an overview of Early Childhood programmes. This course will include teachers' responsibility, introduction to child development, arranging environments and activities for children and guiding children.

**PAT-093-3.0: 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-095-3.0: 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-096-3.0: Preschool Lab**

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 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-094-3.0:**

#### **Working in Programmes with Young Children II**

This course considers the process of planning programmes for young children which include activities to help children develop self-esteem and social language and thinking skills. Students will organize and use resources. As well, students will learn about child care regulations and their own role as aides in pre-school programmes.

### **PAT-099: Working with 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.

### **PAT-097: Practicum 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 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.

## ENGLISH AS A SECOND LANGUAGE

Northwest Community College offers 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.

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 Kitimat, Prince Rupert and Terrace. Programmes may be offered wherever there is a need. Please contact your local College centre for more information.

## FIRST AID

Northwest Community College offers a variety of courses in First Aid. Both the Workers' Compensation Board of BC and The Canadian Red Cross Society have changed and upgraded their courses this year.

### COURSE DESCRIPTIONS

#### **WORKERS' COMPENSATION BOARD OF BC (WCB) COURSES**

##### **LEVEL 1 (formerly Survival First Aid)**

This is an 8 hour emergency first aid course designed to meet WCB standards. The course provides an introduction to basic life support techniques. Level 1 is designed by WCB for industrial requirements. It is a good basic first aid course for anyone interested in emergency care.

##### **LEVEL 2 (new course)**

Level 2 is a new 35 hour course designed to meet WCB standards for an intermediate first aid course. This course provides the fundamentals of emergency care until the ambulance arrives.

#### **TRANSPORTATION ENDORSEMENT**

This endorsement is required for all Level 1 and 2's who work more than 20 minutes from the hospital. Prerequisite: Level 1 or 2 certification.

##### **LEVEL 3 (formerly Industrial First Aid)**

Level 3 is a course designed to meet WCB standards for an Occupational First Aid Attendant. Completion of this course entitles the student to take the Worker's Compensation Board exam.

NWCC offers this course in 70 hour and 105 hour formats. The 70 hour course is offered in evening sessions and day sessions. The 105 hour course is offered in day sessions only. The longer 105 hour course is recommended for students not already possessing a ticket or ticket holders who feel they would benefit from the additional course time.

#### **LEVEL 3 RENEWAL TRAINING**

The Occupational First Aid Level 3 Renewal Training course covers all emergency medical techniques considered to be the responsibility of a Level 3 First Aid Attendant providing emergency care in industry.

This course consists of 10 lessons involving a minimum of 35 hours of classroom study and practice and is designed for the self starting motivated student.

#### **NOTE:**

*Understanding the first aid concepts is essential. It is strongly recommended that all pre-reading and homework be completed in its entirety, prior to beginning of class. The need for pre-reading and continual review is essential for the understanding of first aid subjects covered in each lesson. Lectures will be brief and cover key content areas which will enable the learner to provide emergency care to injured workers. Time allotted for practical application of the theory will be increased if these concepts are understood.*

#### **THE CANADIAN RED CROSS SOCIETY'S VITAL LINK PROGRAMME**

##### **Vital Link Standard First Aid**

This is an 18 hour course designed to teach the fundamentals of emergency care and first aid. Cardiopulmonary Resuscitation (CPR) is included.

##### **Vital Link Emergency First Aid**

This is an 8 hour course designed to provide an introduction to basic life support techniques. Cardiopulmonary Resuscitation (CPR) is included.

#### **VITAL LINK CARDIOPULMONARY RESUSCITATION (CPR)**

##### **(Canadian Heart Foundation Standards)**

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 (*note the changes in names*):

**Heart saver** (formerly 'A' level) - a 4 hour course concentrating on adults.

**Heart saver Plus** (formerly 'B' level) - a 6 hour course concentrating on infants, children and adults.



**Basic Rescuer** (formerly 'C' level) - an 8 hour course concentrating on infants, children and adults. 2 person CPR is included.

**Infant and Child** (formerly 'D' level) - a 6 hour course concentrating on infants and children

#### CHILDSAFE

This is an 8 hour course designed to do more than teach emergency first aid for infants and children. Its main premise is that accidents can be prevented by educating the adult, changing the environment and educating the child. This is done through interactive sessions involving accident prevention and safety education.

#### FIRST AID FOR TEACHERS

Serving as an excellent review or introduction to First Aid, this active, intensive 3 hour workshop is designed for the school situation

#### NOTE:

*Courses are regularly scheduled and may be offered on request to employers, community organizations and other interested groups.*

*Fees and course schedules are listed in the Fall and Winter brochures issued by each College Centre. Phone your local College Centre for additional information.*

## FOREST TECHNOLOGY

Northwest Community College's Forest Technology Co-operative programme consists of approximately 40 courses and is designed to produce graduates ready and capable to adapt to changing societal attitudes and demands.

The programme is accredited by the Applied Science Technologists and Technicians (ASTT) of British Columbia. Graduates receive a two-year block transfer credit from the University of Northern British Columbia towards a degree in natural resources management.

Programme features include: an ecological approach to resource management; technical skills in forest inventory, engineering, harvesting, protection, silviculture, and integrated resource management planning; interpersonal and technical communication skills; computer skills; and an awareness of northwest native cultures.

Course delivery occurs in various learning environments, including classroom and field lectures and labs. Forest Technology students should be prepared to participate in field activities in adverse terrain and weather conditions.

#### Co-operative Education

The Co-operative Education model integrates the students' 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 are approved by the College to ensure suitability and students on work terms are monitored by the faculty or Co-op staff with work-site visits. Students are hired by participating employers and receive wages comparable to employees with similar positions.

Co-operative work terms run from May to September of each year.

*To qualify for a first work term placement, students must:*

- have successfully completed all the first semester courses and be registered in all the second semester courses, and
- have attended the co-op education work orientation seminars (Co-op 100).

*To qualify for a second work term placement, students must:*

- have received credit for all previous courses in their programme, and
- have received credit for the previous work term by writing a satisfactory work term report.

To graduate from the Forest Technology Co-operative Education programme, students must receive credit for all courses and at least two work terms.

#### Admission Requirements

Grade 12 with English 12 or Communications 12, Biology 11 and Math 11 or English 040, Math 040 and Biology 040. 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 all College campuses and should be submitted as early in the spring as possible.

#### Dates and Location

The programme is available at our Hazelton campus and starts in September with a mandatory Fall Camp.

#### Note: Fall Camp

*All Term One courses are introduced at Camp as well as the outdoor principles of orienteering, first aid and safety. Students must bring sleeping bags.*

#### Clothing/Equipment

Students will need outdoor clothing, rain gear, boots and a hard hat in order to be prepared for a variety of terrain and weather conditions while in the programme and on the job. A list of equipment will be supplied upon acceptance into the programme. More detailed information can be provided by an Educational Advisor.

#### Fees

Please see the General Information section.

#### Fees Over and Above Regular Tuition Include:

Fall Camp	approx.	\$ 250.00
Book & Tool Deposit		50.00
Equipment	approx.	425.00
Texts	approx.	1,000.00
Handout Materials		100.00
Term 4 Extended Field Trip	approx.	400.00

*Fees subject to change without notice*

#### Financial Aid and Sponsorship

Please see the Financial Aid Sources section.

#### PROGRAMME OUTLINE

*Northwest Community College's initiative in Natural Resources education will affect the Forest Technology programme. At time of printing this calendar, work is not complete, therefore a supplement to the calendar will be available in April. Please contact one of our Educational Advisors for further information.*



# INDUSTRY/TRADES/ TECHNOLOGY TRAINING

Northwest Community College offers  
CERTIFICATE PROGRAMMES in:

- \* Automotive Repair
- \* Carpentry (Joinery)
- \* Commercial Transport Repair
- \* Heavy Duty Repair
- \* Industrial Mechanic (Millwright)
- \* Professional Driving

These \*Certificate Programmes are designed to:

- Prepare learners for entry level skilled employment.
- Be equivalent to the first year of apprenticeship technical training (Ministry of Skills, Training and Labour).
- Provide a foundation for career development and specialization.
- Provide advanced standing in Northwest Community College's **Diploma of Applied Technology in Industry**.
- Give access and advanced standing to secondary school graduates of **Career Preparation Programmes** and learners with prior learning and/or relevant experience.

## Admission Requirements

1. Grade 12 (preferred), or
2. Grade 10 or G.E.D. or A.B.E. Intermediate Level Math and English, or
3. Learners who have significant and relevant prior experience may be admitted, **and**
4. Successful completion of a Northwest Community College assessment.

## Fees

1. Tuition as described in the general information section.
2. C.S.A. approved safety footwear (W.C.B. Regulations apply).
3. Refundable tool deposit of \$50.
4. Purchase of necessary learning resources at College Bookstore.
5. Approximately \$17.50 fee for required Survival First Aid Course resources.

## NOTE:

*C.E.C. may assist learners in these programmes. Contact your local C.E.C. office regarding eligibility for sponsorship.*

## Programme Length

1. Approximately ten months. (Trade Specialty courses are self-paced with a June completion date).
2. September intake enrollments.
3. Applications processed on a first come, first served basis.

## Programme Outline (Terrace Campus)

\*INTRODUCTION TO TRADES/TECHNOLOGY -  
(Prerequisite to Trade Speciality)  
(includes sections of Common Core & Occupational Core as listed below)

\*TECH 100 - Principles of Technology  
(Applied Physics Sections 1-7)\*

\*TMATH - Applied Mathematics  
(Sections A, B, C & 1-14)\*

\*TCOMP 150 - Introduction to Computers

*\*Above 4 courses offered September through December.*

\*TCOMM 100 - Technical Communications

TCOMP 171 - Drafting/CAD

TRADES SPECIALTY (Includes Occupational Core)

*\*Above 3 courses offered January through June.*

## NOTE:

*Depending on local demand the CORE courses will be offered more than once a year. (If interested, please call Northwest Community College.)*

## COURSE DESCRIPTIONS

### Introduction to Trades/Technology

Topics included in this Workshop Orientation and Handskills course are:

- Learning Success
- Safe Work Practices
- Use Hand, Measurement & Power Tools
- Use Shop Equipment
- Read & Interpret Drawings
- Lift Loads
- Scaffolds & Ladders
- Fasteners & Fittings
- Describe Trades/Technology Occupations
- Workplace Skills
- Oxy-acetylene Cutting, Welding & Brazing

### \*\*TECH 100: Principles of Technology

This Applied Physics course is based on the application of Physics Principles in Mechanical, Fluid, Electrical and Thermal Energy Systems. Learners concentrate on realistic problem-solving and hands-on applications.

### \*\*TMATH 100: Applied Mathematics

This course is based on an integrated presentation of topics in arithmetic, algebra, geometry, trigonometry, probability, estimation, problem-solving, and statistical process control. Learning is oriented toward application and practice of mathematical concepts and skills, and practical, world-of-work applications.

### \*\*TCOMP 150: Introduction to Computers

This course is designed to provide an introduction to the use of personal computers. Learners will be given instruction in operating systems, integrated word processing, spread sheet and data base programs.

### \*\*TCOMM 100: Technical Communications

This course will prepare learners to communicate effectively in a variety of written and oral formats found in the workplace. Practical assignments with corrective feedback will re-inforce the application of skills required in work-related situations.

### \*\*INDT 171: Drafting/CAD

This course offers learners an introduction to drafting conventions, including views, projections and dimensioning techniques. Computer Aided Drafting using Autosketch

software will enable learners to apply their knowledge.  
*\*\*Advanced standing can be applied to the Diploma in Applied Technology in industry.*

## TRADES SPECIALTY

(Prerequisite: "Introduction to Trades/Technology")

### Automotive Mechanics Specialty

- Learning Success
- Describe Power Transmission Systems
- Describe Operating Principles of Gasoline/Diesel Engines
- Service Tires, Wheels & Bearings
- Service Hydraulic Brake Systems
- Service Suspension Systems
- Service Steering Systems
- Service Engine Support Systems
- Perform Engine Overhaul
- Service Emissions Systems
- Service Electrical Systems
- Service Power Trains

### Commercial Transport Repair Specialty

- Learning Success
- Safe Work Practices
- Operate Equipment/Vehicles
- Lift, Move, Support Vehicles
- Service Hydraulic Systems
- Service Steering Systems
- Service Frames, Suspensions & Attachments
- Service Hydraulic Brake Systems
- Service Air brake Systems
- Service Air Controlled Systems
- Service Engine Systems
- Service Starting & Lighting Systems
- Perform Cutting, Brazing & Welding Operations

### Heavy Duty Mechanic Specialty

- Safe Work Practices
- Operate Equipment
- Service Winches/Working Attachments
- Service Brake Systems
- Service Hydraulic Systems
- Overhaul Diesel Engines
- Lubricants & Fluids
- Service Engine Support Systems
- Service Fuel Systems
- Service Electrical & Electronic Systems



- Service Power Trains
- Arc Welding
- Service Track Type Equipment
- Service Wheel Type Equipment

**NOTE:**

Graduates of these programme could find employment as Apprentices and helpers in repair shops or service stations, or in complex service departments of the Automotive, Heavy Equipment or Truck/Transportation Industry.

**Carpentry Specialty**

- Learning Success
- Safe Work Practices
- Read & Interpret Drawings
- Construct Woodworking Joints
- Stair Construction
- Basic Cabinet Work
- Layout Buildings & Sites
- Calculate Building Costs
- Build Concrete Forms
- Framing Floors, Walls & Roofs
- Install Drywall—Steel & Wood Studs
- Finishing Internal & External Details

**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 Carpentry Specialty and may be arranged through the Terrace Centre.

**Industrial Mechanic (Millwright)**

- Learning Success
- Safe Work Practices
- Use Drilling Machines
- Use Power Tools
- Use Hydraulic Presses
- Use Lathes, Shapers & Milling Machines
- Select Lubricants
- Gears, Gear Drives & Gear Systems
- Heat Treat Steel
- Install Machine Components
- Pneumatic Systems
- Hydraulic Systems
- Materials Handling Equipment
- Arc Welding

**WELDING (Terrace & Prince Rupert)**

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**

1. Grade 12 (preferred) **or**
2. Grade 10 or G.E.D. or A.B.E. Intermediate Level Math and English **and**
3. Successful completion of a Northwest Community College assessment.

**Fees**

1. Tuition as described in the general information section.
2. C.S.A. approved safety footwear (W.C.B. Regulations apply).
3. Refundable tool deposit of \$50.
4. Purchase of necessary learning resources at College Bookstore.
5. Approximately \$17.50 fee for required Survival First Aid Course resources.

**NOTE:** C.E.C. may assist learners in these programmes. Contact your local C.E.C. office regarding eligibility for sponsorship.

**Start Date**

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

**Provincial Welder Training Programme Outline**

Welding learners are encouraged to complement their welding training by enrolling in Industrial Technology \*CORE courses. (See Introduction to Trades/Technology)

**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)

To be granted a "C" Level, Ministry of Skills, Labour and Training qualification, learners must:

- successfully complete the "C" Level Program.
- have five months welding experience.

**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.

To be granted the "B" Level, Ministry of Skills, Labour and Training qualification, learners must:

- successfully completed the "C" and "B" Level programs.
- have nine months welding experience.

**Level "A" Content**

- P11 Shielded Metal Arc Welding III
- P12 Gas Metal Arc Welding II
- RK8 Metallurgy II
- RK9 Blue Print Reading III

To be granted the "A" Level, Ministry of Skills, Labour and Training qualification, learners must:

- have successfully completed the "B" Level Program.
- have ten months welding experience.

**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 Skills, Training, and Labour, Skills Development Division.

**WELDER FITTER (New Course)**

This three month programme is designed to provide learners with the skills and knowledge to layout and fit structural steel sections, pipe, plate and sheet, while working from blueprints. This is a Provincial Standards Programme and is credited as such in the Welder's Log Book.

**Admission Requirements**

Completion of Level C Module Welding Training including Applied Mathematics-TMATH, (Sections A, B, C & 1-14)\* or N.W.C.C. Assessment in Mathematics and Communications.

**Fees**

1. Tuition as described in the general information section.
2. C.S.A. approved safety footwear (W.C.B. Regulations apply).
3. A refundable tool deposit of \$50.
4. Learners must supply helmet, goggles, leather gloves and welder's jackets.
5. Purchase of necessary learning resources at College Bookstore.

**Programme Outline**

- Learning Success
- Program orientation.
- Interpreting fabrication drawings.
- Trades Mathematics (related to fabrication).
- Pipe layout and templates.
- Material handling and rigging.
- Structural detail and layout.
- Basic drafting and sketching.
- Heat and shrinkage of steel.



**Proposed Programme Dates**  
April 1 through June 21, 1996

*Note:* Depending on local demand this programme will tentatively be offered in Terrace and/or Prince Rupert.

## PROFESSIONAL DRIVER

This modularized course is designed to assist learners to acquire the skills required to obtain Class 1 driving status. Safe operation, maintenance and duties of competent Professional Drivers are emphasized in this programme.

### Admission Requirements

1. 18 years of age.
2. Clear driving abstract.
3. Valid Air Brakes Endorsement (courses offered each month at N.W.C.C.)
4. Valid Class 1 Learners Permit.

### Programme Outline

- Describe Professional Driving.
- Use Safe Work Practices.
- Operate Vehicles and Equipment.
- Describe the Maintenance of Vehicles.
- Identify Regulations.
- Handle Cargo.
- Maintain Records.

*For further information on the Professional Driver course contact the Programme Coordinator at the Terrace Campus.*

## WOMEN ACCESS

*(Women in Trades Training, W.I.T.T.)*

This exploratory course is designed to enable women to make an informed decision about a Trades/Technology career path. Learners will explore Trades/Technology in the following areas:

- Carpentry (Joinery)
- Automotive Mechanics
- Commercial Transport Mechanics
- Heavy Duty Mechanics
- Industrial Mechanic (Millwright)
- Welding

- Applied Technology in Industry
- Drafting/CAD
- Professional Driving

There will be opportunities for hands-on experience in the core trades areas (Metal, Mechanical, Construction, Technology and Management), as well as information about career opportunities in other Trades/Technology areas.

*For further information on Women Access courses, contact your local N.W.C.C. Admissions/Advising office.*

## LITERACY TRAINING

The basic literacy programme is intended for students who are non-readers and for those who wish to improve their basic math, reading, writing and spelling skills. One-to-one instruction is available in Houston, Smithers, Hazelton, Terrace, Kitimat, and Masset. Group classes are usually available in Prince Rupert. In an effort to meet the needs of the student, the time and place of instruction with a tutor is flexible. There is no cost for these services (except for the Prince Rupert classes) and all books will be loaned to the student.

You can get more information from your local College Centre or you can call the Adult Literacy Contact Centre (1-800-663-1293).

If you know anyone who may have difficulty reading this calendar, please give them the information about these literacy programmes.

*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.*

## MARINE/ NAUTICAL STUDIES

The Nautical Department of Northwest Community College at the Prince Rupert centre offers a wide variety of courses for professional mariners and for those persons who wish to upgrade their theoretical knowledge in the area of nautical studies.

Mariners may enroll for the following full-time programmes, which are delivered as preparation for Department of Transport certification:

- Command Endorsement
- Watchkeeping Mate
- Fishing Master II, III and IV

Other courses are offered on a non-scheduled, as requested basis. These include:

- coastal navigation
- charter boat operator
- introduction to marine shipping operations
- stability for port operators
- basic vessel safety course MED A1
- small vessel safety course MED A2
- gill net mending
- gill net mending and hanging
- efficient fish boat operator

Students may be able to join the full-time programmes after the start date. To do so, or to be waitlisted for one of the part time programmes, contact the Nautical Department at the Prince Rupert centre.

### Admission Requirements

To refresh the basic knowledge of mathematics, the NAUT 300 Mathematics for Mariners course is offered in September at the beginning of the semester. It is essential that students attend this course.

Students should be aware that the D.O.T. has both sight and sea time requirements for persons intending to write their exams. It is therefore recommended that students attempting DOT exams 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. As the number of spaces for each course is limited, applications should be submitted as early as possible.

### Fees

For details see the General Information section. Full course fees should be paid prior to the commencement of the programme. As PMTI fees are included in some of the courses and may change, students should contact the College for accurate information when applying to the programme.

### Financial Aid and Sponsorship

Please see the Financial Aid Sources section.

### Programme Outline

#### Full-time Programmes

##### Command Endorsement

NAUT 072	Meteorology
NAUT 090	Ships Management
NAUT 160	General Seamanship
NAUT 294	MED C
NAUT 295	MED D
NAUT 323	SEN II

##### Watchkeeping Mate

NAUT 041	Chartwork and Pilotage
NAUT 061	Navigation Safety
NAUT 151	General Ship Knowledge
NAUT 161	General Seamanship
NAUT 291	MED A2
NAUT 292	MED B I
NAUT 293	MED B II
NAUT 300	Mathematics
NAUT 321	SEN IA
NAUT 322	SEN IB
NAUT 330	Restricted Radio Operator

##### Fishing Master II

Completion of all FM III courses plus:

NAUT 072	Meteorology
NAUT 099	Ship Management
NAUT 168	General Seamanship
NAUT 293	MED B II
NAUT 321	SEN IA
NAUT 322	SEN IB



### Fishing Master III

NAUT 011	Communications
NAUT 020	Navigating Instruments
NAUT 041	Chartwork and Pilotage
NAUT 061	Navigation Safety
NAUT 157	General Ship Knowledge
NAUT 167	General Seamanship
NAUT 291	MED A II
NAUT 300	Mathematics
NAUT 311	Standard First Aid
NAUT 330	Restricted Radio Operator

### Fishing Master IV

NAUT 020	Navigating Instruments
NAUT 040	Chartwork and Pilotage
NAUT 060	Navigation Safety
NAUT 167	General Seamanship
NAUT 291	MED A II
NAUT 300	Mathematics
NAUT 311	Standard First Aid
NAUT 330	Restricted Radio Operator

### 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 students 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 040S	Chartwork and Pilotage
NAUT 041S	Chartwork and Pilotage
NAUT 061S	Navigation Safety
NAUT 151S	General Ship Knowledge
NAUT 157S	General Ship Knowledge

### COURSE DESCRIPTIONS

#### NAUT 011: Communications

This course 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

This course will provide the student with basic knowledge of operation and principles of the electronic navigation systems in use. Topics include performance of simple radar

plot, understanding of the function of the echo sounder, Loran C navigation system, marine radar. Course duration: 105 lecture hours.

#### NAUT 040: Chartwork and Pilotage

This course will provide the basic knowledge of 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: 140 lecture hours.

#### NAUT 041: Chartwork and Pilotage

This course 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: 196 lecture hours.

#### NAUT 060/061: Navigation Safety

This course 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: 63/56 lecture hours.

