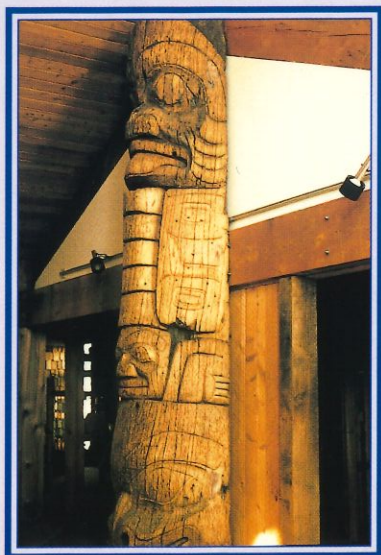


nwcc

1999/2000 CALENDAR



Haida Gwaii/Queen Charlotte Islands



\$5.00
INCL. GST

Northwest
*Community
College*

VISIT OUR WEBSITE
<http://www.nwcc.bc.ca>

**NWCC
CAMPUSES**

Hazelton
4815 Swannell Drive
P.O. Box 338
Hazelton, B.C. V0J 1Y0
Phone: (250) 842-5291
FAX: (250) 842-5813

Houston
"The Learning Centre"
3221 - 14th Street, W.
P.O. Box 1277
Houston, B.C. V0J 1Z0
Phone: (250) 845-7266
FAX: (250) 845-352

Kitimat
606 Mountainview Sq.
Kitimat, B.C. V8C 2N2
Phone: (250) 632-4766
FAX: (250) 632-5069

Masset
P.O. Box 289
Masset, B.C. V0T 1M0
Phone: (250) 626-3627
FAX: (250) 626-3699

Nass Valley
Wilp Wilxo'oskwhl Nisga'a
P.O. Box 219
New Aiyansh, B.C. V0J 1A0
Phone: (250) 633-2292
FAX: (250) 633-2463

Prince Rupert
130 First Avenue West
Prince Rupert, B.C. V8J 1A8
Phone: (250) 624-6054
FAX: (250) 624-4920

Queen Charlotte City
P.O. Box 67
Queen Charlotte City, B.C.
V0T 1S0
Phone: (250) 559-8222
FAX: (250) 559-8219

Smithers
3966 2nd Avenue
P.O. Box 3606
Smithers, B.C. V0J 2N0
Phone: (250) 847-4461
FAX: (250) 847-4568

Stewart
824A Main Street
P.O. Box 919
Stewart, B.C. V0T 1W0
Phone: (250) 636-9184
FAX: (250) 636-2770

Terrace
5331 McConnell Avenue
Terrace, B.C. V8G 4X2
Phone: (250) 635-6511
FAX: (250) 638-5432

This calendar is intended to provide an overview of the programs offered 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 a course/program or other information printed in this calendar are invited to contact any of our NWCC College Campuses.

Northwest Community 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.

You may pick-up additional copies of our calendar from the Reception desk at any NWCC Campus or, you may request a copy by mail.

Attn: Calendar Department
Northwest Community College
5331 McConnell Avenue
Terrace, BC V8G 4X2

NOTE: Include prepayment of \$5.00 (Canada only) per copy requested with payment payable to Northwest Community College.

Visit our Website:
<http://www.nwcc.bc.ca>

for current up-dates of our program information.

Photos: Al Richardson, Photowork Studio, Terrace, B.C.

Northwest Community College
See reverse for campus addresses



APPLICATION for ADMISSION

Answer all questions.
Incomplete form delays processing.

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

PERSONAL INFORMATION (Please Print Clearly)

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

LAST NAME:		FULL LEGAL FIRST NAME:		MIDDLE NAME OR INITIAL:	
List other surname name(s) you may have used when taking courses at NWCC:				**** NOTE **** All correspondence is sent to Permanent Address	
PERMANENT MAILING ADDRESS			LOCAL ADDRESS (while attending NWCC, if known)		
Apartment Number, Street, Box			Apartment Number, Street, Box		
City	Province	Postal Code	City	Province	Postal Code
Home Telephone # ()	Bus./Message Telephone # ()	Local Telephone # ()		IN CASE OF EMERGENCY CONTACT: Name: _____ Telephone () _____	
DATE OF BIRTH: Year / Month / Day		Social Insurance Number / /		OPTIONAL STATISTICAL INFORMATION: Are you of First Nations Ancestry? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Canadian Citizen <input type="checkbox"/>		Immigration papers must be attached if applicant is not a citizen.			
Landed Immigrant <input type="checkbox"/>					
Other <input type="checkbox"/>					
GENDER: Female <input type="checkbox"/> Male <input type="checkbox"/>					
B.C. Provincial Examination I.D. Number:					

PROGRAM INFORMATION

Applicants are strongly encouraged to discuss their educational plans with an Educational Advisor before completing this section. Some programs require specific documentation in addition to this application.

Check the admission requirements for the program in the College calendar.

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

Program for which you are applying:	Do not complete this section if you are applying for Adult Special Education, Career & College Prep, Cook Training or Trades programs.	
Campus to which you are applying:	ALL OTHER PROGRAMS: If you would like to reserve space in particular courses for your first semester, please note those courses here.	
Date (month/year) you would like to start:		
I WOULD PREFER TO STUDY:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Daytime
	<input type="checkbox"/> Part Time	<input type="checkbox"/> Evenings
		<input type="checkbox"/> By Distance (at home)



Complete Educational and Statistical Information on the back of this form.



OFFICE USE ONLY

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DATES TO REMEMBER

1999

- Apr 2 *Good Friday Holiday - College Offices Closed*
 Apr 5 *Easter Monday Holiday - College Offices Closed*
 Apr 23 Last day of classes for Spring semester
 Apr 28 ECE & SSW Practicum begins
 May 3 NRES Co-op Work Term I & II begin
 May 24 *Victoria Day Holiday - College Offices Closed*
 May 28 ECE Extended Practicum ends
 June 18 SSW Practicum ends
 June 25 Last day of class for programs ending in June
 July 1 *Canada Day Holiday - College Offices Closed*
 July 4 - 23 ECE/SEA Summer Institute
 Aug. 2 *B.C. Day Holiday - College Offices Closed*
 Sept 6 *Labour Day Holiday - College Offices Closed*
 Sept 7 Fall semester begins for all programs unless otherwise noted
 Sept 17 Last day for LATE registration & course changes for Career & U/C
 Sept 17 Last day to withdraw with PARTIAL REFUND from semester courses - see "Fees & Refunds" section
 Oct 11 *Thanksgiving Day Holiday - College Offices Closed*
 Oct 29 Last day for official withdrawal - Fall semester for Career & U/C
 Nov 11 *Remembrance Day Holiday - College Offices Closed*
 Dec 17 Fall semester ends - all programs
 Dec 27-31 *Christmas Holiday - College Offices Closed*

2000

- Jan. 3 *New Years Day Holiday - College Offices Closed*
 Jan 4 Commencement of Spring semester
 Jan 14 Last day for LATE registration & course changes for Career & U/C programs
 Jan 14 Last day to withdraw with PARTIAL REFUND from semester courses - see "Fees & Refunds" section
 Feb 25 Last day for official withdrawal - Spring semester for Career & U/C
 Apr 20 Classes end for Industrial Technology, ECE, SSW, & U/C
 Apr 21 *Good Friday Holiday - College Offices Closed*
 Apr 24 *Easter Monday Holiday - College Offices Closed*
 Apr 25 Computer Technology, ECE & SSW Practicum begins
 Apr 28 Classes end for BADM & NRES (yr 1,2,3)
 May 19 Classes end for ASE
 May 22 *Victoria Day Holiday - College Offices Closed*
 May 26 ECE Practicum ends
 May 27 Classes end for ASE
 May 29 ECE Program ends
 June 9 SSW Practicum ends
 June 23 Last day of classes for programs ending in June
 July 3 *Canada Day Holiday - College Offices Closed*
 Aug 7 *B.C. Day Holiday - College Offices Closed*

PRESIDENT'S MESSAGE

On behalf of the Board of Governors and the faculty and staff of the institution, it is my pleasure to introduce you to Northwest Community College. This is Northwest Community College's last calendar of programs, services and courses before we enter the 21st Century. It has become a cliché to say that change is the only constant factor in life however, it bears repeating here as each of us faces the challenges of a new millennium. Whether you are a recent high school graduate or an adult returning to school to acquire new knowledge and skills, change and the need to learn new things and acquire new skills are a part of your life. The need to 'learn for life' has never been more obvious or more important than it is right now.

Northwest Community College is here to help you meet those challenges. We offer a broad range of programs and services in many communities throughout the northwest that will help you cope with and take advantage of the change that is at hand. The College can help you meet the personal, educational and career goals that you have set for yourself. The men and women working at the College will do their utmost to ensure that you are provided first-rate learning opportunities. We have established close working relationships with our communities and we pledge to provide access to education where you live and work, to offer an affordable education and a personalized educational experience.

