

Northwest
*Community
College*

96
↙ 97

*Calendar
of Programs*

Educational and Statistical Information

<p>INDICATE YOUR MAIN ACTIVITY DURING THE PAST YEAR.</p> <p>1. <input type="checkbox"/> Attending high school</p> <p>2. <input type="checkbox"/> Attending college or institute</p> <p>3. <input type="checkbox"/> Attending university</p> <p>4. <input type="checkbox"/> Other education not listed above</p> <p>5. <input type="checkbox"/> In labour force, or looking for work</p> <p>6. <input type="checkbox"/> None of the above</p>	<p>CHECK THE LAST GRADE YOU FINISHED OR ARE PRESENTLY COMPLETING.</p> <p><input type="checkbox"/> Less than 10 Adult Basic Education:</p> <p><input type="checkbox"/> Grade 10 <input type="checkbox"/> Fundamental</p> <p><input type="checkbox"/> Grade 11 <input type="checkbox"/> Developmental</p> <p><input type="checkbox"/> Grade 12 <input type="checkbox"/> Advanced</p> <p><input type="checkbox"/> GED <input type="checkbox"/> Provincial</p>
<p>WHERE WERE YOU LIVING MOST OF THE TIME?</p> <p>1. <input type="checkbox"/> In B.C.</p> <p>2. <input type="checkbox"/> In another Province</p> <p>3. <input type="checkbox"/> In another Country</p>	<p>LOCATION OF LAST INSTITUTION ATTENDED. (High School or Post-Secondary)</p> <p>1. <input type="checkbox"/> British Columbia</p> <p>2. <input type="checkbox"/> Another Province</p> <p>3. <input type="checkbox"/> Another Country</p>
<p>LAST HIGH SCHOOL ATTENDED.</p> <p>CITY and PROVINCE.</p> <p>_____</p> <p>_____</p> <p>LAST DATE ATTENDED HIGH SCHOOL _____Year _____Month</p>	<p>TYPE OF INSTITUTION LAST ATTENDED.</p> <p>1. <input type="checkbox"/> Secondary School</p> <p>2. <input type="checkbox"/> University</p> <p>3. <input type="checkbox"/> College/Technical School</p>
<p>DID YOU GRADUATE FROM HIGH SCHOOL? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	

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

GENERAL INFORMATION

Contact your local college centre for information about Services for Students with Disabilities, Housing, or Child Care.

DECLARATION

- The information contained in this application is, to the best of my knowledge, complete and correct.
- 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.
- 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: _____

HAZELTON
1525 Omineca Street
P.O. Box 338,
Hazelton, B.C. V0J 1Y0
Phone: (604) 842-5291
FAX: (604) 842-5813

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

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

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

STEWART
9th Avenue
P.O. Box 919
Stewart, B.C. V0T 1W0
Phone: (604) 636-9184
FAX: (604) 636-2770

HOUSTON
3221 - 14th Street, West
P.O. Box 1277
Houston, B.C. V0J 1Z0
Phone: (604) 845-7266
FAX: (604) 845-3521

MASSET
P.O. Box 289
Masset, B.C.
V0T 1M0
Phone: (604) 626-3627
FAX: (604) 626-3699

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

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

TERRACE
5331 McConnell Ave.
Terrace, B.C. V8G 4X2
Phone: (604) 635-6511
FAX: (604) 638-5432

Welcome to
Your Community College

1996 - 1997



**NORTHWEST
COMMUNITY
COLLEGE**

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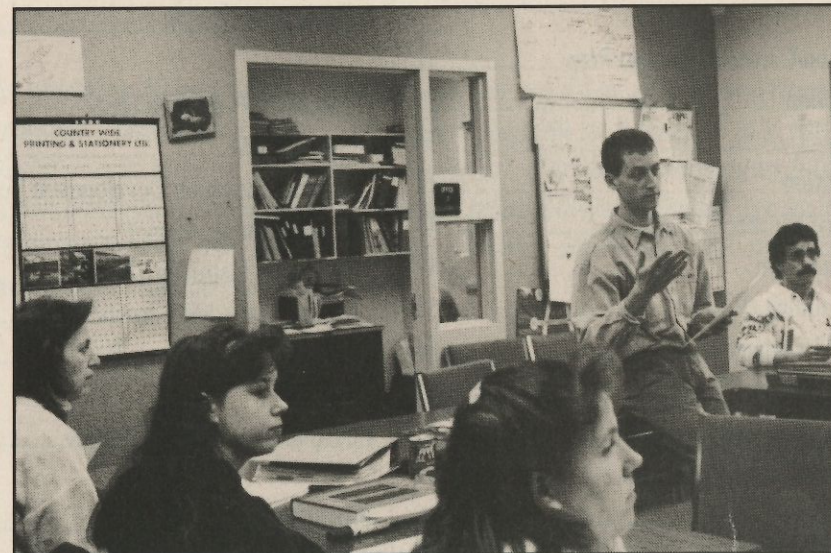
About this Calendar

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 programs 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 programs at Northwest Community College. It is not possible in a book of this size to introduce each course or program in great detail. Persons wishing more 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.



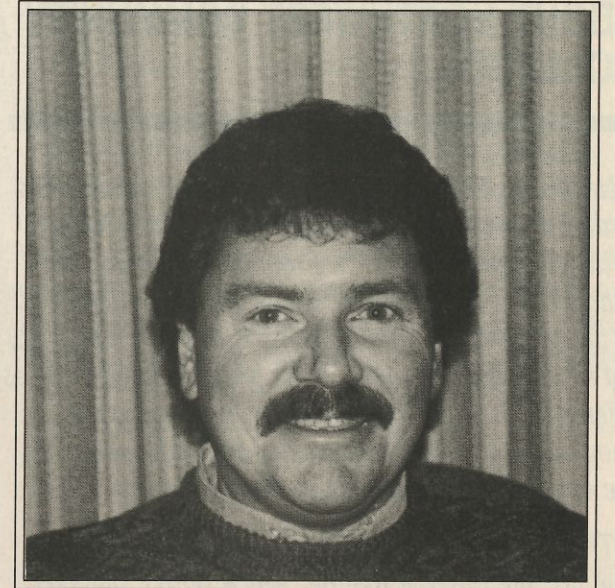
Community Resource Worker Program - Smithers Campus



Natural Resources Program - Houston Campus

- Photos, Sonja Chambers, Prince Rupert Campus

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.

Our College has undergone significant change in a myriad of ways in the past few years. To ensure that our student's experience is a successful one, we have restructured many of our programs and services and expanded our offerings in a variety of new areas. A greater number of our courses are integrated across programs and allow our students to earn credit toward a variety of credentials. It is easier than ever for students to enter a program of study -- exit to the world of work -- and return for further study and upgrading of credentials as their life circumstances change and the need for further education and training arises.

Our programs and services are here to help you realize your personal and career goals. We have a talented community of individuals working at the College who are prepared to work with you to ensure that the College 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.

Michael Hill, President

ABOUT 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 beginning, the gradual establishment of College centres in almost all of the communities in the Pacific Northwest region has led to remarkable growth in the programs and services offered by the College. A large percentage of the people who live within the region take advantage of the opportunities available at these centres.

*The College is comprised of four geographical regions: the **Eastern Region**, which serves Smithers, Telkwa, the Hazeltons, Houston and Stewart; the **Southern Region**, serving the communities of Kitimat, Kemano and Kitamaat; 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 the Queen Charlotte Islands/Haida Gwaii. The entire region is 80,450 square kilometres, with a combined population of approximately 80,000.*

EASTERN REGION

Houston

The Houston Centre began its operations approximately eighteen years ago. At that time Adult Basic Education, some part-time University Credit courses and continuing education courses were offered. Today Adult Basic Education, Transitions (prerequisite training), Career Development and the Natural Resources program are regular offerings, along with a wide variety of continuing education courses that meet on-demand needs of the community.

In December of 1995 the move from leased space to a brand new building prompted a new partnership with other community educational providers — Houston Link to Learning, Morice Community Skills Centre and School District 54's Storefront School. A result of these providers sharing space in the College building is the enhanced ability to access new technologies in the form of networked computer labs, audio

and video-conferencing and connections to the Internet, as well as just one stop for those pursuing educational opportunities.

Smithers

The College Centre in Smithers, serving Smithers, Telkwa and surrounding communities, is situated in an easily accessible downtown location. Regular programming includes the specialized Wilderness Guide Skills Program which draws learners from across the nation. Other programs and courses available are Adult Basic Education, University Credit, Community Support Worker and Office Technology. Many other part-time offerings are based on local needs.

The community of Smithers with a population of approximately 5000 is situated in the Bulkley Valley, a perfect location for outdoor enthusiasts. Residents enjoy hiking, fishing, kayaking and cross-country skiing. A nationally renowned downhill ski facility is located close to the Smithers town centre on Hudson Bay Mountain.

Stewart

Northwest Community College in Stewart has been serving Stewart and surrounding communities as well as Hyder, Alaska since 1989. The communities of Stewart and Hyder are situated at the head of Portland Canal on Canada's most northerly ice-free port. The area provides residents and visitors with many outdoor recreational opportunities and the ability to observe wildlife such as bears, eagles and salmon in their natural setting. Tourists and locals alike enjoy visits to century-old gold mines and the town of Hyder, known as Alaska's Friendliest Ghost Town.

The College provides a vital link to educational opportunities for local residents and offers Adult Basic Education on a part-time basis. The College Centre is easily accessed by its location within the Stewart Secondary School. Learners have greater access to computer and telecommunications technology and learning resources through this high school/college partnership. Continuing education and community interest courses are offered based on identified local needs.

The Hazeltons

Northwest Community College has been a part of the Hazeltons from the mid 1970's. Eight communities from Highway 37 through to Highway 16 as well the three Hazeltons, the Kispiox Valley and Two-Mile are served by the

Centre in Old Hazelton. Rapid growth has seen programming increase from the first offerings of Adult Basic Education and community interest courses to the establishment of fully accredited programs. Responding to the needs of the local communities, additional educational opportunities are available on a demand basis.

With cooperation from communities and community groups, various partnerships have been established over the years which include: assisting tribal councils in implementing Adult Basic Education programs on all reserve communities; innovative programming in the health care and natural resources fields in cooperation with the Gitkxan Wet'suwet'en Tribal Council; assisting the University of British Columbia in delivering the Native Indian Teacher Education Program. The College in Hazelton has been a leader in promoting and including cultural components in its program offerings.



SOUTHERN REGION

Kitimat

The 11,500 residents of Kitimat ("People of the Snow") live at the head of scenic Douglas Channel on the north coast. Local amenities and temperate climate make it an indoor and outdoor sports and recreation haven. Serving the communities of Kitimat, Kitamaat Village and Kemano since 1976, the campus is centrally located in downtown Kitimat and provides access to the latest educational technology with three computer labs, a multimedia editing suite and an electronics laboratory. Affordable housing, ample parking and full transit services make opportunities at this campus easily accessible.

Program offerings include Adult Basic Education, Business Administration, Office Technology, and English Language Training. Also offered is the Applied Technology in Industry Program — unique because of the partnership with local industries in providing on-site training. Other training and continuing education courses are offered according to local need. Courses are delivered by qualified, experienced staff as well as specialists from local government, business and industry.



CENTRAL REGION

Terrace

Northwest Community College in Terrace is located on thirty acres of beautifully landscaped grounds approximately five kilometres from downtown Terrace. The campus features student housing, a day care and a full service cafeteria. The community of Terrace is the geographic centre for the region's natural transportation corridors and acts as a regional centre for many services. The convenience of two major shopping malls, easy travel to a major downhill skiing facility on Shames Mountain, plenty of indoor and outdoor recreation, and many forms of cultural activities combine to make an excellent lifestyle for area residents.

The College Centre offers a full scope of programs that includes a two year University Credit program, Adult Basic Education, Early Childhood Education, Social Service Worker, Trades and Technology, Office Technology and Business Administration. A focus on providing skills for the workplace has prompted the development of innovative new programs such as the Natural Resources Program. Learners have the opportunity to achieve two year associate degrees and many programs are articulated with major universities. Support for learners comes in various forms, from on-site day care to peer tutoring services. A qualified, professional and helpful staff, smaller class sizes and student success services ensure a positive experience for all.

Nass Valley

The Nass Valley is situated 80 kilometres north of Terrace in the midst of a spectacular wilderness that includes the historic Tseax Lava Beds, Canada's youngest volcanic area.

Northwest Community College, through a special partnership with Wilp Wilxo'oskwhl Nisga'a (Nisga'a House of Learning) provides opportunities for post-secondary education to the citizens within the Nass Valley region. The College/Wilp Wilxo'oskwhl Nisga'a is centrally located in the community of New Aiyansh.

Various programs are offered throughout the communities in the Valley, including Adult Basic Education in New Aiyansh, Kincolith and Lax Galts'ap (Greenville). The Nisga'a language and culture is immersed into the curriculum of programs offered in the area.



WESTERN REGION

Prince Rupert

Northwest Community College in Prince Rupert is one of the fastest growing centres in the College region, with enrollments in full-time programs up almost 10% over the last five years. Located on an inner harbour on the north coast, mild marine air keeps the temperatures moderate throughout the year. Established early in the province's history as a major port, the architecture and city layout is reminiscent of the city of San Francisco.

Full-time programming in Prince Rupert includes University Credit, Welding, Business Administration, Adult Basic Education and English as a Second Language Training. A program unique to the College is located at the Centre. The Marine program provides theoretical training for mariners — chartwork and pilotage, ships' management and navigation safety are a few of the specialized courses offered within the program. Many partnerships have been established with other educational providers, First Nations organizations, the Northwest Maritime Institute, and business and industry so that the development and offering of programs specifically meet the diverse needs of the community.

Additional programs in natural resources and wilderness guiding are planned for the future throughout the Western Region.

Haida Gwaii

(Queen Charlotte Islands)

Steeped in First Nation's cultural history and pristine beauty, Haida Gwaii is located across the Hecate Strait from Prince Rupert. Residents enjoy miles of sandy beaches and peaceful ocean views. The College has centres in two communities on the islands — Queen Charlotte City and Masset. Both College Centres are situated in the downtown core of the two communities. Distances to other communities on the islands are relatively short and make College programs easily accessible to all.

Course offerings include Adult Basic Education and continuing education/community interest courses.



A student-centred focus, smaller class sizes, quality instruction and program development/implementation in response to advice from the communities served combine to ensure a relevant and successful College experience.

The College's Mission Statement reflects the commonly held value that programs and services are there for the benefit of the communities served, and that all citizens can access the opportunities where they live and work.

1996-97 COLLEGE BOARD

Kathleen Bedard - Prince Rupert
Kathy Bedard - NWCC Staff
Ray Brady - Kitimat
Margaret Brown - NWCC Staff
Al Campbell - Telkwa
Dennis Carlson - Prince Rupert
Darlene Cornell - Stewart
Bill Goodacre - Smithers

Jean Juhas - Queen Charlotte Islands
Carol Kennedy - NWCC Student
Rev. Ian MacKenzie - Terrace
Val Napoleon - Hazelton
Jack Perry - NWCC Staff
Lorene Plante - 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 program delivery. This has implications for scheduling, self-paced learning, distance learning, and well articulated programs, 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 programs and services supported by public funds meet clear and valid objectives and are cost effective. College operations will always be open to public scrutiny.

EDUCATION COUNCIL

The provincial government's Bill 22, the College and Institute Amendment Act, requires a common model for the structure of all colleges' governance bodies, such as the College Board of Governors and the Education Council. The College Board is the legal entity which makes the final decision on College financial and educational matters. The Education Council is the main policy-recommending body for College-wide education issues such as grading, admission standards and curriculum.

Advisory Role of Education Council

A Board must seek advice from Education Council and the Council must offer advice on matters specified in the Act. Advice given must not conflict with policy or directives established by the powers and duties of the Minister. Council must be given 10 working days for determination and advice to the Board, unless there are "substantial reasons" why 10 days notice cannot be given. If the Board must deal with the matter prior to receipt of advice, the Board must advise Council of its decision on the matter and the reasons why notice was not given.

Powers of Education Council

Council must make bylaws for the conduct of its business. Such bylaws must include conflict of interest guidelines. The Council must seek prior approval of the Minister regarding the bylaws. In addition, the Council has authority to establish sub-committees. The substantial area in which Council holds sole power is the ability to set curriculum content for courses leading to certificates or diplomas.

Joint Approval

Essentially, decisions concerning curriculum evaluation for determining course and program equivalency and course credit within the College and between institutions require joint approval by the Board and the Council before they can be implemented. This determination does not include curriculum evaluation based on instructional methodology. There is 60 days (after a request made to either party from the other) in which to reach joint approval. If there is no agreement after 60 days, either the Council or the Board may refer the matter to the Minister or designate, who will make the decision.

Education Council Membership

(April 1995 - March 1997)

Kathy Bedard, Support Staff

Larry Bolingbroke, Developmental Education

Cheryl Brown, Health

Rhoda Burke, Recording Secretary

Ron Correll, Business Administration

Doug Foster, Careers

Ella Goodlad, Support Staff

Kate Greenall, Administrative Representative

Clive Hall, Administrative Representative

Michael Hill, President

Norma Kerby, University Credit

Terri McAloney, Office Careers & Office Technology

Tirso Morales, University Credit

Patrick Rife, Administrative Representative

Glenn Stromness, Student Representative

Janet Stuart, Student Representative

Larisa Tarwick, Administrative Representative

Del Torgalson, Trades and Cooking

Dave Weaver, Technical

John Wood, Developmental Education

General Information

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



Daycare - Terrace Campus



Learning Resource Centre - Terrace Campus

- Photos, Sonja Chambers, Prince Rupert Campus

Admission and Registration

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

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

International students will be accepted in some programs if space is available. Canadians and landed residents who apply for admission with a reasonable lead time will not be denied access as a result of international student placement.

APPLICATION PROCEDURE

All new students are strongly encouraged to talk with an Educational Advisor before applying to the College. Appointments can be arranged by contacting the nearest centre.

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

1. Complete and return an 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 program section.
2. 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.
3. During the two weeks before the start of a program 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 programs. This fee is waived for students returning within 12 months of their last NWCC enrollment.

DEPOSITS (refundable)

Residence	\$125.00
Book & Tool	\$ 50.00 (some programs)

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 programs 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 programs, 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

Fees quoted for the following programs include:

- Program tuition;
- NWCC Student Association membership and activity fee; and,
- Registration fee.

1. Continuing Education Programs & Courses

The College offers a variety of continuing education programs and courses in communities throughout the region. For information on available training and costs, contact the college centre nearest you.

2. Marine

Fees are charged per course. Contact our Prince Rupert campus for fee information.

3. Semester Based Programs - with maximum

Includes the following programs:

Applied Technology, Business Administration, Community Resource Worker, Early Childhood Education, Natural Resources and Social Service Worker
 \$ 43.24 PER CREDIT
 Semester maximum..... \$ 648.60

4. Semester Based Programs - no maximum

University Credit..... \$ 43.24 PER CREDIT

5. Vocational Programs - Full-time*

Includes the following programs:

Adult Basic Education, Adult Special Education, Automotive, Carpentry, Commercial Transport, Heavy Duty, Industrial Mechanic, Office Administration, Professional Cook Training and Welding
 \$ 6.55 PER DAY

6. Vocational Programs - Part-time*

Students enrolled in vocational programs 12.5 hours per week or less \$ 3.40 PER DAY

* NOTE:

Although fees for vocational programs are calculated per day, fees are collected on a semester basis.

7. 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.

REFUNDS

Continuing Education Programs & Courses

1. Full refunds will be made only if a course is cancelled by the College or if a student withdraws from a course for medical or bereavement reasons before the course starts.
2. Withdrawal before second class - 100% of fees, less a \$10.00 administration charge.
3. Withdrawal after second class - NO REFUND.
4. Special registration and refund policies apply to courses labelled as "designated". NO REFUNDS are made after the pre-registration date unless the space can be sold to another student. The withdrawing student will then be refunded 100% of the fee, less a \$10.00 administration charge. Before the pre-registration date, the regular refund conditions apply.

Marine Studies

On registration, students in Marine programs are required to pay fees by the course. In the event that a student withdraws, the fees will be prorated on a daily basis to determine the refund. There is no refund for Marine self-study courses.

Semester Based Programs

1. Withdraw before the end of the 1st week - 80% of tuition and student fees.
2. Withdrawal during the 2nd, 3rd, or 4th week - 50% of tuition and student fees.
3. Withdrawal after the 4th week - NO REFUND.

Vocational Programs - Full & Part-time

On registration, students in vocational programs are required to pay tuition, calculated on a daily basis, to the end of the semester in which they are registered. A full refund of tuition and student fees paid beyond the date of completion or withdrawal will be made.

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

The College, in cooperation with a number of agencies, provides students with the opportunity to complete practicum placements for a number of career programs. Successful completion of a specified number of hours is required for provincial certification. The agencies providing the opportunity expect students to make a valuable contribution to their organization. For these reasons attendance is required for students enrolled in a practicum. If you must be absent from a practicum 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 program 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 programs 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 program 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 Program 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 program 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

If at any point during the appeal process, the student feels unsafe approaching the designated person, she or he may pursue the appeal directly to any of the other people named in the procedure (i.e. Administrator, Instructor or Centre Director).

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 program. 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

If at any point during the appeal process, the student feels unsafe approaching the designated person, she or he may appeal directly in writing to any of the other persons named in the procedure (i.e. Supervisor or Centre Director).

1. The student must first attempt to resolve the issue with the college employee on an informal basis within 30 calendar days following the incident.
2. 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.
3. Appeals will be resolved by the Centre Director based on recommendations of an appeal committee.
4. The decision of the Centre Director 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 programs. Full certificates are awarded on successful completion of credit programs in Basic Training, Pre-employment and Career Programs. 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 an 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 the Director of Education and Student Services, College Services, Northwest Community College, 5331 McConnell Avenue, Terrace, B.C., V8G 4X2. Phone 635-6511, or FAX 638-5461.

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.

TRANSFER CREDIT

Students who have completed course work at other post-secondary institutions may be able to transfer credit towards a certificate, diploma and associate degree at Northwest Community College.

To request transfer credit, you must submit a letter of request noting the expected credit, along with an official transcript to the Registrar. This should be done well in advance of the start of your program at Northwest Community College.

Services Available to Students

ADVISING (Educational)

Educational Advisors provide students with up-to-date information on college services, policies, procedures, facilities, programs and courses. Advisors have knowledge of all college programs as well as programs 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 programs 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 programs.

CHILD CARE ACCESS

The Regional Child Care Access Pilot Project assists communities in the northwest region to increase and strengthen their childcare options. "Student Parents" will be offered information on obtaining: Child Care options; quality Child Care; Child Care subsidy; and, licensed Child Care information. This information is available (Blue Binders) from Educational Advisors. There is on-going campus displays regarding child care access issues and the child care training programs are offered through our College centres. The College has a Child Care Access Co-ordinator on staff who can help students with child care issues. Your children's child care takes time to plan so contact the Co-ordinator for help! You can access the Co-ordinator through your local College centre.

CLEAN AIR POLICY

On the basis of information from the Canadian Medical Association regarding the increased health risk from secondary tobacco smoke, Northwest Community College is a non-smoking college.

CO-OPERATIVE EDUCATION

Co-operative Education combines academic study with related work experience in business, industry or government. Students gain practical skills and an awareness of the variety of employment opportunities available to them. Students alternate between full time studies and full time, paid work, resulting in a graduate better prepared to enter the work force.

All employment opportunities for Co-operative Education students are approved by the college to ensure suitability. Eligible Co-op student compete for placements with employers through an interview and selection process or secure their own approved job. For this reason, students are not guaranteed a Co-op job. Students are hired by employers and receive wages comparable to employees with similar positions. Students on a work term are monitored by faculty or co-op staff with on-site visits.

For some technology programs where work experience is a requirement of the program, students with little or no related work history may be required to participate in the Co-op program.

All students accepted into the Co-op program must participate in work orientation seminars (Co-op 100) that teach job finding and job keeping skills prior to the first work term. Attendance of these seminars is mandatory.

A Co-op fee is payable for each work term. Fees are calculated based on the six credits received for each successful work term.

To qualify for a first work term, students must:

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

To qualify for a second work term, students must:

- have received credit for all previous courses in the program; and
- have received credit for the previous work term by receiving a satisfactory evaluation from the employer and writing a satisfactory work term report.

To graduate from a Co-op program and receive a Co-op designation on a diploma, a Co-op student must receive credit for all required courses and at least two Co-op work terms.

Students registered in a work term are considered to be registered full time students of the college.

Co-operative Education is currently offered in the *Business Administration, Industrial Millwright, Natural Resources, and Applied Computer Technology (proposed for Fall '96)* programs. Co-operative Education may not be offered at every College centre each year.

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

Daycare is available at the Terrace campus and offers two separate programs 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 Campus.

FINANCIAL AID

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

FIRST NATIONS STUDENT ACCESS

First Nations Student Access Co-ordinators provide consultation regarding personal and educational matters to First Nations Students. Students are able to access services and resources both on and off campus. Co-ordinators provide general information regarding College programs and registration procedures to prospective students. Co-ordinators also act as a liaison between instructors and Band education officers, work in conjunction with the First Nations Council for NWCC and facilitate cultural awareness activities and special events.

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.*

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 community, to instruct members of that community on how to find information, and to encourage lifelong learning.

- * Online catalogue access is 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

- * Other services available through the Learning Resource Centre include:

Photocopier	\$.10/page
Fax	\$1.00/page
A/V supplies	
Transparencies for overheads	\$.50/sheet
Blank video cassettes	\$5.00/each
Blank audio cassettes	\$1.00/each
Used Books	\$1.00/book
A/V Equipment rentals	\$10.00/item
Internet Access	FREE! (in the LRC)

PERSONAL MEDICAL INSURANCE

It is the responsibility of each student to ensure that he or she is adequately covered under one of the available Medical Insurance Programs in British Columbia. The College cannot be held responsible for medical or hospital costs incurred by

students who have failed to maintain their own coverage. Information and application forms for medical insurance are available through each College Centre. Students in some vocational programs 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 programs and events. All expenses are paid by your Students' Association to an extent depending on the event or program. At the Terrace campus there is the Racquet & Fitness Centre. All are welcome to come and check out the facilities. Offered here are squash and racquetball courts, weights, exercise equipment 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.

Program Support

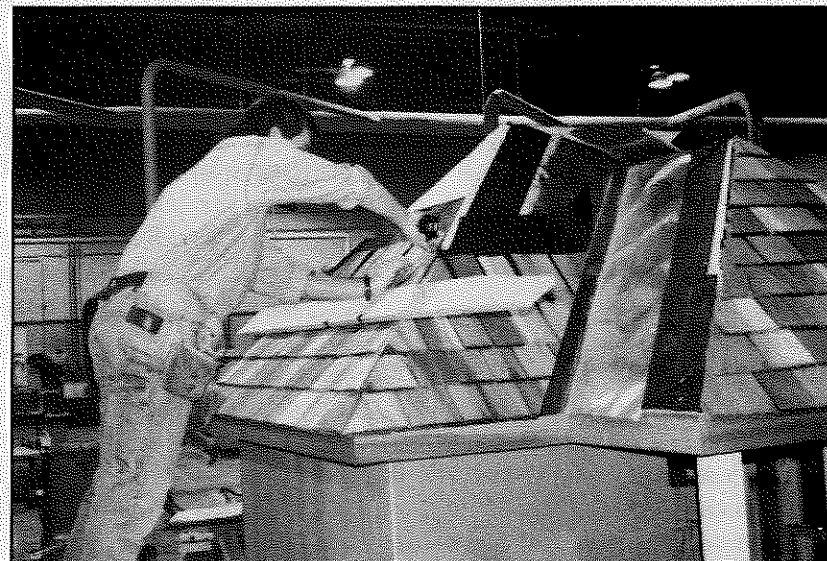
Program support items available include: Exam adaptations (oral, taped, extended time, etc.), NCR paper (non carbon required paper), tapes/tape recorders, photocopy pass for lectures notes, talking books, interpreters, mobility assistance and tutors.