#### NAUT 072: Meteorology

This course 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 designed specifically for mariners. Course duration: 140 lecture hours.

#### NAUT 090/099: Ship Management

This course 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: 133 lecture hours.

#### NAUT 151: General Ship Knowledge

This course 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 including calculations of metacentric height, shift of the centre of gravity, change of the trim, and other. Construction covers some basic knowledge and terminology used. Cargo work deals with different systems of rigging, and equipment used. Course duration: 210 lecture hours.

#### NAUT 157: General Ship Knowledge

This course 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: 140 lecture hours.

#### NAUT 160: General Seamanship

This course is the final preparation for the oral examination for command endorsement students. Course duration: 35 hours.

#### NAUT 161/167/168: General Seamanship

This course 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 manoeuvring, duties and responsibilities of the officer on watch, practical knowledge of anchors and mooring lines, and others. Course duration: 35/42/35 hours.

#### NAUT 291: Small Vessel Safety Course MED A2

This course 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 292: Survival Craft - MED B1

Course to be taken at PMTI, Vancouver.

#### NAUT 293: Marine Fire Fighting - MED B2

Course to be taken at PMTI, Vancouver.

#### NAUT 294: Officer Certification Course - MED C

Course to be taken at PMTI, Vancouver.

#### NAUT 295: Senior Officer Course - MED D

Course to be taken at PMTI, Vancouver.

#### NAUT 300: Mathematics for Mariners

This course is designed specifically 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: 35 lecture hours.

#### NAUT 311: Standard First Aid

This course will provide the knowledge of how to manage emergencies aboard the vessel; CPR and first aid; controlling blood loss and assisted breathing. Course duration: 18 hours.

#### NAUT 321: Simulated Electronic Navigation SEN IA

This course 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: 140 lecture hours.

#### NAUT 322: Simulated Electronic Navigation - SEN 1B

Course to be taken at PMTI, Vancouver.

#### NAUT 323: Simulated Electronic Navigation - SEN II

Course to be taken at PMTI, Vancouver.

#### NAUT 330: Restricted Radio Operator

This course is designed to prepare the student to earn their restricted radio operator's licence. Course duration: 7 lecture hours.

#### MAR 100/200/300/400/500: Efficient Fish Boat Operator

This course is divided into five independent levels including theoretical and practical knowledge of the basics of fish boat operations. Each level will provide the basics of mechanics, hydraulics, electrical systems, boat maintenance, navigation safety, chartwork and pilotage, navigating instruments and financial management. Students will earn 2 credits for completion of each level leading to Fishing Master IV and III programmes. Course duration (each level): 48 hours.



# NATURAL RESOURCES PROGRAMME

Northwest Community College is developing a new integrated programme in Natural Resources Technology. This programme will include Forest Worker and Transition Level upgrading which will ladder into a 2.5 year Technology diploma with proposed options in Forest Technology, Integrated Resources Management and Marine Technology. Under this format, an intermediate one year Natural Resources Certificate level is being proposed.

It is hoped that the Transition and Certificate levels will be offered at several centres throughout the College region starting in the Fall of 1995. For further information, contact an Educational Advisor by May 1, 1995.

Admission requirements for this programme will be Math 11 (040), English 12 (045), and Biology 11 (040) with Chemistry 11 (040) highly recommended. Advanced credit may be offered for Forest 11/12 or equivalents.

# NURSING

*The current nursing programme has been discontinued. The College is currently conducting a Health Needs Assessment which will provide valuable information as to which health programmes the College should be offering. A decision to continue with a nursing programme will be made once the study has been completed (April 1995). For further information contact one of our Educational Advisors.*

*If you are interested in a health education career please fill out an application form and indicate your career goal.*

# OFFICE CAREERS

*(Under Review)*

The Office Careers programme provides students with the knowledge and skills necessary to function effectively in the workplace. 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.

An advanced certificate is available in Word Processing for those with previous training and/or experience.

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.

## Part-time Studies

All certificate programmes are designed to offer flexibility for the part-time student. Students may 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. Please contact your College centre for more information.

## How to Apply

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

## Dates and Locations

The following certificates are offered in the following centres:

**Kitimat Centre** - Clerk-Typist, Clerk-Bookkeeper and Word Processing.

**Smithers Centre** - Clerk-Typist, Clerk-Bookkeeper, Word Processing and Distance Education.

**Terrace Centre** - Office Technology -  
(See Office Technology section)

*Please contact your local College centre for a detailed listing of offerings and schedules.*

## Fees

Please see the General Information section.

## Financial Aid and Sponsorship

Please see the Financial Aid Sources section.

## ENTRY LEVEL

### Common Courses

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

BCPT 104:	Computer Speed
BENG 102:	Spelling and Vocabulary
BENG 103:	English Grammar
BENG 104:	Written Communications
BENG 105:	Proofreading
BUSM 101:	Business Machines
COMP 100:	Introduction to DOS/Windows
COMP 105:	Introduction to Wordprocessing
COMP 115:	Introduction to Database
KYBD 100:	Keyboarding
MSTD 100:	Master Student
OFPR 101:	Office Procedures
OFPR 106:	Office Simulations
OFPR 110:	Records Management
TYPG 101:	Basic Business Typing
PRAC 100:	Practicum - Elective

## Clerk-Typist

In addition to the common courses students must complete:

BCPT 106:	Advanced Computer Speed
DICT 101:	Transcription Operation
COMP 135:	Introduction to Microsoft Word
TYPG 102:	Advanced Business Typing

*Completion of the Clerk-Typist Certificate programme requires approximately seven 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
COMP 110:	Introduction to Spreadsheets
COMP 120:	Introduction to Accpac Simply
COMP 125:	Introduction to Accpac GL
COMP 130:	Spreadsheet Applications

*Completion of the Clerk-Bookkeeper Certificate programme requires approximately eight months of full-time study (including Common Courses).*

## Distance Education

ACCT 101:	Bookkeeping Fundamentals
ACCT 102:	Routine Bookkeeping Procedures
BCPT 104:	Computer Speed
BENG 102:	Spelling and Vocabulary
BUSM 101:	Business Machines
COMP 115:	Introduction to Database
KYBD 100:	Keyboarding
OFPR 110:	Records Management
TYPG 101:	Basic Business Typing

*As the full Clerk-Typist or Clerk Bookkeeper programme is not available by Distance Education, students will need to travel to Kitimat, Smithers or Terrace to complete certificate requirements.*

## ADVANCED OPTIONS

### Word Processing

WPRO 200:	DOS Procedures
WPRO 205:	Windows
WPRO 210:	Word for Windows - Advanced
WPRO 220:	WordPerfect for Windows
WPRO 225:	Computer Timings
WPRO 230:	Word Processing Simulation

Pre-requisite: Clerk-Typist

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



## COURSE DESCRIPTIONS

### **Accounting 101-2.0: Bookkeeping Fundamentals**

This course discusses the study of accounting based on a service business organized as a sole proprietorship and a merchandising business organized as a partnership. Topics include: analyzing and journalizing transactions, general journal, posting to general ledger, six and eight-column worksheets, preparing financial statements.

### **Accounting 102 -3.0: Routine Bookkeeping Procedures**

This course introduces special journals, payroll, adjustments to bad debts, depreciation, inventory controls, accrued revenue and expense and financial statements for corporations. Pre-requisite: ACCT 101.

### **Business Computers 104 - 1.0: Computer Speed**

This course provides computer skill building using Cortez Peters. A computer speed of 40 NWPM is required.

### **Business Computers 106 - 1.0: Advanced Computer Speed**

This course provides computer skill building using Cortez Peters. A computer speed of 50 NWPM is required. Pre-requisite: BCPT 104

### **Business English 102-1.5: Spelling and Vocabulary**

This course focuses on general spelling rules and use of the dictionary for checking commonly misspelled words.

### **Business English 103-2.5: English Grammar**

This course provides a study of grammar and punctuation for accuracy in written communication. Topics include: parts of speech, the sentence, punctuation, capitalization and figures.

### **Business English 104-1.5: Written Communications**

This course introduces the basic principles of communication psychology as it applies to written messages. The course provides extensive practice in planning, drafting and editing effective business letters and memoranda to produce mailable copy. Pre-requisite: BENG 103.

### **Business English 105-1.0: Proofreading**

This course is designed to give the student the skills which are required in a business office. Emphasis is on 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: Business Machines**

This course provides an introduction to electronic calculators and skill building in the following areas: addition, subtraction, multiplication, division, average, ratio, proportion, and percentage. Speed and accuracy are stressed in the development of touch control.

### **Computers 100-1.0: Introduction to DOS/Windows**

This course introduces the basic concepts involved in using DOS based microcomputers for business applications.

### **Computers 105-1.0: Introduction to Wordprocessing**

This course provides an introduction to word processing. Students will learn to create, store and revise basic business documents using text enhancement, editing and formatting features. Merge, spell and thesaurus utilities are included.

### **Computers 110-1.0: Introduction to Spreadsheets**

This course provides an introduction to spreadsheets. Topics include: creating a spreadsheet (including a budget), using the copy command and creating formulas.

### **Computers 115-1.0: Introduction to Database**

This course provides an introduction to databases. Topics include: creating and modifying a database and sorting and printing reports.

### **Computers 120-1.0: Introduction to Accpac Simply**

This course provides an introduction to computerized accounting using Simply Accounting software. Students will be able to establish company records, maintain daily transactions using the general journal, accounts receivable, accounts payable, the payroll features and create financial statements. Pre-requisites: ACCT 102, COMP 100.

### **Computers 125-1.5: Introduction to Accpac GL**

This course provides an introduction to the special features and capacities of the ACCPAC accounting system using the General Ledger. Students will be able to establish company records, set up various journals and financial statements. Pre-requisites: COMP 100, ACCT 102.

### **Computers 130-0.5: Spreadsheet Applications**

This course is a hands-on application of a spreadsheet, graphic, database, and macro capabilities are covered. Pre-requisite: ACCT 102.

### **Computers 135-1.0: Introduction to Microsoft Word**

This course is designed to provide the learner with a complete introduction to the features of the software. Some of

the topics covered will be: editing, revising, printing, outlining and spelling.

### **Dictatyping 101-1.0: Transcription Machines**

This course covers the operation of a transcribing machine. Emphasis is placed on the fundamentals of spelling, grammar and punctuation to produce mailable copy.

### **Keyboarding 100-2.0: Keyboarding**

This course is an introduction to the electronic typewriter and its operation, mastery of the keyboard and development of touch control. Speed requirement on completion: 25 NWPM.

### **Master Student 100-1.0: Master Student**

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

### **Office Procedures 101-2.5: Office Procedures**

The course will introduce students to basic office procedure with emphasis on human relations and communication skills. Areas of study include: telephone, mail, research skills, rights and responsibilities and job preparation.

### **Office Procedures 106-1.0: Office Simulations**

This course will integrate typing, business machines, grammar and office practice skills. Content will include three office simulations. Pre-requisite: Recommend typewriter keyboarding and machine calculation skills and a knowledge of letter formats and business forms.

### **Office Procedures 110-1.0: Records Management**

This course will focus on the most common filing systems - alphabetic, geographic, numeric, and alpha-numeric. Students will prepare cross references and locate, charge out, and follow up requested records.

### **PRAC 100: Practicum - Elective**

The length of the practicum will vary depending on the needs of the learner. This is offered at the discretion of the instructor.

### **Typing 101-2.5: Basic Business Typing**

This course provides an introduction to the basic elements of production typewriting; centering, tabulation, letters, memos, manuscripts and financial statements. Emphasis is placed on mailability of business documents. Speed requirement on completion: 35 NWPM. Pre-requisite: KYBD 100.

### **Typing 102-2.5: Advanced Business Typing**

A continuation of Typing 101 at an intermediate level with emphasis on mailability of business documents. Topics: complex centering, letters, boxed and ruled tables, forms, manuscripts with footnotes, bibliographies, memos, news releases, agendas, minutes, itineraries and legal documents. Speed requirement upon completion: 50 NWPM. Pre-requisite: TYPG 101.

### **Word Processing 200-0.5: DOS Procedures**

This course is designed to introduce the more advanced procedures of the DOS operating system using the most recent MSDOS version. Pre-requisite: COMP 100.

### **Word Processing 205-0.5: Windows Fundamentals**

This course is designed to introduce the more advanced procedures of Windows. Pre-requisite: WPRO 200.

### **Word Processing 210-2.0:**

#### **Word for Windows - Advanced**

This course is designed to provide the learner with the advanced features of the software. Some of the topics covered will be: Formatting, reports, desktop publishing, graphics and merges. Pre-requisites: COMP 135.

### **Word Processing 220-3.0: WordPerfect for Windows**

This course is designed to provide the learner with the basic and advanced features of the software. Some of the topics covered will be formatting, reports, desktop publishing, graphics and merges. Pre-requisites: COMP 100.

### **Word Processing 225-1.0: Computer Timings**

This is a skill building course to build speed and accuracy in keyboarding on a computer. A computer speed of 55 NWPM is required. Pre-requisite: BCPT 106.

### **Word Processing 230-1.0: Word Processing Simulation**

This course is designed to provide the learner an opportunity to use the skills acquired to a real-life situation. Pre-requisites: WPRO 220, WPRO 210.



# OFFICE TECHNOLOGY

This is a ten month programme offering a certificate in technology. Upon completion of the core component of the programme, learners will specialize in either Accounting or Word Processing.

The Office Technology programme is designed to develop high performance skills and abilities in preparation for careers in the modern office. Programme standards are consistent with the requirements of progressive private and public sector employers.

Graduates may expect to find employment in desirable entry level secretarial or administrative positions, with an opportunity for increased responsibility and career advancement in an automated office environment.

## Learners will:

- demonstrate the necessary basic office skills in the areas of: communication, computers, office procedures, and mathematics in related office tasks.
- be introduced to current office equipment and computer hardware and software, used in business today.
- be introduced to problem solving and critical thinking techniques and to the skills necessary to refine these techniques.
- demonstrate mastery in computer accounting and/or word processing applications.

## Dates & Location

The Office Technology programme takes place at the Terrace Centre. Full-time learners are admitted to the programme at the beginning of the Fall semester in September. Part-time learners may access specific courses within the programme in September and January and April, space permitting.

## Admission Requirements

### Common Component

One of:

1. Grade 12 Diploma; or
2. Admission as a mature learner, with assessment and credit for prior work and personal responsibilities, in lieu of formal education to the Grade 12 level.

### Specialties

Successful completion of the Common Component or permission of the Co-ordinator.

### How to Apply

Applications can be obtained from your local College centre and can be submitted at any time. All learners are strongly encouraged to talk with an Educational Advisor and/or faculty member before applying to the College.

### Fees

Please see the General Information section.

### Financial Aid and Sponsorship

Please see the Financial Aid Sources section.

### Programme Outlines:

#### Common Component (25 weeks)

OTEC 105	Keyboarding I
OTEC 110	Keyboarding II
OTEC 120	Acct. Fundamentals
OTEC 128	Human Relations
OTEC 130	Office Procedures
OTEC 135	Business Machines
OTEC 145	(Under Revision)
OTEC 150	Communications III
OTEC 155	Communications IV
OTEC 160	Intro. to Word Proc.
OTEC 165	Intro. to Oper. Sys.
OTEC 170	Intro to Spreadsheets
OTEC 220	Advanced Oper. Sys.
OTEC 245	Records Mgmt.
OTEC 250	Intro. to Databases
OTEC 255	Student Success
OTEC 260	Critical Thinking
OTEC 265	Public Speaking

#### Word Processing Specialty (14 weeks)

OTEC 115	Keyboarding III*
OTEC 210	Keyboarding IV*
OTEC 230	Word Processing I
OTEC 235	Word Processing II
OTEC 240	Keyboarding V*
OTEC 275	Field Work
OTEC 270	Job Search
OTEC 242	Word Processing Simulation

\* Select one course from the three electives

#### Accounting Specialty (14 weeks)

OTEC 125	Acct. Fundamental II
OTEC 175	Computerized Acct. I
OTEC 180	Computerized Acct. II
OTEC 185	Computerized Acct. III*
OTEC 190	Computerized Acct. IV*
OTEC 195	Computerized Acct. V*
OTEC 200	Computerized Acct. VI
OTEC 202	Computerized Acct. VII*
OTEC 205	Computer Acct. Simulation
OTEC 275	Field Work
OTEC 270	Job Search

\* Select one course from the four electives

#### General Specialty (14 weeks)

OTEC 115	Keyboarding III
OTEC 230	Word Processing I
OTEC 125	Acct. Fundamentals
OTEC 175	Computerized Acct. I
OTEC 270	Job Search
OTEC 275	Field Work

\*\*Select one course from Word Processing or Accounting specialty to complete credit requirement of 14.

## COURSE DESCRIPTIONS

### OTEC 105-2.0: Keyboarding I

This course provides an introduction to the mastery of the keyboard, and development of touch control. This course uses both the typewriter and the computer to develop speed and accuracy. The learner will be introduced to basic document creation. Speed requirement on completion: 25 nwpm.

### OTEC 110-2.0: Keyboarding II

This course provides an introduction to the basic elements of production keyboarding: centering, tabulation, letters,

memos, manuscripts, and financial statements. Emphasis is placed on mailability of business documents. Speed requirement on completion is 35 nwpm. Prerequisite: OTEC 105.

### OTEC 115-3.0: Keyboarding III

This course is a continuation of OTEC 110, with emphasis on mailability of business documents. Topics to be covered include: complex centering, letters, boxed and ruled tables, forms, bibliographies, news releases, agendas, minutes, and legal documents. Speed requirement on completion: 50 nwpm. Prerequisite: OTEC 110.

### OTEC 120-2.0: Accounting Fundamentals I

This course covers the study of accounting based on a service business organized as a sole proprietorship. Accounting principles and procedures are covered to the preparation of financial statements using generally accepted accounting principles. The learner will be required to complete a project, meeting industry standards.

### OTEC 125-2.0: Accounting Fundamentals II

This course is designed to provide additional knowledge in financial and management accounting techniques. The student will study accounting procedures based on a merchandising business organized as a partnership. Topics include: Subsidiary ledgers, Synoptic and Special Journals, Cash Control and Banking, and Payroll Accounting, adjustments to bad debts, inventory controls, accrued revenues and expenses and Financial Statements for Corporations. The learner will be required to complete two projects, meeting industry standards. Prerequisite: OTEC 120.

### OTEC 128-0.5: Human Relations

A study of behavior, personality, self-management, self-development and elementary business psychology as an aid to furthering the student's business advancement and lifelong learning. Classroom focus is on the student's understanding of intrapersonal and interpersonal effectiveness with emphasis on communications, motivations, leadership and personal attitude.

### OTEC 130-2.0: Office Procedures

This course is designed to provide the learner with basic office procedures in a modern office. Emphasis is communication skills, creative thinking and problem solving. Topics include: document processing, computer applications, communication and information management. The ability to use these skills will enable you to adapt to the



changing office environment and to solve business problems. Guest speakers from the local workforce will play a major role in the course. Prerequisite: OTEC 128.

**OTEC 135-2.0: Business Machines**

This course provides an introduction to the electronic calculators with emphasis on business-related problems. Speed and accuracy are stressed in the development of touch control.

**OTEC 145-2.5: Under Revision**

**OTEC 150-1.0 Communication III (Proofreading)**

This course is designed to provide the learner with the skills required for controlling the accuracy and quality of documents. Emphasis will be placed on the mailability of a document. A mailable document is one that has been proofread thoroughly for appearance and format, accuracy of contents, correctness of language usage, punctuation and grammar. Emphasis is on the student's ability to proofread documents accurately. Prerequisite: OTEC 140, 145.

**OTEC 155-2.0: Communication IV (Written Communications)**

This course introduces the basic principles of communication psychology as it applies to written messages. The course provides extensive practice in planning, drafting and editing effective business letters and memoranda to produce mailable copy. Prerequisite: OTEC 145.

**OTEC 160-1.5: Introduction to Word Processing**

This course provides an introduction to word processing. Learners will learn to create, store and revise basic business documents using text enhancement, editing and formatting features.

**OTEC 165-1.0: Introduction to Operating Systems**

This course introduces the basic concepts involved in using DOS based microcomputers for business applications. Prerequisite: OTEC 160.

**OTEC 170-0.5: Introduction to Spreadsheets**

This course provides an introduction to spreadsheets. Topics include: creating a spreadsheet (including a budget), using the copy command, creating and manipulating formulas and creating and printing graphics.

**OTEC 175-2.0: Computerized Accounting I**

This course provides an introduction to computerized accounting using Lotus Corporation software. Students will

be able to establish company records, maintain daily transactions and create financial statements. Prerequisite: OTEC 125.

**OTEC 180-2.0: Computerized Accounting II (Accpac G/L)**

This course provides an introduction to computerized accounting using DOS-based, Computer Associates software. Students will be able to establish company records, maintain daily transactions using the general journal, maintain an audit trail and create and print financial statements. Prerequisite: OTEC 175.

**OTEC 185-2.0: Computerized Accounting III (Accpac A/P)**

This course provides an introduction to computerized accounting using DOS-based, Computer Associates software. Students will be able to establish and maintain vendor accounts, print vendor statements and create and maintain vendor aging reports. Prerequisite: OTEC 180.

**OTEC 190-2.0: Computerized Accounting IV (Accpac A/R)**

This course provides an introduction to computerized accounting using DOS-based, Computer Associates software. Students will be able to establish and maintain customer accounts, print customer invoice and statements and create and maintain customer aging reports. Prerequisite: OTEC 180.

**OTEC 195-2.0: Computerized Accounting V (Accpac Payroll)**

This course provides an introduction to computerized accounting using WINDOWS-based, Computer Associates software. Students will be able to establish company records, maintain daily transactions using the general journal, and/or accounts receivable, and/or accounts payable, and/or payroll features and create financial statements. Prerequisite: OTEC 175.

**OTEC 200-2.0: Computerized Accounting VI (Accpac Simply Windows)**

This course provides an introduction to computerized accounting using WINDOWS-based, Computer Associates software. Students will be able to establish company records, maintain daily transactions using the general journal, and/or accounts receivable, and/or accounts payable, and/or payroll features, and create financial statements. Prerequisite: OTEC 175, 205.

**OTEC 202-2.0: Computerized Accounting VII (Accpac Simply DOS)**

This course provides an introduction to computerized accounting using DOS-based, Computer Associates software. Students will be able to establish company records, maintain daily transactions using the general journal, and/or accounts receivable, and/or accounts payable, and create financial statements. Prerequisite: OTEC 175, 205.

**OTEC 205-1.0: Computer Accounting Simulation**

This course is designed to provide students with an opportunity to use the computer skills they have acquired in a real-life work situation. Emphasis will be placed on the students ability to use and understand computerized accounting software. Prerequisite: OTEC 125 and one of the following: OTEC 180, 200, 202.