The College looks forward to entering the 21st Century with you. It is a time of great challenge and opportunity and we are pleased to be a partner in your education and in your future success.



Michael Hill, President

MISSION

We are a community college committed to respecting and meeting the educational needs of the communities we serve. Our mission is to provide and enable equitable access to quality lifelong learning throughout our College region.

VALUES AND OPERATING PRINCIPLES

A STUDENT CENTERED COLLEGE — Programs, courses and services will be focused on meeting the learning, developmental and employment needs of the learners we serve.

STUDENT SUCCESS — We are committed to removing barriers to student success. We will provide services, programs and resources to foster success.

RESPECT — The College treats each person in a fair and equitable fashion, acknowledging and valuing their perspectives and diversity. Northwest Community College will not discriminate on the basis of race, age, colour, ancestry, place of origin, political belief, religion, marital or family status, financial status, physical, mental or learning disability, gender or sexual orientation.

COOPERATION — We are committed to working cooperatively and in good faith with our internal and external communities.

TRUST, HONESTY AND INTEGRITY — We will demonstrate high standards of personal, institutional and professional behavior.

COLLABORATION — We are committed to working collaboratively to optimize learning opportunities and resources.

ACCESSIBILITY — We are committed to providing fair and equitable access to learning opportunities and services for the communities we serve.

OPENNESS TO CHANGE — We will be relevant, current and innovative in our programs and services and will respond to changes in society and the needs of our learners.

EMPOWERMENT OF COMMUNITIES — We are committed to the decentralization of learning opportunities and the central role of communities in determining their educational priorities.

EMPOWERMENT OF EMPLOYEES — Our employees actively participate in the decision making processes at the College through shared responsibility, authority and accountability.

EMPOWERMENT OF STUDENTS — We recognize and encourage the active involvement of students in the development and improvement of College programs and services.

ACCOUNTABILITY — We will establish and achieve College objectives that are cost effective and open to public review.

INNOVATION — We encourage and support creativity and innovation in the development of initiatives that address opportunities for constructive change.

ABOUT NORTHWEST COMMUNITY COLLEGE.....

Northwest Community College was first established in 1975 at the site of the B.C. Vocational School in Terrace, British Columbia. From this beginning, there has been a gradual establishment of College Centres in many of the communities in the Pacific Northwest region. There are now six full-service campuses and an additional four partnership campuses located within the College region.

Smithers, Telkwa, Moricetown and neighbouring areas are served by the Smithers Centre; the Hazelton Centre serves twelve communities as well as the Kispiox Valley in the Upper Skeena region; the Houston Centre provides service to Houston and environs; the Kitimat Centre serves the communities of Kitimat, Kemano and Kitamaat; the Terrace Centre serves Terrace, Thornhill and the surrounding area; Stewart, serving Meziadin, Stewart and Hyder, Alaska, is a partnership campus located within the Stewart Secondary School; the communities of Gitwinksihlkw, Lax Galts'ap and Gitlakdamix in the Nass Valley are served by the College through a partnership with Wilp Wilxo'oskwil Nisga'a; the Prince Rupert Centre provides service to Prince Rupert, Port Edward and the North Coast villages; the Queen Charlotte Islands/Haida Gwaii is served by partnership campuses in Masset and in Queen Charlotte City.

The entire region is 80,450 square kilometres, with a combined population of approximately 90,000.

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 and are partnered with other educational providers to jointly address the education and training needs of the Islands. Distances to other communities on the islands are relatively short and make College programs easily accessible to all.

Course offerings include Coastal Eco-Tourism, Natural Resource Management, programs in response to community demand and continuing education/community interest courses.

Hazelton

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 Hazel-

tons, the Kispiox Valley and Two-Mile are served by the Centre. Programming includes Career and College Preparation and community interest courses. 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 Career and College Preparation programs on 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.

Houston

The Houston Centre began its operations approximately eighteen years ago. At that time Career and College Preparation (formerly Adult Basic Education), some part-time University Credit courses and continuing education courses were offered. Today Career and College Preparation, Transitions (prerequisite training) and Career Development are offered, 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 at the College site 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.

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. Affordable housing, ample parking and full transit services make opportunities at this campus easily accessible.

Regular programs include Career and College Preparation, Office Administration, English Language Training, and Industrial Technology. A wide variety of Continuing Education and community interest courses are scheduled according to local need. Other programs such as University Credit,

Business Administration, Computer Technology and Integrated Human Services may be offered if warranted by student demand.

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.

Various programs are offered throughout the communities in the Valley, including College and Career Preparation in Lax Galts'ap (Greenville). The Nisga'a language and culture is immersed into the curriculum of programs offered in the area.

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 20% over the last six years. Because of the city's location on an inner harbour on the north coast, mild marine air keeps the temperatures moderate throughout the year. Prince Rupert was established early in the province's history as a major port, so, its architecture and layout are reminiscent of the city of San Francisco.

Full-time programming in Prince Rupert includes University Credit, Welding, Business Administration, Career and College Preparation and English as a Second Language Training. Programs unique to the College are located at the Centre - the Marine program provides theoretical training for mariners, the Coastal Integrated Resources Management Program focuses on resources that are inherent to coastal areas, and the Coastal Eco-Adventure Tourism Certificate Program prepares learners for careers in the adventure tourism sector. Many partnerships have been established with other educational providers, First Nations organizations, and business and industry so that the development and offering of programs specifically meet the diverse needs of the community.

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 and overseas. Other programs and courses available are Career and College Preparation, University Credit 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 Career and College Preparation on a part-time basis. The College Centre is located in the downtown area and along with delivering education and training to the Stewart area, partners with Human Resources Development Canada also provides community resources and employment assistance services. A limited number of distance education courses are also available via audio-teleconferencing as well as several on-line computer courses. Continuing education and community interest courses are offered based on identified local needs.

Terrace

Terrace, Thornhill and the surrounding area has a combined population of approximately 20,000 and is located in the famous Skeena Valley in the Coast Mountain Range. Terrace is the geographic centre for the region's natural transportation corridors and acts as a regional centre for many services. Two major shopping malls, multiple restaurants and community recreational facilities are all found within the downtown core. Indoor and outdoor recreation opportunities abound, including skiing, swimming, skating, hiking, and organized sports. A major downhill skiing operation on Shames Mountain as well as a natural hot springs at Mount Layton are short highway trips from Terrace. Many forms of cultural activities take place throughout the year and involve a Music Festival, a B.C. Day celebration called Riverboat Days, community band performances, little theatre and First Nations events.

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. A full scope of programs is offered that includes Career and College Preparation, Integrated Human Services, Trades and Technology, Computer Technology, Office Administration and Business Administration and a two year University Credit Program. Support for learners comes in various forms, from on-site day care to peer tutoring services. A qualified, professional and helpful staff, small class sizes and student success services ensure a positive experience for all.

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.

Northwest Community College is one of the few remaining colleges that still has the word "community" in its name. This is by design and not accident. 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.

Admission & 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:

- 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.
- 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.
- During the two weeks before the start of a program, vacant 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.*

PERMISSION OF INSTRUCTOR

"Permission of Instructor" may be used to accept students into a course when the students can demonstrate to an instructor qualified in the discipline that they are likely to succeed in the course.

- "Permission of Instructor" may only be used if a student does not meet the course pre-requisites and/or does not attain the required threshold on the course entry assessment.
- All usages of "Permission of Instructor" for entry into a college course will be documented on the appropriate college form and forwarded to the admissions department before the student is allowed to register for that course.
- The "Permission of Instructor" form will include the name of the student, the course(s) into which the student will be accepted, the date permission was granted and the reasons that permission was granted.
- Departments will identify to the Admission Office, a person who can give "Permission of the Instructor" if the course instructor is not available to grant permission within five (5) working days.
- Where "Permission of Instructor" is not acceptable for admission to a course, this will be stated in the calendar.

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 apply to 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

APPLICATION FEE

A \$25.00 non-refundable application fee is charged to those applying for admission to certificate, diploma and associate degree programs. The \$25.00 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 programs pay fees to cover the cost of cleaning uniforms/coveralls provided by the College.

TUITION AND STUDENT FEES

1. Contact & Continuing Education Programs & Courses

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

- Marine**
Fees are charged per course. Contact our Prince Rupert campus for fee information.
- Semester Based Programs - with a semester maximum**
Includes the following programs:
Computer Technology, Industrial Technology, Business Administration, Integrated Human Service and Natural Resources.

	Per Credit	Maximum Semester
- Program Tuition	\$ 39.62	\$ 594.30
- NWCC Student Assoc. membership & activity fee	\$ 1.95	\$ 29.25
- Registration & Computer		
- Lab fee	\$ 3.33	\$ 49.95
Total	\$ 44.90	\$ 673.50

- Semester Based Programs - no semester maximum**
i.e. University Credit.