STUDENT SUCCESS

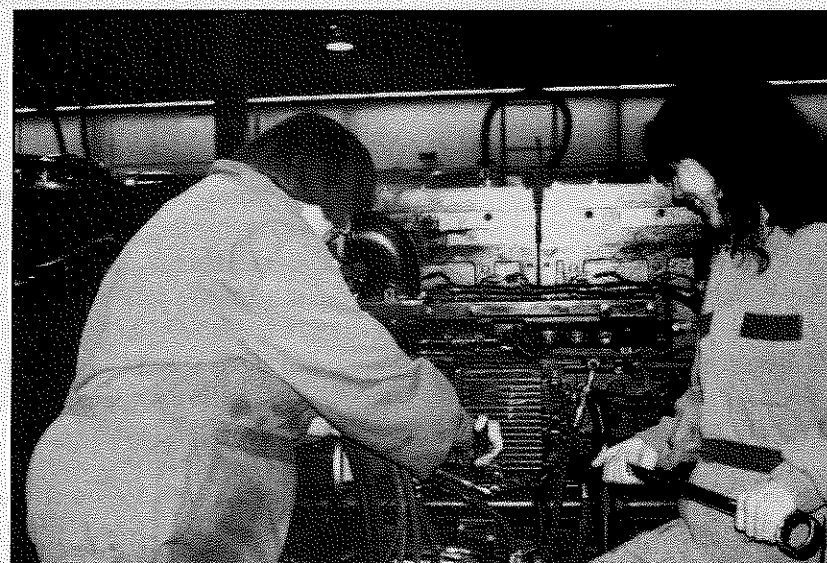
If your academic performance at Northwest Community College is not what you'd like it to be, and you want to do something to change that, there's help available. Student Success Co-ordinators at every campus arrange activities designed to help make your experience at the college a successful one. Some of the services at your campus may include free tutoring, workshops on study skills, individual study skills advising, orientation activities and more. To get the details, contact the Student Success Co-ordinator at your campus.

WORKERS' COMPENSATION BOARD COVERAGE

Workers' Compensation Board (WCB) coverage is in place for all students while participating in a required practicum at a recognized work site and during classroom/lab/shop instruction for student apprentices only.



Carpentry Program - Terrace Campus



Mechanics Program - Terrace Campus

- Photos, Sonja Chambers, Prince Rupert Campus

Continuing Education/ Extension Services

*Should you wish to discuss the options of customized training or general interest courses,
contact us at the NWCC Campus nearest you!*

Terrace (604) 638-5452

Smithers (604) 847-4461

Hazelton (604) 842-5291

Houston (604) 845-7266

Stewart (604) 636-9184

Kitimat (604) 632-4766

Prince Rupert (604) 624-6054

New Aiyansh (604) 633-2292

*Haida Gwaii (Queen Charlotte Islands)
- includes:*

Queen Charlotte City (604) 559-8222

Masset (604) 626-3627

*Continuing Education/Extension Services
offers*

** First Aid Training on a regular basis -
see page 27 for details.*

*- Workers' Compensation Board of BC (WCB) Courses
Transportation Endorsement*

*- Canadian Red Cross Society's Vital Link Program
Vital Link Emergency First Aid
Vital Link Cardiopulmonary Resuscitation (CPR)*

- Childsafe

- First Aid for Teachers

NWCC calendars and program brochures are available by contacting one of the above listed campuses.

Continuing Education/ Extension Services

*"Providing adults of Northwestern
British Columbia with quality training
and learning opportunities."*

Continuing Education/Extension Services departments of Northwest Community College are committed to meeting the lifelong needs of people in the Pacific Northwest. The departments provide quality credit and non-credit training throughout the year. The range of offerings includes partnership training with community groups, customized workplace training, university transfer programs and general interest courses.

Northwest Community College values its customers and has a goal of providing training to suit your specific needs. Whether you require a one day training course, continuous multi-phased training with the option of laddering into a Diploma program or co-ordination of special events i.e. conferences, we are prepared to meet your needs!

We have the ability & resources to provide training:

- * at Northwest Community College campuses
- * on-site at your workplace
- * on-site in the community
- * via teleconference
- * via videoconference (some College centres)

Continuing Education/Extension Services provides a vast array of training opportunities and have initiated a variety of sponsored programs within the Pacific Northwest.

Examples of training which have been provided:

- * Business Skills Training Courses
- * Career Preparation Program
- * Computer Training
- * General Interest Courses
- * First Aid Training
- * Eco-Tourism
- * Management Skills for Supervisors
- * Professional Cook Training
- * Residential Home Care Training
- * Technical Preparation Courses
- * Forest Workers Level Training

Keep in mind that **Continuing Education/Extension Services** of Northwest Community College has the ability to provide customized training for your organization. Should you wish to discuss the options of customized training or general interest courses, please contact us at a NWCC Campus nearest you.

Terrace (604) 638-5452

Smithers (604) 847-4461

Hazelton (604) 842-5291

Houston (604) 845-7266

Stewart (604) 636-9184

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Prince Rupert (604) 624-6054

New Aiyansh (604) 633-2292

Haida Gwaii (Queen Charlotte Islands)
- includes:

Queen Charlotte City (604) 559-8222

Masset (604) 626-3627

Should you wish to be added to our Continuing Education/Extension Services mailing list for updated information that may benefit your business or organization please contact us!

FIRST AID

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/Winter brochures issued by each College Centre. Phone your local College Centre for additional information.

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.

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.

Some NWCC Centres offer the Level 3 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 PROGRAM

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) - 4 hour course concentrating on adults.

Heart Saver Plus (formerly 'B' level) - 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) - 6 hour course concentrating on infants and children.

Chilsafe

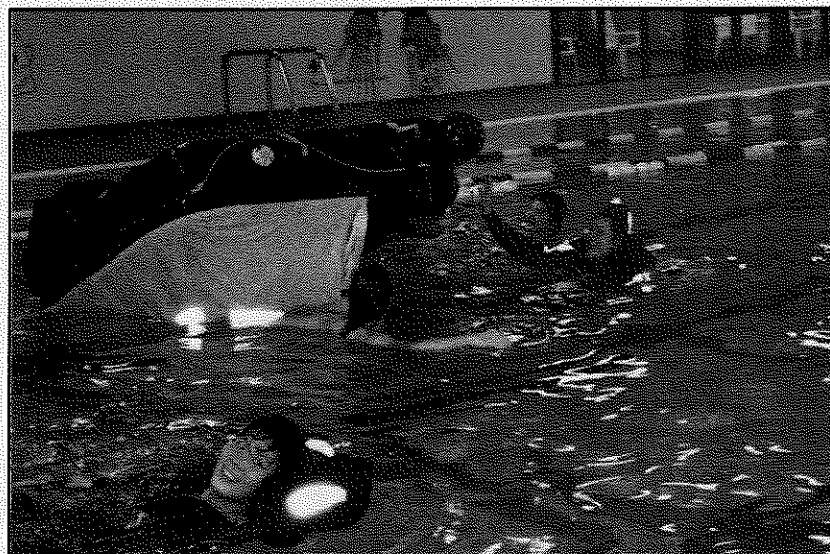
This is an 8 hour course designed to do more than teach emergency first aid for infants and children. Its main premise is that accidents can be prevented by educating the adult, changing the environment and educating the child. This is done through interactive sessions involving accident prevention and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

First Aid For Teachers

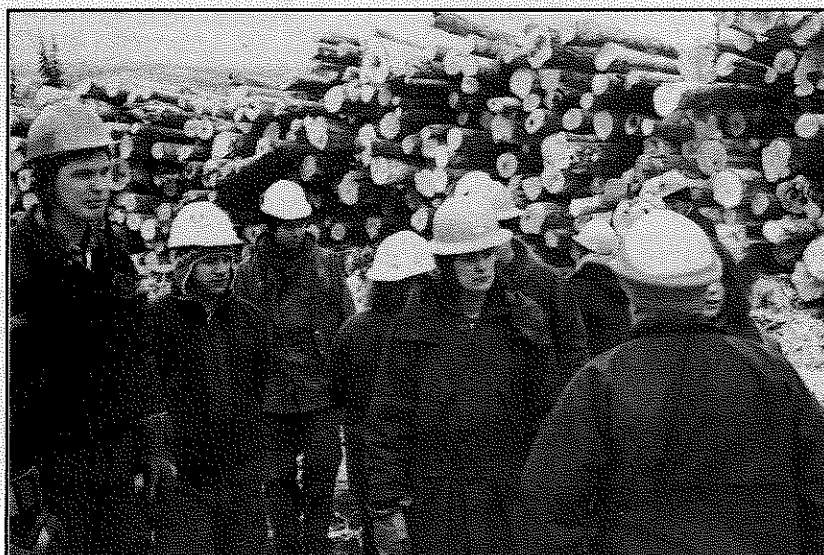
Serving as an excellent review or introduction to First Aid, this active, intensive 3 hour workshop is designed for the school situation.

Programs

- * *Adult Basic Education/
Career & College Prep*
- * *Adult Special Education*
- * *Applied Technology*
- * *Business Administration*
- * *Community Resource Worker*
- * *Early Childhood Education*
- * *English as a Second Language*
- * *Industry/Trades/Technology Training*
 - *Automotive Repair Technician Level I*
 - *Carpentry (Joinery)*
 - *Commercial Transport Repair*
 - *Heavy Duty Mechanics Apprenticeship
Training Entry Level*
 - *Industrial Mechanic (Millwright)*
 - *Welding*
 - *Air Brakes*
 - *Professional Driving*
 - *Women in Trades Training*
- * *Literacy*
- * *Marine Studies*
- * *Natural Resources*
- * *Office Administration*
- * *Professional Cook Training*
- * *Resident Care-Home Support Worker*
- * *Social Service Worker*
- * *University Credit*
- * *Wilderness Guiding Skills*



Marine Studies - Prince Rupert Campus



Forestry Program - Hazelton Campus

- Photos, Sonja Chambers, Prince Rupert Campus

ADULT BASIC EDUCATION/CAREER & COLLEGE PREP

(Available at most Campuses)

The Adult Basic Education (ABE) program helps adults get ready for college career, vocational, and university courses and for employment. 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. program 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 program 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 programs.

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 programs, 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.

PROGRAM OUTLINE

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

ABE Fundamental Certificate

- completion of 2 courses at the 020 level.

ABE Intermediate Certificate

- completion of English and Math, plus two of the following courses at the 030 level: Science; Social Science; Education and Career Planning.

ABE Advanced Certificate

- completion of English, Math, a 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.

COURSES

Some courses may not be available at all campuses.

ABE Fundamental Level

MATH 020: Math ENGL 020: English

ABE Intermediate Level

MATH 030: Math EDCP 030: Education/
ENGL 030: English Career
MATH 031: Business Math Planning
MATH 032: Trades Math SCIE 030: Science
SOSC 030: Social
Sciences

ABE Advanced Level

MATH 040: Math (Algebra) BIOL 040: Biology
MATH 041: Business Math CHEM 040: Chemistry
MATH 045: Developmental PHYS 040: Physics
Math CPST 040: Computer
ENGL 040: English 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 programs. 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
EDCP 030	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 "Other Opportunities" section of this 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 Administration Certificate programs or to satisfy personal goals. Topics include measurement, integers, ratio and proportion, percents, geometry, statistics, graphing, introduction to algebra, solving equations, fundamental business calculations, business applications and the mathematics of investment. 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 programs 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 jobs.

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.

Career Planning 030: Education and Career Planning

Students will develop skills in career exploration, job preparation (writing resumes and job interviews), communications skills, time management, study skills, interpersonal skills, problem solving and goal-setting. Upon completion of the course, students will have developed their own realistic career and education plan. Prerequisite: English 020 or placement in English 030 or higher.

ADVANCED LEVEL

Math 040: Advanced Algebraic Mathematics

This course is intended to prepare students to enter Provincial Level Mathematics and to provide students sufficient mathematical knowledge to satisfy grade 11 prerequisites for vocational, career and technical programs. Topics include: solving and graphing equations and inequalities, systems of equations in two variables, polynomials, rational and radical expressions and equations, quadratic equations, relations and functions and trigonometry. Prerequisites: Math 030, Math 031, Math 032, Math 045 or placement at this 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 programs 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 is intended for students who require a Provincial Level (Grade 12) standing in Mathematics. Topics include linear, polynomial, and rational functions, exponential and logarithmic functions, trigonometric functions, triangles and applications, systems of equations in three variables, conic

sections, and sequences and series.

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, magnetism and electricity. Options may include heat, light, AC circuits or modern physics. This course includes a laboratory component. Prerequisites: Physics 040 or equivalent.

Geography 050: 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. Pre-requisites: Social Sciences 030, Grade 10 Social Studies, or permission of the instructor.

ADULT SPECIAL EDUCATION

(Available at our Terrace Campus)

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 program is intended to prepare a student to be work ready. The aptitudes of students will be explored. Objectives of the program include developing good work habits, increasing awareness of work site expectations and to provide on-the-job experience. The program starts in September 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. program must first take the nine month Employment Skills Training course. Students admitted to the P.A.T. program 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. program
- Develop study skills
- Confirm career goals.

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

Basic Literacy/Functional Literacy (Part-time)

A course which helps students to develop their academic skills. The course starts in September 1996 and students can start at any time. Spaces are limited.

Special Interest Courses

Part-time programs intended to provide students with the opportunity to improve their lifeskills. Examples of programs which may be presented include cooking, living in an apartment, health issues, assertiveness and getting along with others. Topics for courses are based on suggestions from the community.

For more information please contact the Special Education Coordinator (located in Terrace) or the Educational Advisor at your nearest College Centre.

APPLIED TECHNOLOGY

(Available at our Kitimat Campus)

The Applied Technology program is an innovative program 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 program provides graduates with the skills necessary to be both adaptable and successful.

Program 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 program'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, courses in grades 11 and 12 ladder into the Applied Technology program and courses from the Applied Technology program will ladder into a Baccalaureate Degree at the University of Northern B.C.

ADMISSION REQUIREMENTS

1. Grade 12 with Mathematics 11, Physics 11 or LD Technology 11 and English 12 or ABE Provincial Diploma with Math 040, Physics 040 and English 050. All students are required to successfully complete an admission assessment test.
2. Students will receive advanced standing for Math 12 or Math 050, Physics 12 or LD Technology 12.
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. All learners are strongly encouraged to talk with an Education Advisor and/or faculty member before applying to the College.

APPLICATION PROCEDURE

Please see the General Information section.

DATES AND LOCATION

This program is available at the Kitimat Campus 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.

PROGRAM OUTLINE

Semester One

ACCT 150-3	Fundamentals of Accounting I
BCPT 110-3	Introduction to the Internet
BENG 150-3	Business Communications
CPSC 111-3	An Introduction to Computers
INDT 100-3	Algebra & Trigonometry
INDT 150-3	Applied Chemistry

Semester Two

INDT 110-3	Fundamentals of Speech Communication
INDT 120-3	Electronics I
INDT 130-3	Applied Physics
INDT 141-3	Drafting/CAD
INDT 280-3	Industrial Process Operations
MATH 131-3	Introduction to Statistics

Semester Three

ECON 201-3	Principles of Microeconomics
INDT 215-3	Project Management
INDT 220-3	Electronics II
INDT 261-3	Introduction to C/C++ Programming
INDT 290-3	Multimedia Communications
MGMT 150-3	Introduction to Management

Semester Four

ECON 202-3	Principles of Macroeconomics
INDT 230-3	Environmental Science
INDT 240-3	Applied Calculus
INDT 250-3	Statistical Process Control
INDT 262-3	Advanced Topics in C/C++ Programming
INDT 270-3	Technical Report Writing

COURSE DESCRIPTIONS

ACCT 150-3.0: Fundamentals of Financial Accounting I
See Business Administration section for course description.

BCPT 110-3.0: Introduction to the Internet
See Business Administration section for course description.

BENG 150-3.0: Business Communications
See Business Administration section for course description.

CPSC 111-3.0: Introduction to Computers
See University Credit section for course description.

ECON 201-3.0: Principles of Microeconomics
See University Credit section for course description.

ECON 202-3.0: Principles of Macroeconomics
See University Credit section for course description.

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. Prerequisite: Math 11 or Math 040.

INDT 110-3.0: 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 communications to speaking to large groups. Prerequisite: BENG 150 or permission of instructor.

INDT 120-3.0: 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 measurements instruments. Prerequisite: INDT 100 or Math 12 or Math 050 or permission of the instructor.

INDT 130-3.0: Applied Physics
This course will introduce students to the principles of applied physics using a 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. Prerequisite: INDT 100 or Math 12 or Math 050 or permission of the instructor.

INDT 141-3.0: Drafting/CAD
This course introduces students to drafting and AutoCAD software. Drafting topics include: 3rd angle orthographic projection, types of drawings, the parts of a drawing and the basics of dimensioning. The AutoCAD portion of the course will include: the drawing environment (the coordinate system), drawing commands, editing commands, moving around the drawing, dimensioning, hatching and titles. The majority of the class time will be laboratory drafting time.

INDT 150-3.0: Applied Chemistry
This course covers the basic principles of applied chemistry focusing on industrial applications.

INDT 215-3.0: Project Management
An introduction to the principles and techniques of project management beginning with the conceptual phase by the owner, through co-ordination of design and construction, to project completion. Prerequisite: 1st year Applied Technology or 1st year Business Administration or permission of the instructor.

INDT 220-3.0: Electronics II
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. Prerequisite: INDT 120 or permission of the instructor.

INDT 230-3.0: Environmental Science
This course is an introduction to environmental science and will consider topics such as control of particulates, gaseous and solid wastes. Other topics may include: basics of biology and ecology and the analysis and treatment of water. Prerequisite: INDT 150 or permission of the instructor.

INDT 240-3.0: 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. Prerequisite: INDT 100 or Math 12 or Math 050 or permission of the instructor.

INDT 250-3.0: 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. Prerequisite: INDT 205 and MATH 131 or permission of the instructor.

INDT 261-3.0: Introduction to C/C++ Programming

This course provides information on the basic concepts of computers and programming then proceeds to a 'C' programming environment. The course goes into detail on algorithms and control structures, fundamental data types, functions, arrays and structures, pointers and strings. Projects will be developed during the course and will be presented by the student at the end of the course. Prerequisite: 1st year Applied Technology and INDT 100 or Math 12 or Math 050 with a grade of 'C' or better, or permission of the instructor.

INDT 262-3.0: Advanced Topics in C/C++ Programming

This course is a follow-up to INDT 261 and goes further into the realm of the 'C' language. It introduces object oriented programming, moves on to classes and data abstractions, operator overloading, inheritance, etc. to elements of visual programming. Labs and projects will form an integral part of the course. Prerequisite: INDT 261 with a grade of 'C' or better or permission of the instructor.

INDT 270-3.0: 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. Prerequisite: BENG 150 or permission of the instructor.

INDT 280-3.0: Industrial Process Operations

This is an industry-led course that will discuss terminology and processes related to the pulp and paper, petrochemical and

smelting (aluminium) industries. On-site visits to local industries are an integral part of the course. Prerequisite: INDT 150 and INDT 100 or Math 12 or Math 050 or permission of the instructor.

INDT 290-3.0: Multimedia Communications

The student will develop an introductory understanding of the use of combinations of text, graphic art, sound, animation and video in presentations. Prerequisite: BENG 150 and CPSC 111 or BCPT 150 or permission of the instructor.

MATH 131-3.0: Introduction to Statistics

See University Credit section for course description.

MGMT 150-3.0: Introduction to Management

See Business Administration section for course description.

BUSINESS ADMINISTRATION

(Available at our Kitimat, Prince Rupert & Terrace Campuses)

The Business Administration program at Northwest Community College uses 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.

To ensure students have the technical skills to enter the business world the Northwest Community College Business Administration program of studies integrates hands-on computer based applications into most courses.

Specifically the program 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 program.
- 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 program requirements.
- The ability to integrate knowledge from business foundation courses into the remainder of the program.

- The Business Administration program 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 program will be prepared for 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) programs. 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 many courses are transferable to universities and colleges as outlined in the Transfer Guide section of this calendar, block transfer arrangements are in place with UNBC (University of Northern B.C.), UCFV (University College of the Fraser Valley) and the Open University. These arrangements allow graduates of the two year diploma to continue into the third year of a Bachelor of Commerce program. Students may write the CMA Management Accounting II exam and, if successful, will obtain the Accounting Technologist Diploma.

PROGRAM LOCATIONS

The two year program is available at the Kitimat, Prince Rupert and Terrace campuses. Check with any of these campuses regarding specific course availability.

CO-OPERATIVE EDUCATION - OPTION

The Co-operative Education option may be available to full time students in the Business Administration program in some College centres. Please see the Co-operative Education description in the section "Services Available to Students" for further information.

The schedule of academic semesters and Co-op work terms varies among campus location. Please check with your campus you are planning to register with for specific course availability prior to registration.

YEAR I

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

Year II

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

ADMISSION REQUIREMENTS

Grade 12 graduation with Algebra 11, ABE Provincial or GED with 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.

Applicants may be required to complete skills assessment tests.

HOW TO APPLY

Applications are available from any of our College centres. Prospective students are encouraged to apply as early in the Spring as possible.

PROGRAM STARTING DATES

The program start 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.

TRANSFER CREDIT TO OTHER INSTITUTIONS AND PROFESSIONAL ORGANIZATIONS

A listing of established equivalencies can be found in the "Transfer Credit section" of this calendar.

Please note that transfer credit may change as institutions adjust their offerings. Therefore, students are encouraged to obtain written confirmation of current transfer credit from the institution or organization to which they plan to transfer.

DIPLOMA IN BUSINESS ADMINISTRATION

First year includes the following courses:

ACCT 150-3	Fundamentals of Financial Accounting I
ACCT 151-3	Fundamentals of Financial Accounting II
BADM 170-6	Co-op Work Term I (Optional)
BCPT 150-3	Business Computers
BCPT 154-2	Computerized Accounting System
BENG 150-3	Business Communications
BLAW 152-4	Canadian Business Law
COOP 100-2	Coop Work Orientation (Optional)
ECON 150-3	Micro Economics
ECON 151-3	Macro Economics
MATH 150-3	Mathematics of Finance
MATH 151-3	Statistics
MGMT 150-3	Introduction to Management
MARK 150-3	Introduction to Marketing

Second year common courses:

ACCT 252-3	Cost Accounting I
ACCT 253-3	Cost Accounting II
BADM 270-6	Coop Work Term II (Optional)
BFIN 250-3	Business Finance I
BFIN 251-3	Business Finance II
BSIM 250-3	Business Management Simulation
MGMT 251-3	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 250-3	Inter Financial Accounting I
ACCT 251-3	Inter Financial Accounting II
ACCT 254-3	Auditing
BCPT 110-3	Introduction to the Internet
BCPT 250-3	Accounting Information Systems
BPOL 250-3	Business Policy
MGMT 252-3	Credit and Collections
MGMT 201-3	How to Start a Business
MGMT 253-3	Labour Relations
MGMT 254-3	Operations Management
MGMT 260-3	Applied Management Studies
MARK 251-3	Advertising
MARK 252-3	Tourism Marketing
MARK 253-3	Effective Selling
MGMT 255-3	Human Resource Management
INDT 110-3	Fundamentals of Speech Communication
INDT 215-3	Project Management
INDT 290-3	Multimedia Communications
TAXN 250	Income Tax

Several courses are common to Business Administration and University Credit programs. Please check with the Business Administration department regarding credit arrangements.

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 management purposes. Preparation of payroll records. Prerequisite: ACCT 150.

Accounting 250-3.0: Intermediate Financial Accounting

Emphasis is on theory and concepts and analysis of problems that arise in the application to financial accounting. The majority of the course will analyze current monetary assets, inventories and current liabilities. The time value of money, price level changes and financial statement preparation are included. Prerequisite: ACCT 151, 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 program, statutory audits, the audit routine is applied to cash, inventory, accounts receivable, sales, fixed and other assets, accounts payable, purchases, income and other taxes and expenses, specialized audit procedures. Prerequisite: ACCT 151.

BADM 170-6.0 Coop Work Term I

BADM 270-6.0: Coop Work Term II

BCPT 110-3.0: Introduction to the Internet

This course uses a combination of lecture and hands-on projects to provide an introduction to the Internet. Emphasis is placed upon the use of Internet tools, such as Archie, Gopher, files transfer protocol (FTP) and Netscape, as well as, the use of the Internet as a source of information. Business aspects of using the Internet will also be discussed.

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 program. 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 110-3.0: Fundamentals of Speech Communication

See Applied Technology section for course description.

INDT 215-3.0: Project Management

See Applied Technology section for course description.

INDT 290-3.0: Multimedia Communications

See Applied Technology section for course description.

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: Applied Management Studies

An integrative course allowing 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. Prerequisite: 12 second year credits.

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, revenues and profits that are considered when pricing tourism products. They will understand guest service as the key element of success in the tourism enterprise, and the importance of their own role in creating and promoting the service attitude in their daily work with staff and guests. Participants working in non-public-contact roles will appreciate the importance of their support in meeting the operation's service objectives. Prerequisite: 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.

COMMUNITY RESOURCE WORKER

(Available at our Smithers and Terrace Campuses)

The Community Resource Worker Diploma program has been developed in response to various needs within the Northwest Community College region. New directions in health care and chronic shortages of certain types of skilled professionals have created specific needs within the fields of Addictions, Mental Health and Youth Worker. This collaborative program is developed to allow students to enroll in common courses and then to choose a specialization in either Addictions, Mental Health, and Youth Worker.

The Community Resource Worker program is 20 months in length and enables students to acquire the required skills for working as paraprofessionals in the fields of Addictions, Mental Health or Youth. Students who exit after completing 10 months of this two year program will receive a certificate as a Community Resource Worker.

The program focuses 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 in the fields of: Youth, Addictions or Mental Health. The program 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.

The program allows students to acquire paraprofessional training in the caregiving field, at the same time acquiring speciality knowledge in either Youth, Addictions or Mental Health.

ADMISSION REQUIREMENTS

1. Grade 12 *or* equivalent with English 12 *or* ABE 045 *or* mature student.
2. Current immunization and tuberculin screening certified on the College's Immunization Record.
3. Completion of the College's Medical Assessment.
4. All applicants must successfully complete an English Placement Guide (min. 70%).
5. Submit a personal resumé detailing work and/or volunteer experience along with a one page letter stating why you wish to take the program.

6. Submit a minimum of two reference letters* that may help determine suitability for this program.
* *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 program 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 work placement and graduation impossible.

Each application will be reviewed by the Admissions committee established by NWCC campus.

DATES AND LOCATION

The program begins in September and completes in June at **Smithers** (full-time 2nd year, part-time 1st year) and **Terrace** (full-time 1st and 2nd year). The program begins with a mandatory orientation week.

PROGRAM OUTLINE

TERM I

PSYC 101-3 Introductory Psychology I
SOC 101-3 Introductory Sociology I
ENG 151-3 English for Human Oriented Careers
CRW 125-3 Communications I
CRW 100-3 Community Wellness
ANTH 111-3 Native Peoples of Canada
CRW 101-3 Introduction to Roles

TERM II

PSYC 102-3 Introductory Psychology II
SOC 102-3 Introductory Sociology II
CRW 102-3 Ethics
CRW 225-3 Communications II
ANTH 112-3 Native Peoples of British Columbia
CRW 195-4 Practicum I

TERM III

CRW 110-3 Assessment I
CRW 210-3 Assessment II
BCPT 150-3 Business Computers

TERM IV

CRW 230-3 Group Theory & Process
PSYC 221-3 Abnormal Psychology
SOC 205-3 Sociology of the Family
CRW 295-6 Practicum II

TERM V

CRW 325-3 Communications III
CRW 215-3 Working with Special Needs Persons
CRW 235-3 Selected Issues in Community Services: Family Violence
CRW 395-6 Practicum III

TERM VI

CRW 396-8 Practicum IV

COURSE DESCRIPTIONS

Anthropology 111 - 3.0: Native Peoples of Canada
See the University Credit section for course description.

Anthropology 112 - 3.0: Native Peoples of British Columbia
See the University Credit section for course description.

BCPT 150 - 3.0: Business Computers
See Business Administration section for course description.

CRW 100 - 3.0: Community Wellness
This course introduces the student to the concept of holistic health in relation to communities. Topics covered will be: Healthy Communities; local and regional resources; how communities can take action to make their environment a happier and healthier place to be; how to do a community needs assessment; and the importance of networking for the paraprofessional. Prerequisites: Grade 12 or permission of instructor.

CRW 101 - 3.0: Introduction to Roles
This is an introductory course designed to give students an understanding of each field study: Addictions, Mental Health, and Youth Work. Through lectures, readings and discussions students will gain insight into each area of speciality and the potential types of careers within each discipline. Prerequisites: Grade 12 or permission of instructor.