**OTEC 210-3.0: Keyboarding IV (Dictatyping)**

This course covers the operation of a transcribing machine. Emphasis is placed on the fundamentals of spelling, grammar and punctuation to produce mailable copy. Speed requirements on completion: 55 nwpm. Prerequisite: OTEC 115.

**OTEC 220-1.0: Advanced Operating Systems**

This course is designed to introduce the more advanced procedures of a Windows based system using the most recent Windows version. Prerequisite: OTEC 165.

**OTEC 230-3.0: Word Processing I (Word for Windows)**

This course is designed to provide the learner with a complete introduction to the features of the software. Some of the topics covered will be: editing and revising documents, printing documents, outlining, line-numbering, speller and thesaurus as well as mail merge. Prerequisite: OTEC 165.

**OTEC 235-2.0: Word Processing II (WordPerfect 5.1)**

This course is designed to familiarize the learner with some of more popular features of the software. Some of the topics covered will be: editing and revising documents, printing documents, outlining, line-numbering, speller and thesaurus as well as mail merge. Prerequisite: OTEC 160.

**OTEC 240-3.0: Keyboarding V (Word Processing Exercises)**

This course is designed to provide practice using the required software packages. Each software package will require selected productions to be successfully completed to receive credit for this course. Speed requirement on completion: 55 nwpm. Prerequisite: OTEC 230, 235.

**OTEC 242-3.0: Word Processing Simulation**

This course is designed to provide students with an opportunity to use the computer skills they have acquired in a real-life work situation. Emphasis will be placed on the students ability to use and understand computerized accounting software. Prerequisite: OTEC 230 or 235.

**OTEC 245-1.0: Records Management**

This course will focus on the most common filing system-alphabetic, geographic, numeric and alpha-numeric. Learners will also be introduced to the procedures required to determine the types of filing systems required in a modern office.

**OTEC 250-0.5: Introduction to Databases**

This course provides an introduction to databases. Topics include: creating and modifying a database and sorting and printing reports. Prerequisite: OTEC 165, 245.

**OTEC 255-0.5: Student Success**

This course provides strategies to help learners achieve their academic goals. Topics to be covered include: stress management, test taking and time management.

**OTEC 260-0.5: Critical Thinking**

This course is designed to provide the learner with the techniques necessary to exercise critical thinking. Prerequisite: OTEC 255.

**OTEC 265-1.0: Public Speaking**

This course is designed to provide the learner with the skill and techniques to be able to speak in public.

**OTEC 270-1.0: Job Search**

This course is designed to provide the learner with the skills and techniques to be able to look for a job.

**OTEC 275 -2.0: Fieldwork**

As part of the Office Administration programme, learners will participate in two weeks of on-the-job training (as arranged by a faculty advisor) at a local business. A performance evaluation, completed by the employer, will be the criteria for successful completion of the course. Prerequisite: Successful completion of Office Technology Certificate programme (Common Component plus Specialty Option).



# PROFESSIONAL COOK TRAINING

The Cook Training programme is a 10 month course made up of time frames: Level I and Level II - 8 months and Level III - 2 months. Communications, interpersonal skills, decorum, professional ethics and standards will be a continuous goal throughout this programme to ensure that Northwest Community College 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. Successful completion of a college pre-assessment test in Math and English.
2. You are required to present a recent health certificate indicating immunization for diphtheria/tetanus and a negative Tuberculosis test. If positive, a satisfactory chest x-ray report is required.

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 General Information section) students will be required to supply shoes which conform to Workers' Compensation Board regulations.

## Financial Aid and Sponsorship

Please see the Financial Aid Sources section.

## Professional Cooking (Basic)

This 10 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:

- A) Vegetables and Starch Cookery
- B) Meats and Poultry Cookery
- C) Seafood Cookery
- D) Stocks, Soups and Sauces Cookery
- E) Meat, Poultry and Seafood Cutting
- F) Cold Kitchen
- G) Baking and Desserts
- H) Basic Food Service and Kitchen Management
- I) Egg and Breakfast Cookery
- J) Safety, Sanitation and Equipment - Level 1 only
- K) Health Care/Cook Chill

## Professional Cooking Trades Qualification (Home Study)

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.

## Professional Cooking (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.

# RESIDENT CARE- HOME SUPPORT WORKER

The Resident Care-Home Support Worker 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 Resident Care-Home Support Worker 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 the General Information section.

## Financial Aid and Sponsorship

Please see the Financial Aid Sources section.

## 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.



# SOCIAL 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.

The goals of the programme are:

1. To prepare students for para-professional work in social services (helping and supporting people with different social needs) and many other related employment areas.
2. To prepare students for additional education and training.
3. To provide opportunities for personal and professional growth.

Opportunities for graduates from this programme include child and youth workers, financial assistance workers, teacher assistants, support workers, home-school coordinators, transition house workers, family resource workers, 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, corrections officer, high school or college counsellor or any other professional position in the social services field.

## Application Procedure

Application packages are available at the Office of Admissions and Registration and may be submitted after September 15th for the following year. Applicants are advised to submit their application early in the academic year. Applications should be completed by March 30th to be eligible for the first selection process. Acceptance into the programme commences mid-April for the intake in September. Only completed applications will be considered in a selection process.

## Admission Requirements

**NOTE:**

*Admission requirements for the SSW programme are under review. Up-to-date information is available by contacting an Educational Advisor or the SSW Co-ordinator.*

1. Academic grade 12 English or Provincial English 050 with C+ or (English 045 with a minimum of C+, where offered) and satisfactory performance on the department's English placement test. All students whose test results indicate difficulties in English will be required to take a developmental programme.
2. A minimum of 45 hours of work or volunteer experience in the field of social services. It is strongly recommended that applicants have additional hours in social service settings.
3. A work/volunteer experience resume and a written statement describing career goals, special interests and reasons for seeking entrance to this programme (between 300 to 500 words in length) to be sent directly to SSW Programme Coordinator.
4. Applicants are required to arrange for two satisfactory reference forms, which are provided in the application package, to be completed and sent directly to the SSW Programme Coordinator.

The two reference forms must come from an employer, volunteer supervisor, teacher or social service professional, attesting to the applicant's personal suitability for work in the social service field.

Students are required, dependent upon their practicum placement, to submit a medical certificate with TB testing and up-to-date immunization.

Students should be aware that a Criminal Record Search may be 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.

*Applicants are strongly encouraged to contact the Programme Coordinator for information regarding the SSW programme.*

## Selection Criteria

### 1. Letters of Reference (two letters are required)

- 1.1 The two letters will be evaluated on the basis of the appropriateness of the reference and the applicant's readiness.

(Minimum of 10 points are required)

**20 Points**

### 2. Previous Academic Experience

- 2.1 Academic grade 12 English or English 050 with a min of C+ or better (10 points)
- 2.2 Additional points are awarded for B and A grades (to a max of 10 points)
- 2.3 Relevant post-secondary courses with a "C+" or better (5 points per course to a maximum of 20 points)
- 2.4 Completion of a directly related preparatory or career skills course C+ or better (5 points)
- 2.5 Transcripts of academic achievement must be provided

**45 Points**

### 3. Previous Social Service Work Experience

- 3.1 Volunteer or paid work in a helping or social service role (10 points for a minimum of 45 hours. Five additional points for each 6 months of full employment or volunteer work)
- 3.2 Non-social services employment (1 point for each 6 month period of full employment or volunteer work.)
- 3.3 Proof of social service volunteer or work experience must be provided.

**40 Points**

### 4. Personal Statement

- 4.1 Clearly written statement of work/volunteer experience resume (5 points)
- 4.2 Congruence between personal goals and programme goals (5 points)
- 4.3 Clearly stated reasons for applying (5 points)
- 4.4 Writing skills (10 points)

(Minimum of 15 points are required)

**25 Points**

**Minimum Required 45 Points**

## How to Apply

1. Applicants should be made aware that there are a limited number of seats available in the programme.
2. Applications packages may be obtained from any of our college centres and should be submitted as early in the spring as possible.
3. Successful applicants will be admitted on the basis of the date of application.
4. Priority is given to full-time students.

## Dates and Location

The programme starts at the end of August and ends in the middle of June. All students are required to take the first aid training from August 30 - September 1. Programme orientation for all students will take place at 9:00 am of September 5. Regularly scheduled classes begin September 5 at 1:00 pm and continue from 8:30 am - 4:00 pm for the remainder of that week and the semester.

## Fees

Please see the General Information section.

## Financial Aid and Sponsorship

Please see the Financial Aid Sources section.

## Probation

In addition to maintaining satisfactory academic progress, i.e. a GPA of 2.5, students are expected to develop a level of interpersonal and helping skills necessary for successful performance in the human relations field. Admission to the SSW 192 and SSW 193 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 and University of Northern British Columbia award, on an individual basis, additional transfer



credit for SSW courses. Interested students can obtain further information from the programme instructors or an Educational Advisor.

### Programme Outline

#### Semester I

ENGL 151 English for Human Oriented Careers  
SSW 141 Introduction to Social Services  
SSW 167 Introduction to Computers in the Social Services  
SSW 151 Interpersonal Communication  
SSW 153 Human Growth and Development  
SSW 164 Behavior Intervention  
SSW 191 Introduction to Social Service Agencies  
Psych 101 Introductory Psychology I

#### Semester II

SSW 142 Social Policy and Procedures  
SSW 162 Introduction to Helping Skills  
SSW 165 Wellness in Social Services  
SSW 166 Working in Social Services  
SSW 168 Computers in the Social Services - Advanced  
SSW 192 Introduction to Social Service Practice  
SSW 193 Practicum  
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 northern 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. (3.0,0)

#### 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) (3.0,0)  
Prerequisite: SSW 141 or permission of instructor.

#### SSW 151-3.0: Interpersonal Communication

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. (3.0,0)

#### 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. (3.0,0)

#### SSW 162-3.0: Introduction to Helping Skills

This course introduces the student to various helping skills. It identifies helping 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 helping skills. (3.0,0) Prerequisite: SSW 151 & 164, or permission of the instructor.

#### 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. (3,0,0)

#### SSW 165-3.0: Wellness in Social Services

This course introduces the student to the general concept of wellness in social service work. A holistic approach to wellness is emphasized. The course will promote a balanced personal and occupational lifestyle. (3,0,0)

#### 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. (3,0,0)

#### 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: Introduction to Social Services Agencies

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. (3,0,0)

#### SSW 192-3.0: Introduction to Social Service Practice

This course is designed to continue the preparation of the SSW student for a 240 hour 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. (3,0,0) Prerequisite: Successful completion of all course work to date with a G.P.A. of 2.5 and permission of the instructor.

#### SSW 193-3.0: Practicum

This course is a 240 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.

#### English 151-3.0: English for Human Oriented Careers

Please see the University Credit section for the course description.

#### Psychology 101-3.0: Introductory Psychology I

Please see the University Credit section for the course description.

#### Psychology 102-3.0: Introductory Psychology II

Please see the University Credit section for the course description.



# UNIVERSITY CREDIT

Northwest Community College offers two year Associate Degrees. These Associate Degrees are in University Credit Arts (A.A.) and University Credit Sciences (A.Sc.)

There are eleven available Associate Degree programmes based on University Credit courses:

1. Associate Degree in Arts (*General*)
2. Associate Degree in Arts (*Humanities Major*)
3. Associate Degree in Arts (*Social Sciences Major*)
4. Associate Degree in Arts (*English Major*)
5. Associate Degree in Arts (*History Major*)
6. Associate Degree in Arts (*Psychology Major*)
7. Associate Degree in Arts (*Sociology Major*)
8. Associate Degree in Science (*General*)
9. Associate Degree in Science (*Biology Major*)
10. Associate Degree in Science (*Physical Geography Major*)
11. Associate Degree in Science (*Environmental Sciences Major*)

These Associate Degrees may lead to bachelor degrees in different specializations at a university depending upon the requirements of that particular university.

All University Credit courses carry transfer credit to B.C. universities, university-colleges and other colleges. Students intending to acquire a bachelors degree at a university can complete their first two years of study at NWCC. A second year programme is available at the Terrace campus while a core second year programme is available at the Prince Rupert campus. 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 university. Students who start at NWCC will realize significant financial advantages when compared to those who travel to university.

All University Credit courses offered by NWCC are open to qualified part-time students.

## Admission Requirements

1. Students coming directly from high school are expected to have Grade 12 graduation.
2. Students coming from Adult Basic Education programmes may use ABE courses in place of the equivalent high school courses.
3. Most science and math courses have specific prerequisites which must be met by prospective students. In some cases instructors will conditionally admit students lacking formal prerequisites. Students admitted conditionally are required to maintain satisfactory progress or they will be required to withdraw from the course.
4. Most first year Social Science and Humanities courses do not have specific prerequisites.

## How to Apply

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

For students wishing to take an Associate Degree at the College, the course requirements are listed in the descriptions of the degrees that follow.

For students wishing to complete one year at the college and then to transfer to a university, there are described in this calendar 3 programme packages, namely, First Year Social Sciences, First Year Humanities and First Year Science, which meet the first year requirements for university study in a large number of 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 should indicate either the package they have selected or the Associate Degree they wish to take. Where electives are available, the student should indicate in which electives they wish to enroll.

## Advising

Prospective students are encouraged to discuss questions about courses and programmes with instructors or an educational advisor before registering. All College centres have information on programmes available at most institutions in B.C. Students are strongly advised to make them-

selves 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 the General Information section.

## Financial Aid and Sponsorship

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

## ASSOCIATE DEGREE PROGRAMMES

### General Requirements

All students must complete a minimum of 60 credit hours (20 University Credit courses) to be eligible for an Associate Degree in Arts and a minimum of 63 credit hours (20 University Credit courses) for an Associate Degree in Science. All Arts and Science students must complete two (2) English 100 level courses (6 credits) for an Associate Degree. Furthermore, all Science students must complete Mathematics 101/102 (9 credits) for an Associate Degree in Science. The remaining credits are subject to the following constraints for the given degrees. A minimum of a "C-" grade is required in each course with an overall GPA of 2.0 or better. Students must apply with the Registrar to obtain an Associate Degree.

Note that, in general, a one semester, 3 hour per week, course is equivalent to 3 credit hours and a science course consisting of 3 hours per week lecture and 3 hours per week laboratory is also equivalent to 3 credit hours.

The number of credits for particular courses are given in the University credit course description section of this calendar. For the purposes of Associate Degrees, the classification of courses is as follows:

### Humanities

- Art History
- Art (Fine or Visual)
- Creative Writing
- English
- French and other languages
- History
- Music
- Performing Arts
- Philosophy
- Religious Studies
- Women's Studies

### Social Sciences

- Anthropology
- Criminology
- Economics
- Geography (Human)
- Political Science
- Psychology
- Sociology

### Science

- Biology
- Chemistry
- Computer Science
- Geography (Physical)
- Geology
- Mathematics and Statistics
- Physics

### Associate Degrees

The requirements for the eleven associate degrees are as follows:

1. Associate Arts Degree (General)

To obtain an Associate Degree in Arts (General), a student must complete a minimum of 60 credit hours (20 courses) as follows:

CLASSIFICATION	YEAR	NUMBER OF COURSES	CREDIT
English	1	2	6
Humanities*	1	2	6
Social Sciences	1	2	6
Arts Elective*	1	2	6



Arts Elective**	2	6	18
CpSc or Math or Stats	1 or 2	1	3
Lab Science Elective	1 or 2	1	3
Science Elective	1 or 2	1	3
Electives	1 or 2	3	9
Total		20	60

\* Other than English  
 \*\* Two or more subject areas

### 2. Associate Arts Degree (Humanities Major)

To obtain an Associate Degree in Arts (Humanities Major), a student must complete a minimum of 60 credit hours (20 courses) as follows:

CLASSIFICATION	YEAR	NUMBER OF COURSES	CREDIT
English	1	2	6
Humanities*	1	4	12
Social Sciences	1	2	6
Humanities**	2	4	12
Arts Elective**	2	2	6
CpSc or Math or Stats	1 or 2	1	3
Lab Science Elective	1 or 2	1	3
Science Elective	1 or 2	1	3
Electives	1 or 2	3	9
Total		20	60

\* Other than English  
 \*\* Two or more subject areas

### 3. Associate Arts Degree (Social Sciences Major)

To obtain an Associate Degree in Arts (Social Sciences Major), a student must complete a minimum of 60 credit hours (20 courses) as follows:

CLASSIFICATION	YEAR	NUMBER OF COURSES	CREDIT
English	1	2	6
Social Sciences	1	4	12
Humanities*	1	2	6
Social Sciences**	2	4	12
Arts Elective**	2	2	6
CpSc or Math or Stats	1 or 2	1	3
Lab Science Elective	1 or 2	1	3
Science Elective	1 or 2	1	3
Electives	1 or 2	3	9
Total		20	60

\* Other than English  
 \*\* Two or more subject areas

### 4. Associate Arts Degree (English Major)

To obtain an Associate Degree in Arts (English Major), a student must complete a minimum of 60 credit hours (20 courses) as follows:

CLASSIFICATION	YEAR	NUMBER OF COURSES	CREDIT
English (101/102)*	1	2	6
Humanities**	1	2	6
Social Sciences	1	2	6
Arts Elective***	1	2	6
English	2	4	12
Arts Elective***	2	2	6
CpSc or Math or Stats	1 or 2	1	3
Lab Science Elective	1 or 2	1	3
Science Elective	1 or 2	1	3
Electives	1 or 2	3	9
Total		20	60

\* or equivalent  
 \*\* Other than English, a language course, in particular French is highly recommended  
 \*\*\* Other than English

### 5. Associate Arts Degree (History Major)

To obtain an Associate Degree in Arts (History Major), a student must complete a minimum of 60 credit hours (20 courses) as follows:

CLASSIFICATION	YEAR	NUMBER OF COURSES	CREDIT
English	1	2	6
History	1	2	6
Social Sciences	1	2	6
Arts Elective*	1	2	6
History	2	4	12
Arts Elective**	2	2	6
CpSc or Math or Stats	1 or 2	1	3
Lab Science Elective	1 or 2	1	3
Science Elective	1 or 2	1	3
Electives	1 or 2	3	9
Total		20	60

\* Other than English  
 \*\* Other than History

### 6. Associate Arts Degree (Psychology Major)

To obtain an Associate Degree in Arts (Psychology Major), a student must complete a minimum of 60 credit hours (20 courses) as follows:

CLASSIFICATION	YEAR	NUMBER OF COURSES	CREDIT
English	1	2	6
Psychology	1	2	6
Humanities	1	2	6
Arts Elective*	1	2	6
Psychology	2	4	12
Arts Elective**	2	2	6
CpSc or Math or Stats	1 or 2	1	3
Lab Science Elective	1 or 2	1	3

Science Elective	1 or 2	1	3
Electives	1 or 2	3	9
Total		20	60

\* Other than English  
 \*\* Other than Psychology

### 7. Associate Arts Degree (Sociology/Anthropology Major)

To obtain an Associate Degree in Arts (Sociology/Anthropology Major), a student must complete a minimum of 60 credit hours (20 courses) as follows:

CLASSIFICATION	YEAR	NUMBER OF COURSES	CREDIT
English	1	2	6
Sociology	1	2	6
Anthropology	1	2	6
Humanities*	1	2	6
Sociology/Anthropology	2	4	12
Arts Elective**	2	2	6
CpSc or Math or Stats***	1 or 2	1	3
Lab Science Elective	1 or 2	1	3
Science Elective	1 or 2	1	3
Electives	1 or 2	3	9
Total		20	60

\* Other than English  
 \*\* Sociology or Anthropology recommended.  
 \*\*\* Statistics is recommended

### 8. Associate Science Degree (General)

To obtain an Associate Degree in Science (General), a student must complete a minimum of 63 credit hours (20 courses) as follows:

CLASSIFICATION	YEAR	NUMBER OF COURSES	CREDIT
English	1	2	6
Mathematics (Calculus)	1	2	9
Science Electives*	1	6	18
Science Elective**	2	6	18
Arts Elective***	1 or 2	2	6
Elective	1 or 2	2	6
Total		20	63

\* Maximum 6 credits in one subject area  
 \*\* Two or more subject areas  
 \*\*\* Other than English

### 9. Associate Science Degree (Biology Major)

To obtain an Associate Degree in Science (Biology Major), a student must complete a minimum of 63 credit hours (20 courses) as follows:

CLASSIFICATION	YEAR	NUMBER OF COURSES	CREDIT
English	1	2	6
Mathematics (Calculus)	1	2	9
Biology (101/102)*	1	2	6
Chemistry	1	2	6
Physics	1	2	6
Biology Electives	2	6	18
Chemistry Elective	2	2	6
Arts Elective**	1 or 2	2	6
Total		20	63

\* Or equivalent  
 \*\* Other than English

### 10. Associate Science Degree (Physical Geography Major)

To obtain an Associate Degree in Science (Physical Geography Major), a student must complete a minimum of 63 credit hours (20 courses) as follows:

CLASSIFICATION	YEAR	NUMBER OF COURSES	CREDIT
English	1	2	6
Mathematics (Calculus)	1	2	9
Chemistry	1	2	6
Geography (Physical)	1	2	6
Geography (Physical)	2	4	12
Physics	1	2	6
Science Electives	2	2	6
Arts Elective*	1 or 2	2	6
Elective**	1 or 2	2	6
Total		20	63

\* Other than English  
 \*\* Human or Regional Geography recommended

### 11. Associate Science Degree (Environmental Sciences Major)

To obtain an Associate Degree in Science (Environmental Sciences Major), a student must complete a minimum of 66 credit hours (21 courses) as follows:

CLASSIFICATION	YEAR	NUMBER OF COURSES	CREDIT
English	1	2	6
Mathematics (Calculus)	1	2	9
Biology (101/102)*	1	2	6
Chemistry	1	2	6
Physics	1	2	6
Geography (Physical)	1	2	6
Biology Electives	2	2	6
Chemistry Elective	2	1	3
Geography (Physical)	2	2	6
Science Elective	2	2	6



Arts Elective**	1 or 2	2	6
Total		21	66

\* Or equivalent  
 \*\* Human or Regional Geography recommended

### 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. There are fifteen packages, all of which will be offered at the Terrace campus. The overall timetable will be developed so that these packages are available. A course consists of a three (3) hour per week lecture for a period fifteen (15) weeks (or one semester). Some science courses also include a three (3) hour per week laboratory. Normally a student will take five (5) courses a semester for two semesters.

The description of courses in each package follows the Index of Career Paths.

#### 1. First Year Social Sciences

For first year social science, the following courses will be available. Students will be able to form an individual timetable based upon these courses. A total of ten (10) courses over two semesters is the normal course load.