	Per Credit
- Program Tuition	\$ 39.62
- NWCC Student Assoc. membership & activity fee	\$ 1.95
- Registration & Computer	
- Lab fee	\$ 3.33
Total	\$ 44.90

- Vocational Programs - Full-time***
Adult Special Education, Automotive, Career and College Prep (CCP), Carpentry, Commercial Transport, Heavy Duty, Industrial Mechanic, Office Administration, Professional Cook Training and Welding.

	Per Day
- Program Tuition	\$ 6.00 (not charged for CCP)
- NWCC Student Assoc. membership & activity fee	\$.30
- Registration & Computer	
- Lab fee	\$.50
Total	\$ 6.80

Fees & Refunds

6. Vocational Programs - Part-time*

Students enrolled in vocational programs less than 12.5 hours per week.

	<u>Per Day</u>
- Program Tuition	\$ 6.00 (not charged for CCP)
- NWCC Student Assoc. membership & activity fee	\$.15
- Registration & Computer	
- Lab fee	\$.50
Total	\$ 3.65

* 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 three days prior to class - 100% of fees.
3. Withdrawal less than three days prior to class - NO REFUND.
4. Special registration and refund policies apply to courses designated as NO REFUNDS. 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.

Contract Programs & Courses

1. An 80% refund of tuition and student fees will be given from the time of registration until 14 days after the first scheduled class.
2. Withdrawal after 14 days - NO REFUND.

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 or PMTC courses.

Semester Based Programs

1. An 80% refund of tuition and student fees will be given from the time of registration until 14 days after the first scheduled class.
2. Withdrawal after 14 days - 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.

Full-time Programs

- * Adult Special Education
- * Automotive Repair Technician
- * Business Administration
- * Career & College Prep
- * Carpentry
- * Coastal Eco-Adventure Tourism
- * Commercial Transport Repair Mechanic
- * Computer Technology
- * English as a Second Language
 - Summer Intensive Program
- * Heavy Duty Mechanics Training
- * Home Support/Resident Care Attendant
- * Industrial Mechanic (Millwright)
- * Industrial Technology
- * Integrated Human Service
 - Early Childhood Education Option
 - Special Education Assistant Option
 - Social Service Worker Option
- * Marine Studies
- * Natural Resources
- * Office Administration
- * Professional Cook Training
- * University Credit
- * Welding

ADULT SPECIAL EDUCATION

- Entry Level Employment Programs (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 programs/courses, depending on demand.

WORKPLACE SKILLS TRAINING

(formerly Experience-Based Vocational Preparation)

This nine month full-time program is intended to prepare students to be work ready. The interests and aptitudes of students will be explored. Program objectives include developing good work habits, increasing awareness of work-site expectations and providing on-the-job experience. This program is recommended for students planning to apply for modified programs.

ADMISSION REQUIREMENTS

Students must have learning difficulties which prevent them from taking part in mainstream courses, and demonstrate an interest in securing an entry-level job. Students must be able to function in a classroom setting. Break periods are not supervised. Students may be required to obtain a criminal record check prior to practicum placement.

HOW TO APPLY

Applications are available from any College centre and should be submitted as early as possible, preferably in the Spring. All learners are encouraged to talk with an Educational Advisor before applying to the College.

DATES AND LOCATION

This program is available at the Terrace Campus and starts 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.

PROGRAM OUTLINE

Fall Semester

- WST 100-4: Personal Profile And Career Planning
- WST 101-1: Managing Your Money
- WST 102-2: Introduction to Workplace Safety
- WST 103-3: Developing A Positive Work Attitude: Part I
- WST 104-3: Basic Computer Skills: Part I
- WST 105-3: Survival Math * (continues through Winter Semester)
- WST 107-6: Fieldwork Practice - Practicum I (continues through Winter Semester)

Winter Semester

- WST 105-3 Survival Math * (continued from Fall Semester)
- WST 106-3 Developing A Positive Work Attitude: Part II
- WST 107-6 Fieldwork Practice - Practicum II & III (continued from Fall Semester)
- WST 108-3 Basic Computer Skills: Part II
- WST 111-4 Job Search Techniques
- WST 113-1 Super Host
- WST 114-3 Developing Social Skills For Employment
- WST 115-3 Interpersonal Skills
- WST 116-1 Interacting With Others at Work
- WST 117-1 Rights and Responsibilities

* Completion of WST 105 is not required to earn a Certificate.

PRE-SCHOOL AID TRAINING PREREQUISITE

This full-time, nine month program is designed to provide pre-vocational and literacy training for persons who do not meet the academic requirements for the Early Childhood Basic Program. Students will be introduced to the knowledge and skills required to work as aides in an early childhood setting. Graduates will be eligible to apply for entry to the integrated Preschool Aide Training Program offered by the Early Childhood Education Department.

For detailed information on the Preschool Aide Training (PAT) Program, please see listing under Early Childhood Education.

ADMISSION REQUIREMENTS

Students must have learning difficulties which prevent them from meeting the admission requirements for the Early Childhood Basic Program. A Grade III reading ability is preferred. Applicants must meet individual course prerequisites as noted in the course descriptions section. Students will be required to obtain the following prior to starting fieldwork practice:

1. Current immunizations and a current tuberculin screening as certified on the College's Medical Assessment.
2. A Criminal Record Search.
3. An oath of confidentiality may be required for some workplace settings.

Note: Students are responsible for making practicum transportation arrangements.

HOW TO APPLY

Applications are available from any College centre and should be submitted as early as possible, preferably in the Spring. All learners are encouraged to talk with an Educational Advisor before applying to the College.

DATES AND LOCATION

This program is available at the Terrace Campus and starts 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.

PROGRAM OUTLINE

Fall Semester

Students will be integrated into the Workplace Skills Training Program for most classes. *In addition to all courses in Workplace Skills Training, students will be required to complete the following courses:*

*Literacy: Students will start at LIT 100-3, 101-3, 102-3 or 103-3 depending on skill level.

(continues through Winter Semester)

- WST 109-3 Preschool Aide Training Orientation: Part I
- WST 112-6 Fieldwork Practice: Practicum I (continues through Winter Semester)

Winter Semester

Students will be integrated into the Workplace Skills Training Program for most classes. *In addition to all courses in Workplace Skills Training, students will be required to complete the following courses:*

*Literacy: (continued from Fall Semester)

WST 110-3 Preschool Aide Training Orientation: Part II

WST 112-6 Fieldwork Practice: Practicums II & III

(continued from Fall Semester)

* Completion of LIT 103 is required to earn a Certificate.

FUNCTIONAL LITERACY (Part-time)

Functional literacy instruction is available on a part-time basis. Classes are self-paced and registration is on-going (space permitting).

PROGRAM OUTLINE

* LIT: 100-3, 101-3, 102-3 & 103-3

** WST: 105-3 Survival Math

* Students will start at LIT 100-3, 101-3, 102-3 or 103-3 depending on skill level. Completion of LIT 103 is required to earn a Certificate.

** Completion of WST 105 is not required to earn a Certificate.

TRANSITION PROGRAMS

Short-term community interest courses are designed for students who wish to access an adult learning environment but are unable to take part in regular Adult Special Education courses.

MODIFIED PROGRAMS

Modified program options have been developed and are offered by the following College departments.

- Early Childhood Education
- General Trades Training (Mechanics)
- Office Administration
- Professional Cook Training

Note:

Not all modified options are offered each year. Prerequisites may apply. For more information on Adult Special Education programs, contact the ASE Coordinator in Terrace.

COURSE DESCRIPTIONS

LIT 100-3.0: Literacy

This course is designed to enable non-reading adult students to acquire readiness skills for beginning to read. Prerequisites: None.

LIT 101-3.0: Literacy

The goal of this course is to introduce beginning reading and writing skills with controlled introduction to basic vocabulary. It will lay a foundation for work attack and reading/comprehension skills. Prerequisites: LIT 100 or equivalent skills and knowledge.

LIT 102-3.0: Literacy

This course is designed to expand on low beginning level skills learned in Literacy 100. Students will learn to use basic common vocabulary in context. Beginning spelling and comprehension skills will be further developed. Students will work on recognition of short vowel patterns and consonant blends. Plurals, tenses and correct use of pronouns will be introduced. Prerequisites: LIT 101 or equivalent skills and knowledge.

LIT 103-3.0: Literacy

This course is designed to expand on skills learned in Literacy 102. It will include introduction of: long vowel sounds; division of words into syllable; development of word meanings from context; recognition of root word endings; practical controlled vocabulary through relevant practice with cheques, notes, letters and forms; and, development of word analysis skills which include contractions, prefixes, suffixes and compound words. Prerequisites: LIT 102 or equivalent skills and knowledge.

WST 100-4.0: Personal Profile And Career Planning

This course is designed to prepare students for employment. Students will explore and determine areas of interest, values, and preferences which clarify goals for career planning. Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.

WST 101-1.0: Managing Your Money

This module is designed to expose students to basic budgeting strategies. Students will: demonstrate awareness of personal expenses; understand the difference between essential and non-essential spending; keep records of personal spending; and prepare a personal budget using present level of spending (with assistance if necessary). Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.