CRW 102 - 3.0:**Ethical Behaviour and Dilemmas in Health Care Practice**

The purpose of this course is to provide students with an opportunity to review and analyze the characteristics of ethical and unethical behaviour within the health care field. In order to facilitate the development of effective analytical skills students will review and apply a model for critical ethical analysis in relation to various ethical issues and practice dilemmas. Application of this model will be supplemented through on-going examination of various professional Codes of ethical conduct. Emphasis in this course will be placed upon the presentation and examination of ethical case studies by students in groups. Prerequisites: None.

CRW 110 - 3.0: Assessment I

This course is an introduction to the key elements which comprise the assessment process. Various approaches of assessment will be analyzed and applied, as well as the manner and context in which various elements of assessment are utilized in the helping field. Prerequisites: Psyc 101/102 Soc 101/102.

CRW 125 - 3.0: Communications I

This course will study interpersonal verbal skills along with processes. It will contain skill practice and applications related to the fields of: Addictions, Mental Health and Youth Work. Effective communication is the key to success in helping others. Students will examine their own communication style and develop ways to enhance this. Prerequisites: Grade 12 or permission of instructor.

CRW 195 - 4.0: Practicum I

This course is a combination of theory and field experience. Each week will consist of three hours of theory and six hours of field experience. Students will choose one speciality for their Diploma: Addictions, Mental Health or Youth Work. Prerequisites: CRW 101.

CRW 210 - 3.0: Assessment II

In this course students will review prevalent assessment techniques utilized in the helping field. These include: TAT, MMPI, DSM IV, MAST, DAST, etc. Concepts of validity and reliability will be examined. As well factors which influence bias such as culture, gender, etc. will be covered. Prerequisites: CRW 110.

CRW 215 - 3.0: Working with Special Needs Persons

This course will introduce students to the theoretical perspective in the field of Special Needs. Through examination of theory, values and attitudes towards people with Special Needs

the student will be able to be more effective in the helping setting in providing service. Students will have an increased awareness of issues, legislation, and types of care models when working with Special Needs persons. Prerequisites: Psych 101/102.

CRW 225 - 3.0: Communications II

This course involves the study of nonverbal interactions: movement, posture, gesture, qualities of voice, and spacing. An analysis of implications in Addictions, Mental Health and Youth Work will be undertaken. This course will assist students in understanding the importance of non-verbal communication skills in the helping profession. Prerequisites: CRW 125.

CRW 230 - 3.0: Group Theory and Process

This course introduces the students to the various theories of groups and group dynamics. Topics covered: analysis of group decision making; discovery and discussion methods in group learning; study of group interactions in mental health, addictions and youth work. The first portion of the course is devoted to skill development, and the second part to analysis, theory and research. Prerequisites: CRW 110/210, CRW 125/225, CRW 101.

CRW 235 - 3.0:**Selected Issues in Community Services: Family Violence**

This course introduces the student to the issue of Family Violence, in the context of the helping setting. It will explore the cycle of violence, the forms of violence both physical and sexual, as well as skills to effectively work with clients who must overcome these or related issues. Prerequisites: CRW 102, SOC 205.

CRW 295 - 6.0: Practicum II

This course is a combination of theory and field experience. Each week will consist of three hours of theory and twelve hours of field experience. Students will be working on the speciality chosen in CRW 195 towards their diploma. Prerequisites: CRW 101, CRW 195.

CRW 325 - 3.0: Communications III

This course is the study of help relationships in the Addictions, Mental Health and Youth Work settings. Topics include: theories of personal effectiveness, analysis and practice of effective relating skills. The Egan model is the main focus but other models such as Rogerian, Behavioural therapy, Reality therapy, etc. will also be examined. The course will be conducted as participatory seminars for development and/or enhancement of effective communication skills. Prerequisites: CRW 225.

CRW 395 - 6.0: Practicum III

This course is a combination of theory and field work. This is the final component of theory before Practicum IV and will run each week at: three hours theory and twelve hours of field experience. Students will continue to work on their speciality chosen in CRW 295. Prerequisites: CRW 101, CRW 195, CRW 295.

CRW 396 - 8.0: Practicum IV

This course is an eight week practicum placement in a mental health, addiction or youth work setting. Students will have a chance to experience the daily operations of a facility in various capacities as set out by employers. It is a chance to integrate classroom theory and hands on experience to enhance the students understanding of his/her chosen career path. Prerequisites: CRW 101, CRW 195, CRW 295, CRW 395.

English 151 - 3.0: English for Human Oriented Careers

See the University Credit section for course description. Prerequisites: English 12 or permission of instructor.

Psychology 101 - 3.0: Introductory Psychology I

See the University Credit section for course description. Prerequisites: English 12 or permission of instructor.

Psychology 102 - 3.0: Introductory Psychology II

See the University Credit section for course description.

Psychology 221 - 3.0: Abnormal Psychology

See the University Credit section for course description.

Sociology 101 - 3.0 Introductory Sociology I

See the University Credit section for course description.

Sociology 102 - 3.0 Introductory Sociology II

See the University Credit section for course description.

Sociology 205 - 3.0: Sociology of the Family

See the University Credit section for course description.

EARLY CHILDHOOD EDUCATION

(Full-time program is available at our Terrace Campus -- Teleconferencing of some courses available through other NWCC campuses.)

"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 program prepares students for employment in Group Day Care, Preschools, Special Needs and Family Day Care programs.

In addition to the Early Childhood Education Certificate program there are post-basic programs available on a part-time basis in Infant/Toddler Supervisor Training and Special Needs Supervisor Training.

ADMISSION REQUIREMENTS

ECE Level I Certificate Program (Basic):

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, 126 and 127. For students enrolled in Distance Education the courses are ECE 101, 102, 121, 122, 125, 126, 127, 131, 132 and 134.
3. Students enrolling in ECE 111, 112, 117, 118, 126, 127 must have a Criminal Record Search completed and available for presentation to the Program Co-ordinator. Criminal Record Search forms are available from the Admissions office. Students will need to have an additional Criminal Record Search completed for each practicum site. For students enrolled in Distance Education the courses are ECE 101, 102, 121, 122, 125, 126, 127, 131, 132 and 134.

Students should be aware that the presence of certain crimes on their record would make practicum placement, graduation and subsequent employment impossible.

- Students will be required to attend an interview with the Program Co-ordinator before classes commence.
- Prior to the interview, students will be required to submit a one page letter outlining why they would like to take the ECE program, 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 Program Co-ordinator.)

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

Upon completion of the Basic Program, students are required to complete 500 hours of work experience under a licensed supervisor before obtaining their Provincial License to Practice.

Post-Basic Programs (Distance Education)

- Completion of ECE Level I Certificate Program (Basic).
- Current immunizations and a current tuberculin screening as certified in the College's Immunization Record and completion of the College's Medical Assessment are required for ECE 227, 228, 251 and 252.
- Students enrolling in ECE 227, 228, 251, and 252 must have a Criminal Record Search completed and available for presentation to the Program Co-ordinator. Criminal Record Search forms are available from the Admissions office. Students will need to have an additional Criminal Record Search completed for each practicum site.

Prospective students who have successfully completed most of first level courses and have field experience may have their credentials assessed by the Program Co-ordinator and could be admitted to the post-basic program without meeting the formal academic requirements. Please contact an Educational Advisor for further information.

HOW TO APPLY

ECE Level I Certificate (Basic), including Distance Education, and Post-Basic Programs

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

Students with previous related training or course credits from other post-secondary institutions may receive advance standing or transfer credit to some ECE courses. Requests should be submitted to the Registrar well in advance of program start.

DATES AND LOCATION

The full-time program 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 program 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 Program 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 Program Coordinator, and instructors) or be required to withdraw from the program.

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 program instructors or an Educational Advisor.

PROGRAM OUTLINE

Fall Semester

ECE 104-3	Health, Safety & Nutrition
ECE 105-3	Families and Early Childhood Programs I
ECE 111-3	Child Environments I
ECE 113-3	The Role of the Early Childhood Educator I
ECE 115-3	Curriculum Planning I
ECE 117-3	Curriculum Activities I
ECE 124-3	Interpersonal Communications
ECE 140-3	Psychology of Human Development I
ECE 111/17-0	Preschool Lab

Winter Semester

ECE 106-3	Families and Early Childhood Programs II
ECE 112-3	Child Environments II
ECE 114-3	The Role of the Early Childhood Educator II
ECE 116-3	Curriculum Planning II
ECE 118-3	Curriculum Activities II
ECE 126-3	Practicum II - January
ECE 127-3	Practicum III - May
ECE 135-3	Working with Special Children
ECE 141-3	Psychology of Human Development II
ENG 151-3	English for Human Oriented Careers
ECE 112/18-0	Preschool Lab

Basic (Level I) Part-time - Distance Education (Audio-Teleconferencing)

ECE 101	Programme Development I
ECE 102	Curriculum Development I
ECE 104	Health, Safety and Nutrition
ECE 121	Program Development II
ECE 122	Curriculum Development II
ECE 123	Family Issues
ECE 125	Practicum I
ECE 126	Practicum II
ECE 127	Practicum III
ECE 128	Models and Methods of Parent Involvement
ECE 131	Programme Development III
ECE 132	Curriculum Development III
ECE 134	Observing and Recording Young Children
ECE 135	Working with Special Children
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 (Audio-Teleconferencing)

The Post-Basic programs provide students with the opportunity to acquire specialized knowledge, skills and certification in the Early Childhood field. All students are required to complete the Post-Basic Core courses and may elect to specialize in either Infant/Toddler 3 Supervisor Training or Special Needs Supervisor Training. *These programs are only offered by teleconferencing on a part-time basis.*

Beginning July 1996 Post-Basic courses will be offered on the Terrace campus in a Summer Institute. Please contact your local college centre for further information.

After completion of a Post-Basic program students will earn a Northwest Community College Certificate in the specialty they have studied. To be registered in B.C. certificate holders must present proof of their successful completion of both the Basic and Post-Basic (Level II) Program to the Provincial Child Care Facilities Licensing Board in Victoria.

CORE PROGRAM

(Courses needed by both Specializations)

ECE 206-3	Working with Families
ECE 208-3	Administration Skills for ECE Professionals
ECE 213-3	Health, Safety and Nutrition

SPECIALIZATIONS

Infant/Toddler Supervisor Training

ECE 202-3	Infant/Toddler Care and Growth
ECE 219-3	Infant/Toddler Curriculum Planning
ECE 220-3	Programming for Infant/Toddler
ECE 227-3	Practicum I
ECE 228-3	Practicum II

Special Needs Supervisor Training

ECE 203-3	Special Needs Care & Growth
ECE 250-3	Special Education Curriculum Planning Part I
ECE 253-3	Augmentative Communication
ECE 251-3	Practicum I
ECE 252-3	Practicum II
ECE 255-3	Special Education Curriculum Planning Part 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 Programs 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 Programs 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 programs 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 113. 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 113 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 experiences 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 111/17-0.0: Preschool Lab

This lab provides students with a guided practical experience working with a group of preschool-aged children. Students will apply classroom learning by preparing the preschool environment, planning, presenting activities and guiding children in routines. In this course students will work collaboratively with other students and develop positive relationships with children.

ECE 112/18-0.0: Preschool Lab

This lab is a continuation of ECE 111/17. Students will use guided observation and classroom learning as the basis for planning and implementing developmentally appropriate experiences for individual children in the preschool setting. Students will participate in team planning and will develop skills in guiding and supporting children's play, social behaviour and other learning. Prerequisite: Credit for ECE Lab I.

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

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 program planning. During this practicum students will demonstrate acquisition of professional skills and knowledge. Prerequisite: Credit for Practicum II.

ECE 135-3.0:

Working with Children Requiring Extra Support

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 program 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 program 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. Prerequisite: ECE Basic Level.

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. Prerequisite: ECE Basic Level.

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. Prerequisite: ECE Basic Level.

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. Prerequisite: ECE Basic Level.

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 infant and toddlers and school-aged special needs individuals. Prerequisite: ECE Basic Level.

ECE 219-3.0: Infant, Toddler Curriculum Planning

The purpose of this course is to design developmentally appropriate program activities, through the practical application of developmental theories. It provides hands-on experiences with materials and activities suitable for infant and toddlers. The course provides opportunity for development of comprehensive program resources. Prerequisite: ECE Basic Level.

ECE 220-3.0: Programming for Infant/Toddlers

This course provides the theoretical foundations for planning infant and toddler programs, by close examination of the relationship between early child development, the various components of quality programming, and the caregiver. Prerequisite: ECE Basic Level.

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. Prerequisite: ECE Basic Level.

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. Prerequisite: ECE Basic Level.

ECE 250-3.0: Special Education Curriculum Planning I

This course presents methodologies for organizing, executing and evaluating programs for special needs children and adolescents. Information on preparing General Service Plans and Individualized Program Plans and overview of techniques for implementing programs will be outlined. Prerequisite: ECE Basic Level.

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. Prerequisite: ECE Basic Level.

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. Prerequisite: ECE 251.

ECE 255-3.0: Special Education Curriculum Planning II

This course presents methodologies for organizing, executing and evaluating programs for children with special needs (0-8 yrs.). The process for developing individualized program plans and overview of techniques for implementing programs will be outlined. Prerequisite: ECE 250.

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

See the University Credit section for course description.

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

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

In the P.A.T. program, mentally challenged students, with support, are integrated into some of the ECE program 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.

PROGRAM OUTLINE**Fall Semester**

- PAT 090-3: Activities for Young Children I
- PAT 092-3: Working in Programs with Young Children I
- PAT 093-3: Healthy Environments for Young Children
- PAT 095-3: The Family
- PAT 090/92-0: Lab

Winter Semester

- PAT 091-3: Activities for Young Children II
- PAT 094-3: Working in Programs with Young Children II
- PAT 099-3: Working with Families
- PAT 097-3: Practicum II
- PAT 098-3: Practicum III
- PAT 091/94-0: Lab

NOTE:

This program 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**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 090/92-0.0: 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 program, help wherever necessary and begin to develop positive communication skills with young children.

PAT 091-3.0: 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 092-3.0: Working in Programs with Young Children I

This course gives an overview of Early Childhood programs. 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 094-3.0: Working in Programs with Young Children II

This course considers the process of planning programs 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 preschool programs.

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 097-3.0: 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 098-3.0: 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.

PAT 099-3.0: 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 program throughout the year.

ENGLISH AS A SECOND LANGUAGE

(Available at our Kitimat, Prince Rupert and Terrace Campuses)

Northwest Community College offers programs to assist students in acquiring basic English reading and writing skills. The English as a Second Language (ESL) program is intended for persons whose native language is not English.

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

English as a Second Language programs are currently offered in Kitimat, Prince Rupert and Terrace. Programs may be offered wherever there is a need. Please contact your local College centre for more information.

INDUSTRY/TRADES/ TECHNOLOGY TRAINING

This department of Northwest Community College offers the following programs:

1. Automotive Repair Technician Level I
2. Carpentry (Joinery)
3. Commercial Transport Repair
4. Heavy Duty Mechanic Apprenticeship Training Entry Level
5. Welding
6. Industrial Mechanic (Millwright) (see p. 60) (Co-operative Education Model)

Programs 1 - 5 (listed above) are designed to:

- Prepare learners for entry level skilled employment.
- Provide a foundation for career advancement and specialization.
- Give access and advanced standing to secondary school graduates of High School Apprenticeships, Career Preparation programs and learners with prior learning and/or relevant experience.
- Be equivalent to the Ministry of Labour's first year of apprenticeship technical training (except Welding).

ADMISSION REQUIREMENTS (Programs 1 - 5)

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. Coverall fees (Mechanic programs).
5. First Aid Course materials fee of \$15.
6. Purchase of necessary learning resources (available at College Bookstore).

Note:

Learners are required to provide....

Pencils, pens, eraser, ruler, three ring binders, paper (lined & unlined), scientific calculator, geometry set, gloves and computer disks (3 1/4").

START DATE

Programs are offered from September to June. Learners may enroll at any time and are admitted as space permits.

COURSE DESCRIPTIONS

(Programs 1 - 4)

INTRODUCTION TO TRADES/TECHNOLOGY

Topics included in this Workshop Orientation and Handskills course are:

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

TECH 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 reinforce 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 AutoCAD software will enable learners to apply their knowledge.

PROGRAM OUTLINES

1. AUTOMOTIVE REPAIR TECHNICIAN - LEVEL I

(Available at our Terrace Campus)

Graduates of this program could find employment as Apprentices and helpers in Repair Shops or Service Stations, or in complex service departments of the Automotive Sales and Service Industry.

Introduction to Trades/Technology

- Learning Success
- Applied Math
- Safe Work Practices
- Use Hand, Measurement & Power Tools
- Use Shop Equipment
- Introduction to Computers
- Read & Interpret Drawings
- Lift Loads
- Technical Communications
- Scaffolds & Ladders
- Fasteners & Fittings
- Describe Trades/Technology Occupations
- Workplace Skills
- Oxy-acetylene Cutting, Welding & Brazing
- TMATH 100
- TCOMP 150
- TCOMM 100
- INDT 171

and:

Automotive Technician Level I

- Use Safe Work Practices
- Service Wheels, Hubs, Tires & Bearings
- Service Frames & Suspension Systems
- Test and Service Manual & Power Steering Systems
- Test & Service Brake Systems
- Perform Routine Maintenance & Diagnostics
- Test & Service Electrical Systems

2. CARPENTRY (Joinery)

(Available at our Terrace Campus)

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

Introduction to Trades/Technology

- Learning Success
- Applied Math
- Safe Work Practices
- Use Hand, Measurement & Power Tools
- Use Shop Equipment
- Introduction to Computers
- Read & Interpret Drawings
- Lift Loads
- Technical Communications
- Scaffolds & Ladders
- Fasteners & Fittings
- Describe Trades/Technology Occupations
- Workplace Skills
- Oxy-acetylene Cutting, Welding & Brazing
- TMATH 100
- TCOMP 150
- TCOMM 100
- INDT 171

and:

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

Joinery Specialty

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

3. COMMERCIAL TRANSPORT REPAIR MECHANIC

(Available at our Terrace Campus)

Graduates of this program could find employment as Apprentices and helpers in repair shops or service stations, or in complex service departments of the Truck/Transportation Industry.

Introduction to Trades/Technology

- Learning Success
- Applied Math
- Safe Work Practices
- Use Hand, Measurement & Power Tools
- Use Shop Equipment
- Introduction to Computers
- Read & Interpret Drawings
- Lift Loads
- Technical Communications
- Scaffolds & Ladders
- Fasteners & Fittings
- Describe Trades/Technology Occupations
- Workplace Skills
- Oxy-acetylene Cutting, Welding & Brazing
- TMATH 100
- TCOMP 150
- TCOMM 100
- INDT 171

and:

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

4. HEAVY DUTY MECHANICS APPRENTICESHIP TRAINING ENTRY LEVEL

(Available at our Terrace Campus)

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

Introduction to Trades/Technology

- Learning Success
- Applied Math
- Safe Work Practices
- Use Hand, Measurement & Power Tools
- Use Shop Equipment
- Introduction to Computers
- Read & Interpret Drawings
- Lift Loads
- Technical Communications
- Scaffolds & Ladders
- Fasteners & Fittings
- Describe Trades/Technology Occupations
- Workplace Skills
- Oxy-acetylene Cutting, Welding & Brazing
- TMATH 100
- TCOMP 150
- TCOMM 100
- INDT 171

and:

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

5. WELDING

(Available at our Terrace & Prince Rupert Campuses)

Northwest Community College offers the Provincial Welders Training Program. This is a competency based, self-paced program which is designed to provide learners with the skills required to function as a safe and competent entry level tradesperson. Training is divided into Levels C, B and A, taking approximately seven months to complete Level C, four months for Level B and three months to complete Level A.

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.

PROGRAM OUTLINE

Welding learners are encouraged to complement their welding training by enrolling in Industrial Technology courses TMATH 100, TCOMP 150, TCOMM 100 and INDT 171.

Level "C" Content

- P1 Introduction and Program Orientation
- P2 Gas Cutting
- P3 Gas Welding & Braze Welding
- P4 Shielded Metal Arc Welding I
- P5 Shielded Metal Arc Welding II
- P6 Gas Metal Arc Welding I Flux Core Arc Welding
- RK1 Material Handling
- RK2 Blueprint Reading
- RK3 Metallurgy I (Introduction Only)

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

- Successfully completed 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 Labour qualification, learners must:

- Successfully complete 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 Labour qualification, learners must:

- Successfully completed the "B" Level program.
- Have ten months welding experience.

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 Labour Division.

6. INDUSTRIAL MECHANIC

(Millwright) (Co-operative Education Model)

(Available at our Terrace Campus)

This two year (80 week) Diploma Program is made up of four in-school terms and three paid work terms in industry. It is designed to prepare graduates for employment as Apprentice Industrial Mechanics (Millwrights). During the in-school training terms, all technical training requirements of the four year Industrial Mechanic (Millwright) Apprenticeship Program will be covered. Apprentices in the program will be registered with the program steering commit-

tee and will receive credit for each level of training successfully completed. In addition, the remaining workplace apprenticeship hours must be completed to qualify for writing the Journeyperson Certification examination(s).

The Industrial Mechanic's (Millwright's) job responsibilities are diverse, precise, and challenging. These tasks range from installing, dismantling, assembling and maintaining a wide range of industrial machinery to operating metal forming machines, such as lathes and milling machines. Associated skills and knowledge in related trade areas such as welding, fabrication and troubleshooting/problem-solving in the complex hydraulic, pneumatic or electrical systems common to industrial plants are necessary. In addition, knowledge of preventative maintenance methods, the use of computers are required on modern job sites. Interaction with other trades and service providers are constant occurrences for Industrial Mechanics (Millwrights), consequently, good communication and interpersonal skills are a must.

Employment opportunities exist in the wood, paper, metal, and food processing industries, power generating plants, mines, mills, smelters and any industrial operation which manufactures or maintains processing machinery.

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. Coverall fees.
5. First Aid Course materials fee of \$15.
6. Purchase of necessary learning resources (available at College Bookstore).

Note:

Learners are required to provide....

Pencils, pens, eraser, ruler, three ring binders, paper (lined & unlined), scientific calculator, geometry set, gloves and computer disks (3 1/4").

START DATE

This program is offered from September to June.

CO-OPERATIVE EDUCATION

The Industrial Mechanic (Millwright) program is offered in the Co-operative Education model. See the Co-operative Education section in the "Services for Students" section of this calendar.

PROGRAM OUTLINE

- Learning Success
- Use Safe Work Practices
- Employability Skills
- Use Layout Tools and Hand Tools
- Applied Mathematics
- Use Measuring Tools
- Use Power Tools and Shop Equipment
- Introduction to Computers
- Identify and Test Electrical Equipment
- Workplace Communications
- Principles of Technology
- Blueprint Reading and Layout
- Oxy-acetylene Welding and Cutting
- Metallurgy and Heat Treating Steel
- Machine Installation and Alignment
- Electric Arc Welding
- Material Handling Equipment
- Machine Installation and Rigging
- Lubrication Theory and Practice
- Fluid Power Systems
- Pneumatic Systems
- Use Computers in Industry
- Power Drive Systems
- Assembling Machine Components
- Vacuum and Steam Systems
- Project Management
- Programmable Logic Controls
- Ventilation and Dust Systems
- Preventative Maintenance Systems
- Analytical Troubleshooting

INDUSTRY/TRADES EXTENSION OFFERINGS

Air Brakes

This course includes 24 hours of theory and practical instruction on Airbrake Systems. Upon successful completion of a pre-trip, you will receive credit for the pre-trip for 30 days toward the Motor Vehicle Branch Air Endorsement Examination. CSA approved safety footwear required for the practical instruction. Prerequisite: Valid BC Drivers License and 16 years of age.

Courses are scheduled on a regular basis* throughout the year.

* Evenings and Weekends only.

For further information, contact the Admissions Office at the Terrace Campus.

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 program.

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.

Program 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 Admissions Office 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

(Available at our Hazelton, Houston, Kitimat, Masset, Prince Rupert, Smithers and Terrace Campuses)

The basic literacy program 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 programs.

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

MARINE STUDIES

(Available at our Prince Rupert Campus)

The Marine 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 programs, 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 programs after the start date. To do so, or to be waitlisted for one of the part time programs, contact the Marine 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 program.

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 program. 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 program.

Financial Aid and Sponsorship

Please see the Financial Aid Sources section.

PROGRAM OUTLINE

Full-time Programs

Command Endorsement

NAUT 072	Meteorology
NAUT 090	Ship 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 for Mariners
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 061	Navigation Safety
NAUT 167	General Seamanship
NAUT 291	MED A II
NAUT 300	Mathematics for Mariners
NAUT 311	Occupational First Aid Level I and Transportation Endorsement
NAUT 330	Restricted Radio Operator

Correspondence Programs

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 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 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 - MED C

Course to be taken at PMTI, Vancouver.

NAUT 295: Senior Officer - 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: Occupational First Aid Level I and Transportation Endorsement

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 IB

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.

NATURAL RESOURCES

(A strategic planning process is currently under way to determine the optimum locations for delivery of the Certificate and Diploma Levels of the Natural Resources Program.)

The Natural Resources Program at Northwest Community College is a new integrated co-operative program in Natural Resources Technology. Under this new format, a one year Natural Resources Certificate level is offered which ladders into a 1.5 year Technology diploma in Forest Technology or Integrated Resources Management. An additional diploma option in Coastal Integrated Resources Management is under development. Information on this option is listed in the "Proposed Section" of this calendar. Those who wish to enter the Natural Resources Program and do not have the required prerequisites, may enroll in the Transition Level to upgrade their education, and then enter the program at the Certificate Level.

The Transition and Certificate levels will be offered at several centres throughout the College region. The Forest Technology and Integrated Resources Management diplomas will be offered in specific centres. For further information, contact an Educational Advisor.

CO-OPERATIVE EDUCATION

The Natural Resources program is offered in the Co-operative Education model. Students who have limited related work experience may be required to participate in the Co-op program. See the Co-operative Education section in the "Services for Students" section of this calendar.

CLOTHING

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 program and on the job. More detailed information can be provided by contacting an Educational Advisor.

EQUIPMENT

A list of equipment will be supplied upon acceptance into the Natural Resources program.

FEES

Please see the General Information section.

EXPECTED ADDITIONAL COSTS

Fall Camp (room & board)	approx.	250.00
Personal Equipment	approx.	425.00
Texts	approx.	900.00
Co-op Fees		260.00
Handout materials		100.00
Book and Tool deposit		50.00
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.

ADMISSION REQUIREMENTS

1. Transition Level

The admission requirements for entry into the Transition Level of the Natural Resources Program are based upon those of entry into the Adult Basic Education program and completion of the following:

Math - Grade 10 or 030	Science Grade - 10 or 030
English - Grade 10 or 030	

2. Certificate Level

The admission requirements for entry into the Certificate Level of the Natural Resources program are designed to address basic knowledge and skills in Math, English comprehension, written communication, and Biology and Chemistry. An interest in a career in Natural Resources should be demonstrated.

a. Course Requirements - Certificate Level

- English 12 *or* Communications 12* *or* English 045 *or* 050 with a minimum of C *or* satisfactory performance in the program's English Placement Test.
- Math 11 *or* Math 040 with a minimum of C *or* satisfactory performance in the program's Math Placement Test.
- Biology 11 *or* Biology 040 with a minimum of C *or* satisfactory performance in the program's Biology Placement Test.

- Chemistry 11* *or* Chemistry 040* is highly recommended.

* NOTE:

Commencing Fall/97, Chemistry 11 or Chem 040 will be required and Communications 12 will not be acceptable.

b. Other Requirements - Certificate Level

- Students are required to submit an up-to-date summary of their educational, work and related life experiences, with two letters of reference and a one page letter as to why they would like to enter the Natural Resources Program Certificate level. The letters of reference should be from employment or academic references who support the student's decision to enter the program. *It is not the intention of the above requirement to screen applicants, but rather to motivate candidates to seriously evaluate their career goals before applying for this rigorous academic program.*
- Students entering the Certificate Level should be prepared to participate in physically rigorous field exercises in all types of terrain and weather conditions.

3. Diploma Level - Forest Technology

Admission into the Forest Technology Diploma Level requires successful completion of the Natural Resources Certificate Level.

4. Diploma Level - Integrated Resources Management

Admission into the Integrated Resources Management Diploma Level requires successful completion of the Natural Resources Certificate Level.