- Two (2) courses are mandatory:
 

English	101/102
---------	---------
- Four (4) courses from the following:
 

Anthropology	101/102
Anthropology	111/112
Economics	201/202
Political Science	101/102
Psychology	101/102
Sociology	101/102
- Two (2) courses from the following:
 

French	101/102 or 107/108 or 110/111
History	105/106
- One (1) courses from the following:
 

Biology	101/102 or 131/132
Chemistry	101/102 or 121/122
Geography	150/160
Physics	101/102 or 121/122
- One (1) courses from the following:
 

Any Science Elective	
----------------------	--

#### 2. First Year Humanities

For first year humanities, the following courses will be available. Students will be able to form an individual timetable based upon these courses. A total of ten (10) courses over two semesters is the normal course load.

- Two (2) courses are mandatory:
 

English	101/102
---------	---------
- Four (4) courses from the following:
 

French	101/102 or 107/108 or 110/111
History	105/106
- Two (2) courses from the following:
 

Anthropology	101/102
Anthropology	111/112
Economics	201/202
Political Science	101/102
Psychology	101/102
Sociology	101/102
- One (1) courses from the following:
 

Biology	101/102 or 131/132
Chemistry	101/102 or 121/122
Geography	150/160
Physics	101/102 or 121/122
- One (1) courses from the following:
 

Any Science Elective	
----------------------	--

#### 3. Second Year Arts: General

For an Associate Degree in General Arts, the following second year courses will be available. Students are expected to have completed either package one (1) or package two (2) and will be able to form an individual timetable based upon these courses. A total of ten (10) courses over two semesters is the normal course load.

- One (1) course from the following:
 

Mathematics	131
Mathematics	190
Mathematics	111 or 112
Mathematics	101 or 102 or 141 or 142
Computer Science	111 or 112
Computer Science	121
- Six (6) courses from the following:
 

Anthropology	201/202*
Anthropology	203/204*
English	201/202*
English	203/204*
English	209/210*
English	224/225*
History	209/210*

History	231/241*
Psychology	201/202*
Psychology	221/222*
Sociology	205/206*
Sociology	209/210*

#### 3. Three (3) courses from the following:

Geography	225/226
-----------	---------

Any second year Arts course not selected in 2.

Courses with one star indicate that second year courses in that discipline will be offered, but not necessarily those indicated.

#### 4. Second Year Arts: Social Sciences Major

For an Associate Degree in Arts, Social Sciences Major, the following second year courses will be available. Students are expected to have completed package one (1) and will be able to form an individual timetable based upon these courses. A total of ten (10) courses over two semesters is the normal course load.

##### 1. One (1) course from the following:

Mathematics	131
Mathematics	190
Mathematics	111 or 112
Mathematics	101 or 102 or 141 or 142
Computer Science	111 or 112
Computer Science	121

##### 2. Four (4) courses from the following:

Anthropology	201/202*
Anthropology	203/204*
Psychology	201/202*
Psychology	221/222*
Sociology	205/206*
Sociology	209/210*

##### 3. Two (2) courses from the following:

English	201/202*
English	203/204*
English	209/210*
English	224/225*
History	231/241*
History	209/210*

##### 4. Three (3) courses from the following:

Geography	225/226
-----------	---------

Any second year Arts course not selected in 3.

Courses with one star indicate that second year courses in that discipline will be offered, but not necessarily those indicated.

#### 5. Second Year Arts: Humanities Major

For an Associate Degree in Arts, Humanities Major, the following second year courses will be available. Students are expected to have completed package two (2) and will be able to form an individual timetable based upon these courses. A total of ten (10) courses over two semesters is the normal course load.

##### 1. One (1) course from the following:

Mathematics	131
Mathematics	190
Mathematics	111 or 112
Mathematics	101 or 102 or 141 or 142
Computer Science	111 or 112
Computer Science	121

##### 2. Four (4) courses from the following:

English	201/202*
English	203/204*
English	209/210*
English	224/225*
History	209/210*
History	231/241*

##### 3. Two (2) courses from the following:

Anthropology	201/202*
Anthropology	203/204*
Psychology	201/202*
Psychology	221/222*
Sociology	205/206*
Sociology	209/210*

##### 4. Three (3) courses from the following:

Geography	225/226
-----------	---------

Any 2nd year Arts course not selected in 2 or 3.

Courses with one star indicate that second year courses in that discipline will be offered, but not necessarily those indicated.

#### 6. Second Year Arts: English Major

For an Associate Degree in Arts, English Major, the following second year courses will be available. Students are expected to have completed package two (2) and will be able to form an individual timetable based upon these courses. A total of ten (10) courses over two semesters is the normal course load.

##### 1. One (1) course from the following:

Mathematics	131
Mathematics	190
Mathematics	111 or 112
Mathematics	101 or 102 or 141 or 142
Computer Science	111 or 112
Computer Science	121



2. Four (4) courses from the following:
- |         |          |
|---------|----------|
| English | 201/202* |
| English | 203/204* |
| English | 209/210* |
| English | 224/225* |

3. Two (2) courses from the following:
- |              |          |
|--------------|----------|
| Anthropology | 201/202* |
| Anthropology | 203/204* |
| History      | 209/210* |
| History      | 231/241* |
| Psychology   | 201/202* |
| Psychology   | 221/222* |
| Sociology    | 205/206* |
| Sociology    | 209/210* |

4. Three (3) courses from the following:  
 Geography 225/226  
 Any 2nd year Arts course not selected in 2 or 3.  
*Courses with one star indicate that second year courses in that discipline will be offered, but not necessarily those indicated. Four second year English courses will be offered, but, again, the particular offerings may differ.*

**7. Second Year Arts: History Major**

For an Associate Degree in Arts, History Major, the following second year courses will be available. Students are expected to have completed package two (2) and will be able to form an individual timetable based upon these courses. A total of ten (10) courses over two semesters is the normal course load.

1. One (1) course from the following:
- |                  |                          |
|------------------|--------------------------|
| Mathematics      | 131                      |
| Mathematics      | 190                      |
| Mathematics      | 111 or 112               |
| Mathematics      | 101 or 102 or 141 or 142 |
| Computer Science | 111 or 112               |
| Computer Science | 121                      |
2. Four (4) courses from the following:
- |         |          |
|---------|----------|
| History | 209/210* |
| History | 231/241* |
3. Two (2) courses from the following:
- |              |          |
|--------------|----------|
| Anthropology | 201/202* |
| Anthropology | 203/204* |
| English      | 201/202* |
| English      | 203/204* |
| English      | 209/210* |
| English      | 224/225* |
| Psychology   | 201/202* |
| Psychology   | 221/222* |
| Sociology    | 205/206* |

- |           |          |
|-----------|----------|
| Sociology | 209/210* |
|-----------|----------|
4. Three (3) courses from the following:
- |           |         |
|-----------|---------|
| Geography | 225/226 |
|-----------|---------|

Any 2nd year Arts course not selected in 2 or 3.  
*Courses with one star indicate that second year courses in that discipline will be offered, but not necessarily those indicated. Four second year History courses will be offered, but, again, the particular offerings may differ.*

**8. Second Year Arts: Psychology Major**

For an Associate Degree in Arts, Psychology Major, the following second year courses will be available. Students are expected to have completed package one (1) and will be able to form an individual timetable based upon these courses. A total of ten (10) courses over two semesters is the normal course load.

1. One (1) course from the following:
- |                  |                          |
|------------------|--------------------------|
| Mathematics      | 131                      |
| Mathematics      | 190                      |
| Mathematics      | 111 or 112               |
| Mathematics      | 101 or 102 or 141 or 142 |
| Computer Science | 111 or 112               |
| Computer Science | 121                      |
2. Four (4) courses from the following:
- |            |          |
|------------|----------|
| Psychology | 201/202* |
| Psychology | 221/222* |
3. Two (2) courses from the following:
- |              |          |
|--------------|----------|
| Anthropology | 201/202* |
| Anthropology | 203/204* |
| English      | 201/202* |
| English      | 203/204* |
| English      | 209/210* |
| English      | 224/225* |
| History      | 209/210* |
| History      | 231/241* |
| Sociology    | 205/206* |
| Sociology    | 209/210* |

4. Three (3) courses from the following:  
 Geography 225/226  
 Any 2nd year Arts course not selected in 2 or 3.  
*Courses with one star indicate that second year courses in that discipline will be offered, but not necessarily those indicated. Four second year Psychology courses will be offered, but, again, the particular offerings may differ.*

**9. Second Year Arts: Sociology/Anthropology Major**

For an Associate Degree in Arts, Sociology/Anthropology Major, the following second year courses will be available. Students are expected to have completed package one (1) and will be able to form an individual timetable based upon these courses. A total of ten (10) courses over two semesters is the normal course load.

1. One (1) course from the following:
- |                  |                          |
|------------------|--------------------------|
| Mathematics      | 131                      |
| Mathematics      | 190                      |
| Mathematics      | 111 or 112               |
| Mathematics      | 101 or 102 or 141 or 142 |
| Computer Science | 111 or 112               |
| Computer Science | 121                      |
2. Four (4) courses from the following:
- |              |          |
|--------------|----------|
| Anthropology | 201/202* |
| Anthropology | 203/204* |
| Sociology    | 205/206* |
| Sociology    | 209/210* |
3. Two (2) courses from the following:
- |            |          |
|------------|----------|
| English    | 201/202* |
| English    | 203/204* |
| English    | 209/210* |
| English    | 224/225* |
| History    | 209/210* |
| History    | 231/241* |
| Psychology | 201/202* |
| Psychology | 221/222* |

4. Three (3) courses from the following:  
 Geography 225/226  
 Any 2nd year Arts course not selected in 2 or 3.  
*Courses with one star indicate that second year courses in that discipline will be offered, but not necessarily those indicated. Four second year Sociology or Anthropology courses may be offered, but, again, the particular offerings may differ.*

**10. First Year Science**

For first year science, the following courses will be available. Students will be able to form an individual timetable based upon these courses. A total of ten (10) courses over two semesters is the normal course load.

1. Four (4) courses from the following:
- |             |         |
|-------------|---------|
| English     | 101/102 |
| Mathematics | 101/102 |
2. Six (6) courses from the following:
- |                  |                    |
|------------------|--------------------|
| Biology          | 101/102            |
| Chemistry        | 101/102 or 121/122 |
| Computer Science | 111 or 112         |

- |                  |                    |
|------------------|--------------------|
| Computer Science | 121 or 131         |
| Geography        | 150/160            |
| Physics          | 101/102 or 121/122 |

**11. Second Year Science: General**

For an Associate Degree in Science, General, the following second year courses will be available. Students are expected to have completed package ten (10) and will be able to form an individual timetable based upon these courses. A total of ten (10) courses over two semesters is the normal course load.

1. Six (6) courses from the following:
- |           |         |
|-----------|---------|
| Biology   | 201/202 |
| Biology   | 203/204 |
| Biology   | 205/206 |
| Biology   | 209/210 |
| Chemistry | 230/231 |
| Geography | 201     |
| Geography | 202     |
| Geography | 203     |
2. Two (2) courses from the following:
- |                   |                                |
|-------------------|--------------------------------|
| Anthropology      | 101/102*                       |
| Economics         | 201/202*                       |
| French            | 101/102 or 107/108 or 110/111* |
| Geography         | 110/111                        |
| Geography         | 225/226                        |
| History           | 105/106*                       |
| Political Science | 101/102*                       |
| Psychology        | 101/102*                       |
| Sociology         | 101/102*                       |
3. Two (2) courses from the following:
- |                                             |            |
|---------------------------------------------|------------|
| Computer Science                            | 111 or 112 |
| Computer Science                            | 121 or 131 |
| Any 2nd year Science course not taken in 1. |            |
| Any 1st year Arts course not taken in 2.    |            |

*Courses with stars indicate first year arts courses, at least one of which will be available in each semester.*

**12. Second Year Science: Biology Major**

For an Associate Degree in Science, Biology Major, the following second year courses will be available. Students are expected to have completed package ten (10) and will be able to form an individual timetable based upon these courses. A total of ten (10) courses over two semesters is the normal course load for a Biology Major.

1. Eight (8) courses from the following:
- |         |         |
|---------|---------|
| Biology | 201/202 |
| Biology | 203/204 |
| Biology | 205/206 |



Biology	209/210
Chemistry	230/231

2. Two (2) courses from the following:

Anthropology	101/102*
Economics	201/202*
French	101/102 or 107/108 or 110/111*
Geography	110/111
Geography	225/226
History	105/106*
Political Science	101/102*
Psychology	101/102*
Sociology	101/102*

*Courses with stars indicate first year arts courses, at least one of which will be available in each semester.*

### 13. Second Year Science: Physical Geography Major

For an Associate Degree in Science, Physical Geography Major, the following second year courses will be available. Students are expected to have completed package ten (10) and will be able to form an individual timetable based upon these courses. A total of ten (10) courses over two semesters is the normal course load for a Physical Geography Major.

1. Four (4) courses from the following:

Geography	201
Geography	202
Geography	203
Geography	225/226

2. Two (2) courses from the following:

Biology	201/202
Biology	203/204
Biology	205/206
Chemistry	230/231

3. Two (2) courses from the following:

Anthropology	101/102*
Economics	201/202*
French	101/102 or 107/108 or 110/111*
Geography	110/111
History	105/106*
Political Science	101/102*
Psychology	101/102*
Sociology	101/102*

4. Two (2) courses from the following:

Computer Science	111 or 112
Computer Science	121 or 131

Any 2nd year Science course not taken in 1 or 2.  
Any 1st year Arts course not taken in 3.  
*Courses with stars indicate first year arts courses, at least one of which will be available in each semester.*

### 14. Second Year Science: Environmental Science Major

For an Associate Degree in Science, Environmental Science Major, the following second year courses will be available. Students are expected to have completed package ten (10) and will be able to form an individual timetable based upon these courses. A total of eleven (11) courses over two semesters is the normal course load for an Environmental Science Major.

1. Two (2) courses from the following (if not previously taken):

Physics	101/102 or 121/122
---------	--------------------

2. Seven (7) courses from the following:

Biology	201/202
Biology	203/204
Chemistry	230
Geography	201/202/203

3. Two (2) courses from the following:

Anthropology	101/102*
Economics	201/202*
French	101/102 or 107/108 or 110/111*
Geography	110/111
Geography	225/226
History	105/106*
Political Science	101/102*
Psychology	101/102*
Sociology	101/102*

*Courses with stars indicate first year arts courses, at least one of which will be available in each semester.*

### 15. First Year and Second Year Elementary School (For the SFU, PDP-NWTEC)

This package is an Associate Degree in Arts, which may be with a major, that includes all the first and second year prerequisites for the SFU PDP (NWTEC) programme. For first year, the following courses will be available. Students will be able to form an individual timetable based upon these courses. A total of ten (10) courses over two semesters is the normal course load.

1. Two (2) courses are mandatory:

English	101/102
---------	---------

2. Two (2) courses from the following:

History	105/106
---------	---------

3. Four (4) courses from the following:

Anthropology	101/102
--------------	---------

Anthropology	111/112
Economics	201/202
French	101/102 or 107/108 or 110/111
Geography	110/111
Political Science	101/102
Psychology	101/102
Sociology	101/102

4. One (1) courses from the following:

Biology	101/102 or 131/132
Chemistry	101/102 or 121/122
Geography	150/160
Physics	101/102 or 121/122

5. One (1) courses from the following:

Any Science Elective	
----------------------	--

For second year, the following courses will be available. Students are expected to have completed the first year. A total of ten (10) courses over two semesters is the normal course load.

1. One (1) course from the following:

Mathematics	190**
Any other Mathematics Elective	

2. Two (2) courses from the following:

Geography	225/226
-----------	---------

3. Seven (7) courses from the following:

Anthropology	201/202*
Anthropology	203/204*
English	201/202*
English	203/204*
English	209/210*
English	224/225*
History	209/210*
History	231/241*
Psychology	201/202*
Psychology	221/222*
Sociology	205/206*
Sociology	209/210*

*Courses with one star indicate that second year courses in that discipline will be offered, but not necessarily those indicated. Courses with two stars indicate recommended courses.*

### INDEX OF CAREER PATHS

Career paths with one package indicate those for which specialized second year courses are not currently offered. Courses specific to the particular career path, for example, Psychology courses for

Psychology, should be taken. Where particular courses differing from the packages are recommended, these courses are listed after the package numbers. Always consult an Educational Advisor before choosing an appropriate package. Programme packages 1 through 15 are described on preceding pages.

*These packages are a guide only. Students should confirm their course selection with an Educational Advisor.*

### Agricultural Sciences

	Package	Must Include
Agricultural Economics	10	Econ 201/202
Agricultural Mechanics	10	Econ 201/202
Animal Science	10	Econ 201/202
Food Science	10	Econ 201/202
Plant Science	10	Econ 201/202
Poultry Science	10	Econ 201/202
Soil Science	10	Econ 201/202

### Applied Sciences

	Package	Must Include
Bio-Resource Engineering	10	Biol 101/102
Chemical Engineering	10	CpSc 121 or 131
Civil Engineering	10	CpSc 121 or 131
Electrical Engineering	10	CpSc 121 or 131
Engineering Physics	10	CpSc 121 or 131
Geological Engineering	10	CpSc 121 or 131
Mechanical Engineering	10	CpSc 121 or 131
Metallurgical Engineering	10	CpSc 121 or 131
Mining and Mineral Process	10	CpSc 121 or 131

### Arts

	Package	Must Include
Anthropology	1,9	
Archaeology	1	
Asian Studies	1	
Creative Writing	2,6	
Economic History	2,7	
Economics	1,4	
English	2,6	
Family Science	1,4	
French	2	
Geography	1	
History	2,7	
International Relations	2,7	



Linguistics	1
Political Science	1,4
Psychology	1,8
Sociology	1,9
Women's Studies	2,5

### Commerce

	Package	Must Include
Accounting	1	Math 141/142 (or Math 101/102)
Commerce	1	Math 141/142, CpSc 121 or 131
Computer Science	1	Math 141/142
Economics	1	Math 141/142
Finance	1	Math 141/142
Industrial Admin & Relations	1	Math 141/142, Poli Sci 101/102
Marketing	1	Math 141/142
Transportation & Utilities	1	Math 141/142
Urban Land Economics	1	Math 141/142

### Education

	Package	Must Include
Elementary Education	15	
Secondary School	Any	

### Science

	Package	Must Include
Aquaculture	10	
Astronomy	10	
Biochemistry	10,12	
Biology	10,12	
Botany	10,12	
Ecology	10,12	
Functional Biology	10,12	
Marine Biology	10,12	
Chemistry	10	
Geography	10,13	
Mathematics	10	
Microbiology	10,12	
Oceanography	10	
Pharmacology	10,12	
Physics	10	
Physiology	10,12	

### Professional Schools

	Package	Must Include
Architecture	Any	
Audiology & Speech	10	
Chiropractic Medicine	10	
Community Planning	1,4	Math 141/142
Dental Hygiene	10	
Dentistry	10	
Forest Resource Management	10	
Forestry	10	
Librarianship	Any	
Law	Any	
Medicine	10,12	
Medical Laboratory Tech	10	
Occupational Therapy	10	
Optometry	10	
Pharmaceutical Science	10,12	
Physical Therapy	10	
Veterinary Medicine	10,12	

### 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 behaviour 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: Introductory Anthropology 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: Introductory Anthropology or permission of instructor.

#### Anthropology 203-3.0:

##### Aboriginal Peoples of the Northwest Coast

This course begins with the prehistory and ethnography of the Northwest Coast. Particular issues for examination shall include defining culture areas, interpreting material culture and understanding ceremonial life. Focus shall be on the Tlingit, Haida and Tsimshian Groups. (3,0,0) Prerequisites: Introductory Sociology or Anthropology or permission of the instructor.

#### Anthropology 204-3.0:

##### Ethnography of the Northwest Coast

This course is a study of the cultures of the Aboriginal Peoples of the Northwest Coast. It begins with the prehistory and ethnography of the central and southern coast. Special topics shall include art and mythology. Contemporary issues such as social change, land claims and environmental stresses are also addressed. (3,0,0) Prerequisites: Introductory Sociology or Anthropology 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 and introductory animal and plant physiology. Laboratories include the scientific method, microscopy and major kingdoms of organisms. Experimental techniques and observation skills are emphasized. (3,3,0) Prerequisite: Biology 11, Chemistry 11 highly recommended, or permission of instructor.

#### Biology 102-3.0: Introductory Biology II

A continuation of Biology 101. The course covers genetics, evolution and ecology. Laboratories include genetics, reproduction and development, evolutionary processes and ecology. Field trips, including a two day weekend trip, may be held. (3,3,0) Prerequisite: Biology 101 or permission of instructor.

#### Biology 131-3.0: Human Anatomy

This course is an examination of the principles of biology with reference to the human body. The structural organization of the body starting with cells and tissues and proceeding to the major body systems including the nervous, muscle, skeletal and integumentary system is examined. (3,0,0) Prerequisites: Chem 11 and Biol 12 or permission of the instructor.

#### Biology 132-3.0: Human Physiology

This course is the continued examination of the principles of Biology with reference to the human body. The course examines the physiology of the body including the functions and regulations of the cardiovascular, endocrine, lymphatic, nervous and reproductive systems, and how these systems interact to maintain homeostasis, levels of metabolism and primary functions of the human body. (3,0,0) Prerequisites: Biol 131 or permission of the instructor.

#### Biology 201-3.0: Invertebrate Zoology

This course is an introduction to the invertebrate phyla. It provides an overview of the structure, function, evolution, diversity and ecology of invertebrate animals by examining the increasing complexity in form and function in the invertebrates and their evolutionary and ecological relationships. Examples emphasize marine and freshwater aquatic invertebrates. Laboratories include examination of the major groups of invertebrates and may include a weekend field trip to Prince Rupert. (3,3,0) Prerequisite: Biology 101/102 or equivalent.



**Biology 202-3.0: Vertebrate Zoology**

This course is an introduction to the chordates, in particular the Subphylum Vertebrata. It provides an overview of the structure, function, evolution, diversity and ecology of vertebrate animals. The increasing complexity in structure and function of tissue and organ systems and the relationships between the various levels of vertebrate complexity will be discussed. Laboratories include comparative examination of functional systems amongst the major groups of vertebrates, with dissection of representative forms. (3,3,0) Prerequisite: Biology 101/102 or equivalent.

**Biology 203-3.0: Non-Vascular Plants and Fungi**

This course is an examination of the biology of algae, fungi, lichens and bryophytes, including discussions of their origins, evolution, ecology and physiology. Laboratories will include examination of local flora wherever possible. Field trips may be scheduled. (3,3,0) Prerequisite: Biology 101/102 or equivalent.