WST 102-2.0: Introduction to Workplace Safety

This course is designed to increase knowledge of basic workplace safety. Students will receive modified WHMIS training. Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.

WST 103-3.0: Developing A Positive Work Attitude: Part I

This course is designed to give students an opportunity to explore general personality traits and actions which contribute to a positive work attitude. Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.

WST 104-3.0: Basic Computer Skills: Part I

This course introduces students to the basics of operating a computer. Emphasis is on word processing and what the Internet can do for you. Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.

WST 105-3.0: Survival Math

This course will provide students with an understanding of survival arithmetic skills. Topics include: number recognition, counting, single digit addition and subtraction, addition of larger numbers, working with money i.e. making change. Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.

WST 106-3.0:

Developing A Positive Work Attitude: Part II

This course is designed to elaborate on the general work attitude topics discussed in WST 103. Learners will use case studies to develop knowledge of positive attitudes. Conflict resolution will also be discussed. Prerequisites: WST 103.

WST 107-6.0: Fieldwork Practice

Students will have the opportunity to practice and improve entry level work skills on three supervised practicums. The length of practicums depends on student needs. Fieldwork practice gives students the opportunity to practice and transfer classroom theory to worksites. Practicum hours will vary according to industry and student supervision needs. Prerequisites: WST 100. A Criminal Record Search may be required by some worksites. Ability to use public transportation independently is preferred.

WST 108-3.0: Basic Computer Skills: Part II

This is a continuation of Basic Computer Skills: Part I. In this course, students will learn more advanced word processing, hypercard and Internet skills. Prerequisites: WST 104.

WST 109-3.0: Preschool Aide Training Orientation: Part I

This course is a prerequisite to the Early Childhood Education PAT program. On completion of this course, students will: demonstrate an interest and aptitude for working with young children; develop good work habits; and become orientated to the PAT program. PAT orientation will involve students in discussion groups. Group and individual assignments are designed to prepare students for the workload of an integrated program. Prerequisites: Grade 3 reading level.

WST 110-3.0: Preschool Aide Training Orientation: Part II

This course is a continuation of Preschool Aide Training, Part I. Students will plan activities for children they work with on practicums and develop an assignment sample portfolio. Prerequisites: Grade 3 reading level.

WST 111-4.0: Job Search Techniques

This course is designed to prepare students to look for employment (supported or competitive). Students will prepare resumes, demonstrate an awareness of community agencies which can assist in the job search and demonstrate an understanding of the interview and application process. Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.

WST 112-6.0: Fieldwork Practice

This course will provide students with the opportunity to develop relationships with children, prepare materials, help wherever necessary and develop positive team building skills

with staff. The length of the practicum depends on student and or employer needs. Prerequisites: Prior to practicum placement, students must complete: current immunizations and current tuberculin screening; a Criminal Record Search; and, an oath of confidentiality may be required for some workplace settings.

WST 113-1.0: Super Host

This workshop is designed to provide WST students with the skills and knowledge they need to provide good service at their worksites. It also encourages participants to feel a sense of personal pride and commitment to their work. Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.

WST 114-3.0: Developing Social Skills For Employment

This course is designed to teach basic social skills and behaviours needed for the workplace. The relationship between social skills and social success will be emphasized. Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.

WST 115-3.0: Interpersonal Skills

This course is designed to expand on the basic social skills introduced in WST 114. Principles of interpersonal communication on the job will be the focus. The relationship between interpersonal skills and success will be emphasized. Prerequisites: WST 114.

WST 116-1.0: Interacting With Others at Work

This course is designed to allow students to explore personality types and how they affect interactions at work and in everyday life. Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.

WST 117-1.0: Rights and Responsibilities

This course is designed to encourage students to develop an awareness of the basic rights and responsibilities of all adults. Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.

AUTOMOTIVE REPAIR TECHNICIAN

(Terrace Campus)
8 - 9 months to complete

NWCC
ENTRY LEVEL TRADES CERTIFICATE
in
AUTOMOTIVE REPAIR
TECHNICIAN

(Could be granted 1 year on an apprenticeship!)

*

THREE YEARS OF APPRENTICESHIP

Includes....
ANNUAL TECHNICAL TRAINING PERIODS
AT A TRADES TRAINING FACILITY
AND
ON-THE-JOB TRAINING WITH A
JOURNEYED TRADES PERSON
(Learning while earning!)

*

COMPLETE THE REQUIREMENTS OF YOUR
APPRENTICESHIP
and write the
INTER-PROVINCIAL
CERTIFICATION EXAMINATION
to become

a
CERTIFIED JOURNEYED TRADES PERSON!

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.

This Certificate Program is designed to:

- Be equivalent to the first year of apprenticeship technical training in the Automotive and Recreation Vehicle Repair Trades (Ministry of Labour Standards).
- 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 relevant experience.

ADMISSION REQUIREMENTS

1. Grade 10 *or* G.E.D. *or* CCP (ABE) Intermediate Level Math and English, *and*
2. Successful completion of a Northwest Community College assessment.
3. Learners who have significant and relevant prior experience may be admitted based on an interview with the Course Instructor and the Program Administrator.

Note:

Learners should be aware that many employers require Grade 12 completion.

FEES

1. Tuition as described in the general information section.
2. C.S.A. approved safety footwear (W.C.B. regulations).
3. Refundable tool deposit of \$50.
4. Coverall fees of \$2.50/week.
5. Purchase of necessary learning resources (available at College Bookstore).

FINANCIAL AID AND SPONSORSHIP

Please see the Financial Aid Sources section.

Note:

*We encourage Trades learners to enhance their employability by enrolling in **Level I First Aid**. **First Aid** courses are scheduled throughout the year. (See **Continuing Education/Extension Offerings** section.)*

BUSINESS ADMINISTRATION

(Prince Rupert & Terrace Campuses)

This program is designed to give students a solid background in business and prepare students for a wide range of careers in the public, private and not-for-profit sectors. This program also provides the opportunity to pursue further advanced studies at a host of universities, colleges, and professional associations.

The curriculum develops the comprehensive business knowledge and skills necessary to deal with the continually changing needs of business. It seeks to enhance the student's marketability by providing the student with the flexible problem-solving skills, computer software application skills and comprehensive business knowledge needed in today's increasingly complex world.

The faculty is dedicated to providing high-quality business education, which is enhanced by small class sizes allowing faculty to ensure that all students get involved in the learning process. This program requires intensive commitment from the student and is structured to give the student both theoretical training and practical experience in all functional areas of business.

Career Opportunities

One of the major advantages of this program is the flexibility of employment opportunities available to graduates. Past experience has demonstrated that graduates with aptitude and ability have a wide range of employment possibilities.

Almost any type and size of organization is a possible employer, including business firms, accounting firms, self-employment, government, and private non-profit organizations. Graduates will be increasingly valuable to an organization for their applied software application skills and be ready to incorporate this learning into business related tasks.

Learners are required to provide...

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

START DATE

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

PROGRAM OUTLINE

Introduction to Trades

Topics included in the Workshop Orientation and Handskills section of the certificate 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 Occupations
- Workplace Skills
- Oxy-acetylene Cutting, Welding & Brazing

Automotive Technician

- 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

There is a significant demand for people who are proficient in business skills. This program allows students to acquire the education necessary to meet these specific needs.

PROGRAM DESCRIPTION

The curriculum covers all major areas of organizational activities, from theory and practices of management and marketing, accounting, economics, human resources, communications, math, and international business.

The program offers the following certificate and diploma programs:

Certificate in Business Administration

The purpose of the one year Certificate in Business Administration is to provide students with a broad range of business skills and an understanding of the business environment. In addition, students who complete the required courses for this program can continue their study toward the two year Diploma in Business Administration.

Diploma in Business Administration

The purpose of the diploma program is to further develop the mix of core business courses taken in the certificate year and increases the advanced standing credit to other universities and associations available to students. This second year helps learners to integrate and apply their knowledge to complex business situations. The student can specialize in either general management or accounting. One of the more attractive features of the two-year diploma program is the availability of Co-operative Education (work experience) option available to full-time students.

ADVANCED STUDIES OPPORTUNITIES

For students who wish to continue their studies beyond the diploma level there is a wide range of opportunities available.

Graduates of the diploma program are awarded significant advance credits towards a professional designation by the following:

- Certified Management Accountants (CMA)
- Certified General Accountants (CGA),
- Chartered Accountants (CA)
- Municipal Officers Association of British Columbia (MOA)
- Purchasing Management Association of Canada (PMAC)
- Canadian Institute of Bankers (CIB)
- Canadian Credit Union Institute (CCUI)

Courses are transferable to universities and colleges as outlined in the BC Transfer Guide. Graduates of the diploma program also have the option of transferring into the third year

of various bachelor degree programs using the block transfer agreements with the following universities:

- University of Northern British Columbia (UNBC)
- Open University (OU)
- Royal Roads - advanced standing granted allowing the student to complete a degree program in 12 months

As expansion of transfer arrangements is an ongoing process and transfer credit may change as institutions adjust their offerings, students are encouraged to make an appointment with the business coordinator to discuss future educational options.