Planning is currently underway to deliver the Integrated Resources Management Diploma at the Terrace campus in Fall 1996. Delivery of the program, however, is dependent on funding. See an Educational Advisor regarding the status of this proposed program.

HOW TO APPLY

- Applications can be obtained from your local College centre and can be submitted at any time.
- At the time of printing the location(s) for this program has not been determined. Contact your nearest NWCC centre for current information on where to submit your application.

PROGRAM OUTLINES

TRANSITION LEVEL

The following Transition Level courses are required for entrance to the Certificate Level.

Math 040	English 045 or 050
Biology 040	Chemistry 040

Some NWCC centres may also offer the following courses within the Transition Level.

- * NRES 110-Intro. to Natural Resources
- * NRES 100-Outdoor Safety
- ** Introductory Computers
- ** First Aid-Level I with Transportation Endorsement
- ** Student Success I
- ** Work Orientation

** Give advanced credit to the Certificate Level
**Recommended prior to entrance to Certificate Level*

CERTIFICATE LEVEL

In order to receive a certificate students must obtain a minimum grade of "C-" in University Credit courses and a minimum grade of "C" in all other courses and have a minimum "C" average overall.

Term I (September - December)

Italic indicates University Credit course.

BIOL 101-3	<i>Biology I: Cells, Diversity and Physiology</i>
COOP 100-2	Co-op Work Orientation
CPSC 111-3	<i>An Introduction to Computers (continues through Term 2)</i>
ENGL 151-3	<i>Technical Writing I</i>
FAID 100-5	Occupational First Aid Level 1
FAID 125-5	Occupational First Aid Transportation Endorsement
NRES 100-3	Outdoor Safety I <i>(continues through Term 2)</i>
NRES 110-2	Introduction to Natural Resources
NRES 152-4	Surveying
NRES 153-4	Silvics and Dendrology
MATH 161-4	Applied Math
SSUC 100-1	Student Success

Term II (January - April)

Italic indicates University Credit course.

ANTH 111-3	<i>Native Peoples of Canada</i>
BIOL 102-3	<i>Introductory Biology 102 II: Genetics, Evolution and Ecology</i>

CPSC 111	<i>(Continues from Term 1)</i>
GEOG 160-3	<i>Physical Geography II: Geology, Geomorphology and Soils</i>
NRES 100	<i>(Continues from Term 1)</i>
NRES 120-3	Cartography
NRES 130-4	Data Collection
NRES 140-3	Fish and Wildlife
NRES 150-2	Soil Physical Characteristics
NRES 290-6	Co-op Work Term I (May - August)

DIPLOMA LEVEL - FOREST TECHNOLOGY
In order to receive a diploma students must obtain a minimum grade of "C-" in University Credit courses and a minimum grade of "C" in all other courses and have a minimum "C" average overall in diploma level courses.

Term III (September - December)
Italic indicates University Credit course.

FRST 259-3	Fire Science
FRST 345-4	Resource Inventory
FRST 373-3	Soils and Hydrology
FRST 375-4	Silviculture I
FRST 377-4	Forest Engineering I
FRST 461-4	Log Scaling
FRST 480-3	Forest Entomology
FRST 481-3	Forest Pathology
FRST 484-2	Range Management

Term IV (January - May)
Italic indicates University Credit course.

ANTH 112-3	<i>Native Peoples of B.C.</i>
FRST 305-3	Integrated Resource Management I
FRST 475-4	Silviculture II
FRST 477-4	Forest Harvesting
GEOG 204-3	<i>Introduction to Spatial Analysis and GIS</i>
MATH 131-3	<i>Introduction to Statistics</i>
NRES 215-3	Policy and Legislation
NRES 210-3	Aerial Photo Interpretation
NRES 220-3	Tourism and Recreation
NRES 230-2	Wilderness Survival
FRST 490-6	Co-op Work Term II (May - December)

Term V (January - April)
Italic indicates University Credit course.

ENGL 152-3	<i>Technical Writing II</i>
FRST 310-3	Integrated Resource Management II
FRST 482-3	Forest Products
FRST 362-3	Business Studies
FRST 565-4	Silviculture III
FRST 578-4	Forest Engineering II
NRES 225-3	Management Skills
NRES 205-3	Sampling Design

DIPLOMA LEVEL - INTEGRATED RESOURCES MANAGEMENT
In order to receive a diploma students must obtain a minimum grade of "C-" in University Credit courses and a minimum grade of "C" in all other courses.

NOTE:
Prerequisites have not been established for all courses in the Integrated Resources Management Diploma option. See the instructor or Coordinator in the Natural Resources Program for details.

Term III (September - December)
Italic indicates University Credit course.

GEOG 150-3	<i>Physical Geography I: Biogeography, Meteorology & Climatology</i>
GEOG 203-3	<i>Geomorphology</i>
GEOG 207-3	<i>Soils and Hydrology</i>
IRM 270-4	Silviculture Methods
IRM 275-4	Rehabilitation and Restoration
IRM 260-4	Resource Utilization

Term IV (January - April)
Italic indicates University Credit course.

ANTH 112-3	<i>Native Peoples of B.C.</i>
ENGL 152-3	<i>Technical Writing II</i>
GEOG 204-3	<i>Introduction to Spatial Analysis and GIS</i>
MATH 131-3	<i>Introduction to Statistics</i>
NRES 210-3	Aerial Photo Interpretation
NRES 215-3	Policy and Legislation
NRES 220-3	Tourism and Recreation
NRES 230-2	Wilderness Survival
NRES 225-3	Management Skills

IRM 490-6 Co-op Work Term II (May-August)

Term V (September - December)
Italic indicates University Credit course.

BIOL 211-3	<i>Principles of Ecology</i>
GEOG 202-3	<i>Geography of Ecosystems</i>
IRM 250-4	Integrated Resources Management I
IRM 255-4	Integrated Resources Management II - Project
IRM 265-4	Biodiversity/Habitat
IRM 280-4	Fish Biology and Management
IRM 285-4	Wildlife Biology and Management
NRES 205-3	Sampling Design

COURSE DESCRIPTIONS

ANTH 111-3.0: Native Peoples of Canada
See the University Credit section for course description.

ANTH 112-3.0: Native Peoples of B.C.
See the University Credit section for course description.

BIOL 101-3.0: Introductory Biology I: Cells, Diversity and Physiology
See the University Credit section for course description.

BIOL 102-3.0: Introductory Biology II: Genetics, Evolution and Ecology
See the University Credit section for course description.

BIOL 211-3.0: Principles of Ecology
See the University Credit section for course description.

COOP 100-2.0: Work Orientation
This course, in a workshop format, involves students in role plays, seminars and practical assignments that prepare them to obtain suitable employment. Emphasis will be on preparation of resumes and covering letters and practicing interview skills. Corequisite: ENGL 151.

CPSC 111-3.0: An Introduction to Computers
See the University Credit section for course description.

ENGL 151-3.0: Technical Writing I
See the University Credit section for course description.

ENGL 152-3.0: Technical Writing II
See the University Credit section for course description.

FAID 125-0.5: Occupational First Aid Transportation Endorsement
See the University Credit section for course description.

FAID 100-0.5: Occupational First Aid Level I
This first aid course gives students a WCB Occupational Level 1 Endorsement.

FRST 259-3.0: Fire Science
Forest fire behaviour, effects and ecology are reviewed. Topics include fire prevention, detection, suppression, fuel loading, prescribed burning, and smoke management. Prerequisite: ENGL 151.

FRST 305-3.0: Integrated Resource Management Planning I
This course introduces students to integrated resources management at the field level as well as the planning level. Public process and land use planning are discussed. Prerequisites: FRST 340, GEOG 160, BIOL 102, NRES 140, ENGL 151.

FRST 310-3.0: Integrated Resource Management Planning II
This course provides students with hands-on experiences in land use planning by completing a real life project in a teamwork atmosphere. Students are given the responsibility to collect data and conduct research so that their IRM Plan is relevant. Prerequisites: FRST 305.

FRST 345-4.0: Resource Inventory
Students improve their timber cruising skills and learn new surveys and concepts related to forest measurements and mensuration. Topics include stratification, cruise design, check cruising, cruise compilation site index, forest inventory phases, growth and yield permanent sample plots, computer modeling, and AAC calculation. Prerequisites: NRES 130, MATH 161, FRST 152, FRST 153, NRES 120. Corequisite: MATH 131.

FRST 362-3.0: Business Studies
This course is designed to give students a basic understanding of small business principles. Emphasis is placed on developing a Business and Marketing Plan and bidding on a project. Topics include entrepreneur traits, types of ownership, business startup steps, legal obligations, financing, record keeping, preparation of bids, and contract management. Prerequisites: MATH 161, ENGL 151.

FRST 373-3.0: Soils & Hydrology

This course emphasizes hydrological principles and considerations for the prevention of soil degradation and mass wasting with respect to forest roads and harvesting. This course introduces the properties of different types of soils and refines the student's knowledge of soil orders. Prerequisites: GEOG 160, NRES 150, BIOL 102.

FRST 375-4.0: Silviculture I

This course introduces the student to the Practice of Silviculture in B.C. by examining an initial 7 components of this practice. Topics covered range from the application of ecosystem classification and environmental factors affecting seedlings, to planting project supervision and silvicultural surveys. Course emphasis is on field and practical applications. Silviculture 1 builds a foundation of knowledge and skills for Silviculture 2 and 3. Prerequisites: BIOL 101, BIOL 102, FRST 153, NRES 150, NRES 120, GEOG 160. Corequisite: FRST 372.

FRST 377-4.0: Forest Engineering I

This course is designed to familiarize the student with the basic concepts of forest road engineering as they relate to road construction and forest harvesting considerations. Topics discussed include soil classification and identification, forest road design, field location and surveying of forest roads, culvert and bridge design, construction and equipment applications and costing. Prerequisites: GEOG 160, NRES 120, NRES 150, MATH 161, FRST 152.

FRST 461-4.0: Log Scaling

Topics include scaling regulations, stick scaling, log grading, weigh scale sampling, and residue and waste surveys. Prerequisites: FRST 340, FRST 153.

FRST 475-4.0: Silviculture II

This course builds on topics and concepts introduced to students in Silviculture I. By the end of this course, students will be provided with the basic skills and knowledge required to challenge the Provincial Silvicultural Surveyor Accreditation exam, if desired. Topics covered range from vegetation management, forest health concerns during surveys, and treatment recommendation, to an introduction to silviculture systems and (pre-harvest) silvicultural prescriptions. Field trips will include an extended tour of forestry operations outside the region. Prerequisites: FRST 375, FRST 372.

FRST 477-4.0: Forest Harvesting

This course introduces the student to harvesting methods and equipment used in B.C. Topics include harvesting systems

and phases, site constraints, costs, WCB safety regulations, industry organization structures, total chance plans, cutting permit documents, harvesting inspections, stumpage appraisal worksheets, and environmental concerns. Students prepare a Harvesting Plan and Schedule. Prerequisites: FRST 372, FRST 153, FRST 377.

FRST 484-2.0: Range Management

This course is designed to familiarize the student with the concepts of range management. Topics include grazing plans, resource conflicts, and wildlife use. Prerequisites: FRST 153.

FRST 480-3.0: Forest Entomology

Provides students with a working knowledge of forest insects. Topics include identification, life cycles, detection, damage, control and management. Prerequisites: BIOL 101, FRST 153.

FRST 481-3.0: Forest Pathology

Provides students with a working knowledge of forest diseases. Topics include identification, life cycles, detection, damage, control and management. Prerequisites: BIOL 101, FRST 153.

FRST 482-3.0: Forest Products

This course introduces students to various commercial woods of Canada with emphasis on those found in B.C. Topics include wood structure, identification, strength, physical properties, chemistry and products. Various products are discussed and visits are made to view manufacturing facilities and processes.

FRST 490-6.0: Co-op Work Term II**FRST 578-4.0: Forest Engineering II**

This course provides students with hands-on computer road design skills using Road Eng software and practical field skills in applying harvesting engineering theory in a field environment. Field projects will be managed by the students to further develop and practise their leadership skills. Prerequisites: FRST 377, FRST 477.

GEOG 150-3.0: Physical Geography I: Biogeography, Climatology and Meteorology

See the University Credit section for course description.

GEOG 160-3.0: Physical Geography: Geology, Geomorphology and Soils

See the University Credit section for course description.

GEOG 202-3.0: Geography of Ecosystems

See the University Credit section for course description.

GEOG 203-3.0: Geomorphology

See the University Credit section for course description.

GEOG 204-3.0: Introduction to Spatial Analysis & Geographical Information Systems

See the University Credit section for course description.

GEOG 207-3.0: Soils/Hydrology

See the University Credit section for course description.

IRM 250-4.0: Integrated Resources Management I

An advanced course in integrated resources management at the planning and field levels. Public processes and land use planning are discussed in detail, as well as applicable legislation and procedures in integrated resources planning.

IRM 255-4.0: Integrated Resources Management II

This course provides students with hands-on experience in land use planning by completing a real life project in a teamwork atmosphere. Students are given the responsibility to collect data and conduct research, and are expected to provide detailed analysis of the results.

IRM 260-4.0: Resource Utilization

This course examines harvesting methods, utilization techniques and the associated environmental effects for a wide variety of resources including forests, energy, minerals, fish and wildlife.

IRM 265-4.0: Biodiversity/Habitat

Introduction to the concept of the sustainable land base. Application of methods in identifying and managing for environmental concerns such as biodiversity, critical habitat, genetic diversity, wildlife corridors, alternative forest ecosystem products, use of biodiversity guidelines and rare and endangered species. Detailed discussion about the traditional First Nations use and management of plants and other components of the forest ecosystem.

IRM 270-4.0: Silvicultural Methods

An examination of the components of silvicultural methods, the treatments associated with those components, and the collection of data to support treatments. Students will gain an understanding of the actual silvicultural treatments used in the field.

IRM 275-4.0: Rehabilitation & Restoration

Methods of watershed, slope and landscape stabilization and rehabilitation, including hydrological, engineering and revegetation solutions. Students will work in the field to examine the broader aspects of rehabilitation and restoration techniques and to analyze and formulate solutions to sites requiring stabilization and restoration.

IRM 280-4.0: Fish Biology & Management

A course in Biology regarding the methods and practice of fish management including on-site analysis of fish management problems associated with resource extraction.

IRM 285-4.0: Wildlife Biology & Management

A course in the methods and practice of wildlife management including field study of management issues arising from natural and industrial disturbances to habitat and populations.

MATH 131-3.0: Introduction to Statistics

Please see the University Credit section for the course description.

MATH 161-4.0: Applied Math

Topics include fractions, order of operations, proportion and rate, perimeter, area and volume, trigonometry, algebra, graphics, business math and statistics. Prerequisite: Math 11 or permission of instructor.

NRES 100-3.0: Outdoor Safety

This course offers several certifiable and non-certifiable safety training modules necessary for effective and safe employment in outdoor occupations. Topics include emergency procedures, equipment checklists, radio operations, WHMIS, 4-wheel drive operations, ATV operations, powersaw operation and safety, helicopter safety, water safety, foodsafe, bear aware and heavy equipment safety.

NRES 110-2.0: Introduction to Natural Resources

This course will provide an introduction to natural resource management. Issues of sustainability, balanced human use, ecologically responsible management and their implications will be explored.

NRES 120-3.0: Cartography

This course introduces the student to basic drafting techniques, map reading, drafting skills and air photos.

NRES 130-4.0: Data Collection

Students will be introduced to natural resource measurement and data collection skills relevant to forestry and other

environment employment areas. Prerequisites: NRES 120, GEOG 160, MATH 161, FRST 152, FRST 153. Corequisites: NRES 120, GEOG 160.

NRES 140-3.0: Fish & Wildlife

Class and field work develop the student's perception of fish and wildlife signs and area usage. Habitat requirements are considered from a management perspective. Prerequisites: BIOL 101, FRST 153, ENGL 151. Corequisites: NRES 120, BIOL 102.

NRES 150-2.0: Soil Physical Characteristics

Students are introduced to the physical, chemical and biological properties, analysis, genesis and classification of soils with emphasis on factors which influence plant growth. Prerequisite/Corequisite: GEOG 160.

NRES 152-4.0: Surveying

This introductory surveying course provides the student with skills in compassing, horizontal distance measuring methods, leveling, closed traversing and area determination.

NRES 153-4.0: Silvics & Dendrology

This course emphasizes tree, shrub and plant identification. The course will introduce the concept of plant associations, forest types and biogeoclimatic zoning of British Columbia. Assembly of a tree and shrub herbarium collection is the major course project.

NRES 210-3.0: Aerial Photo Interpretation

This course is to refine student proficiency in air photo interpretation and transfer of photo detail to maps. A lesser emphasis will be placed on familiarizing the student to the science of remote sensing and how it can be used in resource management. Prerequisites: GEOG 160, NRES 120.

NRES 205-3.0: Sampling Design

Topics include sampling designs and methods, stratification, experimental design, and statistical analysis. Each student will conduct an independent project where objectives and parameters are determined, sampling methodology chosen, and data collected, compiled and statistically analyzed.

NRES 215-3.0: Policy & Legislation

Students will review the various B.C. Acts and Regulations pertaining to natural resources management. Current legislation and issues will be emphasized.

NRES 220-3.0: Tourism & Recreation

This course emphasizes resource management considerations for recreation and tourism in northwest B.C. Topics include wilderness and park management, visual quality objectives in travel corridors, awareness of tourism and recreation opportunities, resource conflicts, integrated resource management planning recreation site and trail planning, and local issues. Guest speakers are utilized to enhance learning of different tourism and recreation sector perspectives.

NRES 225-3.0: Management Skills

Management skills is designed to enhance the students' understanding of human relations skills, supervisory skills, and leadership skills.

NRES 230-2.0: Wilderness Survival

This is a skill module that teaches the student basic and advanced skills in wilderness survival. Students spend two nights practicing survival in cold weather.

NRES 290-6.0: Co-op Work Term I

NRES 565-4.0: Silviculture III

This course focuses on intensive and incremental stand tending treatments, as well as advanced partial cutting prescriptions. Students will practice making spacing, pruning and fertilization prescriptions, and will design, prescribe and layout a partial cut harvest block. Prerequisites: FRST 375, NRES 100.

SSUC 100-1.0: Student Success

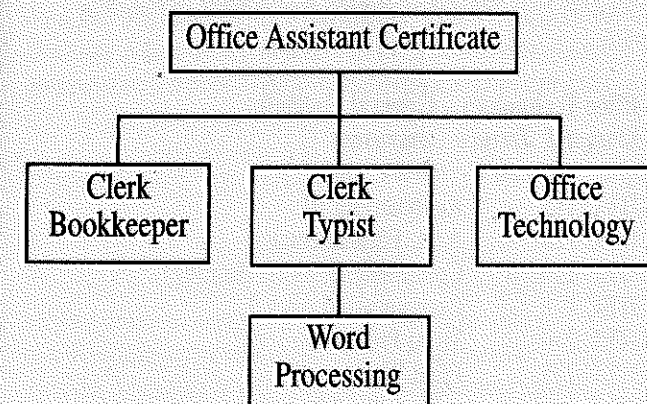
This course is designed to help students identify realistic academic goals and develop strategies that will enable them to successfully reach their goals; to help students identify obstacles to success and to develop strategies for overcoming those obstacles, and; to allow students an opportunity to develop the skills and attitudes needed to function successfully in college.

OFFICE ADMINISTRATION

(Available at our Kitimat, Smithers & Terrace Campuses)

The Office Administration program is designed to provide the learner with the knowledge and skills necessary to function effectively in an entry level clerical position in the business community. These programs are designed to serve the needs of full-time and part-time learners. The entry level certificate, Office Assistant, is designed such that, learners upon completion may enter the work force or continue on into advanced level certificates, such as Clerk Bookkeeper, Clerk Typist, Office Technology and Word Processing. Learners will be given credit for prior learning obtained in high school, ABE, other colleges, and other college courses where articulated or prior work experience.

The Office Assistant Certificate is intended to produce graduates who are employable in an entry level office position. Upon completion of the certificate, which will take 5 months of full time study, the learner may continue on to complete a *Clerk Bookkeeper/Clerk Typist/Word Processing Certificate* in *Smithers* or an *Office Technology Certificate* in *Terrace* and *Kitimat*.



PART-TIME STUDIES

All certificate programs are designed to offer flexibility for the part-time student. Learners may vary their workload and timetable to meet their own particular need. Learners will be able to register in selected courses, but will not be eligible for a certificate until all certificate requirements are met.

ADMISSION REQUIREMENTS

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 program if they can demonstrate mastery of equivalent knowledge and skills.

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* - Office Assistant Certificate
Office Technology Certificate
- Smithers* - Office Assistant Certificate
Clerk Bookkeeper
Clerk Typist
Word Processing
- Terrace* - Office Assistant Certificate
Office Technology Certificate

Please see the appropriate sections for more information on certificate offerings.

FEES

Please see the General Information section.

FINANCIAL AID AND SPONSORSHIP

Please see the Financial Aid Sources section.

PROGRAM OUTLINES

Office Assistant Certificate

(Kitimat, Smithers & Terrace Campuses)

OADM 100	Student Success (Master Student)
OADM 120	Grammar
OADM 125	Written Communications
OADM 130	Spelling
OADM 140	Proofreading
OADM 150	Oral Communication
OADM 160	Electronic Communication
OADM 165	Job Search
OADM 170	Office Dynamics
OADM 180	Records Management
OADM 190	Business Machines
OADM 200	Keyboarding I (Speed)
OADM 205	Keyboarding II (Speed)
OADM 210	Operating Systems (Dos/Windows)
OADM 220	Word Processing
OADM 230	Database
OADM 250	Keyboarding Applications
OADM 260	Business Simulation
OADM 270	Automated Office Simulation

Completion of the Office Assistant Certificate program requires approximately five months of full-time study.

Clerk-Typist (Smithers Campus)

Office Assistant Certificate; and:

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 program requires approximately two months of full-time study.

Clerk-Bookkeeper (Smithers Campus)

Office Assistant Certificate; and:

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 program requires approximately three months of full-time study.

Word Processing (Smithers Campus)

Clerk Typist Certificate; and:

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

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

Office Technology - Accounting Specialty

(Kitimat & Terrace Campuses)

Office Assistant Certificate; and:

O TEC 120	Accounting Fundamentals
O TEC 125	Acct. Fundamental II
O TEC 150	Communications III (Editing)
O TEC 170	Intro to Spreadsheets
O TEC 175	Computerized Acct. I
O TEC 180	Computerized Acct. II
O TEC 185	Computerized Acct. III*
O TEC 190	Computerized Acct. IV*
O TEC 195	Computerized Acct. V*
O TEC 200	Computerized Acct. VI
O TEC 202	Computerized Acct. VII*
O TEC 205	Computer Acct. Simulation
O TEC 220	Advanced Operating Systems
O TEC 275	Field Work

* Select one course from the four electives

Completion of the Office Technology - Accounting Specialty requires approximately five months of full-time study.

Office Technology - General Specialty

(Kitimat & Terrace Campuses)

Office Assistant Certificate; and:

O TEC 115	Keyboarding III
O TEC 125	Acct. Fundamentals
O TEC 150	Communications III (Editing)
O TEC 175	Computerized Acct. I
O TEC 230	Word Processing I
O TEC 275	Field Work

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

Completion of the Office Technology - General Specialty requires approximately five months of full-time study.

Office Technology - Word Processing Specialty (Kitimat & Terrace Campuses)

Office Assistant Certificate; and:

O TEC 115	Keyboarding III*
O TEC 120	Accounting Fundamentals
O TEC 150	Communications III (Editing)
O TEC 170	Intro to Spreadsheets
O TEC 210	Keyboarding IV*
O TEC 220	Advanced Operating Systems
O TEC 230	Word Processing I
O TEC 235	Word Processing II
O TEC 240	Keyboarding V*
O TEC 242	Word Processing Simulation
O TEC 270	Job Search
O TEC 275	Field Work

* Select one course from the three electives

Completion of the Office Technology - Word Processing Specialty requires approximately five months of full-time study.

Distance Education

ACCT 101	Bookkeeping Fundamentals
ACCT 102	Routine Bookkeeping Procedures
OADM 130	Spelling
OADM 180	Records Management
OADM 190	Business Machines
OADM 200	Keyboarding I (Speed)
OADM 205	Keyboarding II (Speed)
OADM 230	Database
OADM 250	Keyboarding Applications
OADM 260	Business Simulation

As a full "Office Assistant Certificate" is not available by Distance Education, learners will need to travel to Kitimat, Smithers or Terrace to complete certificate requirements.

COURSE DESCRIPTIONS

ACCT 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.

ACCT 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.

BCPT 106-1.0: Advanced Computer Speed

This course provides computer skill building using Cortez Peters. A computer speed of 50 nwpm is required. Prerequisite: OADM 205.

COMP 110-1.0: Introduction to Spreadsheets

This course provides an introduction to spreadsheets. Topics include: creating a spreadsheet; using the copy command and creating formulas.

COMP 120-1.0: Introduction to AccPac Simply

This course provides an introduction to computerized accounting using Simply Accounting Software. Learners 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. Prerequisites: ACCT 102, OADM 210.

COMP 125-1.5: Introduction to AccPac Plus G/L

This course provides an introduction to the special features and capacities of the ACCPAC accounting system using the General Ledger. Learners will be able to establish company records, set up various journals and financial statements. Prerequisites: ACCT 102, OADM 210.

COMP 130-0.5: Spreadsheet Applications

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

COMP 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.

DICT 101-1.0: Transcription Operation

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

OADM 100-1.0: Student Success (Master Student)

This course is designed to help the learner define their goals more clearly and provide the learner with the tools necessary to help them achieve their goals. Learners will also be provided with the tools to help them develop the characteristics of critical thinkers.

OADM 120-2.5: Grammar

This course is designed to provide the learner with a solid grounding in English Grammar by learning the eight parts of speech, punctuation and capitalization.

OADM 125-2.0: Written Communications

This course is designed to provide the learner with the basic skills and strategies for both analyzing situations and writing appropriate responses to those situations.

OADM 130-1.5: Spelling

The course is designed to provide the learner with the skills to utilize the rules for: adding affixes to base words, most troublesome word endings, commonly misspelled words, and plurals, possessives and contractions.

OADM 140-1.0: Proofreading

This course is designed to provide the learner with the skills necessary to: recognize the need for proofreading, be able to determine how/when to proofread, be able to produce error-free communication, and recognize common proofreader's marks.

OADM 150-0.5: Oral Communication

This course is designed to familiarize learners with basic techniques of oral communication and to train the learner in the use of these techniques to perform effectively in the office.

OADM 160-0.5: Electronic Communication

This course is designed to familiarize the learner with the scope of electronic mail systems. Learners will use electronic communication to send and receive messages.

OADM 165-0.5: Job Search

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

OADM 170-0.5: Office Dynamics

Human Relations is designed to assist learners to make a successful transition into new jobs and work roles. Human relations strategies are provided for improved communication, motivation, leadership and personal attitude.

OADM 180-1.0: Records Management

This course will provide the learner with hands-on experience using a manual filing system. Emphasis will be placed on the common filing systems; however, all types of filing systems will be learned.

OADM 190-2.0: Business Machines

This course is designed to equip the learner with the skill of: manual dexterity exemplified in speed and accuracy in performing addition, multiplication, subtraction, and division functions on electronic desk calculators; applying these skill in basic business mathematics problems on the calculators using the most efficient and accurate techniques possible; and knowledge of reprographic imaging technologies and process to make the right reprographic choice.

OADM 200-0.5: Keyboarding I (Speed)

This course is designed to give the learner the skills necessary to touch-key at a minimum speed of 15 net words per minute (NWPM), on either the typewriter or the computer keyboard with three or fewer errors on an average of three two minute timings.

OADM 205-0.5: Keyboarding II (Speed)

This course is designed to give the learner the skills necessary to touch-key at a minimum speed of 30 net words per minute (NWPM), on either the typewriter or the computer keyboard with three or fewer errors on an average of three five minute timings.

OADM 210-1.0: Operating Systems

This course is designed to provide the learner with skills necessary to: identify parts of the computer; use DOS commands to create, copy, store and delete files; use other DOS commands to customize and manage the hard drive; explore Windows 3.1; and use Windows File Manager

OADM 220-1.0: Word Processing

The learner will become familiar with a word processing program. Upon completion the learner will be able to: create, save, print, close and retrieve a document; select text, format, margins, set tabs, create form letters, merges, reports and newsletters.