**Biology 204-3.0: Vascular Plants**

A survey of the vascular plants including ferns and fern allies, conifers and other gymnosperms, and flowering plants. Cell structure and tissues of vascular plants are discussed as they relate to plant function. The origin and evolution of vascular plant structures and groups is emphasized. Laboratory studies will emphasize local plants and field trips may be arranged. (3,3,0) Prerequisites: Biology 101/102 or equivalent; Biology 203 is strongly recommended.

**Biology 205-3.0: Cell Structure and Function**

This course provides a detailed examination of all levels of cell structure and function. Emphasis is placed upon the dynamic processes at the cellular level. Topics considered include biotechnology, prokaryote/eukaryote cells, membrane models, cell walls, cytoplasmic organelles, the nucleus, cell cycle and nucleocytoplasmic interactions. Laboratories emphasize experimental techniques in the study of cells. (3,3,0) Prerequisites: Biology 101/102; first year chemistry, Chemistry 230 is a pre-or corequisite.

**Biology 206-3.0: Biochemistry**

An examination of the fundamental principles of biochemistry, including protein structure and enzyme functions, cell energetics, biosyntheses, and mechanisms which control cell metabolism. The laboratories include detailed experimental analyses of the molecular functions of cells and tissues and methods of molecular biology. (3,3,0) Prerequisites: Biology 205; Chemistry 230 is a pre-or corequisite.

**Biology 209-3.0: Genetics I**

Biology 209 begins with the classical part of Genetics, namely Mendelian Genetics and basic Chromosome theory. Genetic linkage and changes in genetic information in the form of mutation is covered. The course concludes with a more detailed look at the structure and function of DNA and genes. (3,0,0) Prerequisites: Biol 101/102 or equivalent and first year Chemistry or permission of the instructor.

**Biology 210-3.0: Genetics II**

A continuation of Biology 209 with emphasis on the modern, molecular basis of genetics beginning with recombinant DNA technology and its application. A detailed examination of chromosome structure and gene expression follows. The mechanism of genetic change in the form of mutation, recombination and transposition is examined. Developmental biology is considered from a genetic point of view and finally, quantitative and population genetics is covered. (3,0,0) Prerequisites: Biol 209 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 permission of the instructor. Strongly recommended working knowledge of Math 12 would be an asset.

**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 behaviour will be investigated. In the second, a study of oxidation/reduction reactions and electrochemical cells (batteries) will be conducted. The final topic will include organic nomenclature and a description of simple reactions associated with various organic functional groups. (3,3,0) Prerequisites: Chemistry 11 and Math 11 or permission of the instructor. Strongly recommended working knowledge of Math 12 would be an asset.

**Chemistry 121-3.0: Advanced Chemistry I**

Chemistry 121 is designed for students with grade 12 chemistry and mathematics. A working knowledge of stoichiometry and other basic chemistry skills is assumed. In Chemistry 121, four topics will be covered in depth. The first two topics deal with the microscopic description of the natural world as it relates to chemistry. In particular, in the first topic, atomic structure, relations between the electronic structure of atoms and the periodic table are discussed while in the second topic, this electronic structure is applied to chemical bonding in molecules. The last two topics deal with some aspects of macroscopic chemistry. In the third topic is a discussion of the phases or states of matter, namely, gases, liquids and solids, while the fourth topic, inorganic chemistry, is a description of the properties and reactions of metals and non-metals. (3,3,0) Prerequisites: Chemistry 12 and Math 12 or equivalent, or permission of the instructor. Corequisites: Math 101 (Calculus) or permission of instructor. High school pre-calculus or Calculus strongly recommended.

**Chemistry 122-3.0: Advanced 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 equivalent or permission of the instructor. Corequisite: Math 102 (Calculus) or permission of instructor. High school pre-calculus or Calculus strongly recommended.

**Chemistry 230-3.0: Organic Chemistry I**

This course provides students who have taken first year chemistry with an in depth introduction to organic chemistry. Topics included in this course are a detailed study of the properties and reactions of alkanes, alkenes, alkynes, aromatics, arenes and alkyl halides. (3,3,0) Prerequisites: Chemistry 101/102 or Chemistry 121/122 or permission of the instructor.

**Chemistry 231-3.0: Organic Chemistry II**

This course is a continuation of the in depth introduction to organic chemistry begun in Chemistry 230. Topics included in this course are a detailed study of the properties and reactions of alcohols, ethers, carboxylic acids, aldehydes, ketones, amines, phenols and carbohydrates. (3,3,0) Prerequisite: Chemistry 101/102 or Chemistry 121/122 or permission of the instructor.

**Computer Science 111-3.0:****An Introduction to Computers**

Computer Science 111 is designed for the student with little or no previous exposure to computers. The course will help students understand in a general way how computers work, how to work with computers, and how to use commercially prepared software packages such as spreadsheets, word processing programmes, and databases to solve problems of common interest. An important part of the course is the weekly three-hour laboratory session, which complements the theoretical material of the lectures with concrete hands-on practice. (3,3,0) Prerequisite: Math 11 or permission of instructor. Recommended that students with previous knowledge of computers are encouraged to register instead for one of the more advanced courses in Computer Science.

**Computer Science 112-3.0:****Problem Solving with Computers**

Programming is a skill which allows a person to use a computer to most effectively meet unique needs. Pascal is a modern, powerful language suitable for business, professional and scientific programming. The language is available in a standardized form for many computers. This course will introduce programming techniques and the technical details of Pascal. Weekly lab sessions provide students with an opportunity to use a computer to gain experience with the concepts presented in lectures. Additional computer time is available to students in the evenings and on weekends. (3,3,0) Prerequisite: Computer Science 111 with a minimum C+ or Math 12 or Computer Science 12 or permission of the 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: Math 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 science and engineering students with an introduction to structured Fortran programming. Topics presented include data types, subroutines and functions, looping statements, conditional statements, format statements, common blocks and file input and output. The emphasis in this course will be placed upon applying structured Fortran programming to relevant science and engineering problems. As well this course will emphasize modular programming. (3,3,0) Prerequisite: Math 12 or permission of instructor. Recommended high school pre-calculus or calculus.

**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 behaviour, 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 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. (This course only transfers to the UVic) (3,0,0) Prerequisite: English 12 or permission of instructor.

**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). Written assignments based on the works read. (3,0,0) Prerequisite: English 101/102 or permission of instructor.

**English 209-3.0: Creative Writing I**

Reading and criticism of student writing. Lyric poetry, short fiction, myths, autobiography, local history and journalism. (3,0,0) Prerequisite: English 101/102 or permission of the instructor.

**English 210-3.0: Creative Writing II**

A continuation of English 209. (3,0,0) Prerequisite: English 209 or permission of the instructor.

**English 224-3.0: Women and Literature I**

Through study of several literary genres and feminist literary criticism, this course will examine the ways in which women are represented and have contributed to the literary tradition. Written assignments based upon the works read. (3,0,0) Prerequisite: English 101/102 or permission of the instructor.

**English 225-3.0: Women and Literature II**

This course is a continuation of English 224. (3,0,0) Prerequisite: English 101/102 or permission of the 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, French 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, French 11 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 Marguerite 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 110-3.0: Man and the Environment**

This course provides a scientific overview of important global and local environmental problems. The course examines the major ecosystems of the world and considers how changes in human activities, technology and population growth affect the health of natural ecosystems. (3,0,0)

**Geography 111-3.0: Introduction to Human Geography**

This course introduces the various subfields of human geography. It provides a solid foundation for students who are interested in pursuing a career in urban planning, politics, economics, teaching and social sciences. Some of the topics examined include map use, populations and cultures, political systems, spatial behaviour, natural resources, urbanization and the nature of regions. (3,0,0)

**Geography 150-3.0: Physical Geography I**

An interesting overview of the physical environment and its relationship to human culture and impacts of human activities. Principal topics covered include: cartography and remote sensing, meteorology, climatology, global environmental problems, and biogeography. Laboratory experience will focus on map skills and methods in meteorology and biogeography. Field trips to examine local features and to collect data are required and may be scheduled on weekends. (3,3,0)

**Geography 160-3.0: Physical Geography II**

The study of landforms, geological processes, soils, and their impact on human culture. Emphasis is to be placed on the description of soils and landforms and the processes which form them. Examples from throughout the world are studied. Laboratory experience focuses on soils, fossils, map and air photo skills and field examinations of landforms. Field trips to examine local features and to collect field data are required and may be scheduled for weekends. (3,3,0) Prerequisite: Geography 150 or permission of instructor.

**Geography 201-3.0: Environmental Climatology**

Environmental climatology is an examination of the boundary layer climate and its impact upon the microclimates of ecosystems throughout the world. Discussion includes both natural systems and modified features and examines the impacts of microclimatic changes initiated by human activities. Laboratories include methodology in measure-



ment of microclimates and field trips to quantify microclimatic differences between ecosystems or associated with human modification of landscapes. (3,3,0) Prerequisites: Biology 101/102 and/or Geography 150/160 or equivalent first year sciences.

#### **Geography 202-3.0: Geography of Ecosystems**

This course is an examination of the environmental factors that control the distribution and development of ecosystems, including climatic and geological change. The course emphasizes plant ecology, the structure and functioning of ecosystems, ecosystem strategies relative to soil and climatic conditions, and includes discussion of the effects of disturbance and management on natural and altered systems throughout the globe. Laboratories include investigations of ecosystem characteristics, biomass structures, soils, and impacts of disturbance. Field trips, including one-day weekend surveys, may be held. (3,3,0) Prerequisites: Biology 101/102 and/or Geography 150/160 or equivalent first year sciences.

#### **Geography 203-3.0: Geomorphology**

Geomorphology is a one-semester course that attempts to provide a comprehensive examination of the natural processes that are active in shaping the face of this and other planets. This course will emphasize the basic principles of geomorphology and will allow students to develop some of the skills that are necessary for field work in the environmental sciences. Local field trips and laboratory assignments are an important part of this course. Geomorphology is of particular relevance to students who intend to major in Geography, Geology, Forestry, Agriculture or Ecology. (3,3,0) Prerequisites: Biology 101/102 and/or Geography 150/160 or equivalent first year sciences.

#### **Geography 225-3.0:**

##### **Regional Geography of British Columbia**

Using the concepts and methods of regional geography, this course examines British Columbia in terms of the patterns of its physical and human landscapes. The interaction of climate, geology, biogeography, history, resource utilization, settlement and economic activities are the foundation for discussion of the regions of B.C. and the relationship of the Province to the remainder of Canada, North American Pacific Coast and the Pacific Rim. (3,0,0) Prerequisites: 15 first year credits or permission of the instructor.

#### **Geography 226-3.0: Regional Geography of Canada**

This regional geography course examines Canada in terms of the patterns of its physical and human landscapes. The

interaction of climate, geology, biogeography, history, resource utilization, settlement and economic activities are utilized in the discussion of the regionalization of Canada and the resulting interregional and international relationships. (3,0,0) Prerequisites: 15 first year credits or permission of the instructor; Geography 225 strongly recommended.

#### **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)

#### **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, Germany 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 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) Prerequisites: 1st Year History (6 credits) or 15 first year credits or permission of instructor.

#### **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 determination of nationhood and nationalism; apartheid in South Africa as a particular development within the period. (3,0,0) Prerequisites: 1st Year History (6 credits) or 15 first year credits or permission of instructor.

#### **History 209-3.0: History of Native People of Canada**

A review of the history of Aboriginal People of Canada from the time of contact to today. Late pre-contact cultures, military alliances, treaties, land claims and settlements, comprehensive claims and self government will be discussed. The Indian act will be dealt with in some detail. (3,0,0) Prerequisites: 1st Year History (6 credits) or 15 first year credits or permission of instructor.

#### **History 210-3.0: History of Western Canada**

A review of the political, social and economic history of the Prairie Provinces and British Columbia. Immigration, Native Peoples, industrial, agricultural and resource development will be discussed. Urbanization and transportation will be a focus. The development of regional protest political parties will be reviewed. (3,0,0) Prerequisites: 1st Year History (6 credits) or 15 first year credits or permission of instructor.

#### **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) Prerequisites: 1st Year History (6 credits) or 15 first year credits or permission of instructor.

#### **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) Prerequisites: 1st Year History (6 credits) or 15 first year credits or permission of instructor.

#### **Math 101-4.5: Calculus I**

An introduction to the fascinating theory and powerful techniques of calculus, tailored to the needs of students intending to major in science or engineering. The topics treated include limits, derivatives, techniques of differentiation, related rates, curve sketching, optimization, root finding, differentials, and trigonometric, logarithmic and exponential functions. (4.5,0,0) Prerequisite: Mathematics 12 with a grade of C or better, or permission of instructor. Calculus 12 is recommended.

#### **Math 102-4.5: Calculus II**

This course introduces the notion of integration, and applies the process to solve problems such as those of calculating the areas of regions with curved boundaries and the volumes of solids enclosed by curved surfaces, averaging quantities which vary in time, and determining completely specific expressions for functions when only relations among their rates of change are given. Students reaching the end of the course will be rewarded with a look at the theory of infinite series. (4.5,0,0) Prerequisite: A grade of C or better in Math 101 or its equivalent, or permission of the instructor.



**Math 111-3.0: Pre-Calculus I**

This course includes all the algebra topics necessary for calculus including function algebra, graphing, polynomials and rational functions, logarithmic and exponential functions. (4.5,0,0) Prerequisite: C or better in Math 11 or its equivalent or permission of instructor.

**Math 112-3.0: Pre-Calculus II**

This course is subsequent to Math 111. Together with Math 111 this course will provide the student with all the skills necessary to enroll in Math 101. Topics include trigonometry, sequences and series, and analytic geometry. (4.5,0,0) Prerequisite: C or better in Math 111 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: Math 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: Math 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: Math 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.

**Oceanography 208-3.0: Introduction to Physical, Chemical and Geological Oceanography.**

This course introduces the history, methodology and fundamental principles of Geological Oceanography. Some of the topics covered include: history and development of oceanography; methods; ocean basin structure; properties of sea water; salinity, temperature and density distributions; circulation; waves and tides; acoustics; the oceans and climates. (3,0,0) Prerequisites: First year science or permission of instructor.

**Oceanography 209-3.0: Introduction to Biological Oceanography.**

This course introduces the history, methodology and fundamental principles of Biological Oceanography. Some of the topics covered include: biological ocean; phytoplankton; zooplankton; benthos; fisheries and aquaculture; marine sediments; marine resource and pollution of the sea. (3,0,0) Prerequisites: First year science or permission of instructor.

**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 behaviour, 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: Introduction to Physics I**

This course provides science and engineering students who have not taken Physics 12 with a general introduction to Classical Physics. The topics surveyed in this course are

vectors, Newtonian Mechanics, properties of materials and thermodynamics. The various physical laws, for example, Newton's universal law of gravity and conservation of mass, energy and momentum, will be discussed using the principles of calculus. However, problems and exams will not require calculus for their solutions. (3,3,0) Prerequisites: Physics 11 and Math 11 (Math 12 recommended) or the permission of the instructor. Corequisite: Math 101 or permission of the instructor.

**Physics 102-3.0: Introduction Physics II**

Physics 102 is a continuation of the survey of classical physics begun in Physics 101. The topics covered in this course are electricity and magnetism, waves and an introduction to modern physics. In the first topic, electrostatics, steady state currents and magnetism will be discussed while, in the second topic, waves on wires, sound waves and light waves will be considered. Finally, an introduction to relativity and quantum physics will be presented as the last topic. The concepts described in this course will be discussed using the 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 or permission of the instructor.

**Physics 121-3.0: Advanced Physics I**

This course provides science and engineering students who have taken Physics 12 with a detailed investigation of Newtonian Physics. The topics covered in depth in this course are Newtonian Mechanics of few bodies, namely, thermodynamics. In the first topic, translational and rotational statics and dynamics will be discussed in terms of forces, torques and energy while, in the second, thermodynamics will be presented from the point of view of conservation of energy and atomic theory. The various physical laws will be discussed using the principles of differential calculus. Problems and exams will require differential calculus for their solutions. (3,3,0) Prerequisites: Physics 12 and Math 12 (High school pre-calculus or calculus recommended) or permission of the instructor.

**Physics 122-3.0: Advanced Physics II**

Physics 122 is a continuation of the detailed investigation of classical physics begun in Physics 121. The topics covered in depth in this course are electricity and magnetism, and waves. In the first topic, electrostatics and magnetism will be discussed from the point of view of forces and fields while steady state and time dependent currents will be presented using conservation of charge and energy. The

second topic will consist of an in depth study of waves on wires, sound waves and light waves based upon the properties of waves. The concepts described in this course will be discussed using the principles of differential and integral calculus. Problems and exams will require calculus for their solutions. (3,3,0) Prerequisites: Physics 121 or permission of the instructor. Corequisite: Math 102 or permission of the instructor.

**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. (3,0,0)

**Psychology 101-3.0: Introductory Psychology I**

A first course in psychology; a prerequisite to further study in psychology; a required course for S.S.W. students; a course for anyone interested in discovering what psychology can tell us about why we feel, think and act the way we do. This course and the follow up course, Psychology 102, surveys models and theories relevant to the various sub-areas of psychology by the examining the research psychologists have done and are doing. Specific topics this semester include perspectives and methods, biology of behaviour, human development, sensation, perception, consciousness, and conditioning and learning. The classes include lectures, structured experiences, discussions and audiovisual presentations. 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. The classes include lectures, structured experiences, discussions and audiovisual presentations aimed at familiarizing the students with current psychological views. The specific topics this semester are: memory, cognition, motivation, emotion, stress, personality, psychopathology, therapy and social psychology. (3,0,0) Prerequisites: Psychology 101 or permission of the instructor.



### **Psychology 201-3.0: Developmental Psychology I**

If you would like to gain some insight into your own history and want to know more about what your life will be like as you grow through the adult years, the study of life-span development will be of interest to you. This is the first half of a two semester second year elective course in psychology. Following an introduction to methods and theories and a review of genetics and prenatal development we will examine development in infancy, early childhood and middle childhood, from a physical, cognitive and psychosocial point of view. The focus will be on the normal process growing but some potential developmental problems will be discussed. Classes consist of lectures, discussions, audiovisual presentations and structured experiences. (3,0,0) Prerequisites: Psychology 101 and 102 or permission of instructor.

### **Psychology 202-3.0: Developmental Psychology II**

This course is a continuation of Psychology 201. In this second semester, the topics included are adolescence, early, middle and late adulthood. Each of these topics is viewed from a physical, cognitive and psychosocial point of view. The focus is on the normal process of growing but potential developmental problems will be reviewed. Classes consist of lectures, discussions, audiovisual presentations and structured experiences. (3,0,0) Prerequisites: Psychology 101, 102 and 201 or permission of the instructor.

### **Psychology 211-4.5: Experimental Psychology I**

This is the first half of a second year course which is a prerequisite to many third year psychology courses at various institutions. The focus in this course is on the psychological methodology and experimental design as they apply to research in psychology. After a review of the basics 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 has both a lecture and laboratory component. (2.5,2,0) Prerequisites: Psychology 101 and 102 (Psychology 201 or 221 concurrently, is recommended) or permission of the instructor.

### **Psychology 212-4.5: Experimental Psychology II**

This course is a continuation of Psychology 211. It consists of a review of how various experimental designs are applied to specific research areas in psychology. Lecture and laboratory topics include physiology, perception, attention, memory, cognition, motivation, emotion and personality. Students will design, carry out, write reports and present the results of several research projects. This course has both a

lecture and laboratory component. (2.5,2,0) Prerequisites: Psychology 101 and 102 (Psychology 202 or 222 concurrently, is recommended) or permission of the instructor.

### **Psychology 221 - 3.0:**

#### **Abnormal Psychology and Therapy I**

A second year elective psychology course for students interested in learning more about psychological disorders and therapy. Recommended for students who plan to work or are working in a mental health related setting. In this course we start with a thorough examination of the historical antecedents, current theoretical perspectives, and assessment as they relate to abnormal psychology and therapy. This is followed by a review of some of the psychiatric disorders including perspectives on causes and treatment. Specific topics this semester include: stress, health and adjustment disorders; personality disorders; anxiety disorders and; dissociative and somatoform disorders. (3,0,0) Prerequisites: Psychology 101 and 102 or permission of the instructor.

### **Psychology 222 - 3.0:**

#### **Abnormal Psychology and Therapy II**

This course is a continuation of Psychology 221. Specific topics this semester include, mood disorders and suicide, sexual and gender identity disorders, schizophrenic and other psychotic disorders This, behaviour disorders of childhood and adolescence, methods of therapy and treatment and contemporary ethical and legal issues. (3,0,0) Prerequisites: Psychology 101, 102 and 221 or permission of the 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) Prerequisite: Introductory Sociology or Anthropology or permission of instructor.

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

# WILDERNESS GUIDING SKILLS

This 75 day programme provides training in camp set-up and management, cooking, horse use and care, photography, first aid, client/guide relationships, canoeing, bear behaviour and many other topics.

Practical skills to ensure comfort and safety in camp are not only taught but lived throughout the course as students assume responsibility for all aspects of camp life.

As the programme progresses, more and more time is spent away from the base camp applying skills in the field. In small groups, students prepare for, conduct and conclude trips which simulate guiding excursions on water and land.

#### **Admission Requirements:**

Applicants should be 18 years of age.  
*Additional admission criteria are under development.*

#### **How to Apply:**

An application form must be completed and returned to the College along with tuition deposit of \$500 and a covering letter outlining reasons for choosing the Wilderness Guiding Skills programme. Applicants are also requested to indicate any disabilities which might affect their participation in the programme. Applicants may also be required to participate in a pre-course interview, face-to-face or via telephone.

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

#### **Fees:**

Tuition:	\$987.00*
Food & Lodging:	\$1,875.00

*\*International students are assessed tuition fees at a higher level to offset the cost of their training to the provincial government.*

#### **Dates and Location:**

This programme starts each year in mid-April and continues through June. It is offered through the Smithers campus.