PROGRAM LOCATIONS

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

CO-OPERATIVE EDUCATION - Optional

The Co-operative Education option may be available to full time students in the Business Administration program in some College centres.

Please see Co-operative Education section in "Services Available to Students" for further information.

PROGRAM SCHEDULE

Year I

Sept - Dec	Academic Semester I
Jan - Apr	Academic Semester II
May - Aug	Work Term I, <i>Co-op students</i>

Year II

Sept - Dec	Academic Semester III
Jan - Apr	Academic Semester IV, <i>non-Co-op students</i>
Jan - Apr	Work Term II, <i>Co-op students</i>
Sept - Dec	Academic Semester IV, <i>Co-op students</i>

The schedule of academic semesters and Co-op work terms are subject to change. Please check with the campus you are planning to register with for up-dated schedule information.

ADMISSION REQUIREMENTS

1. Grade 12 with ENGL 12 and MATH 11; *or*
2. ENGL 045 *or* 050, and MATH 040, 041 *or* 045.
3. Students having business experience and equivalent skills may be admitted without the formal requirements.

Note: Students planning to either transfer to university or enter into professional accounting programs should have MATH 12. All Bachelor of Commerce programs in B.C. have a Calculus graduation requirement.

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 START DATES

Starts 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.

PROGRAM OUTLINE

Business Administration Certificate

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

Business Administration Diploma

ACCT 252-3		Cost Accounting I
ACCT 253-3		Cost Accounting II
BADM 270-6		Co-op Work Term II (<i>Optional</i>)
BFIN 250-3		Business Finance I
BFIN 251-3		Business Finance II
BSIM 250-3		Business Management Simulation
MGMT 251-3		Organizational Behaviour

In addition to the above common courses, students will choose six electives from the following courses.

ACCT 250-3		Intermediate Financial Accounting I
ACCT 251-3		Intermediate Financial Accounting II
ACCT 254-3		Auditing
BCPT 250-3		Accounting Information Systems
BPOL 250-3		Business Policy
INTB 200-3		International Business

INTB 201-3	International Marketing
INTB 202-3	International Management
INTB 203-3	International Human Resource Management
MARK 251-3	Advertising
MARK 252-3	Tourism Marketing
MARK 253-3	Effective Selling
MGMT 252-3	Credit and Collections
MGMT 201-3	How to Start a Business
MGMT 253-3	Labour Relations
MGMT 255-3	Human Resource Management
MGMT 260-3	Applied Management Studies
TAXN 250-3	Income Tax

COURSE DESCRIPTIONS

Unless otherwise noted, "Permission of Instructor" may be used to accept a student into a course(s) when the student does not meet course prerequisites and/or does not attain the required threshold on entry assessments. See the "Admission & Registration" section for details on this policy.

ACCT 150-3.0: Fundamentals of Financial Accounting I
Concerned with basic methodology and logic; recording transactions and maintaining books of account for service and merchandising concerns; preparation and interpretation of financial statements; recording; reconciling and valuing of cash, accounts receivable, inventory, plant and equipment.

ACCT 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. Prerequisites: ACCT 150.

ACCT 250-3.0: Intermediate Financial Accounting I
Emphasis is on theory, concepts and analysis of problems that arise in the application of financial accounting. The majority of the course will analyze current monetary assets, inventories and current liabilities. Prerequisites: ACCT 151 and Math 150.

ACCT 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 are 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. Prerequisites: ACCT 250.

ACCT 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. Prerequisites: ACCT 151 and Math 150.

ACCT 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 and variable costing, and how to apply Cost Accounting techniques in the not-for-profit sector of business. Prerequisites: ACCT 252.

ACCT 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. Prerequisites: ACCT 151.

BADM 170-6.0 Coop Work Term I

BADM 270-6.0: Coop Work Term II

BCPT 150-3.0: Business Computers

Provides a practical hands-on introduction to the operation and common business applications of the microcomputer. Computer capabilities and limitations, terminology, an overview of computer hardware and software are discussed. Specific business application software: windows-based operating system, word-processing, databases, with an emphasis on spreadsheet applications.

BCPT 154-3.0: Computerized Accounting Systems

A hands-on application course which introduces business students to computerized accounting and advanced spreadsheet software applications. Prerequisites: BCPT 150, and OTEC 120/125 or ACCT. 150.

BCPT 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. Prerequisites: BCPT 150.

BENG 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.

BFIN 250-3.0: Business Finance I

An introduction to the functions of the financial manager within a corporate setting. Topics include: the Canadian financial environment, forms of business organizations and taxation, suppliers and users of capital, capital markets, financial forecasting and planning, financial statement analysis, time value of money, valuation of financial instruments, working capital management, short-term financing, relationship between risk and return. Prerequisites: ACCT 151, MATH 150 and MATH 151.

BFIN 251-3.0: Business Finance II

An in-depth study of the corporate financial function. Decisions within varying conditions of certainty and uncertainty, capital budgeting and forecasting, long-term financing and corporate securities, issuance of securities, weighted average cost of capital, dividend policy, lease financing compared to long-term borrowing. Prerequisites: BFIN 250.

BLAW 152-3.0: Business Law

An introduction to the general principles of law relating to contract and tort. Specific contracts to be considered include agency, assignment, bailment, employment, negotiable instruments, and sale of goods. Some aspects of the law relating to real property, different forms of business organizations, personal and intellectual property and insurance are also discussed.

BSIM 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. Prerequisites: Completion of Business Administration Certificate requirements.

BCPT 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. Prerequisites: Completion of Year 1, plus 18-2nd year credits.

COOP 100-2.0: Co-op 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.

ECON 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.

ECON 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.

INTB 200-3.0: International Business

This course is designed to provide students with a mixture of theoretical and practical knowledge relating to international business and trade. The practical aspects focus on Pacific Rim and European countries. The course will explore international trade theory, international finance, survey of Pacific Rim and European economics and political structures.

INTB 201-3.0: International Marketing

This course will focus on practical methods of international market development which entails methods of searching out and securing market opportunities and sources of supply. Methods of market development will progress from techniques securing an agent through branch-plant development. There will be a heavy emphasis on market research techniques and recognition of cultural differences. Students will be introduced to transportation methods and costing, the fundamentals

of trade related financial tools and services and the roles of governments to encourage/guide trade. Focus will be on Pacific Rim countries. Both import and export techniques will be covered.

INTB 202-3.0: International Management

An analysis of international business as it relates to specialized fields with specific topics added on a regular basis to reflect changing global issues, faculty interests and availability. Topics will vary on a yearly basis, and thus students should consult with the Faculty of Business Administration for current offerings. Prerequisites: MGMT 150.

INTB 203-3.0: International Human Resource Management

This course focuses on contemporary issues in international human resource management (IHRM). This topic is considered in the context of strategic business objectives, culture and complex forms of organizations such as strategic alliances or international joint ventures. Learning will occur through class discussions, active involvement in case analyses and presentations and a group project both theoretical and practical implications for IHRM will be considered. Prerequisites: MGMT 150.

MGMT 150-3.0: Introduction to Management

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

MGMT 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. Prerequisites: ACCT 150 and MARK 150.

MGMT 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. Prerequisites: MGMT 150.

MGMT 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.

MGMT 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. Prerequisites: MGMT 150.

MGMT 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. Prerequisites: MGMT 150.

MGMT 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. Prerequisites: 12 second year credits.

MARK 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.

MARK 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. Prerequisites: MARK 150.

MARK 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.

Prerequisites: MARK 150.

MARK 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.

Prerequisites: MARK 150.

MATH 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.

MATH 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. Prerequisites: MATH 150.

TAXN 250-3.0: Income Tax

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.

Prerequisites: ACCT 151.

CAREER AND COLLEGE PREP

- formerly Adult Basic Education (Available at most Campuses)

The Career and College Prep (CCP) program helps adults get ready for college, career, vocational, and university courses and for employment. CCP courses are similar to those in the public school system, but they have been designed for adults.

Students may be able to attend CCP in the day-time or evening and either full-time or part-time. On some campuses, students may start the CCP 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 campus for details.

ADMISSION REQUIREMENTS

For entry into CCP 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. have a written recommendation from a local high school principal; *and*
5. meet with an NWCC Educational Advisor to ensure that they have chosen the correct courses or programs.

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 is limited - please contact your local College campus for details.

HOW TO APPLY

Pick up an application from your local College campus and make an appointment with the Educational 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

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

FEES

Students enrolled in Career and College Prep are not charged tuition fees, but must pay the Student Association, registration and computer lab fees. Please see the General Information section of this calendar for details.

FINANCIAL AID AND SPONSORSHIP

Please see the Financial Aid Sources section.

PROGRAM OUTLINE

The CCP 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 courses and requirements for a certificate or diploma are listed below:

Some courses may not be available at all Campuses.