OADM 230-1.0: Database

This course is designed to introduce the learner to the concept of what a database does. Upon completion of the course the learner will be able to: plan and create a database; create, define, and modify a table; center and edit data in a database; save and print a table; edit records and change field properties; sort table records; create and modify a form; sort, find, add and delete data in a form; and customize a form. The learner will also be able to link tables; create and modify a subform; build and use queries; and print forms and reports.

OADM 250-2.0: Keyboarding I

The learner will be able to operate an electronic typewriter and/or computer to center text, key open and ruled tables, business forms, various letter styles, reports, minutes, manuscripts, and financial statements to current business standards. The student will have knowledge to design forms, format documents, and handle postal and shipping services.

OADM 260-0.5: Business Simulation

This course requires the learner to apply basic business mathematics problems on the electronic calculator in a practice set.

OADM 270-0.5: Office Simulation

This course requires learner to demonstrate proficiency in selected clerical activities by completing a number of tasks to the required business standard.

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 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: OADM 250, OADM 270.

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, Financial Statements for Corporations. The learner will be required to complete two projects, meeting industry standards. Prerequisite: OTEC 120.

OTEC 150-1.0: Communications III (Editing)

This course is designed to provide the learner with the skills required for controlling the accuracy and quality of docu-

ments. Emphasis will be placed on the mailability of a document. A mailable document is one that has been proof-read thoroughly for appearance and format, accuracy of contents, and correctness of language usage, punctuation and grammar. Emphasis is on the students ability to proofread documents accurately. Prerequisite: OADM 140.

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 (Lotus 123)

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. Prerequisites: OTEC 120 and 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, 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 vender accounts, print vender statements, and create and maintain vender 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 DOS-based, Computer Associates software. Students will be able to establish and maintain payroll accounts, and print payroll reports. Prerequisite: OTEC 180.

O TEC 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 and OTEC 205.

O TEC 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/or payroll features, and create financial statements. Prerequisite: OTEC 175 and OTEC 205.

O TEC 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 requirement on completion: 55 nwpm. Prerequisite: OTEC 115.

O TEC 220-1.0: Advanced Operating Systems

This course is designed to introduce the more advanced procedures of a DOS operating system using the most recent MSDOS version. Prerequisite: OADM 210.

O TEC 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: OADM 220.

O TEC 235-2.0: Word Processing II (Word for Windows)

This course is designed to familiarize the learner with some of the 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 230.

O TEC 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 and OTEC 235.

O TEC 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 real-life work situations. Emphasis will be placed on the students ability to use word processing, spreadsheet, database, and computerized accounting software. Prerequisite: OTEC 230 or OTEC 235.

O TEC 275-2.0: Fieldwork

As part of the Office Administration program, 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 Administration Certificate program.

TYPG 102-2.5: Advanced Business Typing

A continuation of OADM 250 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. Prerequisites: OADM 250.

WPRO 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. Prerequisite: OADM 210.

WPRO 205-0.5: Windows

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

WPRO 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. Prerequisites: OADM 220.

WPRO 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. Prerequisites: OADM 220.

WPRO 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. Prerequisite: BCPT 106.

WPRO 230-1.0: Word Processing Simulation

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

PROFESSIONAL COOK TRAINING

(Available at our Terrace Campus)

The Cook Training program 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 program to ensure that Northwest Community College culinary students are adaptable to the many expectations of today's hospitality industry.

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

A program in General Cooking is available for students who wish to pursue a career in the hospitality industry. The Trades Qualification program is intended to help the student prepare for the Tradesmen's Qualification exam and has been designed so that the student can study at home while continuing to work.

The Upgrading Program provides students currently working in the industry with the opportunity to acquire the specific skills they need and is custom designed to meet the needs and skills of the student.

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

ADMISSION REQUIREMENTS

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

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

FEES

In addition to normal fees (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.

PROGRAM OUTLINES

Professional Cooking (Basic)

This 10 month program prepares people for employment as a cook or cook's assistant in all phases of the food catering industry. The program has a very high success rate for those individuals who wish to pursue a career in the food catering industry.

Topics presented in this program include:

- 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 program is designed for cooks who have worked in the industry for a number of years and wish to pursue their Trades Qualification Certificate. It is strongly recommended that those who wish to take the T.Q. exam contact the Employment Training Counsellor at the Ministry of Advanced Education and Job Training. The qualification requires proof of 4 years full time experience (8000 hours) in a kitchen with a varied menu.

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

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

Professional Cooking (Upgrading)

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

RESIDENT CARE-HOME SUPPORT WORKER

(Offered at all Campuses Subject to Agency & Public Requirements)

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

Graduates will be employable as 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 program 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.

PROGRAM OUTLINE

This is a six month program 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

(Available at our Terrace Campus)

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

The goals of the program 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 program 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 program may wish to continue their education in order to go on into professional careers in human and social services such as: social worker, family counsellor, probation officer, 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

program commences mid-April for the intake in September. Only completed applications will be considered in a selection process.

ADMISSION REQUIREMENTS

1. A minimum of C+ in English 12, *or* English 050, *or* English 045 *or* satisfactory performance on the department's English placement test.
2. A minimum of 45 hours of satisfactory 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 program (between 300 to 500 words in length).
4. Applicants are required to arrange for two satisfactory reference forms* to be completed. Reference forms are included in the application package.

* *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 Program Coordinator for information regarding the SSW program.

HOW TO APPLY

1. Applicants should be made aware that there are a limited number of seats available in the program.
2. Application packages may be obtained from any of our college centres and should be submitted as early 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 program starts at the end of August and ends in the middle of June. All students are required to take first aid training from August 28 - 30. Program orientation for all students takes place at 9:00 am, September 3. Regularly scheduled classes begin September 3 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 Program Coordinator and the agency supervisors, be required to go on probation. In this case the student would be expected to meet the necessary standards within a set time period (as determined by the Program Coordinator, agency supervisor and student) or be required to withdraw from the program.

TRANSFER FOR CREDIT

Some Social Service Worker graduates go on to university for the BSW degree. All university transfer courses in the program will be transferable. In addition, the University of Victoria 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 program instructors or an Educational Advisor.

PROGRAM OUTLINE

Semester I

- ENGL 151-3 Technical Writing I
- SSW 141-3 Introduction to Social Services
- SSW 167-3 Introduction to Computers in the Social Services

- SSW 151-3 Interpersonal Communication in Social Services
- SSW 153-3 Human Growth and Development
- SSW 164-3 Behavior Intervention
- SSW 191-3 Introduction to Social Service Agencies
- PSYC 101-3 Introductory Psychology I

Semester II

- SSW 142-3 Social Policy and Procedures
- SSW 162-3 Introduction to Helping Skills
- SSW 165-3 Wellness in Social Services
- SSW 166-3 Working in Social Services
- SSW 168-3 Computers in the Social Services - Advanced
- SSW 192-3 Introduction to Social Service Practice
- SSW 193-3 Practicum
- PSYC 102-3 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. (This course transfers to University.) (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. (This course transfers to University.) (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 in Social Services

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 the practical application of these skills through role play and structured exercises. This course stresses the importance of cross-cultural awareness and addresses the reality of cultural differences. Individuals already employed in the social service may find this course beneficial as 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 social 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 helping others in facilitating change in their lives. (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. Volunteer participant observation in social organizations is emphasized. Prerequisite: SSW 151 & 164. (3,0,0)

SSW 167-3.0: Introduction to Computers in the Social Services

This course introduces social service workers to the use of

computers. The main emphasis is on the principles and practice of word processing. (This course transfers to University in conjunction with SSW 168.) (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. (This course transfers to University in conjunction with SSW 167.) (3.5,3.5,0) Prerequisite: SSW 167.

SSW 191-3.0: Introduction to Social Service 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 program is on networking to ensure the student works in partnership with other agencies, community support groups and professionals in the field, as well as how to work in and with committees. The student will apply to practicum placements, be exposed to interviewing panels and finally choose a placement best suited to the student. The content of this course is for the student to develop and strengthen skills needed to analyze their own practice and apply theory to it. This course stresses the importance of cross-cultural awareness and addresses the reality of cultural differences. (3,0,0) 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 full-time 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: Technical Writing I
See the University Credit section for course description.

Psychology 101-3.0: Introductory Psychology I
See the University Credit section for course description.

Psychology 102-3.0: Introductory Psychology II
See the University Credit section for course description.

UNIVERSITY CREDIT

(Available full-time at our Prince Rupert and Terrace Campuses with some U/C course offerings at our Hazelton, Houston, Kitimat and Smithers Campuses)

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 programs 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. First year courses are available on a full-time or selected offerings basis at several College centres. A second year program is available at the Terrace campus while a core second year program 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.

INTEGRATED PROGRAMMES

Many University Credit (UC) Courses are course requirements or electives in such diploma programs as follows:

- Applied Computers Technology (*Proposed*)
- Applied Technology
- Business Administration
- Community Resource Worker
- Early Childhood Education
- Natural Resources
- Social Service Worker (*Certificate & Proposed Diploma*)

These University Credit courses may be taken within each program's full time offerings or as part-time courses with credit into these diplomas or degrees. Please consult the course listings for each program to determine the applicable courses.

(See "University Credit Courses Common in Certificate and Diploma Programs" on the following page, for more information.)

ADMISSION REQUIREMENTS

1. Students coming directly from high school are expected to have Grade 12 graduation.
2. Students coming from Adult Basic Education programs 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.

UNIVERSITY CREDIT COURSES COMMON IN CERTIFICATE AND DIPLOMA PROGRAMS

For further information inquire with your Educational Advisor or Program Co-ordinator.

University Credit	Natural Resources	Applied Computer Technology	Applied Technology	Social Service Worker	Community Resource Worker	Early Childhood Education
Anthropology 111	x			x*	x	
112	x			x	x	
203				x*		
204				x*		
Biology 101	x					
102	x					
131						
132						
211	x					
Computer Science 111	x	x	x	x	x	
121		x				
122		x				
131		x				
Economics 201			x	x*		
202			x	x*		
English 101				x*		
102				x*		
151	x	x		x	x	x
152	x	x		x		
Geography 150	x					
160	x					
202	x					
203	x					
204	x					
207	x					
History 106				x*		
209				x*		
210				x*		
215				x*		
216				x*		
Mathematics 131	x	x	x	x*		
Political Science 101				x*		
102				x*		
Psychology 101				x	x	
102				x	x	
201				x*		
202				x*		
221				x*	x	
222				x*		
Sociology 101				x	x	
102				x	x	
205				x	x	
206				x		
209				x*		
210				x*		
250				x*		
251				x*		

*Electives

Certain courses within the Business Administration program transfer to University Credit. Please consult both programs and the Transfer Guide for further information.

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. Applications for part-time studies should be submitted before the start of classes as listed at the front of this calendar.

1. Associate Degrees

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

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.

2. First Year University Credit

For students wishing to complete one year at the college and then to transfer to a university, there are described in this calendar 3 program 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 program of choice while still keeping future options as varied as possible. To use the calendar effectively, students should review the section titled "Index of Career Paths", locate the area of specialization they wish to pursue and then refer to the appropriate package in the following section. Students should review any notes and prerequisites described for the package.

3. Integrated Programs

Students wishing to enroll part-time in an integrated program should consult with the applicable program.

ADVISING

Prospective students are encouraged to discuss questions about courses and programs with instructors or an educational advisor before registering. All College centres have information on programs available at most institutions in B.C. Students are strongly advised to make themselves aware of the requirements of the institutions to which they wish to transfer. The final responsibility for the selection of courses rests with the student.

TRANSFER CREDIT TO OTHER INSTITUTIONS AND PROFESSIONAL ORGANIZATIONS

A listing of established equivalencies can be found in the "Transfer Credit section" of this calendar.

Please note that transfer credit may change as institutions adjust their offerings. Therefore, students are encouraged to obtain written confirmation of current transfer credit from the institution or organization to which they plan to transfer.

TRANSFER CREDIT FROM OTHER INSTITUTIONS TO NORTHWEST COMMUNITY COLLEGE

Students who have completed course work at other post-secondary institutions may be able to transfer credit towards a certificate, diploma and associate degree at Northwest Community College.

To request transfer credit, you must submit a letter of request noting the expected credit, along with an official transcript to the Registrar. This should be done well in advance of the start of your program at Northwest Community College.

DATES AND LOCATION

Classes normally 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 University Credit courses are available in other College centres or in modular fashion through integrated diploma program offerings. 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 PROGRAMS

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
Drama
English
French and other languages
History
Music
Performing Arts
Philosophy
Religious Studies
Women's Studies

Social Sciences

Anthropology
Archaeology
Criminology
Economics
Environmental Studies
First Nations
Geography (Human)
Political Science
Psychology
Sociology

Science

Biology
Chemistry
Computer Science
Environmental Sciences
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 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
Geography (Physical)	1	2	6
Biology Electives	2	2	6
Geography (Physical)	2	2	6
Science Elective	2	2	6
Arts Elective**	1 or 2	2	6
Total		20	63

* Or equivalent

** Human or Regional Geography recommended

PROGRAM PACKAGES

"Program Packages" group appropriate courses together and are a simplified guide to university transfer options. Transfer arrangements with universities are subject to change at any time and course substitutions within packages are often possible. There are fifteen packages, all of which will be offered at the Terrace campus and some which are offered at the Prince Rupert 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. *Descriptions 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.

1. Two (2) courses are mandatory:

English 101/102

2. Four (4) courses from the following:

Anthropology 101/102

Anthropology 111/112

Economics 201/202

Geography 110/111

Political Science 101/102

Psychology 101/102

Sociology 101/102

3. Two (2) courses from the following:

French 101/102 or 107/108 or 110/111

History 105/106

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

First Nations Studies:

Students with an interest with proceeding into programs with a First Nations emphasis should choose the following first year courses:

Anthropology 111/112

History 105/106

For the most current offerings in First Nations courses, please contact an Educational Advisor.

Commerce and Business Administration:

Students with an interest in programs with a Commerce or Business Administration emphasis may consider selecting electives from Business Administration courses with direct university transfer (*see the Business Administration Transfer Guide section of this calendar*) and from the following first year courses:

Economics 201/202

Geography 110/111

Political Science 101/102

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.

1. Two (2) courses are mandatory:

English 101/102

2. Four (4) courses from the following:

French 101/102 or 107/108 or 110/111

History 105/106

3. Two (2) courses from the following:

Anthropology 101/102

Anthropology 111/112

Economics 201/202

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

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.

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 or 122
2. Six (6) courses from the following:	
Anthropology	201/202*
Anthropology	203/204*
Anthropology	209/210*
English	201/202*
English	203/204*
English	207/208*
English	209/210*
English	224/225*
History	209/210*
History	215/216*
History	231/241*
Psychology	201/202*
Psychology	221/222*
Sociology	205/206*
Sociology	209/210*
Sociology	250/251*

3. Three (3) courses from the following:

Geography 225/226

Any second year 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.

First Nations Studies:

Students interested in an Associate Degree in Arts (General) with a First Nations emphasis should choose second year electives from the following courses:

Anthropology 203/204

Anthropology 209/210

English 207/208

Geography 225/226

History 209/210

History 215/216

For the most current offerings in First Nations courses, please contact an Educational Advisor.

Commerce and Business Administration:

Students interested in an Associate in Arts Degree (General) with a Commerce or Business Administration emphasis may consider selecting electives from Business Administration courses with direct university transfer (*see the Business Administration Transfer Guide section of this calendar*) and from the following first year courses:

Mathematics 131

Mathematics 141/142

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 or 122

2. Four (4) courses from the following:

Anthropology	201/202*
Anthropology	203/204*
Anthropology	209/210
Psychology	201/202*
Psychology	221/222*
Sociology	205/206*
Sociology	209/210*
Sociology	250/251*

3. Two (2) courses from the following:

English	201/202*
English	203/204*
English	207/208*
English	209/210*
English	224/225*
History	209/210*
History	215/216*
History	231/241*

4. Three (3) courses from the following:

Geography	225/226
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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 or 122

2. Four (4) courses from the following:

English	201/202*
English	203/204*
English	207/208*
English	209/210*
English	224/225*
History	209/210*
History	215/216*
History	231/241*

3. Two (2) courses from the following:

Anthropology	201/202*
Anthropology	203/204*
Anthropology	209/210*
Psychology	201/202*
Psychology	221/222*
Sociology	205/206*
Sociology	209/210*
Sociology	250/251*

4. Three (3) courses from the following:

Geography	225/226
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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 or 122

2. Four (4) courses from the following:

English	201/202*
English	203/204*
English	207/208*
English	209/210*
English	224/225*

3. Two (2) courses from the following:

Anthropology	201/202*
Anthropology	203/204*
Anthropology	209/210*
History	209/210*
History	215/216*
History	231/241*
Psychology	201/202*
Psychology	221/222*
Sociology	205/206*
Sociology	209/210*
Sociology	250/251*

4. Three (3) courses from the following:

Geography	225/226
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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, 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 or 122

2. Four (4) courses from the following:

History	209/210*
History	215/216*
History	231/241*

3. Two (2) courses from the following:

Anthropology	201/202*
Anthropology	203/204*
Anthropology	209/210*
English	201/202*
English	203/204*
English	207/208*
English	209/210*
English	224/225*
Psychology	201/202*
Psychology	221/222*

Sociology	205/206*
Sociology	209/210*
Sociology	250/251*

4. Three (3) courses from the following:

Geography	225/226
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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, 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 or 122

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*
Anthropology	209/210*
English	201/202*
English	203/204*
English	207/208*
English	209/210*
English	224/225*
History	209/210*
History	215/216*
History	231/241*
Sociology	205/206*
Sociology	209/210*
Sociology	250/251*

4. Three (3) courses from the following:

Geography	225/226
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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, 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 or 122

2. Four (4) courses from the following:

Anthropology	201/202*
Anthropology	203/204*
Anthropology	209/210*
Sociology	205/206*
Sociology	209/210*
Sociology	250/251*

3. Two (2) courses from the following:

English	201/202*
English	203/204*
English	207/208*
English	209/210*
English	224/225*
History	209/210*
History	215/216*
History	231/241*
Psychology	201/202*
Psychology	221/222*

4. Three (3) courses from the following:

Geography	225/226
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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, 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
Computer Science	122
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
Biology	211
Chemistry	230/231
Geography	201
Geography	202
Geography	203
Geography	204
Geography	207
Oceanography	208/209

2. Two (2) 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*
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
Computer Science	122

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**
Biology	211**
Chemistry	230/231

2. Two (2) 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*
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. Courses with two stars indicate that additional second year biology courses may be available through the Natural Resources Program.

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	204**
Geography	207**

2. Two (2) courses from the following:

Geography	110/111*
Geography	225/226

3. Two (2) courses from the following:

Anthropology	101/102*
Anthropology	111/112*
Economics	201/202*
French	101/102 or 107/108 or 110/111*
History	105/106*
Political Science	101/102*
Psychology	101/102*
Sociology	101/102*

4. Two (2) courses from the following:

Any 2nd year Science course not taken in 1.

Courses with stars indicate first year arts courses, at least one of which will be available in each semester. Courses with two stars indicate that additional second year geography courses may be available through the Natural Resources Program.

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 ten (10) 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
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2. Six (6) courses from the following of which two must be Biology and two must be Geography:

Biology	201/202**
Biology	203/204**
Biology	209/210/211**
Geography	201/202/203/204/207**
Oceanography	208/209**

3. Two (2) 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***
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. Courses

with two stars indicate that additional second year biology courses will be available through the Integrated Resources Management Diploma Option in the Natural Resources Program. Courses with three stars are preferred electives.

15. Second Year Science: Genetics and Biotechnology

Students interested in careers with an emphasis in Genetics and Biotechnology should take the following courses:

Biology	205/206
Biology	209/210
Chemistry	230/231

Students wishing an Associate Degree in Science with a Biology Major should follow package twelve (12). Students who wish to proceed into Applied Genetics Careers may consider technology electives from the Natural Resources Integrated Resources Management Diploma Option. Recommended topics include Silvics and Dendrology, Biodiversity and Habitat, Silviculture Methods, Fish Biology and Management and Wildlife Biology and Management. Appropriate prerequisites apply.

16. 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) program. 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.

- Two (2) courses are mandatory:

English	101/102
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- Two (2) courses from the following:

History	105/106
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- 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
- 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

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.

- One (1) course from the following:

Mathematics	190**
Any other Mathematics Elective	
- Two (2) courses from the following:

Geography	225/226
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- 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. Program 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 Secondary School	15 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 Anthropology

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

**Anthropology (First Nations Studies) 111-3.0:
Native Peoples of Canada**

A course dealing with the nature and diversity of Canadian First Nations 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 (First Nations Studies) 112-3.0:
Native Peoples 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 Cultural 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 Cultural 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 Cultural 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 Cultural Anthropology or permission of instructor.

**Anthropology (First Nations Studies) 209-3.0:
The Art of North American First Nations**

This course is an introduction to the Arts of North American First Nations including the Northwest coast, Athapaska, Plateau, Plains, Woodlands, Great Lakes, and Southwest regions. Specific topics include cross cultural definition of art, symbolism, and the social, political and religious elements of First Nations art.

**Anthropology (First Nations Studies) 210-3.0:
First Nations Art of the Northwest Coast**

This course is an overview of First Nations Art of the Northwest coast.

Biology 101-3.0:

Introductory Biology I - Cells, Diversity and Physiology

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 - Genetics, Evolution and Ecology

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, terrestrial 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.

Biology 211-3.0: Principles of Ecology

An in-depth examination of basic ecological principles, including population and community ecology, food chains, succession, species diversity, genetic strategies, genetic diversity and impacts of management and disturbance on populations and communities. Discussions will include freshwater, marine, and terrestrial ecology. May include field lectures to illustrate ecological principles as applied to natural and disturbed populations and communities. Prerequisites: Biol 101, 102 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: Principles of 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: Principles of 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 programs, 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 program development and testing, control structures, procedures and functions, recursion, text file input and output, ordinal data types, arrays, records and sets. (3,3,0) Prerequisite: 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: Technical Writing I

Methods and forms of technical writing, including letters, resumes, short reports, and communications with media. Lectures and exercises in grammar, vocabulary and style. Students will also read and discuss some modern literature. (3,0,0) Prerequisite: English 12 or permission of instructor.

English 152-3.0: Advanced Technical Writing II

Advanced development of English communications skills for career and technical work settings. Applications include technical report writing, field notes, long technical reports, presentation skills, proposal writing and topics relevant to the professional work place. (3,0,0) Prerequisite: English 151 or equivalent 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 207-3.0:**Introduction to First Nations Literature in Canada**

A study of First Nations Literature in Canada, from oral traditions to novels, poetry, drama and essays.

English 208-3.0:**Introduction to Multicultural Literature in Canada**

A study of multiculturalism in literature in Canada.

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 instructor.

English 210-3.0: Creative Writing II

A continuation of English 209. (3,0,0) Prerequisite: English 209 or permission of 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 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 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 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 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 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 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: Biogeography, Meteorology and Climatology

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: Geology, Geomorphology and Soils

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)

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 measurement 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: Geography 150/160 and/or Biology 101/102 or equivalent first year sciences or permission of instructor.

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: Geography 150/160 or equivalent first year sciences or permission of instructor.

Geography 204-3.0: Spatial Analysis and Geographic Information Systems (GIS)

An introduction to the theory and practical applications of analytic techniques used to study spatial information in Geography and other disciplines. The types of spatial data that exist together with methods of collection in the field and analysis of spatial data using statistical methods are examined. Concepts associated with integrating spatial data in Geographic Information Systems (GIS) are presented as well as techniques used in planning and resource management. Laboratories emphasize gaining practical skills in analyzing spatial data with computers. This course is relevant to all students who deal with spatial information including those interested in Geography, Biology, Ecology, Forestry and Environmental Sciences. (3,3,0) Prerequisites: Computer Science 111 or equivalent computer skills, Geography 150/160 and/or Biology 101/102 or equivalent first year sciences or permission of instructor.

Geography 207-3.0: Soils/Hydrology

An examination in detail of hydrological processes and their relationships to ecosystems structures, soils and watersheds. Lectures, laboratories and field work will emphasize the impacts of natural processes, management and disturbance upon the hydrological balance and the characteristic reactions and properties of specific soil types to disturbance and hydrological changes. Methods of prevention of soil degradation and mass wasting associated with resource extraction are examined in detail in the lectures and laboratories/field work. (3,3,0) Prerequisites: Geography 150/160 or permission of instructor.

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 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. (3,3,0)

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 215-3.0: History of the United States to 1865

A political, economic and social review of the events and forces that shaped the development of the United States from a colony through to a nation torn by Civil War. (3,0,0) Prerequisites: First year History (6 credits) or 15 first year credits or permission of instructor.

History 216-3.0: History of the United States After 1865

A history of the political, economic and social development of the United States in the late nineteenth and twentieth centuries. (3,0,0) Prerequisites: First 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: Differential Calculus

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: Integral Calculus

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. 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 instructor. Corequisite: Math 101 or permission of 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 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 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 instructor. Corequisite: Math 102 or permission of 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 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 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 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 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 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.

Sociology 250-3.0: Sociology of Deviance

This course provides an examination of deviant behaviour as a social phenomenon. The course will use concrete examples of deviance to explain, analyze and assess traditional and modern perspectives of deviance. (3,0,0) Prerequisites: Sociology 101/102 or permission of instructor.

Sociology 251-3.0: Crime and Society

An examination of criminal behaviour in Canadian society. Students will assess and examine data collection, research and crime statistics, as well as areas such as violent crime, prostitution, sex crimes, organized crime and business crime. (3,0,0) Prerequisites: Sociology 101/102 or permission of instructor.

WILDERNESS GUIDING SKILLS

(Available at our Smithers Campus)

Northwest Community College offers a 75 day Wilderness Guiding Skills program which is designed to meet the increasing demand for well trained personnel in the guiding industry. Graduates have been highly successful in finding work as wranglers, trail cooks, and hunting, fishing and trail guides. As urban residents from around the world search for wilderness experiences, the employment opportunities for trained people in this area increase.

The Wilderness Guiding Skills program is designed and taught by people who are active in the industry. During the early weeks the program takes place near Smithers in an outdoor base camp which provides an ideal setting for learning basic skills such as camp set-up, management and cooking. Practical skills to ensure comfort and safety are not only taught but lived as students assume responsibility for all aspects of camp life.

Students are introduced to basic guiding skills consistent with the occupational standards of a variety of wilderness guiding sectors. These skills range from survival and wilderness first aid to professionalism, leadership and guide-client relationships. All students are also introduced to skills specific to particular guiding sectors. Training is provided in basic horse care and use, back country travel and skills related to canoeing and other aspects of water-based guiding.

As the program progresses students move into the back country. In small groups they prepare for, conduct and conclude trips which simulate guiding excursions. Skills introduced earlier in the course are reinforced and integrated. Activities are undertaken in locations which typify the renowned wilderness values which have established Northwestern B. C. as a world class adventure tourism destination.

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 program. Applicants are also requested to indicate any disabilities which might affect their participation in the program. 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:	\$1,050.00 *
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 program starts each year in mid-April and continues through June. It is offered through the Smithers campus.

Proposed New Programs

*Northwest Community College is in the process of
Developing the following
New Programs for Fall '96!*

- * Applied Computers Technology*
- * Coastal Eco-Adventure Tourism*
- * Nursing: BSN Degree Program*
- * Practical Nurse*
- * Social Service Worker Diploma*

PROPOSED PROGRAMS FOR FALL '96

Response to today's labour market and rapidly changing technologies is a priority for program development at Northwest Community College. Our challenge for now and for the future is to continue to ensure maximum access to relevant programs and maximum success for those who participate in those programs.

Throughout the following pages you will find program descriptions that carry multiple credit/credentials; a focus on applied learning; a new flexibility in entering and existing course work; all of which is designed to suit your specific needs.

To get the full details on the programs in this section please contact an Educational Advisor.

It is as simple as a phone call!

Terrace (604) 635-6511

Smithers (604) 847-4461

Hazelton (604) 842-5291

Houston (604) 845-7266

Stewart (604) 636-9184

Kitimat (604) 632-4766

New Aiyansh - (604) 633-2292

Prince Rupert (604) 624-6054

Queen Charlotte City (604) 559-8222

Masset (604) 626-3627

***Make Northwest Community College
Part of Your Future!***



Learning Resource Centre - Terrace Campus

- Photos, Sonja Chambers, Prince Rupert Campus

APPLIED COMPUTERS TECHNOLOGY

(Co-operative Education Model)

Northwest Community College is developing a new integrated Co-operative Education program in Applied Computers Technology. This program has three educational levels advancing from a transition level to a certificate level to a diploma level.