**NORTHWEST COMMUNITY COLLEGE  
CURRENT TRANSFER CREDIT TO UNIVERSITIES**

(Consult the College on former transfer arrangements)

**\*\* For the University of Northern British Columbia, all University Credit courses will be considered for unspecified, lower division credit for a Bachelor of Arts-General. As programmes are developed, courses will be articulated for specific credit. \*\***  
(Information is up-to-date as of March 1995)

NWCC	OPEN UNIVERSITY	SFU	TRINITY WESTERN	UBC	UVIC
<b>ACCOUNTING</b>					
150/151	Admn 231-3 for both				
250/251	Admn-3 ea. LL				
252/253	Admn 232-3/Admn-3 LL				
<b>ANTHROPOLOGY</b>					
101/102	Anth-3/Anth 101-3	GE Arts-3/SA101-3 Ref Transfer Notes	Anth 100 lev-3/ Anth 101-3	Anth-3 ea. 1st yr.	Anth 100A-1.5/ Anth 100B-1.5
111/112	Anth-3 ea.	SA Anth/SA 286-3 Ref Transfer Notes	no cr/Anth 100-lev-3	Anth 3 ea. 1st yr. Either precludes cr. for Anth 301	Anth 100 lev-1.5 ea.
120	Anth-3	SA 101-3 Tr Notes	Indiv assess	Anth-3 1st yr.	Anth 100B-1.5
201/202	Anth-3 ea.	SA-3 Anth 200 div ea. or SA-3 & SA-3 Anth 200 div for both	Anth 100 lev-3 ea.	Anth-3 ea. 2nd yr.	Anth 200A-1.5 ea. or Anth 200A-1.5 & Anth 200 lev-1.5 for both
203/204	Anth-3 LL ea.	SA-3 Anth ea.	Anth 200 level-3 ea.	Anth-3 ea. 2nd yr. Either precludes credit for Anth 304	Anth 200 lev-1.5 ea. (1992/93 yr. only)
<b>ART</b>					
103/104	FINA-3 ea. Studio	FPA-3 VSAR Studio ea.	Indiv assess		HA 100 lev 1.5 ea.

NWCC	OPEN UNIVERSITY	SFU	TRINITY WESTERN	UBC	UVIC
<b>BHSC</b>					
225			Indiv assess		MICR 100 lev-1.5
<b>BIOLOGY</b>					
101/102	Bisc 121-3 & 126-1/ Bisc 120-3 & 125-1	Bisc 101-3/ Bisc 102-3	Biol 113-3/ Biol 114-3	Biol 102-6 1st yr. for both	Biol 150B-1.5/ Biol 150A-1.5
201/202	BISC-3 LL ea.	Bisc-3/ Bisc 316-3	Biol 262-3/ Biol 208-3	Biol 205-3/ Biol 204-3	Biol 206-1.5/ Biol 207-1.5
203/204	BISC-4 ea.	Bisc 326-3/Bisc 327-3 205/206 with B-grade or better Bisc-6/BICH 221-0/ & BICH 222-0 for both. For lower grades BISC-6	Biol 200 level 3 ea.	Biol 209-3/ Biol 210-3	Biol 203-1.5/ Biol 204-1.5
205/206	Bisc 220-4, Bisc-1/ Bisc-4		Biol 223-3/ Biol 200 level-3	Biol 200-3/ Biol 201-3	Biol 200-1.5/ Biol 200-1.5
209	Bisc-3 or with 210= Bisc 210 & Bisc-3	Bisc 202-3	Biol 200 lev-3	Biol-3 2nd yr. Precludes 334	Biol 300-1.5
210	Bisc-3 or with 209 = Bisc 210 & Bisc-3	Bisc-3	Biol 200 level-3	Biol-3 2nd yr. Precludes 335	Biol 200 lev-1.5
<b>BUS COMPUTERS</b>					
150/151	Cmpt-3 ea. or 150 & 250 = OU Cmpt 110-3	Cmpt 001-3/ Cmpt 100-3	Indiv assess		
250	Cmpt-3 or 150 & 250 = OU Cmpt 110-3		Indiv assess		
<b>CHEMISTRY</b>					
101/102	Chem -4 ea.	Chem 101-3 & 106-0/Chem 102-3 & 115-0	Chem 111-3 Chem 112-3	Chem 110-6 for both	Chem 101 & 102-3 or Chem 100 lev 1.5 ea.



NWCC	OPEN UNIVERSITY	SFU	TRINITY WESTERN	UBC	UVIC
<b>CHEMISTRY (Cont.)</b>					
121/122	Chem 110-3 & 115 Chem 111-3 & 116	Chem 102-3 & 115-0/Chem 103-3 & 118-0	Chem 111-3/ Chem 112-3	Chem 121-3/ Chem 122-3	Chem 101-1.5/ Chem 102-1.5
230/231	Chem 240-3 & 245-1 & Chem 241-3 & 246-1	Chem 150-3/ Chem 250-3 & 155-0	Chem 221-3/ Chem 222-3		Chem 231-1.5/ Chem 232-1.5
<b>COMPUTER SCIENCE</b>					
111/112	Cmpt 110-3/ Cmpt-3	Cmpt 001-3/ Cmpt 103-3. No credit for NWCC 121. Tr. Notes	Cmpt 110-3 Cmpt 100 lev-3	Cpsc-3 ea.	CSC 100-1.5/ CSC 100 lev-1.5
121/122	Cmpt-3 ea.	Cmpt 103-3. No credit for NWCC 112. Tr Notes/ Cmpt-3	Indiv assess/ Cmpt 231-3	Cpsc-3 ea.	CSC 110-1.5/ CSC 115-1.5
131	Cmpt-3	Cmpt 102-3 Tr Notes		Cpsc 111-3	CSC 100 lev-1.5
<b>ECONOMICS</b>					
201/202	Econ 200-3/ Econ 201-3	Econ 103-3/ Econ 105-3	Econ 201-3/ Econ 202-3	Econ 100-6 for both	Econ 201-1.5/ Econ 202-1.5
<b>ENGLISH</b>					
101/102	Engl 100-3/ Engl 101-3	Engl 101-3/Engl 103-3. See Tr Guide	Engl 100 lev-3 ea.	Engl-3 ea. 1st yr.	Engl 121-1.5/ Engl 122-1.5
109/110	CRWR-3 ea.	Engl-3 ea. Transfer Notes	Engl 207-3/ Engl 208-3	CRWR 202-6 Refer to Transfer Notes	CW 100 lev-1.5/ CW 100 lev p.c.-1.5

NWCC	OPEN UNIVERSITY	SFU	TRINITY WESTERN	UBC	UVIC
<b>ENGLISH (Cont.)</b>					
151	Engl-3		Comm 310-3		Engl 100 lev-1.5
201/202	Engl 220-3/ Engl 221-3	Engl 204-3/Engl 206-3 or Engl 205 -3 for either	Engl 213-3/ Engl 214-3	Engl 201-6 for both	Engl 200-3 for both
203/204	Engl-3 ea.	Engl 221-3 ea. See Tr. Guide	Engl 217-3/ Engl 218-3	Engl 202-6 for both	Engl 202-3 for both
207	Engl-3	Engl-3	Engl 200 lev-3	Engl-3 2nd yr.	Engl 250-1.5
209/210		GE-3 CrWr. for both or Engl-3 for the first CrWr crs and GE- CrWr for subsequent CrWr courses.	Engl 207-3/ Engl 208-3		CW 100 lev-1.5 ea.
224/225	Engl-3 ea.	Engl-3 ea.	Indiv assess	WmSt. 224-6 for both or Arts-3 ea.	Engl 200 lev-1.5/ WS 200-1.5
<b>FRENCH</b>					
101/102	Fren-3 ea.	Fren-3 ea. Refer to Transfer Notes.	Fren 101-3/ Fren 102-3	Fren 105-6 for both	
107/108	Fren-3 ea.	Fren-3 ea. Refer to Transfer Notes.	Fren 111-3/ Fren 112-3	Fren 110-6 for both	Fren 160-3 for both
110/111	Fren-3 ea.	Fren-3 ea. Refer to Transfer Notes.	Fren 121-3/ Fren 122-3	Fren 121-3 or 122-3/ Fren 122-3 or 123-3 depending on placement test.	Fren 181-1.5/ Fren 182-1.5
<b>GEOGRAPHY</b>					
110	Geog-3	Geog 102-3/		Geog 121-3	Geog 101A-1.5
111	Geog-3	Geog 100-3		Geog 122-3	Geog 101B-1.5



NWCC	OPEN UNIVERSITY	SFU	TRINITY WESTERN	UBC	UVIC
<b>GEOGRAPHY (Cont.)</b>					
150/160	Geog 110-3/ Geog 111-3	Geog-3 Phys Geog ea. or Geog 111 & Geog-3 Phys Geog for both	Geog 101-3/ Geog 102-3	Geog 101-6 for both	Geog 213 1.5 ea. or Geog 200p Lev 1.5 ea.
201/202	Geog (3) LL ea.	Geog 214-3/ Geog 215-3	Geog 200 level-3 ea.	Geog 204-3/ Geog 207-3	Geog 200 lev-1.5 ea.
203	Geog-3	Geog 213-3	Indiv assess	Geog-3 2nd yr. Precludes Geog 306	Geog 200p lev-1.5
225/226	Geog 270-3/ Geog 370-3	Geog 265-3/ Geog 162-3	Geog 200 level-3/ Geog 230-3	Geog-3/ Geog 290-3	Geog 200 lev-1.5 ea.
257	Geog-3	Geog-3	Indiv assess	Geog-3	Geog 100 lev-1.5
<b>HISTORY</b>					
103/104	Hist-3 ea.	Hist 224-3/ Hist 225-3	Hist 100 lev-3/ Hist 223-3	Hist-3 ea. 1st yr.	Hist 200 lev-1.5/ Hist 105 p.c.-1.5
105/106	Hist 120-3/ Hist 121-3	Hist 101-3/ Hist 102-3	Hist 235-3/ Hist 236-3	Hist 135-6 for both	Hist 130-3 for both
201	Hist-3	Hist-3	Hist 200 lev-3	Hist-3 2nd yr.	Hist 200 lev-1.5
205	Hist-3	Hist 231-3	Hist 200 lev-3	Hist-3 2nd yr.	Hist 200 lev-1.5
209	Hist-3	Hist 201-3	Hist 200 lev-3	Hist-3 2nd yr.	Hist 200 lev-1.5
210	Hist-3	Hist 201-3	Hist 200 lev-3	Hist-3 2nd yr.	Hist 200 lev-1.5
231	Hist-3	Hist-3	Hist 100 lev-3	Hist-3 2nd yr.	Hist 200 lev-1.5
241	Hist-3	Hist-3	Hist 251-3	Hist-3 2nd yr.	Hist 200 lev-1.5
<b>MANAGEMENT</b>					
251	ADMN-3		Indiv assess		

NWCC	OPEN UNIVERSITY	SFU	TRINITY WESTERN	UBC	UVIC
<b>MATHEMATICS</b>					
101/102	Math 120-3/ Math 121-3	Math 151-3/ Math 152-3	Math 123-3/ Math 124-3	Math 100-3/ Math 101-3	Math 100-1.5/ Math 101-1.5
111/112	Math 100-3 for both	Math 100-3 for both	no cr/Math 100-2	no cr/no cr	Math 120-1.5 for both
131	Math 102-3	Math-3	Math 102-3	Stat 203-3 Not for Science Faculty credit	Stat 100 lev-1.5
141/142	Math-3 or Math 101-3 and Math-3 for both	Math 157-3 Precludes 151/ Math-3	Math 100 lev-3 for one of 141 or 142.	Math 104-3/Math 141-3 Not for Sc Faculty	Math 100 lev-1.5 ea. or Math 102-1.5 & Math 100 lev- 1.5 for both
150/151	Math-3 ea.	Math-3 ea.	Indiv assess		
190	Math 190-4	Math 190-4	Math 190-3	Math-3; precludes Math 130 & 335	Math 160A-1.5
<b>PHYSICS</b>					
101/102	Phys 110-3 & 115-1 Phys 111-3 & 116-1	Phys 101-3/ Phys 102-3	Phys 101-3/ Phys 102-3	Phys 100-3/no cr, or Phys 100-3 & Phys -3 1st yr for both. Exempt Phys 101	Phys 102-3 for both
121/122	Phys 110-3 & 115-1 Phys 111-3 & 116-1	Phys-3 ea or Phys 120-3, 121-3, 131-0 for both	Phys 111-3/ Phys 112-3	Phys 101-3/ Phys 102-3	Phys 112-3 for both
<b>POLITICAL SCIENCE</b>					
101/102	Poli -3 ea.	Pol 221-3/ Pol 212-3	Pols 100 lev-3/ Pols 100 lev-3	Poli 200-3/ Poli 240-3	Poli 100 lev-3 or 100 lev-1.5 ea.
203	Poli-3	Pol 241-3	Pols 100 lev-3	Poli 260-3	Poli 240-1.5



NWCC	OPEN UNIVERSITY	SFU	TRINITY WESTERN	UBC	UVIC
<b>PSYCHOLOGY</b>					
101/102	Psyc 101-3/ Psyc 102-3	Psyc 100-3/ Psyc 102-3	Psyc 105-3/ Psyc 106-3	Psyc 100-6 for both. Refer transfer notes	Psyc 100A-1.5/ Psyc 100B-1.5
201/202	Psyc-3 ea. May not take Psyc 344/345 for credit	Psyc-3 ea. or Psyc-3 & GE Psyc-3 for both	Psyc 211-3/ Psyc 212-3	Psyc-3 ea. Refer ea. to transfer notes. Preclude Psyc 313.	Psyc 200 lev- 1.5 ea.
221/222	Psyc-3 ea.	Psyc 241-3/Psyc-3	Indiv assess	Psyc 204-3/Psyc-3 Precludes Psyc 401 Refer transfer notes.	Psyc 200 lev-1.5 ea.
<b>SOCIAL SERVICE WORKER</b>					
141/142	SSWP 200/ SSWP 112				SocW. 200A-1.5/ SocW. 200B-1.5
151/162/164	SSWP 109 & 110				C Sc 100-1.5 for both
167/168					
266	Psyc-3	Psyc-2			
191/192/193	SSWP 107 & 207				
268	Psyc-3	Psyc 355-3			Psyc 200 lev-1.5
<b>SOCIOLOGY</b>					
101/102	Soci 101-3 Soci 102-3	SA-3 100 div ea. or SA 150-3 & SA-3 100 div for both. Tr. notes.	Soci 101-3 ea.	Soci 100-6 for both	Soci 100-1.5 ea. or Soci 100-1.5 & 100 lev-1.5 for both
205/206	Soci-3 ea. Either precludes cr for 430.	SA-3 200 div ea.	Soci 221-3/ Soci 100 lev-3	Soci-3 ea. 2nd yr	Soci 200 lev-1.5 ea.

NWCC	OPEN UNIVERSITY	SFU	TRINITY WESTERN	UBC	UVIC
<b>SOCIOLOGY (Cont.)</b>					
207	Soci-3	SA 100-3	Indiv assess	Soci-3 2nd yr.	Soci 200 lev-1.5 ea.
209/210	Soci-3 ea.	SA 150-3/ SA 100-3	Indiv assess	Soci-3 ea. 2nd yr.	Soci 200 lev-1.5 ea.
<b>SPANISH</b>					
101/102	Span-3 ea.	Span-3 ea.	Huma 100 lev-3 ea.	Span 100-6 for both	Span 100-3/ or 100 lev-1.5 ea.

**NOTES: SOCIAL SERVICE WORKER** --- In addition to specific course credit,  
may receive 6 units block credit to the School of Social Work at UVIC.



---

# OTHER OPPORTUNITIES

---

\* *First Nations*

\* *Open Learning Agency*

\* *Provincial Instructor Diploma Programme*

\* *Diploma in Adult Education*

\* *University of Northern B.C.*



## FIRST NATIONS

Northwest Community College has formed a variety of very special partnerships with First Nations in our region. Recently developed agreements outline protocol for developing and implementing educational initiatives for First Nations people. Our intent is to provide for a working relationship which gives primacy and control to the First Nations groups rather than vesting this in the College. The College serves in a variety of capacities (full partner, associate, resource, etc.) depending on the requirements as determined by the First Nations groups.

## OPEN LEARNING AGENCY

What is the Open Learning Agency (OLA)? The Open Learning Agency's mandate is to provide leadership in the development and implementation of open learning in B.C. As a public educational institution committed to providing lifelong learning opportunities to British Columbians, OLA uses television (the Knowledge Network), telecommunications, electronic printing technologies, and tutorials to enable students to access learning opportunities otherwise unavailable to them. Courses and programmes range from high-school completion and career, technical and vocational training, to undergraduate university degrees and various opportunities for non-formal learning, such as community-based learning circles.

Most OLA students study at home using specially designed distance learning materials and technology. Advisors and tutors are available for assistance in programme planning and course completion. OLA students mail assignments to their tutors for marking and take their final exams in or close to their home communities, often at NWCC centres.

Working closely with our partners in learning - the province's universities, colleges, institutes, school districts, businesses and community and government agencies - OLA provides training and educational opportunities in ways that accommodate individual learners' circumstances.

People interested in receiving more information about OLA can contact NWCC advisors or call toll free to Educational Access Services at the Agency's Burnaby headquarters using the number listed below.

### *OLA's Education Information Specialists will:*

- Mail a free calendar describing OLA's college and university programmes.
- Answer questions about OLA courses, programmes, policies and procedures.
- Provide information about financial aid.
- Explain how OLA's Credit Bank operates to allow students to receive credit for both formal and non-formal learning.
- Provide information about programmes offered at other colleges, universities and institutes in B.C.
- Assist with choosing and registering in courses.

***OLA's Toll Free Number is 1-800-663-9711***

### ***Important:***

*Northwest Community College students considering taking OLA courses to transfer into their NWCC programmes should consult a NWCC Educational Advisor who will provide information about transfer credit.*



## PROVINCIAL INSTRUCTOR DIPLOMA

The Provincial Instructor Diploma programme provides individuals with opportunities to develop instructional competencies in the design, management and evaluation of instruction for adults. This programme consists of six 30 hour courses and a final assignment.

### Programme Outline

- 101 Instructional and Curriculum Design
- 102A Elements of Instruction
- 102B Elements of Instruction
- 103 Use/Design of Instructional Media
- 104A Evaluation of Learning and Instruction
- 104B Evaluation of Learning and Instruction

## DIPLOMA IN ADULT EDUCATION

The Diploma in Adult Education is an advanced qualification for those working with adult learners. Courses have transfer credit to the University of Alberta Bachelor of Education degree in Adult Education. The programme consists of the courses in the Provincial Instructor Diploma programme (page 106), plus eight 30 hour courses.

Entrance requirements are similar to requirements for the Provincial Instructor Diploma, however, ID 101 Instructional and Curriculum Design is a prerequisite for ID 204 Educational Leadership.

### Programme Outline

Courses as described in Provincial Instructor Diploma plus;

- 301 College Organization & Context
- 302 Introduction to Developmental Psychology
- 303 Microcomputers in Education
- 304 Educational Leadership

*These courses are offered by the Ministry of Skills, Training & Labour and are recognized at public and private colleges throughout the province.*

*Interested individuals can contact Bev Dividson, Smithers Campus (604) 847-4461 or in Terrace, Linda McMurray (604) 635-6511. You may also contact Vancouver Community College at (604) 871-7488 to register for the entire programme or for specific courses.*

## UNIVERSITY OF NORTHERN BRITISH COLUMBIA

As the first new university in Canada in over 25 years, UNBC has a special mission, that of serving the special needs of the vast and magnificent region of northern British Columbia. Our twenty-one undergraduate and fourteen graduate programmes in five faculties, and our research activities are designed so that they are of particular relevance to the region. In addition, UNBC has established a strong commitment to serving students "one stop shopping" for all services such as counselling, housing, awards and financial aid, admissions, registration and co-op education.

As part of our commitment to northern B.C., the University has established, in concert with the three northern colleges including Northwest Community College, collaborative programmes which allow students to transfer their college courses directly to UNBC. These collaborative programmes are Business, Forestry, Nursing, and Social Work. And, as part of the provincial transfer system, UNBC will accept for credit, transfers from Northwest Community College (please refer to the B.C. Transfer Guide for specific information).

### *For more information contact:*

Office of the Registrar  
University of Northern British Columbia  
3333 University Way  
Prince George, B.C.  
V2N 4Z9

Telephone: (604) 960-5555  
Toll Free: 1-800-667-UNBC (8622)  
Facsimile: (604) 960-6330  
Internet: registrar-info@unbc.edu

# FINANCIAL AID SOURCES

### \* Sponsorship Programmes

### \* NWCC Awards

- Scholarships
- Bursaries

### \* Provincial Assistance

### \* Awards Administered outside NWCC

### \* Awards Administered by UBC/ Tenable at NWCC

### \* Students transferring to University & BCIT



# 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.

Students planning to enroll at Northwest Community College should prepare a budget estimating resources and expenses. An estimated budget for a single student in an eight month programme might be:

## ESTIMATED EXPENSES

Tuition (\$980 - \$1,200)	\$ 1,200.
Textbooks/Supplies (\$500 - \$1,500)	1,000.
Living Costs (\$600/mo.)	4,800.
Miscellaneous (\$120/mo.)	960.
Transportation (\$60/mo.)	180.
	\$ 8,140.

## POSSIBLE RESOURCES

Savings from summer job	\$ 1,000.
Other savings	500.
Parental Contribution	500.
Bursary/Scholarship	250.
Part-time job during school year	500.
	\$ 2,750.
Shortfall	(\$ 5,390)

Estimates do not include moving costs, travel to and from home for weekends, clinical or practicum expenses.

For students whose estimated expenses exceed resources, Northwest Community College has a substantial financial aid programme which includes loans and non-repayable funds.

Details about each of the programmes follow. You can obtain more information and application forms from any of our NWCC Educational Advisors at the College centre nearest you. (addresses & telephone numbers listed on the back cover of this Calendar.)

# 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.

## Canada Employment Centre

If you are planning to enter full-time training and are in need of financial assistance, the Canada Employment Centre may be able to help.

Should you be eligible for, or in receipt of unemployment insurance benefits, be sure to make an appointment with a Programmes and Services Officer, well in advance of your course start date.

Assistance may also be available to those NOT eligible for unemployment benefits or social assistance.

For further information regarding sponsorship, contact your local Canada Employment Centre.

## Ministry of Social Services

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

- are currently in receipt of Income Assistance under the GAIN Act;
  - meet the eligibility requirements and are not deemed "job ready";
- and
- 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 may provide eligible Income Assistance recipients with allowances to enroll in a course approved by the Ministry.

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 provide a comprehensive and co-ordinated programme for persons with disabilities. The Vocational Rehabilitation Programme consists of assessments of various types, restorative services, formal vocational training, on-the-job training and follow-up goods and services.



*Eligibility for services is based on two criteria:*

- (a) Presence of a permanent physical or mental impairment which results in a substantial handicap to employment;
- (b) A reasonable expectation that Vocational Rehabilitation Services will benefit the individual in terms of employment.

Referrals to Vocational Rehabilitation Services may come from community agencies, family physicians, government agencies, parents, guardians or individuals themselves.

*For further information contact 638-3211.*

### **Department of Indian Affairs**

Provides financial assistance to eligible registered native students enrolled in eligible post-secondary programmes.

*For more information, contact your Band Council or the Regional Director of Education, DIAND.*

## **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.

#### **Application deadlines are:**

September 30th following high school graduation for students who commence classes September - December.  
January 30th following high school graduation for students who commence classes January - June.