CCP Fundamental Level

CPST 020: Fundamental Computer Studies

ENGL 020: Fundamental English

MATH 020: Fundamental Math

SOSC 020: Fundamental Social Studies

- Certificate requires completion of both ENGL 020 and MATH 020, or completion of ENGL 020 or MATH 020 and placement at a higher level in the other course.

CCP Intermediate Level

CPST 030: Intermediate Computer Studies

EDCP 030: Education/Career Planning

ENGL 030: Intermediate English

MATH 030: Intermediate Math

MATH 031: Intermediate Business Math

MATH 032: Intermediate Trades Math

MATH 091: Cook Training Math (*not for certificate*)

SCIE 030: Intermediate Science

SOSC 030: Intermediate Social Sciences

- Certificate requires completion of English and a Math, plus two of the following courses at the Intermediate Level: Science; Social Science; Education and Career Planning or Computer Studies.

CCP Advanced Level

BIOL 040: Advanced Biology

CHEM 040: Advanced Chemistry

CPST 040: Advanced Computer Studies

ENGL 040: Advanced English

ENGL 045: Advanced English for Careers

MATH 040: Advanced Algebra

MATH 041: Advanced Business Math

MATH 045: Advanced Developmental Math
 MATH 0402: Advanced Math
 PHYS 040: Advanced Physics
 SOSC 040: Advanced Social Sciences
 - Certificate requires completion of an English, a Math, a Science or Computer Studies and one option at the Advanced Level.

ABE Provincial Level

BIOL 050: Provincial Human Biology
 CHEM 050: Provincial Chemistry
 ENGL 050: Provincial English
 GEOG 050: Provincial Geography
 HIST 050: Provincial History
 MATH 050: Provincial Math
 PHYS 050: Provincial Physics
 - Diploma requires a prerequisite of a Math course at the Advanced Level plus four courses at the Provincial Level including English with a literature or technical and professional component.

The college offers a variety of college preparatory courses designed to develop the skills necessary to succeed in college and university level programs. 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 a CCP Certificate or the ABE Provincial Diploma in order to achieve their career and educational goals.

We are in the process of splitting some of our courses into several smaller parts. This will give students more flexibility and may reduce the amount of time a student spends in CCP. Details have not been finalized, but some of these shorter courses may be available in September 1999. Call any of our campuses for full details.

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

Unless otherwise noted, "Permission of Instructor" may be used to accept a student into a course(s) when the student does not meet course prerequisites and/or does not attain the required threshold on entry assessments. See the "Admission & Registration" section for details on this policy.

FUNDAMENTAL LEVEL

CPST 020: Fundamental Computer Studies

This course provides students with a basic knowledge of computers and computer terminology. Students have the opportunity to gain practical word processing skills. Topics include keyboarding, basic word processing, computer and disk care, basic graphics and tables, and an introduction to the internet. Corequisite: ENGL 020 or placement above the 020 level in English.

ENGL 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.

MATH 020: Fundamental Math

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.

SOSC 020: Fundamental Social Studies

This course provides students with an increased understanding of people interacting in their environment. The course focuses on selected BC cities to introduce provincial themes and issues. Students will develop critical thinking skills, research skills, oral and written communication skills as well as gaining a broader understanding of issues affecting BC communities. Corequisite: ENGL 020 or placement above the 020 level in English.

INTERMEDIATE LEVEL

CPST 030: Intermediate Computer Studies

The goal of this course is to introduce students to the use of the computer as a tool so that they will become more comfortable using it for assignments etc., and to prepare them for further studies at the Advanced Level. Prerequisite: CPST 020 or placement at the Intermediate Level.

EDCP 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: ENGL 020 or placement in ENGL 030 or higher.

ENGL 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: ENGL 020 or placement at the Intermediate Level.

MATH 030: Intermediate Math

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. Prerequisites: MATH 020 or placement at the Intermediate Level.

MATH 091: Cook Training Math

This course will provide students with an understanding of arithmetic operations to meet the level of skills and knowledge needed to enter cook training. The course stresses the problem solving skills and applications required in the food service industry. Topics include a review of basic math fundamentals, measurement, portion control, yielding recipes, baking formulas, using a metric conversion calculator, computer applications in food service operations, recipe and food costing, menu pricing, inventory procedures and financial statements. Prerequisites: MATH 020 or placement at the Intermediate level in mathematics.

SCIE 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: MATH 020 and ENGL 030, or permission of instructor. Corequisite: MATH 030, 031 or 032.

SOSC 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: ENGL 020 or placement in Intermediate Level English.

ADVANCED LEVEL**BIOL 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: SCIE 030 and ENGL 030.

CHEM 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 SCIE 030 Chemistry units. Prerequisites: MATH 030 and SCIE 030 and ENGL 030.

CPST 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: ENGL 030.

ENGL 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: ENGL 030 or placement at the Advanced Level.

ENGL 045: Advanced English for Careers

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: ENGL 030 or placement at the Advanced Level.

MATH 040: Advanced Algebra

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 or MATH 032 or MATH 045 or placement at the Advanced Level.

MATH 0401: Advanced Math

MATH 040 may be offered in two modules (MATH 0401/0402) at some campuses.

MATH 0401 is the first half of MATH 040. The goals for MATH 0401/0402 are to prepare students to enter Provincial Level mathematics courses and to provide students with sufficient mathematical knowledge to satisfy required Grade 11 prerequisites for vocational, career and technical programs. Prerequisites: MATH 030 or MATH 031 or placement at the Advanced Level.

MATH 0402: Advanced Math

MATH 040 may be offered in two modules (MATH 0401/0402) at some campuses.

MATH 0402 is the second half of MATH 040. The goals for MATH 0401/0402 are to prepare students to enter Provincial Level mathematics courses and to provide students with sufficient mathematical knowledge to satisfy required Grade 11 prerequisites for vocational career and technical programs. MATH 0402 can be used towards an Advanced Certificate or Provincial Diploma. Prerequisites: MATH 0401 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 Math

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.

PHYS 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: MATH 030 and SCIE 030 and ENGL 030. Corequisite: MATH 040 or 045.

SOSC 040: Advanced Social Sciences

Social Science 040, Canada and the Contemporary World, is the equivalent of the Grade 11 Social Studies and is an elective course for a Provincial diploma. In this course students will examine some of the major global issues of our time including population pressures, food shortages, rapid urbanization, environmental damage, and technological change. Pre-requisite: ENGL 030 or placement at the Advanced English Level.

PROVINCIAL LEVEL**BIOL 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 on cell structure, function, and metabolic processes. This course includes a laboratory component. Prerequisite: Prerequisites: SCIE 030 and ENGL 030.

CHEM 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: CHEM 040. Corequisite: MATH 040 or 045.

ENGL 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: ENGL 040 or 045 or placement at the Provincial Level.

GEOG 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: ENGL 030 or placement at the Advanced English Level.

HIST 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: ENGL 040 or 045 or placement at the Provincial Level of English.

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.

PHYS 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: PHYS 040 and MATH 040 and ENGL 030.

CARPENTRY

(Terrace Campus)
8 - 9 months to complete

NWCC
ENTRY LEVEL TRADES CERTIFICATE
in
CARPENTRY

(Could be granted 1 year on an apprenticeship!)

*

THREE YEARS OF APPRENTICESHIP

Includes....

ANNUAL TECHNICAL TRAINING PERIODS
AT A TRADES TRAINING FACILITY
AND
ON-THE-JOB TRAINING WITH A
JOURNEYED TRADES PERSON
(Learning while earning!)

*

COMPLETE THE REQUIREMENTS OF YOUR
APPRENTICESHIP
and write the
INTER-PROVINCIAL
CERTIFICATION EXAMINATION
to become

a

CERTIFIED JOURNEYED TRADES PERSON!

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 possible.

This Certificate Program is designed to:

- Be equivalent to the first year of apprenticeship technical training. (Ministry of Labour Standards)
- 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 relevant experience.

ADMISSION REQUIREMENTS

1. Grade 10 or G.E.D. or CCP (ABE) Intermediate Level Math and English, *and*
2. Successful completion of a Northwest Community College assessment.
3. Learners who have significant and relevant prior experience may be admitted based on an interview with the Course Instructor and the Program Administrator.

NOTE:

Learners should be aware that many employers require Grade 12 completion.

FEES

1. Tuition as described in the general information section.
2. C.S.A. approved safety footwear (W.C.B. regulations).
3. Refundable tool deposit of \$50.
4. Purchase of necessary learning resources (available at College Bookstore).

FINANCIAL AID AND SPONSORSHIP

Please see the Financial Aid Sources section.

NOTE:

We encourage Trades learners to enhance their employability by enrolling in Level I First Aid. First Aid courses are scheduled throughout the year. (See Continuing Education/ Extension Offerings section.)