The purpose of the Applied Computers Technology Program is to produce highly skilled graduates who will have advanced technical computer skills and an in-depth range of knowledge in the related fields of business administration, technical trades, natural resources and university studies. Employability at all program exit points is built into the program design with a breadth of employment opportunities available including entrepreneurship, small businesses, large businesses, First Nations band councils, industries - large and small, government ministries and local governments. The program curriculum is designed such that students will graduate with sets of competencies in business, communications, computers and mathematics. It is designed such that a seamless laddering transition from Grade 12 graduation to the program to further post secondary studies is available as well as lifelong learning opportunities for the upgrading of skills for current professionals. The program contains a combination of curriculum from trades, technology, business, university credit and natural resources.

The certificate level will produce graduates with a working knowledge of computers. Such a range of knowledge includes an introduction to the following topics: computer hardware, operating systems and networks, the internet, programming, use of business applications, introduction to advanced technical applications such as computer aided design (CAD) and geographical information systems (GIS). Also included is a working knowledge of technical writing

and accounting. Students will require practical experience in a suitable workplace after their course work is completed. Completion of a four (4) month co-op work placement is necessary to receive an Applied Computers Technology Certificate.

ADMISSION REQUIREMENTS

Transition Level

The transition level is an upgrading level to allow students who require the equivalence of high school graduation to obtain the skills required to enter the program at the certificate level.

The transition level consists of a mixture of Adult Basic Education courses and skills modules. Many of the courses are common to the Transition Level in the Natural Resources program.

Certificate Level

Admission requirements for the certificate level will be a high school diploma with English 12 or equivalent, Mathematics 11 (minimum C+, Mathematics 12 strongly recommended). Advanced credit may be offered for certain high school courses.

The certificate level of the Applied Computers Technology program consists of a mixture of Applied Technology, Trades, Business Administration, Natural Resources and University Credit courses as well as skills modules. The certificate level involves total of twelve courses and two skills modules spread over two semesters as the normal course load. The co-operative work placement follows semester II.

Diploma Level

The Diploma Level is being planned to begin in the Fall of 1997. College Educational Advisors should have further details on actual course content by Summer 1996.

COASTAL ECO-ADVENTURE TOURISM CERTIFICATE

(To be available at our Prince Rupert Campus)

The ever-increasing demand from those seeking the challenge and excitement of outdoor adventure has accelerated the expansion of the adventure tourism sector. The west coast of British Columbia provides an unparalleled setting for adventure travels to occur. Guided trail walks in the coastal mountains, hiking through pristine wilderness, wildlife identification and nature observation, cultural and marine historical tours are just some of the exciting activities available. Because of such vigorous expansion to the eco-tourism sector, the need for trained professionals to meet the increasing demand has never been greater.

The Coastal Eco-Adventure Tourism program is delivered in a base-camp setting to ensure that participants assume supervised responsibility of camp set-up and management. The setting also encourages the reinforcement of learned skills throughout the delivery of the program. A solid learning foundation consistent with industry occupational standards include skills such as Survival and Wilderness First Aid, Superhost (or the appropriate alternative), Foodsafe, Restricted Radio Operation and Marine Emergency Duties, all of which are certifiable.

For those who wish to continue their training or access further training at a later date, diploma level opportunities exist beyond the certificate level program. On completion of the certificate program graduates will find employment as assistant guides, interpreters, hosts, tour group leaders, sports lodge operators, to name a few.

A career in the eco-tourism industry involves a commitment to the physical, emotional and intellectual demands reflected in the training program. Learners are immersed in the program by living and working together for extended periods of time. It is highly recommended for those who possess a genuine passion for the outdoors and want to share that passion.

PROGRAM OUTLINE

Introduction to Tourism and Eco-Adventure Tourism

- Ethics & Standards
- Foodsafe
- Safety (Water, land, bear)
- Overview: growth, trends, issues

Human Relations & Customer Service

- Goals & Standards
- Effective Communication Skills
- Problem Solving/resolving Conflict
- Customer Service Attitudes & Strategies
- Guide/Client Relations
- Evaluation Techniques
- SuperHost
- FirstHost
- Professionalism
- Leadership

Field Skills - Coastal Tourism Specific

- Kayak Leadership
- Fishing Guide
- Orienteering (Wilderness Navigation)
- Conducting a Camp
- Trip Preparation
- Boat Handling (general small boat)
- Small Engine (maintenance, operating)
- Coastal Navigation (Chartwork & Pilotage)
- Small Craft Safety (Search & Rescue - MED A2)
- First Aid/Survival Skills

- Driver Training (Class IV)
- Backpacking (Day trips, etc.)
- Camp Costing
- Managing Risk Outdoors
- Restricted Radio Operator
- Knots & Splices
- Physical Fitness Training

Interpretation & Cultural Sensitivity

- Nature and Cultural Knowledge
- Heritage
- Cultural Awareness

Conservation and the Environment

- Environmental Stewardship
- Effective Environmental Stewards (Agencies, Authorities, Approvals)
- Integrated Resource Management Concepts and Practices
- Basic Principles of Ecology
- Ethics
- Sustainable Tourism Concepts

Skills Development

- Hands on practice in the field, consolidating the theory learned in the classroom will be on-going for reinforcement throughout the delivery of the program components.

NURSING: BSN DEGREE PROGRAM

(To be available at our Terrace Campus)

A Northern consortium consisting of the Northern Lights College (NLC), Northwest Community College (NWCC), College of New Caledonia (CNC), Open Learning Agency (OLA) and the University of Northern British Columbia (UNBC) are developing a Northern Collaborative Nursing Program.

This program will prepare graduates to work in rural health care settings and will emphasize primary health care, community continuing care, and health care needs of the population of northern B.C. The first year and possibly some second year courses may be accessible in the northwest region.

Expression of interest in this program are welcome. For detailed information contact: J. Fort, Co-ordinator, Health Programs at (604) 638-5429.

PRACTICAL NURSE

(To be available at our Terrace Campus)

The Practical Nursing program will enable graduates to practice professionally in a variety of settings to provide care in partnership with other health professionals to selected clients. The variety of settings in which the graduates may practice are long-term care, extended care, home care, community settings and acute care medical/surgical areas.

Graduates will have the ability to provide health care in partnership with other health care professionals to select individuals, families, groups and communities with diverse backgrounds, characteristics, health and healing requirements i.e. the aging population. They will assist clients towards goals of health maintenance/promotion and healing. Graduates of this program will be eligible to write the Canadian Licensure examination and be eligible for registration as a Licensed Practical Nurse.

ADMISSION REQUIREMENTS

1. Grade 12 or ABE Provincial Diploma or GED with English 12 or English 045 or English 050 and a grade of "C" or better in each of: Math 11 or Math 040, Biology 12 or Biology 050, Chemistry 11 or Chemistry 040.
2. Current immunizations and a current negative tuberculin screening test as certified on the College's Immunization Record.
3. Completion of the College's Medical Assessment.

Note:
Applicants should be aware that a Criminal Record Check is now required by many employers of Practical Nurses. The nature of a criminal record may limit availability of practicum experience. A signed Criminal Record Check authorization form is a requirement for Licensure with the College of Licensed Practical Nurses of British Columbia.

HOW TO APPLY

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

DATES AND LOCATION

This program is proposed for the Fall of 1996.

FEES

Please see the General Information Section of this Calendar.

PROGRAM OUTLINE

Semester I

Community Wellness
Interpersonal Communications
Anatomy and Physiology
Introduction to Health
Healing Process I
Personal Care
Professionalism and Values
Practicum I

Semester II

Health II - Gerontology
Healing Process II - Gerontology
Personal Care II
Human Relationships
Practicum II

Semester III

Health III - Acute Care
Healing Process III (Acute/Chronic Diseases)
Professional Issues/Standards of Practice
Personal Care III
Practicum III

Preceptorship

SOCIAL SERVICE WORKER DIPLOMA

(To be available at our Terrace Campus)

Northwest Community College is developing a two year SSW Diploma Program. Students trained at the diploma level will work in situations that require greater independence and a higher level of skill than expected at the certificate level.

Should the SSW Diploma program be offered in the Fall '96, the following changes would then occur to the existing SSW Certificate program. In other words, the SSW Certificate program (see page 79) would be revised and would offer the following format:

REVISED CERTIFICATE PROGRAM OUTLINE

Fall Semester

Introduction to Social Services
Interpersonal Communications
Computers in Social Services I
Introduction to Social Service Agencies
English for Human Oriented Careers
Introductory Psychology I
Introductory Sociology I

Spring Semester

Social Policies and Procedures
Introduction to Helping Skills
Computers in Social Services II
Introduction to Social Service Practice
Practicum
Native People of British Columbia
Introductory Psychology II
Introductory Sociology II

DIPLOMA LEVEL

ADMISSION REQUIREMENTS

1. A Social Service Worker Program Certificate.
2. Individual course prerequisites.
Diploma applicant students planning to apply to a school of social work (e.g. UNBC or UVic) should consult with that university in order to take the appropriate university credit electives.

PROPOSED DIPLOMA PROGRAM OUTLINE

Fall Semester

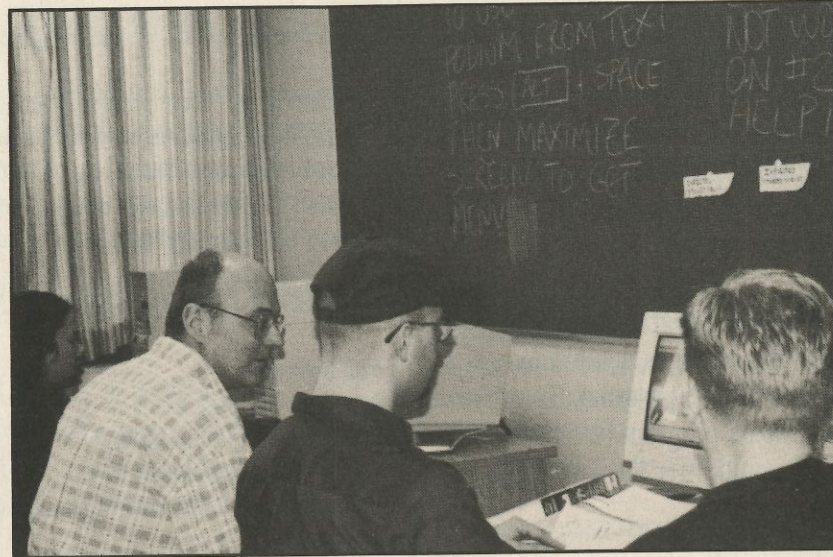
Advanced Helping Skills
Literature and Composition I
Sociology of the Family
Three (3) University Credit Electives (see list below)

Spring Semester

Community Agencies
Family in Cross Cultural Perspective
Practicum
Three (3) University Credit Electives (see list below)

Recommended University Credit Electives for Diploma Level

ANTH 111	Native People of Canada
ANTH 203	Native People of the Northwest
ANTH 204	Ethnography of Northwest Coast
ECON 201	Principles of Microeconomics
ECON 202	Principles of Macroeconomics
HIST 106	Canada Since Mid-Nineteenth Century
MATH 131	Statistics for Social Sciences
POLI 101	Canadian Politics I
POLI 102	Canadian Politics II
PSYC 201	Developmental Psychology I
PSYC 202	Developmental Psychology II



Applied Technology - Kitimat Campus



English as a Second Language Class - Prince Rupert Campus

- Photos, Sonja Chambers, Prince Rupert Campus

Transfer Credit Guide

TRANSFER CREDIT GUIDE TO PROFESSIONAL ORGANIZATIONS

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)	Credit Union Institute of Canada	Institute of Canadian Bankers	Municipal Officers' Assoc. of B.C.	Purchasing Management Assoc. of B.C.
ACCT. 150 ACCT. 151	INTRO. ACCT. 111 FOR BOTH	INTRO. FINANCIAL ACCT. FOR BOTH	FA I FOR BOTH	ACCT. 110 FOR BOTH		ACCT. 1 ACCT. 2	M09 FOR BOTH
ACCT. 250	INTERMED. ACCT. 229 FOR BOTH ACCT. 250/251	INTERMED. FINANCIAL ACCT. FOR BOTH	FA 2 & FA 3 FOR BOTH				
ACCT. 251	INTERMED. ACCT II 339						
ACCT. 252	MGMT. ACCT. 241 AND MGMT. ACCT. 342 FOR ACCT. 252/253 AND BENG 150	INTRO. MGMT. ACCTG. COST ACCTG.	MA 1				M03 FOR BOTH
ACCT. 254	INTERNAL AUDITING 452	INTRO AUDIT					
BCPT. 150		BUSINESS COMPUTERS	MS I (WITH NWCC BCPT 250)		OPTION - MGMT SC.	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	COMM 120		BUS. COMM.	

Northwest Community College	Society of Management Accountants (CMA)	Institute of Chartered Accountants of B.C. (CA)	Certified General Accountants (CGA)	Credit Union Institute of Canada	Institute of Canadian Bankers	Municipal Officers' Assoc. of B.C.	Purchasing Management Assoc. of B.C.
BFIN. 250 BFIN. 251	FINANCIAL MANAGE. 442 FOR BOTH	FINANCE FOR BOTH	FN I FOR BOTH	FINANCE 150 FOR BOTH			M04 FOR BOTH
BLAW. 152	COMMERCIAL LAW 122	COMMERCIAL LAW	LAW 1			PERSONNEL	M11
BPOL. 250							M06
CPSC 111 CPSC 112					OPTION - MGMT SC		
CPSC 121 CPSC 122					OPTION - MGMT SC		
ECON 101 ECON 102					MOD II - ECON		
ECON. 150	ECON. 212 FOR BOTH	ECONOMICS FOR BOTH	ECON 1 FOR BOTH				M14
ECON. 151						MACRO ECON.	M10
ECON. 201 ECON. 202				ECON 170 FOR EITHER			
MARK. 150				MARK 140 1/2 CREDIT			M01
MATH. 150		MATHEMATICS					
MATH. 151	QUANTITATIVE METHODS 332	PROBABILITY/STATS.					
MGMT. 150				MGMT/BUS. ADMIN 130 1/2 CREDIT			M08

Northwest Community College	Society of Management Accountants (CMA)	Institute of Chartered Accountants of B.C. (CA)	Certified General Accountants (CGA)	Credit Union Institute of Canada	Institute of Canadian Bankers	Municipal Officers' Assoc. of B.C.	Purchasing Management Assoc. of B.C.
MGMT. 251	ORG. BEHAVIOUR 123	ORG. BEHAVIOUR		ORG. BEHAVIOUR 160	MOD I-BA MODULE	ORG. BEHAVIOUR	M02
MGMT. 253				ELECTIVE 180 WITH MGMT. 255			
MGMT. 254							M05
MGMT. 255				ELECTIVE 180 WITH MGMT. 253			
TAXN. 250	TAXN. 324	INTRO. TAX.					

For information on Transfer Credit to B.C. Colleges, consult an Educational Advisor.

**NORTHWEST COMMUNITY COLLEGE
CURRENT TRANSFER CREDIT TO UNIVERSITIES**
(Consult the College on former transfer arrangements)
(Information is up-to-date as of March 1996)

NWCC	OPEN UNIVERSITY	SFU	TRINITY WESTERN	UBC	UVIC	UNBC
ACCOUNTING						
150/151	Admn 231-3 for both			Commerce 1st yr 3 ea.	Com 202-1.5 for both	Comm 210-3 for both
250/251	Admn-3 ea. LL			Commerce 2nd yr 3 ea.		no credit
252/253	Admn 232-3/ Admn-3 LL			Commerce 2nd yr 3 ea.	Com 210-1.5 for both	Comm 211-3 for both
254				Commerce 2nd-3		
ANTHROPOLOGY						
101/102	Anth-3/ Anth 101-3	GE Arts-3/SA 101-3 Ref Tr Notes	Anth 100 lev-3/ Anth 101-3	Anth-3 ea. 1st yr.	Anth 100A-1.5/ Anth 100B-1.5	Anth 100-3/ Anth 101-3
111/112	Anth-3 ea.	SA-3 Anth/SA 286-3 Refer Tr Notes	T.B.A./Anth 100-lev-3	Anth 3 ea. 1st yr. Either precludes cr. for Anth 301	Anth 100 lev-1.5 ea.	Anth 100 lev-3ea.
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	Anth 200 lev-3ea.

NWCC	OPEN UNIVERSITY	SFU	TRINITY WESTERN	UBC	UVIC	UNBC
ANTHROPOLOGY (Cont.) 203/204	Anth-3 LL ea.	SA-3 Anth ea.	Anth 200 lev-3 ea.	Anth-3 ea. 2nd yr. Either precludes credit for Anth 304	Anth 200 lev-1.5 ea.	Anth 200 lev -3 ea.
ART 103/104	FINA-3 ea. Studio		Indiv assess		HA 100 lev 1.5 ea.	
BHSC 225			Indiv assess		MICR 100 lev-1.5	
BIOLOGY 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-6 1st yr. for both	Biol 220-1.5/ Biol 210-1.5	Biol 100-4 plus Biol 100 lev 2
131/132	Bisc-3 ea.		Biol 241-3/ Biol 242-3	no credit/ no credit	Biol 100 lev -1.5 ea.	Biol 100 lev-3 ea.
201/202	BISC-3 ea.	Bisc-3/ Bisc 316-3	Biol 262-3/ Biol 208-3	Biol 205-3/ Biol 204-3	Biol 200 lev-1.5/ Biol 200 lev-1.5	Biol 202-3/ Biol 320-3
203/204	BISC-4 ea.	Bisc 326-3/ Bisc 337-3	Biol 200 lev 3 ea.	Biol 209-3/ Biol 210-3	Biol 200 lev-1.5/ Biol 200 lev-1.5	Biol 301-4 for both
205/206	Bisc 220-4, Bisc-1/Bisc-4	Bisc-6 & Bich 221-0 & Bich 222-0 for both with B-grade or better	Biol 223-3/ Biol 200 lev-3	Biol 200-3/ Biol 201-3	Biol 225-1.5/ Bioc 200-1.5	Biol 200 lev -3 ea.

NWCC	OPEN UNIVERSITY	SFU	TRINITY WESTERN	UBC	UVIC	UNBC
BIOLOGY (Cont.) 209	Bisc-3 or with 210 = Bisc 210 & Bisc-3	Bisc 202-3	Biol 200 lev-3	Biol-3 2nd yr. Precludes 334	Biol 230-1.5	Biol 310 -3 for both
210	Bisc-3 or with 209 = Bisc 210 & Bisc-3	Bisc-3	Biol 200 lev-3	Biol-3 2nd yr. Precludes 335	Biol 200 lev-1.5	
BUSINESS COMPUTERS 150	Cmpt-3 or 150 & 250 = OU Cmpt 150-3	Bus 237-3 with BCPT 250	Indiv assess	Commerce 1st yr-3		
154		no credit		Commerce 1st yr-3		
250	Cmpt-3 or 150 & 250 = OU Cmpt 150-3	Bus 237-3 with BCPT 150	Indiv assess	Commerce 2nd yr-3		
BUSINESS ENGLISH 150				no credit		
BUSINESS FINANCE 250/251		Bus-3 ea.		Commerce 2nd yr-3 ea.	Com 240-1.5 for both	Comm 220-3 for both

NWCC	OPEN UNIVERSITY	SFU	TRINITY WESTERN	UBC	UVIC	UNBC
BUSINESS LAW 152				Commerce 1st yr-3	Com 100 lev-1.5 Exempt from Com 302	Comm 300-3
BUSINESS MANAGEMENT 250				Commerce 2nd yr-3		
BUSINESS POLICY 250				Commerce 2nd yr-3		
BUSINESS SIMULATION 250				Commerce 2nd yr-3		
CHEMISTRY 101/102	Chem 4 ea.	Chem 102-3 & 115-0/Chem 103-3 & 118-0	Chem 103-3 Chem 104-3	Chem 110-6 for both	Chem 101 & 102-3 for both or Chem 100 lev 1.5 ea.	Chem 100 lev-4 ea. or Chem 100/ 101/120/121-7 for both
121/122	Chem 110-3 & 115-1/Chem 111-3 & 116-1	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	

NWCC	OPEN UNIVERSITY	SFU	TRINITY WESTERN	UBC	UVIC	UNBC
CHEMISTRY (Cont.) 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 230-6 for both	Chem 231-1.5/ Chem 232-1.5	Chem 201-3/ Chem 203-4
COMPUTER 170/270						CPSC 150-3 for both
COMPUTER SCIENCE 111/112	Cmpt 150-3/ Cmpt-3	Cmpt 001-3/ Cmpt 103-3. No credit for NWCC 121. Trans. Notes	Cmpt 110-3 Cmpt 100 lev-3	Cpsc-3 ea.	CSC 100-1.5/ CSC 100 lev-1.5	CPSC 150-3/ CPSC 100 lev-3/
121/122	Cpsc-3 ea.	Cmpt 103-3. No credit for NWCC 112. Trans. Notes/ Cmpt-3	Indiv assess/ Cmpt 231-3	Cpsc-3 ea.	CSC 110-1.5/ CSC 115-1.5	CPSC 100 lev-3/
131	Cpsc-3	Cmpt 102-3 Trans. Notes		Cpsc 111-3	CSC 100 lev-1.5	CPSC 100 lev-3
ECONOMICS 150		Econ 103-3		no credit	Econ 201-1.5	
151		Econ 105-3		no credit	Econ 202-1.5	
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	

NWCC	OPEN UNIVERSITY	SFU	TRINITY WESTERN	UBC	UVIC	UNBC
ENGLISH						
101/102	Engl 100-3/ Engl 101-3	Engl 101-3/Engl 103-3. See Trans. Guide	Engl 100 lev-3 ea.	Engl-3 ea. 1st yr.	Engl 121-1.5/ Engl 122-1.5	Engl 100 lev-3 ea.
109/110	CRWR-3 ea.	no credit	Engl 207-3/ Engl 208-3	CRWR 202-6 Refer to Transfer Notes	Writ 100 lev-1.5/ Writ 100 lev-1.5	
151	Engl-3		Comm 310-3	no credit	Engl 100 lev-1.5	Engl 170-3
152				no credit		
201/202	Engl 220-3/ Engl 221-3	Engl 204-3/Engl 206-3 or Engl 205-3 for either on request	Engl 213-3/ Engl 214-3	Engl 201-6 for both	Engl 200-3 for both	Engl 200 lev-3 ea.
203/204	Engl-3 ea.	Engl 221-3 ea. See Trans. Guide	Engl 217-3/ Engl 218-3	Engl 202-6 for both	Engl 202-3 for both	Engl 200 lev-3 ea.
207	Engl-3	Engl-3	Engl 200 lev-3		Engl 250-1.5	
209/210	CRWR-3 ea.	GE-3 CrWr. 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.	Engl 200 lev-3 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	Engl 210-3 for either or Engl 210-3 & Engl 200 lev-3 for both

NWCC	OPEN UNIVERSITY	SFU	TRINITY WESTERN	UBC	UVIC	UNBC
FORESTRY						
360					Stat 225-1.5	
FRENCH						
101/102	Fren-3 ea.	Fren-3 ea. Refer to Trans. Notes	no credit	Fren 105-6 for both	Fren 100-3 for both	
107/108	Fren-3 ea.	Fren-3 ea. Refer to Trans. 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 Trans. 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	Humm 100 lev-3 ea.
GEOGRAPHY						
110	Geog-3	Geog 102-3		Geog 121-3	Geog 101A-1.5	Geog 100-3
111	Geog-3	Geog 100-3		Geog 122-3	Geog 101B-1.5	Geog 201-3
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 102-3/ Geog 103-3 or Geog 101-6 for both	Geog 213 1.5 ea. or Geog 200p lev 1.5 ea.	Emvs 201-3/ Geog 210-3
201/202	Geog (3) LL ea.	Geog 214-3/ Geog 215-3	Geog 200 lev-3 ea.	Geog 204-3/ Geog 207-3	Geog 200 lev-1.5 ea.	Geog 200 lev-3 ea.
203	Geog-3	Geog 213-3		Geog-3 2nd yr. Precludes Geog 306	Geog 200p lev-1.5	Geog 210-3
204						

NWCC	OPEN UNIVERSITY	SFU	TRINITY WESTERN	UBC	UVIC	UNBC
GEOGRAPHY (Cont.)						
225/226	Geog 270-3/ Geog 370-3	Geog 265-3/ Geog 162-3	Geog 200 lev-3/ Geog 230-3	Geog-3/ Geog 290-3	Geog 200 lev-1.5	Geog 200-3/ Geog 203-3
257	Geog-3	Geog-3	Indiv assess	Geog-3	Geog 100 lev-1.5	
GEOLOGY						
157/158	Geol 120-3/ Geol 100 lev-3	EASC 101-3/ EASC 102-3	Geol 113-3/ Geol 114-3	Geol 100-3/ Geol 205-3		Geog 200 lev-3 ea.
HISTORY						
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	Hist 100 lev-3 ea.
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	Hist 200-3/ Hist 201-3
201	Hist-3	Hist-3	Hist 200 lev-3	Hist-3 2nd yr.	Hist 200 lev-1.5	Hist 200 lev-3
205	Hist-3	Hist 231-3	Hist 200 lev-3		Hist 200 lev-1.5	Hist 200 lev-3
209	Hist-3	FNST 201-3. May request credit as Hist-3 200 lev group 2.	Hist 100 lev-3	Hist-3 2nd yr.	Hist 200 lev-1.5	Hist 200 lev-3
210	Hist-3	Hist 201-3	Hist 200 lev-3	Hist-3 2nd yr.	Hist 200 lev-1.5	Hist 302-3
215	Hist 231-3				Hist 210 p.c.-1.5	

NWCC	OPEN UNIVERSITY	SFU	TRINITY WESTERN	UBC	UVIC	UNBC
HISTORY (Cont.)						
216	Hist 232-3	Hist-3	Hist 100 lev-3	Hist-3 2nd yr.	Hist 210p.c.-1.5	Hist 200 lev-3
231	Hist-3	Hist-3	Hist 251-3	Hist-3 2nd yr.	Hist 200 lev-1.5	Hist 200 lev-3
241	Hist-3					
MANAGEMENT						
150				Commerce 1st yr-3		Comm 100-3
201				Commerce 2nd yr-3		Comm 302-3
251	ADMN-3	Bus 272-3	Indiv assess	Commerce 2nd yr Exempt from C292	Com 220-1.5 Must have 'C' grade or better.	Comm 230-3
252		no credit		Commerce 2nd yr-3		no credit
253				Commerce 2nd yr-3		no credit
254				Commerce 2nd yr-3		no credit
255				Commerce 2nd yr-3		Comm 330-3
MARKETING						
150				Commerce 1st yr-3 Exempt from C396	Com 250-1.5	Comm 240-3
251				Commerce 2nd yr-3		no credit
252				Commerce 2nd yr-3		no credit

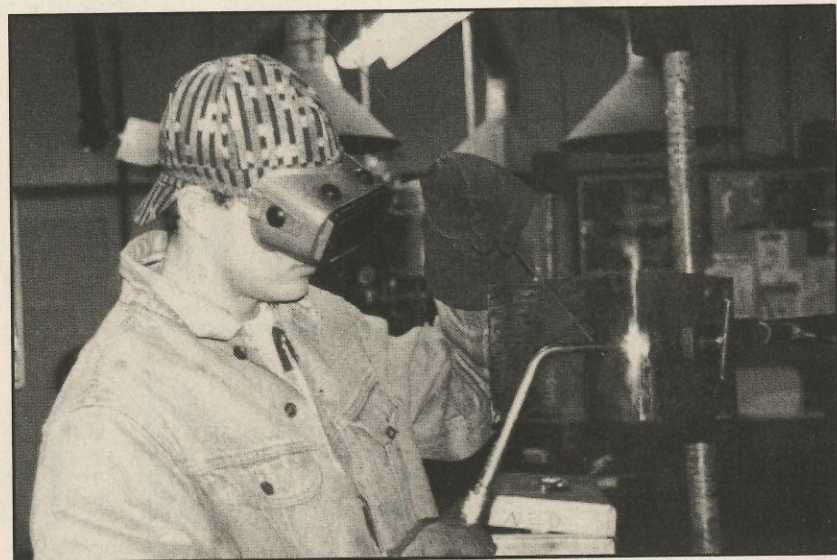
NWCC	OPEN UNIVERSITY	SFU	TRINITY WESTERN	UBC	UVIC	UNBC
MARKETING (Cont.) 253				Commerce 2nd yr-3		no credit
MATHEMATICS 101/102	Math 120-3/ Math 121-3	Math 151-3/ Math 152-3	Math 123-3/ Math 124-3	Math 100-3/ Math 101-3	Math 100-1.5/ Math 101-1.5	Math 100-3/ Math 100 lev-3 102 & 112 = Math 101-3
111/112	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	Math 115-3 for both, 102 & 112 = Math 101-3
131	Math 102-3	Math-3	Math 102-3	Stat 203-3 Not for Science Faculty credit	Stat 100 lev-1.5	Math 242-3
141/142	Math-3 ea. or Math 101-3 and Math-3 for both	Math 157-3 Precludes SFU 151/Math-3	Math 100 lev-3 for one of 141 or 142	Math 140-3/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	Math 100 lev 3 ea. or Math 151-3 & Math-3 for both
150/151	Math-3/ Math 102-3	Math-3/ Stat-3	Indiv assess	no credit/ Stat 200-3	/Stat 252-1.5	
190	Math 190-4	Math 190-4	Math 190-3	Math-3; precludes Math 130 & 335	Math 160A-1.5	Math 100 lev 3 Not for Science or CPSC major.