Applications to defer an award for up to 18 months after graduation will be considered where students are not able to start within the 12 month requirement as a result of being on a waitlist, or, where students choose to work or travel during the year following graduation. An Application for Entrance Scholarship, along with a written request for deferral, must be submitted by September 30th of the graduation year.

*For further information contact any NWCC Educational Advisor nearest you or your School Counsellor.*

### **BURSARIES**

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

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

#### **Alcan Bursary Fund**

Alcan Smelters and Chemicals Ltd. has established an on-going bursary fund of \$500 per year. This fund is the result of a 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. Hydro Scholarship**

A \$500 award for a student who is making good academic progress in the first or second year of a program relevant to B.C. Hydro.

#### **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 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 \$300 award is available annually to students enrolled in the A.B.E. programme. First consideration is given to students enrolled at the Terrace campus.

#### **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**

Designated earnings from the Northwest Community College Endowment provide bursaries for students who do not meet the requirements for other funds.

#### **Northwest Community College High School Awards**

A \$500 award is made available to a student in each of the graduating high schools in the college region. The recipient must enroll at Northwest Community College to claim the award. Selection will be made by the high schools.

#### **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 Skills, Training and Labour 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 by contacting an Educational Advisor at one of our College centres.*

#### **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 an Educational Advisor at one of our College centres.*

#### **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 an Educational Advisor.



### Women's Equality Bursary

A \$500 bursary is available to women enrolled in Women's Studies' or a programme in which women have not traditionally sought post-secondary training. This award is funded by the Minister of Women's Equality.

## AWARDS

### ASE Integrated Program Award

A \$100 award for a graduating ASE student who plans to enter an integrated program at Northwest Community College. The recipient will be selected by the ASE faculty and staff.

### Eric Buss Memorial Scholarship

The recipient of this \$200 award will be enrolled in the Forest Technology programme and will have demonstrated academic and interpersonal skill excellence during the first year of study. Selection will be by student nomination followed by faculty consensus.

### 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.F.E. Equipment Award

A \$250 award for the Forestry student who submits the best Co-operative Work Term II Report. The recipient will be chosen by the programme faculty.

### C.G.A. Adult Secondary Completion Scholarship

The scholarship will be awarded in the form of a \$600 credit toward the first year of study in the C.G.A. programme. Eligible students will have received their B.C. Secondary School Equivalency Certificate, Adult Dogwood Diploma or Adult Basic Education Provincial Diploma during the previous year.

*Application forms are available from our centre Educational Advisors offices and must be submitted by April 29.*

### 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 Registrar in Terrace. The College will select the candidate and inform the C.G.A. Association no later than June 30th.

### Certified Management Accountants Society of B.C.

The Society provides an award of \$500 towards remission of CMA fees to the graduating NWCC student attaining the highest mark in Accounting 252/253. The recipient should be interested in continuing studies in accounting with the CMA programme.

### 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.

### Peter Weber Memorial Award

This scholarship was created to provide a continuing memorial to Peter's continual striving for opportunities for academic education in this region and academic excellence among the many students he taught. A \$500 award for the student who achieves the highest grade point average in full-time, first-year University Transfer Arts studies at NWCC. The recipient will have been enrolled in a minimum 60% course load during the year and will be required to re-enroll in the Fall semester to redeem the award.

### 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 \$190,000.00. 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

### 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 all NWCC centres and can be submitted to an Educational Advisor located at the NWCC centre of your choice.*

### Assistance Programme for Students with Disabilities

Grants to a maximum of \$10,000 are provided to students with disabilities for the purchase of goods and services (students requiring attendant care may receive up to \$12,000 within a calendar year) which will assist these students with access to post-secondary education. Eligible goods and services include technical aids, computer technology and support services. There is no provision for tuition or books.

*Contact an NWCC Educational Advisor for more information.*

### B.C. Part-time Student Assistance Programme

This programme provides non-repayable assistance for tuition and textbooks. Applicants must be enrolled in less than 60% of a post-secondary level course load which is at least 12 weeks long.

*Applications are available at any NWCC Centre.*

### 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

The maximum assistance available per year in federal and provincial funds is \$216 per week of study for applicants without dependents and \$331 per week of study for applicants with dependents. Funds awarded under this programme will be disbursed through a combination of Canada Student Loan, B.C. Student Loan and Grant payments.

### 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.

### Loan Remission Programme

Students who graduate from post-secondary studies in a timely fashion plus meet other eligibility requirements may have a portion of their student loan debt forgiven. Eligible student loan amounts may be reduced to:

Programme completion	1st degree/ diploma/certificate	2nd professional degree/diploma
April /87-July/91	\$12,000	\$16,000
July /92	\$13,000	\$17,000
July /93	\$13,500	\$17,500
July /94	\$15,000	\$20,000

*Applications are available at any NWCC Centre.*

### Federal Part-time Loans Plan

Guaranteed loans for part-time students attending post-secondary courses are available under a programme funded by the Government of Canada. These loans may assist with the cost of tuition, textbooks, transportation, daycare and incidental expenses. Students must be in a programme of at least 12 weeks duration and be enrolled in less than 60% of the full programme of study.



Applications are available at all NWCC centres and can be submitted to an Educational Advisor located at the NWCC centre of your choice.

### 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 any NWCC centre.

### AWARDS ADMINISTERED OUTSIDE OF NORTHWEST COMMUNITY COLLEGE

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.

### 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.

### A. A. Heaps Scholarship

Two \$3000 scholarships are 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. Application deadline is mid-May.

For information on how to apply for this scholarship, contact an NWCC Educational Advisor, or the A.A. Heaps Scholarship Committee, Canadian Labour Congress, 2841 Riverside Drive, Ottawa, Ontario, K1V 8X7.

### Automotive Industries Ass'n. of Canada

Scholarships of \$400 will be awarded in each of four geographical regions: West, Ontario, Quebec and Atlantic. To be eligible, applicants must be enrolled in an Automotive programme which also includes apprenticeship programmes. Application deadline is late October.

Application forms are available from any NWCC Educational Advisor, or Automotive Industries Ass'n. of Canada, 1272 Wellington, Ottawa, Ontario, K1Y 3A7.

### Bank of Montreal Student Loan Programme

Available to full-time students entering any year of post-secondary education at a recognized Canadian community college, university or technical school. Students can apply for up to \$5,000 per undergraduate year to a maximum of \$20,000. Interest only must be paid during the school year with full payments starting six months after graduation.

For more information call Info Service at 1-800-663-0241 or contact the Bank of Montreal branch nearest you.

### 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 February 28th.

Further information is available from The Scholarship Committee, B.C. Government Employees' Union, 4911 Canada Way, Burnaby, B.C., V5G 3W3.

### B. C. Historical Foundation

A \$500 scholarship is available to a student completing second year at a B.C. College or University. Applicants submit a letter of application, a 1500-2000 word essay on a

topic relating to the history of B.C. and two letters of recommendation from professors to Anne Yandle, 3450 West 20th Avenue, Vancouver, B.C. V6S 1E4. Application deadline is April 30th.

### B.C. Hydro Aboriginal Scholarship Programme

B.C. Hydro, Northern region will be offering two \$1,000 scholarships to aboriginal students who have successfully completed the first year of full-time post-secondary education in a discipline relevant to a broad range of B.C. Hydro careers.

Further information is available by contacting an NWCC Educational Advisor, or your nearest B.C. Hydro Office.

### B.C. Hydro L'Ecole Polytechnique Memorial Fund

B.C. Hydro has established scholarships in commemoration of the tragic deaths of the 14 women students at L'Ecole Polytechnique in Montreal in 1989. Several \$1,000 scholarships are available to female students who are currently studying or will be transferring to study engineering at UBC, UVic, SFU or Technology at BCIT (discipline must be relevant to B.C. Hydro careers). Application deadline is mid January.

Information and application forms are available from an NWCC Educational Advisor, or B.C. Hydro Employment Centre, 6900 Southpoint Drive, Podium CO1, Burnaby, B.C. V3N 4X8.

### 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 endeavours and/or to financially assist them with their schooling.

#### (c) Don Vaux Scholarship

This scholarship was established in memory of Don Vaux who worked for the B.C. Division of the Canadian Paraplegic Association as a Rehabilitation Counsellor. He

helped, guided and assisted many disabled persons in their rehabilitation, which enabled them to return to the community and lead a meaningful life. The scholarship is to be awarded to a disabled person to further his/her vocational or academic training and is to be used specifically for tuition, tools, equipment or books.

#### (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) I.O.D.E. 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.

#### (f) Douglas John Wilson Scholarship

This scholarship is in memory of Doug Wilson who was employed by the Association for sixteen years. The scholarship will be awarded to an individual beginning or continuing studies in rehabilitation counselling.

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. Value of the awards are adjusted annually according to the availability of funds.

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 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 is available from our NWCC Educational Advisors.



### Cal Callahan Memorial Bursary

Bursaries totalling \$5,000 will be awarded by the Pipeline Contractors' Association of Canada to a son, daughter or legal ward of persons who derive their principle income from pipeline construction. The applicant must be enrolled in full-time studies at a recognized Canadian university or college. Deadline is September 30th.

*Applications may be obtained from the Executive Office, Pipeline Contractors' Association, 775 St. Andrews, West Vancouver, B.C.*

### Canadian Forces Personnel Assistance Fund

Offers an Education Assistance Loan Programme to assist serving and former members and their dependents with costs of post-secondary education.

To be eligible for a low interest loan of \$1,200, \$1,500 or \$2,000 or \$2,500 the member must have served in the Canadian Army after October 1, 1946, or in the Canadian Forces after January 31, 1968 and have a minimum of 5 years Regular Force military service. The application must be submitted by the service member on behalf of the student. Submission deadline is June 30th.

*Application forms are available from Canadian Forces Base Financial Counsellors, District Offices of Veterans Affairs Canada, and the Provincial Command Offices of the Royal Canadian Legion or from CFPAP, 245 Cooper Street, Ottawa, Ontario, K2P 0G2.*

### 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. Carl G. Frink Scholarship**  
To provide post-secondary assistance to persons with visual impairments who are not funded by government programmes.
- 10. Rixon Rafter and Judge Brian Stevenson Scholarships**  
To assist legally blind Canadians pursuing post-secondary studies. Deadline is September 15.

### Thomas Dawson Estate - Male Nurses Fund

Under the terms of the Estate of the late Dr. Thomas Dawson, a male student enrolled in a School of Nursing may receive financial assistance of up to \$300.

*Application forms are available from any NWCC Educational Advisor, or from The Thomas Dawson Estate - Male Nurses Fund, c/o The Canada Trust Company, 1125 Douglas Street, Victoria, B.C. V8W 2C9.*

### DATATEL Awards

DATATEL provides scholarships ranging from \$500-\$1,500 for up to two students at a Datatel client site such as Northwest Community College. Award payments are made to the institution of study to be placed on the student's account for the following academic year. Application deadline is February 15th.

*For information on how to apply, contact any NWCC Educational Advisor, or, DATATEL Scholars Foundation, 4375 Fair Lakes Court, Fairfax, Virginia, 22033.*

### First Citizen's Fund

Incentive bursaries are available to status, non-status and Metis persons of North American aboriginal ancestry, who are ordinarily resident in British Columbia, and are attending post-secondary provincial institutions on a full-time basis. Non-funding aboriginal students may qualify for a bursary of up to \$2,000 per academic year. Funded students may be eligible for a bursary up to a maximum of \$700 per academic year.

- Be enrolled in a minimum two-year college or university programme;
- Be recommended by a Band Council or bona fide Native organizations;
- Submit a self written letter on family background, tribal ancestry and work history.

*Applications are available from the Financial Aid Office or from The Ministry of Aboriginal Affairs, Programme Support, Parliament Buildings, Victoria, B.C. V8V 1X4.*

### First Nations Health Careers Bursary

Offers a limited number of bursaries with a maximum of \$2,500 to First Nations students undertaking studies leading to accreditation in a health related career. Application deadline is August 31st.

*Information on this award is available from any NWCC Educational Advisor, or, Post-Secondary Student Assistance Programme Co-ordinator, Native Education Centre, 285 East 5th Avenue, Vancouver, B.C. V5T 1H2.*

### Terry Fox Humanitarian Award Programme

Successful candidates can receive \$4,000 annually, to a maximum of four years or until a first degree is obtained. Applicants must not exceed 25 years of age. The committee will consider the extent to which candidates demonstrate the highest ideals and qualities of citizenship and academic excellence in the face of obstacles. Deadline is February 1st.

*Application forms are available from any NWCC Educational Advisor, or from Terry Fox Humanitarian Award Programme, 711 - 151 Sparks St., Ottawa, Ontario, K1P 5E3*

### IAMASCO

A number of \$2000 scholarships are available annually to disabled students pursuing studies at an undergraduate level.

*Apply by June 1 to the Canadian Awards Section, AUCC, 151 Slater Street, Ottawa, Ontario, K1P 5N1.*

### Imperial Oil Ltd. Higher Education Awards

Provides full tuition and compulsory fees for sons and daughters of employees, annuitants or deceased employees.

*Applications forms are available from Administrative Management Services, Awards Division, P.O. Box 414, Pickering, Ontario, L1V 2R6.*

### 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

- 1. \$1,000 Interior Logging Association Forestry Scholarship**  
Open to any graduating student in the Interior Logging Association operating area enrolling in full-time studies in a forestry related discipline.
- 2. \$1,000 Member Scholarship**  
Open to students who are immediate relatives of Interior Logging Association members or employees of member companies.
- 3. \$1,000 Interior Logging Association Associates Scholarship**  
This scholarship is awarded to the Interior Logging Association affiliated applicant with the highest academic standard.

*For more information contact Interior Logging Ass'n., #3 - 111 Oriole Road, Kamloops, B.C. V2C 4N6*

### International Sailors' Society Canada

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 any NWCC Educational Advisor, or from the International Sailors' Society Canada, 1412 - 675 West Hastings Street, Vancouver, B.C. V6B 1N2.*



### **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 any NWCC Educational Advisor.*

### **Kermode Friendship Society**

These bursaries are intended to assist students who are continuing 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. Deadline is mid-February.

*For more information contact any NWCC Educational Advisor, or from the Society at 3313 Kalum Street, Terrace, B.C. V8G 2N7.*

### **MENSA Canada Scholarships**

\$1,000 in awards for students enrolled in a full-time degree or diploma programme. Essay required. Deadline is February 28th.

*Application forms are available from Scholarship Co-ordinator, Mensa Canada, Box 1025, Station O, Toronto, Ontario, M4A 2V4.*

### **Mills Memorial Hospital Award**

The Auxiliary makes three awards yearly to local residents who are entering or continuing training in a medical vocation and who are planning to practice their profession in the local area.

- one award will be made to a student graduating from a local high school.
- one award to a student who has previously attended a local high school, and has successfully completed one full year of training in the health field.
- one award to a local resident, currently employed in the health field and planning to continue their education in the health field full time for at least one year.

*Further information and application forms are available from any NWCC Educational Advisor 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 any time 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 the Society, c/o Lucy Alphonse, P.O. Box 883, Qualicum Beach, B.C. V0R 2T0.*

### **National Access Awareness Week (NAAW) Student Awards Programme**

The Association of Universities and Colleges of Canada (AUCC) has established an award to encourage students with disabilities to pursue a university or college education which will ultimately prepare them to become active members of Canada's labour force. Each full-time scholar-

ship is valued at \$3,500; part-time scholarships will be based on percentage of full-time course load.

*Completed applications and required supporting documentation must be postmarked no later than March 15th. Further information and application forms are available from any NWCC Educational Advisor, or the Canada Awards Programme, AUCC, 350 Albert Street, Suite 600, Ottawa, Ontario, K1R 1B1.*

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

The PACE fund has been established to assist part-time or short-term adult students, demonstrating financial need, to achieve continuing education goals. Amounts awarded shall vary between \$100 and \$500 for any one course of study. Bursaries are awarded in October and February. Proof of registration must be submitted with the application form. Application deadline is September 30th.

*Further information and application forms are available from any NWCC Educational Advisor.*

### **Pacific Coast Fishermen's Mutual Marine Insurance Company**

1. 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 at Suite 200 - 4529 Canada Way, Burnaby, B.C. V5G 1H1.*

### **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, 1305 Summit, Prince Rupert, B.C., V8J 2A6.*

### **Public Trustee Educational Assistance Fund**

Bursaries up to \$2,700 each are available to students who were former permanent wards of the Superintendent of

Family and Child Service of B.C. Deadline is April 1st. *Application forms are available from the Office of the Public Trustee, Suite 600 - 808 West Hastings, Vancouver, B.C. V6C 3L3.*

### **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.

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

### **Bernard G. Robinson Scholarship Fund**

A \$500 scholarship is available to students who are staff or family members of staff employed by the Provincial or Federal Criminal Justice Agencies; persons or family members employed by agencies active in the Criminal Justice field; persons who have demonstrated a commitment to the Criminal Justice field through voluntary activities or an offender pursuing post-secondary education.

*Applications are available from Selection Committee, B.G. Robinson Scholarship Fund, 4545 Montford Avenue, Victoria, B.C. V8N 3W6.*

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

The Royal Canadian Legion (Pacific Command) offers annually awards ranging from \$900 to \$1500 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 any NWCC Educational Advisor. 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 the 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 Del Torgalson 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.*

### Westinghouse Canada Inc. General Scholarship

Westinghouse Canada Inc. offers four \$2,000 university and four \$1,000 college awards for students who have completed at least first year of studies in engineering, technology, computer and business programmes. Application deadline is June 1st.

*For further information contact any NWCC Educational Advisor.*

### AWARDS ADMINISTERED BY UBC AND TEN-ABLE 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	ILWU Harry Bridges Entrance Scholarship
04804.00	ILWU Local 517 Bud Smith Scholarships
00558.01	ILWU Thomas P. Mayes Scholarship
00530.00	ILWU Harry Bridges Undergraduate Scholarships
00666.00	ILWU Ralph Scruton Memorial Scholarship
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/The Province College Entrance Scholarship

### STUDENTS TRANSFERRING TO UNIVERSITY AND BCIT

Three of the 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 Entrance Award

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. Deadline for Technologies is July 31st; deadline for Trades is September 30th.

*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 related degree programmes. Selection of successful candidates will be based on a minimum of first class academic standing. Deadline date is June 30th.

*Application forms are available from the Lakehead University Financial Aid Office, Lakehead University, 955 Oliver Road, Thunder Bay, Ontario, P7B 5E1.*

### UNIVERSITY OF BRITISH COLUMBIA

#### Chancellor's Entrance Scholarship

The University of British Columbia offers up to five awards of \$3,500 each to outstanding students entering undergraduate programmes from a College or university. The awards are based primarily on scholarly achievement. The award may be renewed for a further two years or until the first undergraduate degree is completed (whichever is the shorter period). Application deadline is 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 are based primarily on scholarly achievement and may be renewed at a minimum of \$1,800 for a further three years of study or until the first undergraduate degree is obtained (whichever is the shorter period). Deadline is mid-May.

#### 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. 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. Deadline is mid May.

*To apply for these awards you must submit:*

- a completed application form;
- 2 letters of reference;
- an official college/university transcript for the most recent period of full-time study;
- an official senior secondary school transcript;
- a statement no longer than 200 words detailing general interests and activities, proposed course of study and future career plans.

*Applications are available from any NWCC Educational Advisor.*

### SIMON FRASER UNIVERSITY

#### B.C. College Transfer Entrance Scholarships

##### The Honourable William M. Hamilton College Transfer Scholarships

The \$10,000 award is to recognize high academic achievement and leadership potential and is distributed over four semesters.

##### The Ken Caple College Transfer Scholarships

This \$3,000 award is to recognize outstanding academic performance and is distributed over 2 semesters.

*To apply for the above two awards you must submit:*

- a completed application form;
- 2 letters of reference from college faculty members;
- a 1 page resume;
- a 1,000 word essay on your perception of post-secondary education, your plans for the future and academic/community interests; and
- an official copy of your current transcript (to be sent directly from your college).

##### Stanley Morisse Memorial Scholarship

A \$2,500 award to recognize academic merit. This award is disbursed over two semesters.

*Winners of these SFU scholarships will also receive a one-time \$500 travel allowance if they live outside school districts #34-45. Application deadline is April 15 for admission for Summer and Fall semesters and November 26 for the Spring semester. Applications are available from any NWCC Educational Advisor, or from Liaison and Awards, Office of the Registrar, SFU, Burnaby, B.C. V5A 1S6.*



## UNIVERSITY OF VICTORIA

### President's Regional Entrance Scholarships

Four scholarships of \$2,000 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.

### The John Locke Malkin Entrance Scholarships

Up to six scholarships to a maximum of \$22,500 each (disbursed over five years) are made annually to students of exceptional academic promise who are entering the University of Victoria from secondary school and/or college. Candidates must have a very strong academic record in their last two years of study.

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

Two at \$22,500 (disbursed over five years)

Eight at \$15,000 (disbursed over five years)

These awards are for students of exceptional promise who are entering the University of Victoria from secondary school or college. Normally two awards are reserved for college students.

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

### David Brousson Entrance Scholarship, Ian and Gillian Stewart Entrance Scholarship, and University of Victoria Entrance Scholarship

\$2,000 scholarships are awarded annually to students with high academic standing who are entering the University of Victoria directly from secondary school or college. Application deadline is April 15th.