COASTAL ECO-ADVENTURE TOURISM

(Western Region)

Northwest Community College offers a unique certificate program in Coastal Eco-Adventure Tourism. Tourism is one of the fastest-growing sectors of BC's provincial economy. People are travelling more than ever before and are seeking enriching adventures in nature, opportunities to discover foreign cultures, and personal challenges and discoveries. The west coast of British Columbia provides an unparalleled setting for these adventures to occur. Whether it is eco-tourism, adventure travel, nature tourism, or sustainable tourism - these new areas are the fastest-growing segments of the tourism industry. The Coastal-Eco Adventure Tourism program is an innovative program designed to address the growing demand for trained professionals in this field.

Innovative program design and delivery exposes the learner to the realities of the field and addresses the professional standards, safety, risk management, and legal and ethical issues that impact this sector. Students are well prepared with the interpersonal, organizational, customer service, and technical field skills necessary to secure employment in this field. The program includes numerous field and base camp activities allowing participants the opportunity to utilize and reinforce skills learned throughout the training period. Assuming supervised responsibility of camp setup and management, learners train for work in isolated environments experienced by professionals in this industry.

Students will learn from experts in this field committed to the promotion of environmental stewardship, respect for biodiversity, and sustainability and ecological integrity. The program incorporates available provincial and/or national certifications that exist within the industry. A complete list of program components follows.

Learners are required to provide...

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

START DATE

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

PROGRAM OUTLINE

Introduction to Trades

Topics included in the Workshop Orientation and Handskills section of the certificate 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 Occupations
- Workplace Skills
- Oxy-acetylene Cutting, Welding & Brazing

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

The program involves participation in both theoretical and practical learning environments. Theory classes are conducted in the classroom setting where most appropriate and classes are generally delivered over a six-hour day. Practical activities are taught in their natural environment and will require student participation twenty-four hours per day for up to three weeks at a time.

A career in the adventure tourism industry involves a commitment to the physical, emotional and intellectual demands placed on workers in this field. Learners are immersed in the program by living and working together for extended periods of time thereby exposing them to the true realities they may experience upon graduation. This program is highly recommended for those who possess a genuine passion for the outdoors and is meant to attract those individuals seeking employment in the eco and adventure-tourism sector. Those working within the industry who are seeking additional, formalized training and certification and those looking for alternate career opportunities within the adventure tourism sector are encouraged to apply.

ADMISSION REQUIREMENTS

1. Grade 10 English or English 030, GED or equivalent on College's assessment test.
2. Math 10, or Math 030, GED, or equivalent on College's assessment test.

ADMISSIONS INTERVIEW

Once an application along with the required documentation for admission to the program has been submitted, you have received verification of acceptance into the program, applicants must attend an interview with the Program Coordinator.

MEDICAL EXAMINATION

As this program is physically demanding, applicants must arrive in good physical condition suitable to participate in strenuous outdoor activities. A completed Medical Examination form is required and will be forwarded upon acceptance to the program. Students must possess medical coverage for the duration of their attendance in the program and provide proof of current immunizations.

INTERNATIONAL STUDENTS

Prospective students are required to meet all of the following admission requirements: language - minimum TOEFL score of 530.

HOW TO APPLY

Application forms are available from any College campus and must be submitted along with a \$500 deposit. Upon acceptance to the program, the deposit is non-refundable.

FEES

Tuition costs are \$7,200* for the program. Equipment costs will vary. Text books will cost approximately \$500. *Tuition fees cover the costs of instruction, certification fees, course materials, course transportation (as determined by Program Coordinator), group equipment and use of some individual equipment.*

** International students are assessed tuition fees at a higher level to offset the cost of their training to the provincial government and will be charged at a rate of \$7,965.*

Contact the Prince Rupert Campus for further information.

ADDITIONAL COSTS

This program will give participants an opportunity to gain provincial and national certification from a variety of recognized and respected organizations and associations involved in Adventure Tourism. Students may incur additional costs for food, accommodation, transportation, equipment purchase or rent, and text books.

FINANCIAL AID AND SPONSORSHIP

Please see the Financial Aid Sources section.

DATES & LOCATION

This program starts January 4, 2000, and completes May 28, 2000 and is available through our Prince Rupert Campus. Acceptance into the program is granted on a first come, first-served basis once entrance requirements and application processes have been completed.

PROGRAM OUTLINE

- CECO 101-3 Introduction to Tourism and Eco-Adventure Tourism
 - CECO 110-4 Human Relations & Customer Service
 - CECO 120-3 Environmental Stewardship
 - CECO 130-4 Coastal Heritage Interpretation
 - CECO 140-1 Orienteering/Navigation Fundamentals
 - CECO 142-4 Sea Kayaking
 - CECO 144-2 Sport Fishing
 - CECO 146-1 Outboard Motors
 - CECO 148-2 Trip Planning & Preparation
 - CECO 150-4 Power Boat Operations
 - CECO 156-2 CYA White Sail - Basic Cruising Level*
 - CECO 158-3 Bronze Cross*
 - CECO 162-3 Work Experience/Practicum
 - FAID 110-5 Occupational First Aid Level I
 - FAID 125-5 Transportation Endorsement
 - FAID 135-1 Vital Link Standard First Aid
 - FAID 145-2 Wilderness First Aid
 - NAUT 291-0 Marine Emergency Operator
 - NAUT 330-0 Restricted Radio Operator
 - TOUR 160-1 Canoeing*
 - TOUR 162-3 Camp Setup and Management
 - TOUR 164-5 Risk Management
 - TOUR 168-1 Foodsafe
 - TRAN 104-2 Professional Driver Training, Class IV*
- * may be included at College discretion*

COURSE DESCRIPTIONS

Unless otherwise noted, "Permission of Instructor" may be used to accept a student into a course(s) when the student does not meet course prerequisites and/or does not attain the required threshold on entry assessments. See the "Admission & Registration" section for details on this policy.

CECO 101- 3.0: Introduction to Tourism and Eco-Adventure Tourism

Participants will study the history of tourism and adventure travel and will examine some of the trends, challenges, realities, and ethical dilemmas the adventure/eco-tourism industries now face. A study of the complexity and diversity of the industry will reveal some of the main legal and safety issues faced by operators in this highly exciting and rapidly expanding field. Discussions of the economic, environmental, and social impacts of adventure tourism from the local, provincial, and global perspectives will provide the learner with a broad knowledge base of the adventure tourism industry. The foundation for this course material is based on the standards, codes of ethics, and the professionalism inherent in the professional guide.

CECO 110 - 4.0: Human Relations & Customer Service

The Human Relations and Customer Service course of the Coastal Adventure Tourism Certificate Program is intended to provide the student with the essential leadership and people skills required for the delivery of a safe, professional and satisfying adventure product. Adventure Tourism guides must often take on several roles in their daily work. They are required to be not only proficient at their technical skills, but also; a team motivator, leader, chef, planner, problem solver, comforter, humorist, botanist and all around great person! Wow! This course will identify the leadership, human relations and customer service skills that the students must master to augment their technical skills and, in turn, become well rounded assistant guides.

CECO 120 - 3.0: Environmental Stewardship

This course addresses the relationship between tourism activity and conservation issues, with special attention to the impact of adventure tourism in natural settings. Through a variety of readings, discussions, and field experiences, students will develop a perspective on the ethical issues related to environmental stewardship, and will develop an inventory of sustainable tourism practices.

CECO 130 - 4.0: Coastal Heritage Interpretation

The Coastal Heritage Interpretation Course introduces the principles and skills needed to conduct quality interpretation programs with specific emphasis on sensitivity towards cross-cultural interpretation. Through the application of interpretation principles to British Columbia's coastal heritage, and through a variety of in-class and in-the-field experiences, a general cultural and natural history knowledge base will be developed for students.

CECO 140- 1.0: Orienteering/Navigation Fundamentals

The Orienteering module teaches the fundamentals of land based navigation using the skills of reading the terrain, map reading and use of a compass. It is intended to introduce the students to these principles to create a foundation for the marine navigation topic area contained within the Power Boat Operator. It is worth noting that Orienteering is a sport in its own right and the skills are applicable in almost any wilderness setting be it on land or water.

CECO 142 - 4.0: Sea Kayaking

This course focuses on fundamental sea kayak leadership, paddling, rescue and teaching skills. It is intended to introduce the students to these techniques so that they may eventually meet the industry standards as outlined by the Sea Kayaking Guides Alliance of BC, and Association of Cana-

dian Sea Kayaking Guides and assist in guiding kayak groups professionally. After completion of the module students are expected to continue self improvement in confidence and competence as part of their on-going personal experience.

CECO 144 - 2.0: Sport Fishing

Despite a continuing change, Sport fishing remains a significant sector within the Tourism Industry. This sector includes guiding, boat rental, equipment sales and other tourism services.

CECO 146 - 1.0: Outboard Motors

This module is aimed at students who wish to know more about maintenance and repair of outboard motors up to 70 h.p.