NWCC	OPEN UNIVERSITY	SFU	TRINITY WESTERN	UBC	UVIC	UNBC
OCEANOGRAPHY 208	SCIE-3LL	Geog-3 Phys Geog	Nats 100 lev-3 Does not meet lab science requirement	Oegy 2nd yr-3 Precludes credit for Oegy 308	Biol 200 lev-1.5	
209	Bisc-3 LL	Bisc-3 Biol Oceanography	Nats 100 lev-3 Does not meet lab science requirement	Oegy 2nd yr-3 Precludes credit for Oegy 309	Biol 200 lev-1.5	
PHYSICS 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	Phys 100-4/ Phys 101-4
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	Phys 110-4/ Phys 111-4
POLITICAL SCIENCE 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.	Pols 200-3/ Pols 201-3
203	Poli-3	Poli 241-3	Pols 100 lev-3	Poli 260-3	Poli 240-1.5	
PSYCHOLOGY 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 trans. notes	Psyc 100A-1.5/ Psyc 100B-1.5	Psyc 101-3/ Psyc 102-3

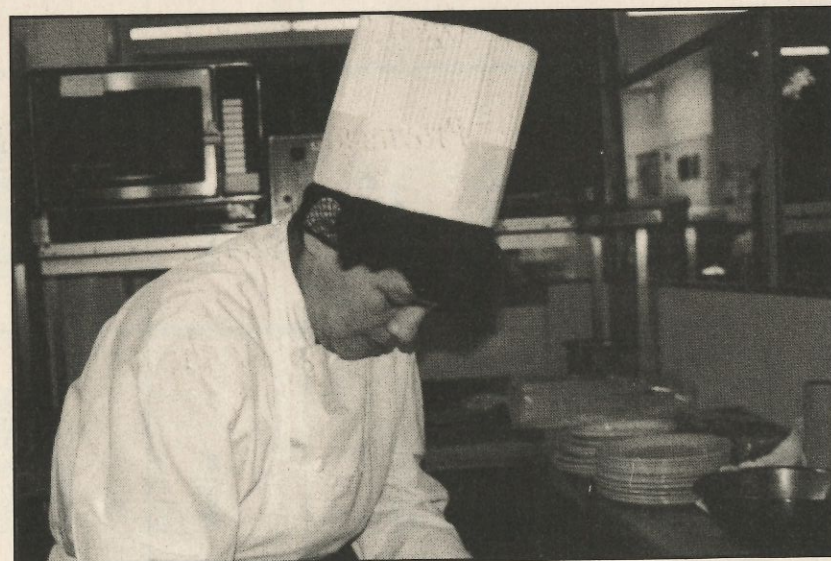
NWCC	OPEN UNIVERSITY	SFU	TRINITY WESTERN	UBC	UVIC	UNBC
PSYCHOLOGY (Cont.)						
201/202	Psyc-3 ea. May not take Psyc 344/345 for credit	Psyc-3 ea. or Psyc-3 & GE Psyc-3 for both	Psyc 211-3/ Psyc 212-3	Psyc-3 ea. 2nd yr Refer ea. to trans. notes. Preclude Psyc 315	Psyc 200 lev-1.5 ea.	Psyc 200 lev-3 ea. Permission req'd for 345
221/222	Psyc-3 ea.	Psyc 241-3/Psyc-3	Indiv assess	Psyc 204-3/Psyc-3 2nd yr. Precludes Psyc 401 Refer Trans. notes.	Psyc 200 lev-1.5 ea.	
SOCIAL SERVICE WORKER *						
141/142	SSWP 200/ SSWP 112				SocW. 200A-1.5/ SocW. 200B-1.5	SocW 200-3/ SocW 201-3
151/162/164	SSWP 109 & 110				C Sc 100-1.5 for both	CPSC 150-3 for both
167/168						
266	Psyc-3	Psyc-3				
191/192/193	SSWP 107 & 207					
268	Psyc-3	Psyc 355-3			Psyc 200-lev-1.5	
SOCIOLOGY						
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	Sosc 100 lev-3 ea.

NWCC	OPEN UNIVERSITY	SFU	TRINITY WESTERN	UBC	UVIC	UNBC
SOCIOLOGY (Cont.)						
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.	Sosc 200 lev-3 ea.
207	Soci-3	SA 100-3 Refer to Tr. notes.	Indiv assess	Soci-3 2nd yr.	Soci 200 lev-1.5	Sosc 100 lev-3/ Sosc 200 lev-3
209/210	Soci-3 ea.	SA 150-3/ SA 100-3	Indiv assess	Soci-3 ea. 2nd yr.	Soci 200 lev-1.5 ea.	
250	Soci 2nd yr-3	Crim 104-3 with Soci 251		Soci 250-3 Precludes credit for NWCC 251	Soci 200 lev-1.5	
251	Soci 222-3	Crim 104-3 with Soci 250		Soci 250-3 Precludes credit for NWCC 250	Soci 200 lev-1.5	
SPANISH						
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.	
TAXATION						
250				Commerce 2nd yr-3		

* NOTE: SOCIAL SERVICE WORKER — In addition to specific course credit, may receive 6 units block credit to the School of Social Work at UVIC.



Welding - Terrace Campus



Cook Training - Terrace Campus

- Photos, Sonja Chambers, Prince Rupert Campus

Other Opportunities

- * First Nations*
- * General Education Development Tests (G.E.D.)*
- * Open Learning Agency*
- * Provincial Instructor Diploma Program*
- * 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.

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.

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 programs 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 program 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.

OLA's Education Information Specialists will:

- Mail a free calendar describing OLA's college and university programs.
- Answer questions about OLA courses, programs, 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 programs 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 programs should consult a NWCC Educational Advisor who will provide information about transfer credit.

PROVINCIAL INSTRUCTOR DIPLOMA

The Provincial Instructor Diploma program provides individuals with opportunities to develop instructional competencies in the design, management and evaluation of instruction for adults. This program consists of six 30 hour courses and a final assignment.

PROGRAM 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 program consists of the courses in the Provincial Instructor Diploma program (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.

PROGRAM 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 Davidson, 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 program 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 programs 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 programs which allow students to transfer their college courses directly to UNBC. These collaborative programs 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

** Federal & Provincial Government Assistance*

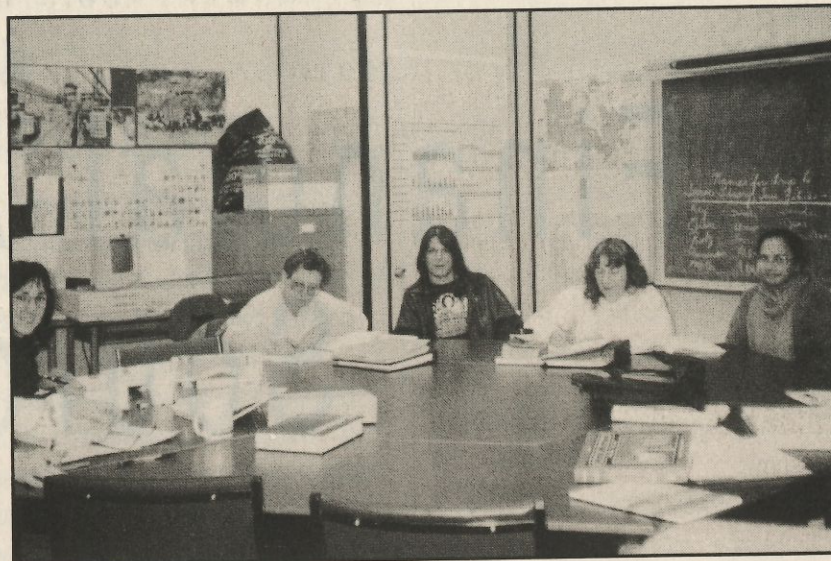
** Northwest Community College*

- Entrance Awards
- Bursaries
- Emergency Assistance
- Awards

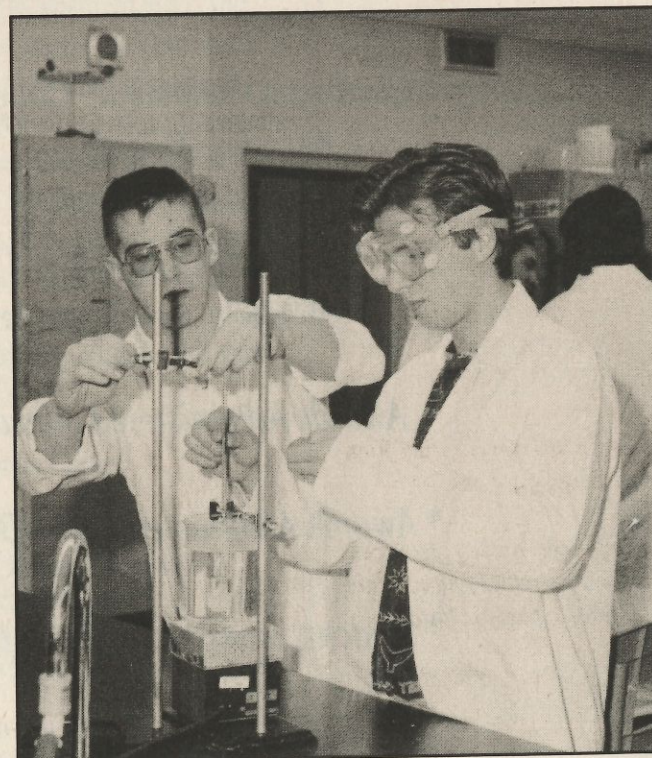
** Awards Administered outside NWCC*

** Awards Administered by UBC/Tenable at NWCC*

** Students transferring to University & BCIT*



Adult Basic Education Class - Kitimat Campus



Science Lab - Terrace Campus

FINANCIAL AID SOURCES

A detailed description of the programs available at the College follows. In most cases eligibility requirements for programs are described in general terms.

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 program might be:

ESTIMATED EXPENSES

Tuition (\$1,000 - \$1,500)	\$ 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 program which includes loans and non-repayable funds.

FEDERAL & PROVINCIAL GOVERNMENT ASSISTANCE

Adult Basic Education Student Assistance Plan

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

- Academic Up-grading
- Adult Special Education
- English Language Training
- Employment Orientation Programs

Who May Apply

Any person who is:

- a British Columbia resident.
- enrolled at a participating secondary/post-secondary institution in a recognized Adult Basic Education program.
- not receiving financial assistance for educational expenses from any other source.

Applications are available at all NWCC centres and can be submitted to an Educational Advisor located at the NWCC centre of your choice.

Assistance Program 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). This program will assist students who would otherwise encounter access barriers due to their disability. Eligible goods and services include adaptive special equipment that is not covered by SETBC or other funding and attendant care for direct support related to schooling. There is no provision for tuition or books.

Contact an NWCC Educational Advisor for more information.

British Columbia Student Assistance Program (Canada Student Loan/B.C. Loan Grant)

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

Levels of Assistance

The maximum assistance available per year in federal and provincial funds is \$235 per week of study for applicants without dependent children and \$360 per week of study for applicants with dependent children. Funds awarded under this program will be disbursed through a combination of Canada Student Loan, B.C. Student Loan and Grant payments, depending on eligibility.

Enrollment

You must maintain enrollment in 60% of a full course load (40% for those with permanent disabilities) for credit in a program at least 12 weeks long.

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

You must start repayment of both Canada and BC Student loans six months after leaving school.

Loan Remission

Students who graduate from post-secondary studies in a timely fashion plus meet other eligibility requirements may have a portion of their BC student loan (not Canada student loan) remitted or paid by the province. The total loan debt owed by the student (BC and Canada) must exceed the maximum debt level established each year.

For further information on the BC Student Assistance program, or to obtain an application package, contact any NWCC Centre.

Federal Part-time Loans Plan

Guaranteed loans for part-time students attending post-secondary courses are available under a program 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 program of at least 12 weeks duration and be enrolled in less than 60% of the full program 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.

First Nations

First Nations students who are interested in attending post-secondary institutions should contact their Band regarding assistance.

Human Resources Centre of Canada

(formerly 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 Programs and Services Officer, well in advance of your course start date.

For further information regarding sponsorship, contact your local Human Resources Centre.

Ministry of Skills, Training and Labour

The Ministry of Skills, Training and Labour, through its district offices, provides assistance to people who:

(a) are currently in receipt of Income Assistance under the GAIN Act:

and

(b) have been unsuccessful in obtaining employment following a seven month independent job search.

Priority for assistance will be given to youth 19 to 24 years of age. Funding may be available for assisted job search programs or for short-term career exploration and work readiness training. Individuals wanting academic upgrading or post-secondary skills training should explore the Adult Basic Education Student Assistance Plan or British Columbia Student Assistance program.

For further information, contact a Training Consultant in the Ministry of Skills, Training and Labour office closest to you.

Special Opportunity Grants

To apply for any Special Opportunity Grants, a student must first apply to the provincial or territorial authority for a full-time or part-time Canada student loan in order to establish need. The student must submit a separate application form for the Special Opportunity Grant to the same authority.

1. Special Opportunity Grant for Students with Permanent Disabilities

Students may be eligible for up to \$3,000 a year from the federal government to cover exceptional education-related costs associated with certain permanent disabilities.

2. Special Opportunity Grants for High-Need Part-Time Students

Special Opportunity Grants assist students in part-time studies who are unable to meet the eligibility requirements of the full-time loans program and whose income falls below a prescribed threshold and will be made available to assist eligible part-time borrowers to pursue post-secondary studies.

To be eligible a student must substantiate why he/she is studying on a part-time basis, i.e., why he/she is unable to enroll in a full-time program of studies. Also, it must be demonstrated that his or her income is below the prescribed threshold for eligibility.

Vocational Rehabilitation Services

The primary objective of Vocational Rehabilitation Services is to provide a comprehensive and co-ordinated program for persons with disabilities. The Vocational Rehabilitation Program 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:

- Presence of a permanent physical or mental impairment which results in a substantial handicap to employment;
- 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 638-6582.

Work Study Program

This program is designed to provide on-campus work experience for students requiring financial assistance while attending a post-secondary institution. The program is open to British Columbia residents studying at participating universities, colleges and institutions located in British Columbia.

Further information may be obtained from any NWCC centre.

NORTHWEST COMMUNITY COLLEGE AWARDS

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 generos-

ity 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.

ENTRANCE AWARDS

Northwest Community College Entrance Scholarships

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

A average = 100% of tuition

B+ average = 75% of tuition

B average = 50% of tuition

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

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.

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.

Northwest Community College Trades/Technology Instructors Award

a) Three \$400 awards for 1996 graduates of Caledonia Senior Secondary School in Terrace. A minimum of one of these awards is for a female student. Selection for these awards will be made by the high school.

b) Two \$400 awards for 1996 graduates of Mount Elizabeth Secondary School in Kitimat. A minimum of one of these awards is for a female student. Selection for these awards will be made by the high school.

c) One \$400 award for a 1996 graduate of Hazelton Secondary School. Selection for this award will be made by the high school.

d) One \$300 award for a student in the Adult Basic Education program of Northwest Community College. Selection for this award will be made by Northwest Community College ABE faculty.

To receive an award, recipients must enroll in one of the Trades programs at Northwest Community College in the Fall of 1996.

BURSARIES

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

A list of available bursaries is posted at each College campus in December. The deadline for application is late January. Application forms are available from your campus Educational Advisor in December.

Alcan Bursary Fund

Alcan Smelters and Chemicals Ltd. has established an ongoing 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 programs and must have demonstrated financial need.

B.C. Hydro Bursary

A \$500 award for a University Credit student who has a balanced lifestyle and is knowledgeable and committed to the protection of the environment and the efficient and safe use of electricity.

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 programs. The funds are to be awarded to students who might have difficulty completing their studies due to financial hardship. Recipients must be Canadian citizens.

3. Lucille Sutherland Bursary Trust

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

Knox United Church Bursary Fund

Knox United Church in Terrace has, through a donation to the Endowment Fund, established this fund in celebration of the International Year of Youth, 1985. A \$300 award is available annually to students enrolled in the A.B.E. program. First consideration is given to students enrolled at the Terrace campus.

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.

Prince Rupert Rotary Bursary Fund

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

Prince Rupert Native Brotherhood

Up to \$500 is available for native students enrolled in Business Education or University Credit. Recipient(s) is to be from the Prince Rupert area.

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.

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 program in which women have not traditionally sought post-secondary training. This award is funded by the Minister of Women's Equality.

EMERGENCY ASSISTANCE

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:

- travel expenses in the event of serious illness or death of an immediate family member,
- medical or dental costs,
- 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.

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 on the basis of academic achievement and successful practicum experience.

B.C. Hydro Scholarship

A \$1,000 scholarship is available for a student who:

- has completed first year in good academic standing in a program relevant to B.C. Hydro business and who is continuing on to second year;
- has a balanced lifestyle, ie: fitness, community involvement, hobbies and interest;
- is knowledgeable and committed to the protection of the environment and the efficient and safe use of electricity.

Selection will be grade based but should there be one or more applicants of equal caliber, preference will be given to a female or aboriginal student. The recipient will be chosen in May of each year but, in order to redeem the award, will be required to provide proof of enrollment in a program relevant to B.C. Hydro business the following September. Enrollment can be at any recognized post-secondary institution.

To apply, you must write a letter to the Financial Awards Committee at NWCC indicating how you meet the criteria and outlining your plans for your second year of study. Application deadline is April 30.

Eric Buss Memorial Scholarship

The recipient of this \$200 award will be enrolled in the Forest Technology Option of the Natural Resources program 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 program. 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 program of less than two years duration. 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 program faculty.

C.G.A. Academic Excellence Scholarship

A \$500 cash scholarship will be awarded to a student who has completed the first year of a two year diploma program in accounting. The main emphasis in awarding the scholarship will be on academic excellence in the student's first year of study.

Application deadline is April 30.

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. program. 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 30.

C.G.A. Continuing Education Tuition Scholarship

The Certified General Accountants Association of B.C. offers an annual \$600 Continuing Education Tuition Scholarship to a graduate of the Business Management (Accounting) diploma program at Northwest Community College. This scholarship will be applied to your first year's tuition in the C.G.A. program. To apply, you must make formal application to the Registrar in Terrace.

Application deadline is April 30.

Certified Management Accountants Society of B.C.

The Society provides an award of a \$500 credit towards CMA fees to the graduating full-time NWCC student attaining the highest mark in Accounting 252/253. The recipient should be interested in continuing studies in accounting with the CMA program.

Mathis Duerst Memorial Scholarship

A \$500 scholarship will be awarded to a student enrolled in the fifth term of the Forest Technology Option of the Natural Resources program. The recipient will be the student who has achieved the highest grade point average in terms one through four and has completed two Co-op work terms.

John Hiom Memorial Scholarship

A \$500 scholarship will be awarded to a student completing first year Sciences at the Prince Rupert campus. The recipient must be eligible to enroll in a full-time Science program at a post-secondary institution.

This award has been established to provide a lasting memorial to John Hiom's commitment and dedication to quality Science education.

Institute of Chartered Accountants of B.C.

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

Northern Institute for Resource Studies

The NIRS was founded to promote, encourage and advance the awareness, knowledge and appreciation of economic development in B.C., particularly in the northern area of the province. Through a donation to our Endowment Fund, the Institute provides two \$500 scholarships and four \$250 bursaries for students enrolled in Business Administration, University Transfer pre-Commerce and Sciences, Forest Technologist, and Tourism and Entrepreneurial related programs. 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.

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.

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.

Association of Universities and Colleges of Canada (AUCC)

1. Imasco Scholarship for Disabled Students

Ten scholarships of \$2,000 each are available for disabled students who are Canadian citizens or have lived in Canada for at least two years as permanent residents. Applicants must be following a degree program under the college-university transfer system. Deadline is June 1.

2. Mattinson Endowment Fund Scholarship for Disabled Students

A number of scholarships of \$2,000 each are available for disabled students who are Canadian citizens or have lived in Canada for at least two years as permanent residents. Applicants must be following a degree program under the college-university transfer system. Deadline is June 1.

3. National Access Awareness Week Student Awards Program

A number of scholarships of \$3,500 each are available for disabled students who are Canadian citizens or have lived in Canada for at least two years as permanent residents. Applicants must be following a degree program under the college-university transfer system. Deadline is March 15.

Application forms are available from the International and Canadian Programs Division, Association of Universities and Colleges of Canada, 350 Albert Street, Suite 600, Ottawa, Ontario, K1R 1B1.

Automotive Industries Ass'n. of Canada

Scholarships of approximately \$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 program which also includes apprenticeship programs. 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 Line of Credit

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.

Bank of Nova Scotia Student Loan

The Scotia Student Loan is generally available to full-time, part-time, graduate and professional students enrolled in a recognized degree or diploma program at least 2 years in duration. Full-time students can borrow up to \$5,200 per academic year and are required to make only monthly interest payments while in school and for six months after graduation.

Further information is available from your local Scotiabank branch or from 1-800-972-6842.

B. C. Government Employees' Union Student Scholarship

The BCGEU offers ten \$1000 scholarships each year to students who are BCGEU members or related to BCGEU members or relatives of deceased or retired members. Applicants must be registering in a full-time post-secondary program at a B.C. educational institution or a recipient may be attending studies in another province if the program is not available in B.C. A 1200 - 1750 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 and Service Employees' Union, 4911 Canada Way, Burnaby, B.C., V5G 3W3.*

B.C. Hydro Aboriginal Scholarship Program

A total of six \$1,000 scholarships are offered annually throughout the province to Aboriginal students who have completed their first year of studies. Recipient selection is based on academic standing as well as evidence of a balanced lifestyle, excellent communication skills and innovation. The level of interest in a B.C. Hydro career and financial need will also be considered. Application deadline is mid-January.

Application forms are available from *NWCC Educational Advisors, local B.C. Hydro offices or B.C. Hydro Employment Services, 6900 Southpoint Drive, Burnaby, B.C., V3N 4X8.*

B.C. Hydro L'Ecole Polytechnique Memorial Scholarship Program

In commemoration of the fourteen women murdered in Montreal, fourteen scholarships of \$1,000 are offered to women enrolling or enrolled in engineering and technology studies relevant to B.C. Hydro careers. Application deadline is mid January.

Application forms are available from *NWCC Educational Advisors, local B.C. Hydro offices or B.C. Hydro Employment Services, 6900 Southpoint Drive, Burnaby, B.C., V3N 4X8.*

British Columbia Paraplegic Foundation

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

6. 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 Program 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 CFPAF, 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 - Varies

To assist visually impaired individuals who are pursuing studies. Application deadline is April 15 of even numbered years.

2. June Gilmore English Memorial Fund - \$400

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

3. Imasco Scholarship Fund for Disabled Students - \$2,000

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

4. James L. Wood Scholarship - \$500

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) - \$200

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

6. John and Dorris Corrigan Fund - Varies

Funding for items not covered by other funding sources. Applicants must be visually impaired and under 30 years of age. No deadline.

7. Martha Guest Memorial Bursary - \$500

To financially assist visually impaired students continuing their education. Deadline is October 30.

8. Lorne Hassan Memorial Fund - \$1,000

To offer assistance to visually impaired students who wish to further their education. Deadline is July 30.

9. Carl G. Frink Scholarship - \$1,000

To provide post-secondary assistance to persons with visual impairments who are not funded by government programs.

10. Rixon Rafter and Judge Brian Stevenson Scholarships - \$300 - \$500

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

11. FJL Woodcock - \$200 - \$400

To assist visually impaired students who are graduating from high school and who wish to continue with their education. Deadline is March 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 \$700-\$2,000 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 28.

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-funded 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.

- a) Be enrolled in a minimum two-year college or university program;
- b) Be recommended by a Band Council or bona fide Native organizations;
- c) 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, 301-908 Pandora Avenue, 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 September 30.

Information on this award is available from any NWCC Educational Advisor, or, Post-Secondary Student Assistance Program Co-ordinator, Native Education Centre, 285 East 5th Avenue, Vancouver, B.C. V5T 1H2.

Terry Fox Humanitarian Award Program

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 Program, Simon Fraser University, Burnaby, B.C., V5A 1S6

Imperial Oil Ltd. Higher Education Awards

Provides full tuition and compulsory fees for sons and daughters of employees, annuitants of 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 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 Associates Scholarship

This scholarship is awarded to the Interior Logging Association affiliated applicant with the highest academic standing in a Business Administration discipline.

4. \$1,000 Trades Scholarship

Open to students of an Interior Logging Association member enrolling full-time in a trades program such as Heavy Duty Mechanics, Professional Truck Driving, Heavy Duty Machine Operators, Welding or similar program that leads to employment in the logging industry.

For more information contact Interior Logging Ass'n., 202 - 635 Victoria Street, Kamloops, B.C. V2C 2B3.

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:

- a) provide proof of registration,
- b) 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. Deadlines are October 30 and mid February depending on funds available.

For more information contact any NWCC Educational Advisor, or from the Society at 3313 Kalum Street, Terrace, B.C. V8G 2N7.

Magna For Canada Scholarship Fund

Provides a \$5,000 award to each of ten regional winners from across the country, one of whom is selected as the national winner who receives an additional \$5,000. Upon graduation, the National Winner will be offered a paid one year internship with the CEO of Magna International Ltd., and the regional winners will be offered paid summer internships within the company. Deadline is May 15.

Applicants must submit a proposal responding to the question "If you were the Prime Minister of Canada, what would you do to improve living standards and unite the country?"

Application information is available from any NWCC Educational Advisor or from Magna for Canada Scholarship Fund, 36 Apple Creek Boulevard, Markham, Ontario, L3R 4T4

MENSA Canada Scholarships

\$1,000 in awards for students enrolled in a full-time degree or diploma program. 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 \$100 - \$500 at the discretion of the directors.

Applications are available from the Society, c/o Lucy Galloway, P.O. Box 883, Qualicum Beach, B.C. V0R 2T0.

National Access Awareness Week (NAAW) Student Awards Program

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 scholarship 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 Program, 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 \$700 for any one course of study. Bursaries are awarded in December. Proof of registration and pre-payment of fees 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. Available to sons, daughters or legal wards of past or present members and employees.

Deadline for application is September 1.

Application forms are available at Suite 200 - 4529 Canada Way, Burnaby, B.C. V5G 1H1.

Prince Rupert Regional Hospital Awards

Scholastic standing will be of prime importance in awarding the following scholarships.

1. **Dr. R.G. Large Scholarship** of \$750 is available to a graduating student or former graduate of Charles Hays Secondary School who is enrolled in a registered nursing program at either a community college or university.

2. **Dr. L.M. Greene Scholarship** of \$750 is available to a graduating student or former graduate of Prince Rupert Senior Secondary School student who is enrolled in a program in the health care field at either a community college or university.

Please contact either high school for application information.

Public Trustee Educational Assistance Fund

Bursaries up to \$3,000 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 program leading to nurse registration
- baccalaureate, or graduate degree programs
- clinical speciality programs
- refresher programs

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. Deadline is July 31.