# PERSONNEL

\* Administration

\* Faculty



# ADMINISTRATION AND FACULTY

## COLLEGE SERVICES

Liz Ball, B.Ed, MLS (U. of A.) .....	Librarian
Patti Barnes, B.A., MLS (U. of A.) .....	Learning Resources Coordinator
Sandra Bullock .....	Co-operative Education Coordinator
Flip Cervo .....	Purchasing
Virginia Cooper .....	Payroll Officer
Peter Crompton .....	Manager, Facilities
Ron Hastings, B.B.A. (SFU), CGA .....	Manager, Financial Services
Michael Hill, B.Sc. (U.Vic), M.A. (U. Man.) .....	President
Bev Kealty .....	Registrar
Brian Loptson, B.Sc. (UBC) .....	Director, Education & Student Services
Sheila McDonald, B. Journalism (Carleton U.) .....	Manager, Human Resources
Cynthia Preyser .....	Accounting Analyst
Patrick Rife, B. Comm (UBC), C.A. ....	Vice President, Administration/Bursar
Barbara Sheridan .....	Executive Assistant to the President
Elizabeth Snyder, B. Phys. Ed. (U.N.B.), B.S.W. (U.Vic) .....	Special Education Coordinator
Larisa Tarwick, M.A. (Pacific Oakes) .....	Manager, Programme Support

## CENTRAL REGION - Terrace & Nass Valley

### Terrace Centre

#### Administration

Doug Baker, B.Sc.A, M.Ed. (UBC) .....	Director, Central Region
Lynn Bennett .....	Admissions Officer, Access Services
Jim Stone, B. Math (U. of Waterloo) .....	Assistant Director, Terrace
Tony Reddy, Escoffier, Royal Hibernian, Dublin. C.C.C. ....	Manager, Campus Services
Ella Goodlad .....	Co-ordinator, Access Services
Ian Hamilton, B.A. (Trent), Prof. Teach. Cert. (SFU) .....	Educational Advisor
Mary McNeice .....	Pre-School Supervisor
Lynn Perrin .....	Co-ordinator, Support Services

#### Developmental Education

Larry Bolingbroke, B.A. (UBC) .....	Adult Basic Education Coordinator/Inst.
Pat Carson, B.Sc. (SFU), Prof. Teach. Cert. ....	Adult Basic Education Instructor
Debbie Holkestad, Assoc. in Arts Diploma, PID (VCC) .....	Adult Special Education Co-ordinator
Nirmal Parmar, B.Ed., M.A. (Punjab U.), Prof. Teach. Cert. ....	Adult Basic Education Instructor
Jack Perry, B.Ed. (U. of S.) .....	Adult Basic Education Instructor
Nancy Ross, B.Sc. (AGR), Prof. Teach. Cert. (U. of Guelph) .....	Adult Basic Education Instructor
Ada Sarsiat, B.Ed. (U.Vic), Prof. Teach. Cert. ....	Adult Basic Education Instructor
Elaine Walker, B.A. (Concordia), PID (VCC) .....	Adult Basic Education Instructor



### Business, Management & Hospitality

David Himmelman, BBA (St. F.X.), MBA (Montana) .....	Co-ordinator, Business & Management
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
Ann-Marie Merkel, Dip. Bus. Admin. (NWCC) .....	Office Careers Instructor
Cathay Sousa, C.G.A. ....	Business Administration Instructor

### Extension Services

Fred Adair, Associate Arts Degree (NWCC), PID (VCC), WCB & Red Cross Certified First Aid .....	First Aid Instructor
Peter Haigh, Inter Provincial "A" Welding Certification, PID (VCC) .....	Co-ordinator
Brenda McCarron, PID (VCC) .....	Administrative Assistant

### Health, Social & Community Services

Cheryl Brown, B.Sc.N. (U. of Man.) .....	Nursing Instructor
Doug Foster, B.A. (York U.), M.S.W. (UBC) .....	Social Service Worker Instructor
Johanne Fort, R.N., B.Sc.N. (U.Vic), M.S. (U. of Portland) .....	Nursing Coordinator
Rosemarie Goodwin, B.Ed. (U. of A.), M.A. (Pacific Oaks) .....	Early Childhood Education Instructor
Nancy Hogue, B.Sc. (Notre Dame), M.A. (U.Vic) .....	Early Childhood Education Instructor
Kathy MacDonald, R.N., B.Sc.N. (U.Vic) .....	Nursing Instructor
Jake Muller, B.A. (U. of Guelph), M.A. (Dalhousie) .....	Social Service Worker Coord/Inst.
Ellen Roberts, R.N., B.Sc.N. (U.Vic), M.Sc.N. (UBC) .....	Nursing Instructor
Shelley Taylor, B.Sc.N. (McMaster) .....	Nursing Instructor
Joan Turecki, Fine Arts Diploma (Vancouver School of Art) .....	Early Childhood Education Coord./Inst.

### Industry, Trades & Technology

Jim Bathgate, Bach. of Voc./Tech Ed. (U. of Regina), Inter Provincial H.D. Mech. & Ind. Mech. (Millwright) .....	Coordinator/Instructor
Dick Coxford, Inter Provincial Carpentry .....	Carpentry Instructor
Nick Garcia, B.A. (Econ.), Diploma (Hon.) Cooking (Nait), Cert. Baking & Pastry Arts (C.I.A.), Journeyman Cook, Journey Baker .....	Cook Training Instructor
Bud Hallock, H.D. T.Q., Millwright, T.Q. 4th Class Marine Engineer .....	TRAC Instructor
Ivar Hernes, T.Q. Carpentry .....	Carpentry Instructor
Emile Marchand, "A" Welding Certificate .....	Welding Instructor
Del Torgalson, Millwright Inter Provincial, "A" Welding Certificate .....	Millwright Instructor

### University Credit

Peter Anderson, B.Sc. (SFU), M.Sc. (SFU) .....	Math/Computer Science/Physics Instructor
Leanne Boschman-Epp, B.A., M.A. (Univ. of Sask.) .....	English Instructor
Glenn Grieve, B.Sc. (SFU), M.A. (UCLA), Prof. Teach. Cert. (SFU) .....	Biology Instructor
Norma Kerby, B.Sc. (Hon.) (UBC), Ph.D. (Carleton U.) .....	Acad. Head/Biology/Geography Instructor
Andre Klingner, B.A. (Sir George William U.), M.A. (Hollins College), R. Psych (B.C.) .....	Psychology Instructor
John Krisinger, B.Sc., M.Sc. (Bonn), Ph.D. (Bonn) .....	Chemistry/Biology
Shannon Mark, B.Ed. (UBC), M.Ed. (UBC), PBD Arch (SFU) .....	Anthropology/Sociology Instructor
Dan McCarthy, B.Sc. (U. of Alberta), M.Sc.(U. of West. Ont.), Ph.D (U. of Sask) .....	Geography Instructor
Sid Nair, Dip. Chemical Engr. Tech. B. Engr. (Lakehead U.), M.Sc. (Chemical Engr.) (Queen's U.), P. Eng. (Australia) .....	Chemistry/Computer Science Instructor
Jo Patterson, B.A. (Agnes Scott College), M.A. (U.N.C.-Chapel Hill), Ph.D. (Harvard) .....	English/French Instructor
Eric Turner, B.Sc. (Hon.) (U. Waterloo), Ph.D. (UBC) .....	Math/Physics Instructor

### Nass Valley Centre

Ray Guno, B.A., Psy P.D.P. (SFU) .....	Adult Basic Education Instructor
Ring Huggins, B.Sc. (U. of Texas) .....	Adult Basic Education Instructor
Lois Miller, B.Sc. (UBC), Prof. Teach. Cert. ....	Adult Basic Education Instructor

### EASTERN REGION - Smithers, Hazelton, Houston & Stewart

#### Smithers Centre

##### Administration

Ivan Thompson, B.A. (McMaster), B.Ed. (Queens U.), M.Ed. (U.Vic) Prof. Teach. Cert. ....	Director, Eastern Region
Ross Hoffman, B.A. (Trent), B.Ed. (U. of T.), M.Ed. (U. of Vic.), Prof. Teach. Cert. ....	Coordinator, Extension Services
Sheila Peters, B. Journalism (Carleton U.) .....	Educational Advisor

##### Program Staff

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

#### Hazelton Centre

##### Administration

Kate Greenall .....	Assistant Director, Hazelton
Marion Dundas Oke BA (U. of T.), B.Ed. (Queens) .....	Educational Advisor/ Student Success Coordinator
Pat Egan BSW (UBC), Dip. For. (BCIT) .....	Community Liaison Officer
Debby Jackson .....	Administrative Officer

##### Program Staff

Bev Clifton, B.A. (S.F.U.) .....	ARW Coordinator/Inst.
Mathis Duerst, Forest Tech. Diploma (NWCC) .....	Forest Tech. Coordinator/Instructor
Ted Eberle, BSW (UBC), MPA (U. of Vic.) .....	ARW Instructor
Patrick Hayes, Prof. Teach. Cert. ....	Adult Basic Education Instructor
Allen Johnson, B.Sc., M.Sc. (U. of A.) .....	Forest Technology Instructor
Harold Reedy, Forest Tech. Dip. (CNC) .....	Forest Technology Instructor
Belinda Steinbeisser, Forest Tech. Dip. (NWCC) .....	Forest Technical Assistant



## Houston Centre

### Administration

Brenda Andersson ..... Assistant Director, Houston  
Terri Stewart ..... Educational Advisor  
Tanya Widmark ..... Administrative Officer

### Program Staff

Hilda Capak, B.Ed. .... Office Careers Instructor  
Sandra Lavallie ..... Adult Basic Education Instructor

## Stewart Centre

Leanne King, B.Ed. (U. of A.) ..... Community Education Administrator

## SOUTHERN REGION - Kitimat

### Kitimat Centre

#### Administration

Clive Hall ..... Director, Southern Region  
Laurie Kent, B.A. (U. of A.) ..... Educational Advisor  
Carol Larsen ..... Administrative Officer  
Linda Ivii ..... Administrative Assistant  
Nancy Gray ..... Administrative Clerk

#### Applied Technology

Terry Stephan, B.Sc. (SFU), Prof. Teach. Cert. .... Adult Basic Education Instructor  
Tom Walker, B.Sc., C. Eng. .... Applied Technology Co-ordinator

#### Business

Ronald J. Correll, B. Comm, LLB, M.Ec. .... Business Administration Instructor  
Debbie Diehl ..... Office Careers Instructor  
Debbie Taylor ..... Office Careers Instructor  
Chris Olesen, CMA ..... Business Administration Instructor

#### Developmental Education

Roberta Bowen ..... English as a Second Language Instructor  
Cheryl Carlson-Holland ..... Adult Basic Education Instructor  
Kay Hall ..... Adult Basic Education Instructor  
Maria Raposo ..... English as a Second Language Instructor  
Stella Webster, B.Sc. (UWO) ..... Adult Basic Education Instructor  
Christine Wozney, B.A. (UBC) ..... Adult Basic Education Coordinator/Inst.

## WESTERN REGION - Prince Rupert & Queen Charlotte Islands

### Prince Rupert Centre

#### Administration

Pat Kucey, B.Ed., B.A., M.Ed. .... Director, Western Region  
Emilia McConville ..... Administrative Assistant  
Debbie Stava ..... Administrative Officer/Extension Services

#### Student/Community Services

Kathy Bedard ..... Community Liaison  
Gloria Ubdegrove ..... Admissions  
Vena Hachkevich ..... Educational Advisor

#### Learning Resources

Lawrie McArthur, B.A. (U.Vic.), M.L.A.I.S. (UBC) ..... Campus Librarian  
Tim McDonald, B.A. (Acadia), Library Technology Diploma (S.A.I.T.) ..... Library Technician

#### Adult Basic Education

Charles Armstrong, B.Sc., (UBC) ..... Mathematics Instructor  
Lianne Gagnon, B.A. (U. of Guelph) ..... English/Adult Special Education Instructor  
Marie Grinstrand, B.GS (SFU) ..... English Instructor  
Sandra Kuhar ..... Adult Special Education Instructor  
Anna Munger, B.Ed. (UBC) ..... English Instructor  
Ken Shaw, B.A.Sc., B.Ed., M.Sc., (UBC) ..... Mathematics Instructor  
John Wood, B.A. (Trent U.), B.Ed. (Queen's U.) ..... Mathematics Instructor

#### Business Administration

George Broderick, B.Sc., M.B.A. .... Business Administration Instructor  
Chris Kellman, B.Sc. (UBC), M.B.A. (UBC), Prof. Teach. Cert. (on leave) ..... Business Administration Instructor  
John Shepard, B.Sc., M.B.A., (UBC) ..... Business Administration Instructor

#### Marine/Nautical

Andrew Batko, Captain ..... Nautical/Marine Instructor

#### Welding

Wade Johnson ..... Welding Instructor



**University Credit**

Hondo Arendt, B.A., B.Ed., M.A., (UBC)	History/Geography Instructor
Rocque Berthiaume, B.A., M.A. (Carleton)	Anthr/Hist/PoliSci Instructor
David Heinimann, B.A., (Western), M.A. (McGill), Ph.D., (Montreal)	English
John Hiom, B.Sc. (Hons.) (Trent, UK) M.Sc. (UBC)	Chemistry/Computer Science Instructor
Mona Izumi, B.Sc. (UBC)	Mathematics Instructor
Tirso Morales, B.A. (Valpariso), M.Sc. (U. of Wis.)	Psychology Instructor
Barbara Shaw, B.Sc., Ph.D., (UBC)	Biology/Geography Instructor
David Sweetnam, B.A., B.Sc., (Notre Dame)	Physics/Mathematics Instructor
Yvonne Werkman, B.A., (Calgary), M.A., (McMaster U.)	Sociology/Psychology Instructor

**Queen Charlotte Islands Centre**

Leslie Weaver	Community Education Administrator
---------------	-----------------------------------

---

# INDEX

---

*\* Index*



# INDEX

## A

Absenteeism 14  
Accounting Specialty 63  
Admission and Registration 11  
Adult Basic Education 25  
Adult Basic Education Fundamental Level 26  
Adult Basic Education Intermediate Level 26  
Adult Basic Education Advanced Level 26, 27  
Adult Basic Education Provincial 26, 28  
Adult Special Education 29  
Advising 18  
Anthropology 82  
Appeals 16  
Application Fee 12  
Application Procedure 11  
Applied Technology 30  
Assignments and Essays 14  
Associate Arts Degree (General) 73  
Associate Arts Degree (Humanities Major) 74  
Associate Arts Degree (Social Science Major) 74  
Associate Arts Degree (English Major) 74  
Associate Arts Degree (History Major) 74  
Associate Arts Degree (Psychology Major) 74  
Associate Arts Degree (Sociology/Anthropology Major) 75  
Associate Science Degree (General) 75  
Associate Science Degree (Biology Major) 75  
Associate Science Degree (Environmental Science Major) 75  
Associate Science Degree (Physical, Geography Major) 75  
Associate Degrees 17, 73  
Attendance 13  
Automotive Mechanics Specialty  
-See Industry/Trades/Technology Training 51  
Awards 112  
Awards Administered Outside NWCC 114

## B

Basic Literacy/Functional Literacy 29  
Basic Programmes (ECE) 40, 41  
Biology 83  
Bookstore Services 18  
British Columbia Institute of Technology 120  
Bursaries 110  
Business Administration 32  
Business Administration Transfer Guide 38

## C

Calculating Grade Points 16  
Canada Employment Centre 109  
Career Resources 18

# INDEX

Carpentry Specialty  
-See Industry/Trades/Technology Training 52  
Certificates 17  
Change of Address 17  
Change of Name 17  
Chemistry 84  
Childsafe 48  
Clerk-Bookkeeper 59  
Clerk-Typist 59  
Commercial Transport Repair Specialty  
-See Industry/Trades/Technology Training 51  
Community Resource Worker 39  
College Board 7  
College Preparation 26  
Command Endorsement Certificate 55  
Computer Science 85  
Confidentiality of Student Records 17  
Cook Training-See Professional Cook Training 66  
Cooking Up-grading 74  
Cooperative Education 18, 33, 48  
Counselling (Personal) 19

## D

Dates to Remember 8  
Daycare 19  
Degree Programmes (University Credit) 78  
- Associate Arts Degree (General) 73  
- Associate Arts Degree (Humanities Major) 74  
- Associate Arts Degree (Social Science Major) 74  
- Associate Arts Degree (English Major) 74  
- Associate Arts Degree (History Major) 74  
- Associate Arts Degree (Psychology Major) 74  
- Associate Arts Degree (Sociology/Anthropology Major) 75  
- Associate Science Degree (General) 75  
- Associate Science Degree (Biology Major) 75  
- Associate Science Degree (Environmental Science Major) 75  
- Associate Science Degree (Physical, Geography Major) 75  
Department of Indian Affairs 110  
Deposits 12  
Diploma 17  
Diploma in Adult Education 106  
Diploma in Business Administration 32

## E

Early Childhood Education 40  
Economics 86  
Educational Advising 18  
Employment Skills Training 29



English 86  
English as a Second Language 46  
Examinations 14

## F

Fees and Refunds 12  
Financial Aid 19  
Financial Aid Sources 109  
First Aid 47  
First Aid for Teachers 48  
First Nations 105  
Fishing Master II Certificate 55  
Fishing Master III Certificate 56  
Fishing Master IV Certificate 59  
Food Service Worker Pilot Project 29  
Food Services 19  
Forest Technology 48  
Freedom of Information and Protection of Privacy 17  
French 87

## G

General Basic Cooking 66  
General Conduct and Safety 13  
General Education Development Preparation 26  
General Education Development Tests (GED) 19  
Geography 87  
Geology 88  
Grade Appeal 16  
Grading Policies and Procedures 14  
Grading Scale 15

## H

Heavy Duty Mechanical Specialty  
-See Industry/Trades/Technology Training 51  
History 88  
Housing 19

## I

Incomplete Grades 15  
Index of Career Paths 81  
Industry/Trades/Technology Training 50  
Industrial Mechanic Specialty  
-See Industry/Trades/Technology Training 52  
Intellectual Honesty 13  
International Students 12  
Introduction to Trades/Technology  
-See Industry/Trades/Technology Training 50, 51

## J

Joinery Specialty  
-See Industry/Trades/Technology Training 52

## L

Late Registration 12  
Library/Learning Resource Centre 19  
Literacy 54

## M

Marine/Nautical Studies 55  
Math 89  
Message from the President 5  
Methods of Evaluation 14  
Millwright - See Industrial Mechanic 52  
Ministry of Social Services 109  
Mission Statement and Operating Principles 7

## N

Natural Resources Programme 58  
Nautical Studies-See Marine/Nautical Studies) 55  
- Correspondence Courses 56  
Nursing 58  
Northwest Community College Awards 110

## O

Oceanography 90  
Official Transcript 12, 18  
Office Careers 58  
-Distance Education Courses 59  
Office Technology 62  
Open Learning Agency 105  
Other Appeals 16  
Other Opportunities 103  
Outstanding Charges 18

## P

Personal Medical Insurance 20  
Personnel (Staff) 125  
Philosophy 90  
Physics 91  
Political Science 91  
Post Basic Programmes (ECE) 40, 41  
Preschool Aide Training Programme (P.A.T.) 29, 45  
Professional Cooking Trades Qualification 67  
Professional Cooking (Basic) 66  
Professional Cooking (Upgrading) 74  
Professional Cook Training 66  
Professional Driver 54  
Programme Packages (University Credit) 76

Provincial Assistance 113  
Provincial Instructor Diploma 106  
Provincial Welder Training 52  
Psychology 91

## R

Recreational Activities 20  
Refund Policy 13  
Registration 11  
Reinstatement 12  
Renewal Training (First Aid) 47  
Resident Care-Home Support Worker 67

## S

Scholarships 110  
Services Available to Students 18  
Services for Students with Disabilities 20  
Simon Fraser University 121  
Smoking Policy 21  
Social Service Worker 68  
Sociology 92  
Sponsorship Programmes 109  
Statement of Grades 18  
Student Advisors-See Educational Advisors 18  
Student Appeal 16  
Student Conduct Policy 13  
Student Fees 12  
Student Records 17  
Suspension Appeal 16

## T

Table of Contents 3  
Trades Specialty 51  
Transcripts of Permanent Record  
- See Official Transcript 12  
Transfer Credit Guide (Business Administration) 38  
Transfer Credit to Universities 94  
Transportation Endorsement (First Aid) 47  
Tuition 12

## U

Uniform/Coverall Cleaning 12  
University Credit 72  
University of British Columbia 121  
University of Northern British Columbia 106  
University of Victoria 122  
University Transfer Credit 94  
Unofficial Withdrawal 14

## V

Vital Link Cardiopulmonary Resuscitation (CPR) 47  
Vital Link Standard First Aid 47  
Vocational Rehabilitation Services 109

## W

Watchkeeping Mate 55  
Welding  
-See Industry/Trades/Technology Training 52  
Welding Upgrading 53  
Welder Fitter 53  
Wilderness Guiding Skills 93  
Withdrawal 15  
Women Access 54  
Women in Trades Training  
-See Industry/Trades/Technology Training 54  
Word Processing 59  
Word Processing Specialty 63  
Workers' Compensation Board Coverage 21  
Workers' Compensation Board of B.C. Courses 47

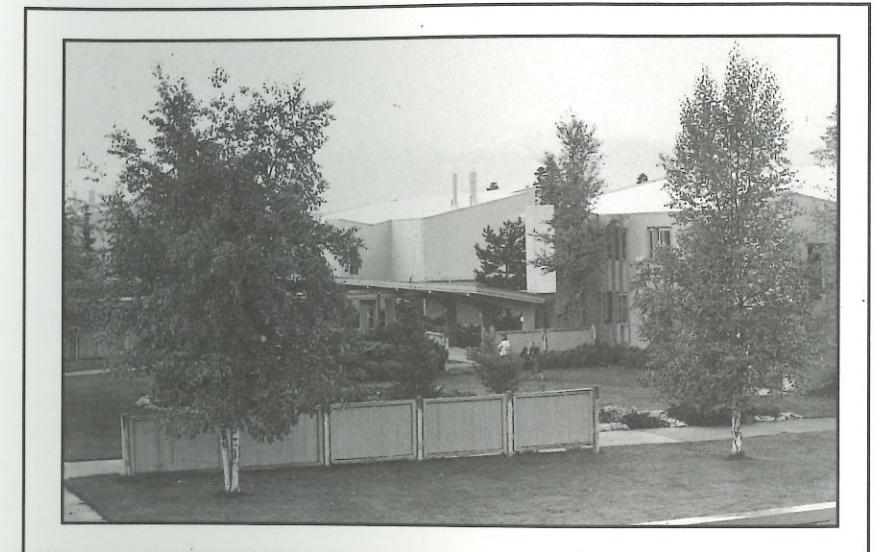




# On-Campus Housing

## TERRACE CENTRE

- \* Single or Double units
- \* Suites
- \* Lounge Areas
- \* Cable Television
- \* Coin Operated Laundry
- \* 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.*





**CENTRAL REGION  
TERRACE**

5331 McConnell Ave.  
Terrace, B.C. V8G 4X2  
Phone: (604) 635-6511  
FAX: (604) 638-5432

**Nass Valley**

c/o Wilp Wilxo'oskwhl Nisga'a  
St. Peters Hall, P.O. Box 219  
New Aiyansh, B.C. V0J 1A0  
Phone: (604) 633-2292/2293  
FAX: (604) 633-2463

**EASTERN REGION  
SMITHERS**

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

**Hazelton**

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

**Houston**

3221 - 14th Street, West  
P.O. Box 1277  
Houston, B.C. V0J 1Z0  
Phone: (604) 845-7266  
FAX: (604) 845-3521

**Stewart**

9th Avenue  
P.O. Box 919  
Stewart, B.C. V0T 1W0  
Phone: (604) 636-9184  
FAX: (604) 636-2770

**SOUTHERN REGION  
KITIMAT**

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

**WESTERN REGION  
PRINCE RUPERT**

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

**Queen Charlotte Islands**

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

**MAIL  POSTE**

Canada Post Corporation / Societe canadienne des postes

Postage paid      Port payé

**BULK  
055415499  
TERRACE, BC**

**DELIVER TO:**

**PLEASE DELIVER TO CURRENT RESIDENT.**