Applications are available from Selection Committee, B.G. Robinson Scholarship Fund, 4545 Montford Crescent, 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 or your local Legion. 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 program at each institute which is an institutional member of the society. Recipients will be selected on demonstrated financial need and performance in a vocational program.

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.

Apply to: Sons of Norway Foundation in Canada, 1020 Glenayre Drive, Port Moody B.C., V3H 1J6.

Katharine Whiteside Taylor Bursary

In recognition of Katharine's lifelong commitment to co-ops, Parent Cooperative Preschools International offers an annual \$500 bursary to a student who has completed at least half of the Early Childhood Education program at an accredited Canadian College. Applicants will be required to submit a transcript of current grades and write a paper dealing with the philosophy of parent participation. Application deadline is March 1.

Application forms are available from NWCC Educational Advisors or from PCPI, c/o 121 Nelson Street, Alliston, Ontario, L9R 1H4.

AWARDS ADMINISTERED BY UBC AND TENABLE AT NORTHWEST COMMUNITY COLLEGE

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

- 04707.00 DAIRY Industry Credit Union Scholarship
- 04786.00 The William L. HURFORD Memorial Scholarship
- 04718.00 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 and the University of Alberta 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 program graduates entering related degree programs. 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 ALBERTA

The University of Alberta offers the following *Scholastic Distinction Scholarships* to students entering or transferring to the university to complete their first undergraduate degree. Applicants must have an average of 95% or better. All are distributed over four years of study. Deadline is April 1.

1. President's Citations

Seven awards valued at \$25,000 each.

2. Chancellor's Citations

Fifteen awards valued at \$15,000 each.

3. Dean's Citations

A number of \$10,000 awards are available to students in specific faculties.

The following **Leadership Awards** are available to students transferring from a post-secondary institution to the university; having exceptional leadership qualities. Deadline is March 15.

1. Max Wyman Memorial Transfer Scholarships

Two awards valued at \$5,000 each. Applicants must have first class standing (at least 80%).

2. Hu Harries Memorial Awards

Two awards valued at \$2,500 each for a student who is or has been an employee or volunteer of the YMCA (or similar institution).

Applications are available from any NWCC Educational Advisor.

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 programs 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

1. 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.

2. The Ken Caple College Transfer Scholarships

This \$3,000 award is to recognize outstanding academic performance and is distributed over 2 semesters.

3. Dean's Scholarships

Scholarships valued at \$7,000 are awarded within each of the faculties of Applied Sciences, Arts, Business Administration and Science to recognize academic promise in a particular area of study. Awards are distributed over four semesters.

To apply for the above three 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 described on the application form.

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 15 for the Spring semester. Applications are available from any NWCC Educational Advisor, or from Student Recruitment 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 15. Normally award winners will be announced by May 31. Final confirmation of the secondary school recipients will take place after the release of the Provincial Scholarship Examination results in the summer. **

**** John Locke Malkin and T.S. MacPherson Scholarships**
If a student maintains a grade point average of 7.50 or better, the scholarship is automatically renewed (and could be increased with exceptional performance) for each year of the student's full time study (15 units) until completion of a first degree or for a maximum of five years, whichever is the shorter period. A student whose grade point average falls between 7.00 and 7.49 may file a written appeal with the Senate Committee on Awards to seek special consideration for the renewal of the scholarship. No renewal will be considered if a student's average falls below 7.00. In extenuating circumstances, a student may, upon application to the Senate Committee on Awards, defer the acceptance of the initial scholarship or may defer the renewal of a scholarship for a maximum of one year.

**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 15.

PERSONNEL

COLLEGE SERVICES - (604) 635-6511

(located in Terrace)

ADMINISTRATION

Michael Hill, B.Sc. (UVic), M.A. (U. Manitoba) President
Barbara Sheridan President's Assistant/Board Secretary
Patrick Rife, B. Comm. (UBC), C.A. Bursar
Brian Loptson, B.Sc. (UBC) Director, Education & Student Services
Sheila McDonald, B. Journalism (Carleton) Manager, Human Resources
Carol Reynolds Administrative Assistant
Rhonda Ross Administrative Assistant
Jim Stone, B. Math (Waterloo) (secondment) Institutional Research Officer
Larisa Tarwick, M.A. (Pacific Oakes) Manager, Program Support

FINANCE

Tito Avila Co-ordinator, Accounting Services
Cynthia Preyser-Wreggitt Financial Analyst
Joyce Almgren Accounts Payable
Virginia Cooper Payroll Officer
Amanda Checkley Payroll Assistant

CHILD CARE SUPPORT

Karen Chrysler, BSW (UVic) Supported Child Care Transition Project
Co-ordinator/Instructor
Eleanor Skelton (located in Prince Rupert) Child Care Access Program Co-ordinator

CO-OPERATIVE EDUCATION

Sandra Bullock Co-ordinator

FACILITIES/MAINTENANCE

Peter Crompton Manager, Facilities/Maintenance
Nolan Beaudry, Electronics Diploma (NWCC) Electronics Technician
Les Hill Maintenance Engineer
Bill Mikaloff Chief Engineer
Brian Quinn Maintenance Engineer
Tom Yeager Groundskeeper

INFORMATION SYSTEMS

Todd Taylor Co-ordinator
Paul Fleming Information Systems Technician

LIBRARY/LEARNING RESOURCE CENTRE (located in Terrace)

Patti Barnes, B.A., MLS (U.Alberta) College Librarian/LRC Co-ordinator
Liz Ball, B.Ed, MLS (U.Alberta) College Librarian, Technical Services
Louise Chaput Library Assistant, Evening/Weekend Circulation
Sylvia Golke, B.Sc., MLS (U.Wisconsin) Librarian, Inter-library Loan/Reference
Penny Llewellyn Library Assistant, Circulation
Judy McCloskey, Lib. Tech. Dip. (UCFV) Library Technician, Cataloguing
Earla Peden Library Assistant, Acquisitions

LRC - Western Region (located in Prince Rupert)

Lawrie McArthur, B.A. (UVic), MLS (UBC) College Librarian
Tim MacDonald, B.A. (Acadia), Lib. Tech. Dip (SAIT) Library Technician

MATERIAL SERVICES

Flip Cervo Supervisor, Material Services/Purchasing Agent
Ed Hess Print Shop Operations/Mailroom

PERSONNEL

Sheila McDonald, B. Journalism (Carleton) Manager, Human Resources
Linda McMurray Personnel Assistant

REGISTRAR'S OFFICE

Bev Kealty Registrar
Laura Biagioni Student Records
Mardy Scales Student Records

SERVICES FOR STUDENTS WITH DISABILITIES

Elizabeth Snyder, B.Phys.Ed. (U.N.B.), B.S.W. (UVic) Co-ordinator

CENTRAL REGION - (604) 635-6511

ADMINISTRATION (located in Terrace)

T.B.A. Director, Central Region

TERRACE CENTRE - (604) 635-6511

ADMINISTRATION

T.B.A. Centre Director

ACCESS SERVICES

Ella Goodlad Access Services Co-ordinator
 Lynn Bennett Admissions Officer
 Mae Derrick, B.A. (Carleton) First Nations Co-ordinator
 Ian Hamilton, B.A. (Trent), Prof. Teach. Cert. (SFU) Educational Advisor
 Shelley Koopmans Registration Clerk
 Cindy Motschilnig Access Support
 Jayeson Shaffer, B.S.W. (Victoria) Career Education Specialist
 Michael Tugwood Registration Clerk
 Dina von Hahn, B.A. (UVic), Prof. Teach. Cert., PBD (SFU).....Student Success Co-ordinator

ANCILLARY SERVICES

Tony Reddy, Escoffier, Royal Hibernian, Dublin. C.C.C. Manager, Campus Services
 Marilyn Bennett College Store Administrator
 Dale Creek Security, PM only
 Anna Dodd Food Steward, Cafeteria
 Mark Hoefling Cafeteria Services
 Bob Jesson Security, PM only
 Lil Kenny Cafeteria Supervisor
 Donna Marken Warehouse/Stockperson
 Mary McNeice Daycare Supervisor
 Margo Normandeau Residence Assistant
 Lillian Sampson Daycare Assistant
 Saroj Sharma Daycare Assistant
 Barbara Steinbrenner Daycare Assistant
 Bette Tossell Daycare Assistant
 Terry Walker Daycare Assistant
 Alan Weston Sr. Warehouseperson/WHMIS

EXTENSION SERVICES/CONTINUING EDUCATION

Peter Haigh, Inter Prov. "A" Welding Cert, PID (UBC), DAE (VCC) Co-ordinator
 Fred Adair, Assoc. Arts Degree (NWCC), PID (VCC), WCB & Red Cross
 Certified First Aid Forestry Project
 Bruce Fisher First Aid Instructor
 Brenda McCarron, PID (VCC) (on leave) Administrative Assistant
 Dave McKeever, "B" Welder, "B" Gasfitter, PID Training Development Officer
 Cheryl O'Connell, Mkt-Mgt Dip (BCIT) Training Development Officer
 Coleen Taylor Continuing Education Assistant

LIBRARY/LEARNING RESOURCE CENTRE

Patti Barnes, B.A., MLS (U.Alberta) College Librarian/LRC Co-ordinator
 Liz Ball, B.Ed, MLS (U.Alberta) College Librarian, Technical Services
 Louise Chaput Library Assistant, Evening/Weekend Circulation
 Sylvia Golke, B.Sc., MLS (U.Wisconsin) Librarian, Inter-library Loan/Reference
 Penny Llewellyn Library Assistant, Circulation
 Judy McCloskey, Lib. Tech. Dip. (UCFV) Library Technician, Cataloguing
 Earla Peden Library Assistant, Acquisitions

SUPPORT SERVICES - PROGRAMS

Lynn Perrin Co-ordinator
 Leslie Campbell Industry/Trades/Health/ECE
 Eleanor Dacey UC/Bus/SSW
 Frieda Dams UC/Bus/SSW
 Lynne Nordstrom (on leave) ASE/Co-op/Student Success
 Sandy Soares ABE/FSW/Cook Training

PROGRAMS

Adult Basic Education

Larry Bolingbroke, B.A. (UBC) Co-ordinator/Instructor
 Pat Carson, B.Sc. (SFU), Prof. Teach. Cert. Instructor
 Nirmal Parmar, B.Ed., M.A. (Punjab U.), Prof. Teach. Cert. Instructor
 Jack Perry, B.Ed. (U.Sask.) Instructor
 Nancy Ross, B.Sc. (AGR), Prof. Teach. Cert. (Guelph)..... Instructor
 Ada Sarsiat, B.Ed. (UVic), Prof. Teach. Cert. Instructor
 Elaine Walker, B.A. (Concordia), PID (VCC) Instructor

Adult Special Education

Debbie Holkestad, BSW (Hon) UVic, Assoc. Arts Dip., PID (VCC) Co-ordinator
 Jason Little Instructor Aide Support
 Sharon Proctor, SSW Cert., PID (VCC) Instructor Aide Support

Business Administration/Office Administration

Grant Bennest, Bach. of Comm. (UBC) Co-ordinator/Instructor
 Phil Bialobzyski, B.Sc.(Hon)(Alberta), M.Sc.(McMasters), B.G.S.(Athabasca) ... Instructor
 John Campbell, B.Sc. (McGill), Ph.D. (Waterloo), MBA (UBC), CGA, Instructor
 Ann-Marie Merkel, Dip. Bus. Admin. (NWCC) Instructor
 Cathay Sousa, C.G.A. Instructor

Early Childhood Education

Rosemarie Goodwin, B.Ed. (U.Alberta), M.A. (Pacific Oaks) Co-ordinator/Instructor
 Nancy Hogue, B.Sc. (Notre Dame), M.A. (UVic) Instructor
 Joan Turecki, Fine Arts Dip. (Van. School of Art), ECE Cert. Instructor

Health Services

Johanne Fort, R.N., B.Sc.N. (U.Vic), M.S. (Portland) Co-ordinator
 Cheryl Brown, B.Sc.N. (U.Manitoba) Instructor
 Kathy MacDonald, R.N., B.Sc.N. (UVic) Instructor
 Ellen Roberts, R.N., B.Sc.N. (U.Vic), M.Sc.N. (UBC) Instructor
 Shelley Taylor, B.Sc.N. (McMasters) Instructor

Social Service Worker

Jake Muller, B.A. (Guelph), M.A. (Dalhousie) Co-ordinator/Instructor
 Doug Foster, B.A. (York), M.S.W. (UBC) Instructor

Industry, Trades & Technology

Jim Bathgate, Bach. of Voc./Tech Ed. (Regina), Inter Provincial H.D. Mech. & Ind. Mech. (Millwright) Co-ordinator/Instructor
 Dave Beatty Professional Driving Instructor
 Dick Coxford, Inter Provincial Carpentry Carpentry Instructor
 Nick Garcia, B.A. (Econ.), Diploma (Hon.) Cooking (NAIT), Cert. Baking & Pastry Arts (C.I.A., New York), Journeyman Cook, Journeyman Baker Culinary Instructor
 Ivar Hernes, T.Q. Carpentry Carpentry Instructor
 Emile Marchand, "A" Welding Certificate Welding Instructor
 Del Torgalson, Millwright Inter Prov., "A" Welding Certificate Millwright Instructor

Natural Resources

Trish Nuyten, Forest Tech. Dip. (CNC), Bus. Admin. Dip. (NWCC) Co-ordinator
 Phil Bialobzyski, B.Sc.(Hon) (Alberta), M.Sc.(McMasters), B.G.S.(Athabasca) ..Instructor
 Ken Downs, B.A. (Geog.) (Wisconsin) Instructor

University Credit

Peter Anderson, B.Sc., M.Sc. (SFU) Math/Cmpt/Phys Instructor
 Leanne Boschman-Epp, B.A., M.A. (U. Sask.) Engl Instructor
 Alan Gilchrist, B.Sc. (U. St. Andres, UK), Ph.D. (U.Liverpool, UK), . Geog/GIS Instructor
 Glenn Grieve, B.Sc. (SFU), M.A. (UCLA), Prof. Teach. Cert. (SFU) Biol Instructor
 John Hart, B.A., B.Ed. (U.Alberta), M.A. (U.Oregon), Ph.D. (U.Guelph)Hist/Poli Instructor
 Don Hill Science Lab Technician
 Norma Kerby, B.Sc. (Hon.) (UBC), Ph.D. (Carleton), R.P. Biol. Biol/Geog Instructor
 Andre Klingner, B.A. (Sir George William U.), M.A. (Hollins College), R. Psych (B.C.) ...
 Acad. Head/Psychology Instructor
 John Krisinger, B.Sc., M.Sc., Ph.D. (Bonn) Chem/Biol Instructor
 Shannon Mark, B.Ed., M.Ed. (UBC), PBD Arch (SFU) Anth/Soci Instructor
 Sid Nair, Dip. Chemical Engr. Tech. B. Engr. (Lakehead),
 M.Sc.(Chemical Engr.) (Queen's), C.P. Eng. (Australia) Chem Instructor
 Ross Nicholson, B.S.A., B.A., (U.Sask), M.Sc. (UBC) Biol/Geog 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.) (Waterloo), Ph.D. (UBC)..... Math/Phys/Cmpt Science Instructor
 Bonnie Weinand Science Lab Technician

NASS VALLEY CENTRE - (604) 633-2292/2293

Linda Adams Community Education Administrator
 Ray Guno, B.A., Psy P.D.P. (SFU) ABE Instructor
 Lois Miller, B.Sc. (UBC), Prof. Teach. Cert. ABE Instructor

EASTERN REGION - (604) 847-4461

ADMINISTRATION (located in Smithers)

Doug Baker, B.Sc.A, M.Ed. (UBC) Director, Eastern Region

HAZELTON CENTRE (604) 842-5291

ADMINISTRATION

Kate Greenall Assistant Director
 Marion Dundas Oke B.A. (Toronto), B.Ed. (Queens) Educational Advisor/
 Student Success Coordinator
 Pat Egan BSW (UBC), Forestry Diploma (BCIT) Community Liaison Officer
 Debby Jackson Administrative Officer

FACULTY/INSTRUCTORS

Patrick Hayes, Prof. Teach. Cert. ABE Instructor
 Allen Johnson, B.Sc., M.Sc. (U.Alberta) Forest Tech. Instructor
 Harold Reedy, Forest Tech. Diploma (CNC) Forest Tech. Instructor
 Belinda Steinbeisser, Forest Tech. Diploma (NWCC) Forest Tech. Assistant

HOUSTON CENTRE - (604) 845-7266

ADMINISTRATION

Brenda Andersson Assistant Director, Houston
 Laara Atley, M.S.Sc. (Tampere) Co-ordinator, Extension Services
 Charlotte Gorley Sr. Center Clerk
 Dawn Potvin Receptionist
 Terri Stewart Educational Advisor
 Tanya Widmark Administrative Officer

FACULTY/INSTRUCTORS

J. Boddy Computer Instructor
 Lucinda Clarke Adult Basic Education Instructor
 Rich DeRooy, B.A. (Carleton), PID Career Development Instructor
 Twyla Hurley Transitions Instructor
 Jeannie Johnson Career Development Instructor
 Sandra (Sandi) Lavallie Adult Basic Education Instructor
 Judith McLean Career Development Instructor
 Indra Manhas Computer Instructor

SMITHERS CENTRE - (604) 847-4461

ADMINISTRATION

Doug Baker, B.Sc.A, M.Ed. (UBC) Centre Director
 Laara Atley, M.S.Sc. (Tampere) Co-ordinator, Extension Services
 Stephen Doyle, B.Sc., M.A. (UVic) Co-ordinator, Natural Resources

Mary Ellen Graham Admin. Officer/Cont. Education Department
 Ross Hoffman, B.A. (Trent), B.Ed. (Toronto), M.Ed. (UVic) ... Educational Career Support
 Carol Palm Sr. Centre Clerk
 Sheila Peters, B. Journalism (Carleton), PID (VCC) Educational Advisor/
 English Instructor

FACULTY/INSTRUCTORS

Heather Anderson Instructor Aide, Office Administration
 Alison Carruthers, Dip. Bus. (Nait), Dip Nursing, General (UCC), Dip Nursing, Psyc (BCIT)
 Program Assistant, B.C. Forestry Continuing Studies
 Sandra Clark, PID Office Administration Instructor
 Bev Clifton Percival, B.A. (SFU) CRW Co-ordinator/Instructor
 Bev Davidson, B. Comm. (UBC), PID (VCC) Office Administration Instructor
 Alec Deas, B.Sc., M.Sc. (UBC), Prof. Teach. Cert. ABE Instructor
 Richard DeRooy, B.A. (Carleton), PID ABE Instructor/
 Career Development Instructor
 Ted Eberle, BSW (UBC), M.B.A. (UVic) CRW Instructor
 Terrie McAloney, Diploma (SAIT), PID (VCC) Office Administration Instructor
 Katharine Staiger, B.Sc. (Guelph) ABE Instructor/ESL Tutor
 Carmen Wheatley, B.Sc. Forestry (UBC) Program Manager, Northwest Delivery Centre
 B.C. Forestry Continuing Studies Network

STEWART CENTRE - (604) 636-2770

Leanne King, B.Ed. (U.Alberta) Community Education Administrator
 Kim Kazimer, B.A., B.Ed., B.Comm. Adult Basic Education Instructor
 Cathy Kennedy, B.Ed. Adult Basic Education Instructor

SOUTHERN REGION - (604) 632-4766

ADMINISTRATION

Clive Hall Director, Southern Region

KITIMAT CENTRE - (604) 632-4766

ADMINISTRATION

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 Nancy Gray Administrative Clerk
 Linda Ivin Administrative Assistant
 Laurie Kent, B.A. (U. of Alberta) Educational Advisor
 Carol Larsen Administrative Officer

PROGRAMS

ADULT BASIC EDUCATION

Christine Wozney, B.A. (UBC) Co-ordinator/Instructor
 Cheryl Carlson-Holland Instructor

Kay Hall Instructor
 Stella Webster, B.Sc. (UWO) Instructor

APPLIED TECHNOLOGY

Tom Walker, B.Sc., C.Eng. (Aston) Co-ordinator/Instructor
 Adrian Birsan, M. Sc. (U.Bucharest) Instructor
 Dave Dhaliwal, M. Sc. (Kansas State), P. Eng. Instructor
 David Hawkins, Civil/Strl. Eng. Dip. (BCIT), Strl/Mech Draft (PVI) Instructor
 Mel Lemay, B. Sc. Elec. Eng. (U.Alberta) Instructor
 Jack MacNeill, I.D. (UBC) Instructor
 Sylvain Robert, B. Sc. (Sherbrooke) Instructor

BUSINESS ADMINISTRATION

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 Gregory Krabes, B. B.A. (Bishop's U.), Power & Eng. Dip. (SAIT) Instructor
 Chris Olesen, CMA Instructor
 James Sprenger, BA, Econ & Mark (Concordia) Instructor
 Tom Walker, B.Sc., C.Eng. (U.Aston) Co-ordinator

ENGLISH AS A SECOND LANGUAGE

Roberta Bowen Instructor
 Maria Raposo, Teacher's Cert. (Portugal) Instructor

OFFICE ADMINISTRATION

Tracy Kenny, P.I.D. (VCC), Off. Mgmt Dip. (NWCC) Instructor Aide
 Debbie Rocha Instructor
 Debbie Taylor, P.I.D. (VCC), Bus. Admin. Dip. (NWCC) Instructor

WESTERN REGION - (604) 624-6054

ADMINISTRATION (Located in Prince Rupert)

Beth Davies, B.A. (Sussex), M.A. (UBC), Ed.D. (Nova) Director, Western Region

PRINCE RUPERT CENTRE - (604) 624-6054

ADMINISTRATION

Beth Davies, B.A. (Sussex), M.A. (UBC), Ed.D. (Nova) Centre Director
 Genevieve Ducharme Administrative Clerk
 Sonja Chambers, P.R./Advertising Dip Administrative Clerk
 Emilia McConville Administrative Assistant

EXTENSION SERVICES

Debbie Stava Co-ordinator

STUDENT/COMMUNITY SERVICES

Kathy Bedard Community Liaison
 Gloria Ubdogrove Admissions
 Vena Hachkevich Educational Advisor

LEARNING RESOURCE CENTRE

Lawrie McArthur, B.A. (U.Vic.), M.L.A.I.S. (UBC) Librarian
 Tim McDonald, B.A. (Acadia), Library Tech Diploma (S.A.I.T.) Library Technician

PROGRAMS

ADULT BASIC EDUCATION

Charles Armstrong, B.Sc., (UBC) Mathematics/Science Instructor
 Chris Brown, B.Ed., B.Sc. (UBC) Mathematics Instructor
 Rhoda Burke ABE Secretary
 Lianne Gagnon, B.A. (Guelph) English/Adult Special Education Instructor
 Marie Grinstrand, B.G.S (SFU), CTEFLA (Cambridge) English Instructor
 Sandra Kuhar, V.L.I.T., Program (Douglas), WTK Certified ASE Instructor
 Anna Munger, B.Ed. (UBC) English Instructor
 Jean Rysstad, B.A. (Windsor) English Instructor
 Ken Shaw, B.A.Sc., B.Ed., M.Sc., (UBC) Mathematics/Science Instructor
 John Wood, B.A. (Trent), B.Ed. (Queen's) Mathematics Instructor

BUSINESS ADMINISTRATION

George Broderick, B.Sc. (Brandon), M.B.A. (U.Manitoba) Instructor
 Chris Kellman, B.Sc. (UBC), M.B.A. (UBC), Prof. Teach. Cert., (on leave) Instructor
 John Shephard, B.Sc., M.B.A., (UBC) Instructor

MARINE STUDIES

Andrew Batko, Captain Instructor
 Lawrence Brown, Master 350 Instructor
 David James, Master 350 Instructor

WELDING

Wade Johnson Instructor

UNIVERSITY CREDIT

David Archer, B.A. (UBC), M.A. (UVic) Hist/Geog Instructor
 Hondo Arendt, B.A., B.Ed., M.A., (UBC) Hist/Geog Instructor
 Rocque Berthiaume, B.A. (Carleton) Anth/Hist/Poli Instructor
 George Broderick, B.Sc. (Brandon), M.B.A. (U.Manitoba) Econ Instructor
 Craig Brooks, B.Sc. (UBC) Cmpt Instructor
 Chris Brown, B.Ed., B.Sc. (UBC) Math Instructor
 David Heinemann, B.A., (Western), M.A. (McGill), Ph.D., (Montreal) Engl Instructor
 Mona Izumi, B.Sc. (UBC), Assist. Acad Head/Math Instructor
 Tirso Morales, B.A. (Valpariso), M.Sc. (U.Wis.) Psyc Instructor
 Barbara Shaw, B.Sc., Ph.D., (UBC) Biol/Ocean Instructor
 Shahla Shakerinia, B.Sc. (D.U.), M.Sc. (U.Alberta) Chem Instructor
 Ken Shaw, B.A.Sc., B.Ed., M.Sc. (UBC) Geog Instructor
 David Sweetnam, B.C., B.Sc., (Notre Dame) Cmpt/Phys/Math Instructor
 Yvonne Werkman, B.A., (Calgary), M.A., (McMasters) Soci/Psyc Instructor

QUEEN CHARLOTTE ISLANDS/HAIDA GWAIH

MASSET - (604) 626-3627

Sharon Matthews Assistant Director, Western Region
 Terilyn Best, B.A., M.A. (U.Sask), L.L.B. (UVic) ABE Instructor
 Linda Fraser, B.Ed. (U.Sask) Literacy Co-ordinator

QUEEN CHARLOTTE CITY - (604) 559-8222

Faye Beaulieu Community Education Administrator

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Feedback Report

Much time and energy has gone into the production of this calendar so that it is as accurate and useful as possible. Unfortunately, sometimes information is missed or errors occur. If you believe something has been missed or is unclear, please note it below and return to the following address or fax #.

Your feedback will allow next year's calendar to be even better.

**Calendar Committee
Northwest Community College
c/o President's Office
5331 McConnell Avenue
Terrace, B.C. V8G 4X2
Fax: (604) 638-5461**

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NOTES

Northwest
Community
College

On-Campus Housing

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



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

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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

1525 Omineca Street
P.O. Box 338,
Hazelton, B.C. V0J 1Y0
Phone: (604) 842-5291
FAX: (604) 842-5813

HOUSTON

"THE LEARNING CENTRE"
3221 - 14th Street, West
P.O. Box 1277
Houston, B.C. V0J 1Z0
Phone: (604) 845-7266
FAX: (604) 845-3521

STEWART

824 Main Street
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**

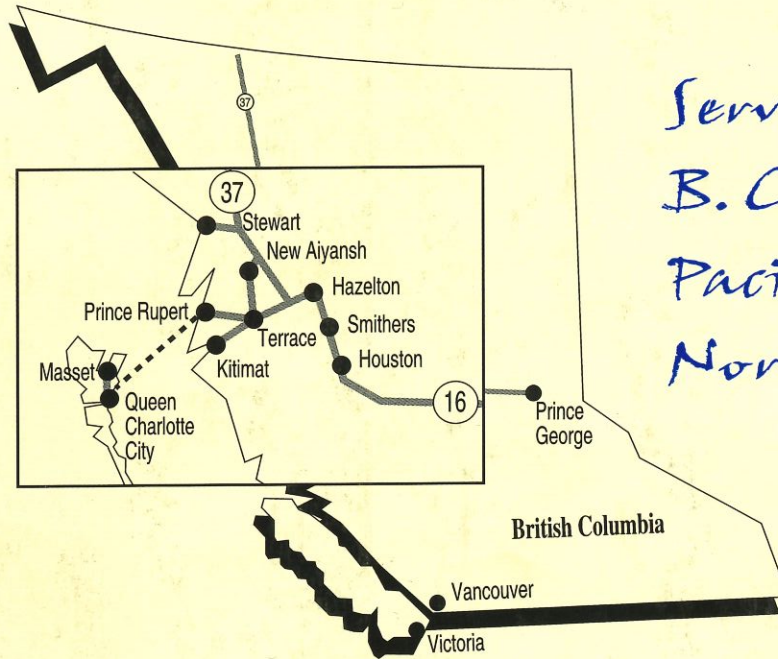
130 First Avenue West
Prince Rupert, B.C. V8J 1A8
Phone: (604) 624-6054
FAX: (604) 624-4920

MASSET

P.O. Box 289
Masset, B.C. V0T 1M0
Phone: (604) 626-3627
FAX: (604) 626-3699

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