CECO 148 - 2.0: Trip Planning and Preparation

This module contains the fundamentals of trip preparation and logistics, essential for planning, embarking and returning from any overnight wilderness trip. It is intended to introduce the students to the necessity of well organized trip preparation and the safety margin created not only for a trip without incident but also in the event of an unplanned incident. This module will be taught in context and put into practice repeatedly while performing trip preparation for field based modules, e.g. sailing.

CECO 150 - 4.0: Power Boat Operations

This course has been designed for the operator of any small commercial vessel such as a charter boat, crew boat or water taxi. The Power Boat Operator course contains fundamental skills for the mariner such as Marine Navigation and therefore directly applicable to the student in the Coastal Eco Adventure Tourism program.

CECO 156 - 2.0: CYA White Sail - Basic Cruising Level

Sailing is one of the largest revenue generators in the British Columbia Adventure Tourism Industry. The protected waters of the Inside Passage and exquisite sheltered waterways found on the west coast provide some of the best sailing opportunities in the world. The future of sailing is assured with its distinctive ability to provide the comforts of larger vessels with the tranquillity not found on power boats. Whale watching tours, Sea-kayak tours and Sport Fishing outfitters all operate from sailboat support vessels providing sailing's diverse niche in the marine based Adventure Tourism sector.

CECO 158 - 3.0: Bronze Cross

Bronze Cross teaches the distinction between lifesaving and life guarding, emergency procedure principles and teamwork. Candidates learn to rescue a victim with a suspected or actual

spinal injury and a victim with no pulse. Bronze Cross is a prerequisite for many other training programs in the Adventure Tourism Industry as employment requirement for many water based businesses. According to the literature of the Royal Lifesaving Society of Canada, the certifying body, the Bronze Cross is designed for lifesavers seeking challenge in more advanced training and the principles of safe supervisor practices for aquatic facilities. Students will be encouraged to pursue this certification by challenging the exam or following the training after the program finishes. It will not be examined as part of the program overall mark. *Students should possess a good swimming ability, based on Bronze Medallion entry requirements.*

CECO 162 - 3.0: Work Experience/Practicum

role in enhancing the success of participants of the program. Through participation in a work experience placement with a host adventure tourism operation, participants are provided with the opportunity to demonstrate the skills and knowledge base gained throughout the training period. As part of the mentor role, the employer will be charged with the responsibility of creating and monitoring a meaningful training plan for the participant as well as providing a supportive working environment where constructive performance evaluation is conducted. This role is critical in helping us meet our objective of participants securing employment in the adventure tourism industry.

FAID 110 - 0.5: Occupational First Aid Level One

This first aid course gives students a WCB Occupational Level 1 Endorsement.

FAID 125 - 0.5: Transportation Endorsement

The practicum component of the Coastal Eco Adventure certificate plays an integral role. This endorsement is required for all Level 1 and 2's who work more than 20 minutes from the hospital. Prerequisites are Level 1 or 2 certification.

FAID 135 - 1.0: Vital Link Standard First Aid

FAID 145 - 2.0: Wilderness First Aid

Wilderness First Aid International is the accepted certifying body for Wilderness First Aid not only throughout Canada, but, is increasingly accepted world wide. The Essential Wilderness First Aid for Leaders course provides comprehensive training and certification for wilderness guides operating within 24 hours of emergency medical assistance. For an entry level guide in the Adventure Tourism Industry it is the required first aid ticket. According to Wilderness First Aid International the course is suitable for guides or educators

who require basic proficiency in the management of injuries caused by force in addition to common environmental injuries and illness such as hypothermia, frostbite, hyperthermia and dehydration. The focus is on learning to use medical supplies available to a prepared leader while emphasizing leadership and client pre-trip preparation with respect to contingency planning.

NAUT 291 - 0.0: Marine Emergency Duties

This course is designed for entry level employees in the marine industry or those who work on the water in various capacities. The Marine Emergency Duties course is designed to meet the recommendations of the 1978 International Convention on Standards of Training, Certification and Watchkeeping for seafarers stated in its annex to resolution 19 detailing the need to train all prospective seafarers in personal survival techniques.

NAUT 330 - 0.0: Restricted Radio Operator

This module will train the student in the use of VHF radio equipment in accordance with International Telecommunication Union Regulations. Included in the module is a Ministry of Industry examination for a Restricted Radio Operator's Certificate.

TOUR 160 - 1.0: Canoeing

Canoes have a long and rich history in the culture of aboriginal peoples and early European explorers across Canada. This culture remains to this day and canoeing is one of the most popular water based outdoor recreation activities in Canada. While coastal canoeing has little presence in the Adventure Tourism market on the west coast of British Columbia it nevertheless is an important activity in organizations such as Summer Camps, Outdoor Education Centres and Correctional Institutes. These are all prospective employers for graduates of the Coastal Adventure Tourism Program.

TOUR 162 - 3.0: Camp Setup and Management

This course details the safe, efficient and ethical practices required in a guided back country setting for the establishment and management of a camp. With increasing numbers of people venturing into the back country the importance of effective sanitation, maintenance of water quality and impact on terrain are serious issues concerning the Adventure Tourism Industry. The need for safe site selection and hygienic food preparation are also important safety issues that adventure guides must be familiar with.

TOUR 164 - 0.5: Risk Management

The delivery and continued success of all Adventure Tourism activities pivots around one focus, safety. The continuing viability of the Adventure Tourism Industry depends on a zero-tolerance approach to accidents and a philosophy of complete safety to eliminate real risk. Yet by the same token, the perceived risk found within these activities is one of the main attractions for the client. How then do we balance the perceived risk with real risk to meet customer expectations and remain accident free? This module will aim to answer this question through an analytical process of identification, assessment and management strategies for risk.

TOUR 168 - 1.0: Foodsafe

This course is designed to provide a high level of sanitation training for workers in the food industry. The course content includes microbiology, foodborne illness, food preparation, protection, transport and storage.

TRAN 104 - 2.0: Professional Driver Training, Class IV

A Class 4 drivers License permits the holder to drive a vehicle with seating up to 25 persons. As such it is essential for driving groups of clients as part of an Adventure Tourism business operations and therefore a valuable asset for the student in the job market. Students will be encouraged to pursue this certification, however, it will not be examined as part of the program overall mark. Students must ensure that they meet all prerequisites of this professional license. Prerequisites: BC Class 5, pass vision test, road test, medical test, learners license, minimum age 19.

COMMERCIAL TRANSPORT REPAIR MECHANIC

(Terrace Campus)
6 - 7 months to complete

NWCC
ENTRY LEVEL TRADES CERTIFICATE
in
COMMERCIAL TRANSPORT
REPAIR MECHANIC

(Could be granted 1 year on an apprenticeship!)

*

THREE YEARS OF APPRENTICESHIP

Includes....
ANNUAL TECHNICAL TRAINING PERIODS
AT A TRADES TRAINING FACILITY
AND
ON-THE-JOB TRAINING WITH A
JOURNEYED TRADES PERSON
(Learning while earning!)

*

**COMPLETE THE REQUIREMENTS OF YOUR
APPRENTICESHIP**
and write the
INTER-PROVINCIAL
CERTIFICATION EXAMINATION
to become
a
CERTIFIED JOURNEYED TRADES PERSON!

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.

NOTE:

Having both a Commercial Transport Repair Mechanic Certificate and a Heavy Duty Mechanic Certificate enhances your employability. You can complete both Certificates in one September through June term.

This Certificate Program is designed to:

- Provide entry-level training in the Commercial Transport Repair Mechanic trade.
- 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 relevant experience.

ADMISSION REQUIREMENTS

1. Grade 10 or G.E.D. or CCP (ABE) Intermediate Level Math and English, *and*
2. Successful completion of a Northwest Community College assessment.
3. Learners who have significant and relevant prior experience may be admitted based on an interview with the Course Instructor and the Program Administrator.

NOTE:

Learners should be aware that many employers require Grade 12 completion.

FEES

1. Tuition as described in the general information section.
2. C.S.A. approved safety footwear (W.C.B. regulations).
3. Refundable tool deposit of \$50.
4. Coverall fees of \$2.50/week.
5. Purchase of necessary learning resources (available at College Bookstore).

FINANCIAL AID AND SPONSORSHIP

Please see the Financial Aid Sources section.

COMPUTER TECHNOLOGY

(Terrace Campus)

Today, computer skills are required for any field of employment. How successful a person will be in finding or creating employment is directly related to their knowledge of technology. The Computer Technology certificate is designed to provide the student with computer skills and computer knowledge in order to become competitive in today's job market.

The certificate gives the computer skills and training that enable the student to be employable on their own merit or complement existing and future job skills. Students can transfer their work at NWCC towards a diploma or degree in computing science at other institutions.

Currently the Computer Technology certificate is offered only in Terrace. Computer Technology plans to offer selected first year courses through the Internet in the 1999/2000 academic year. Students in other college regions are encouraged to contact the Program Co-ordinator in Terrace for information about distance education opportunities.

NWCC is planning to offer a second year of study in Computer Technology program. Interested students are encouraged to contact the Program Co-ordinator for more information.

COMPUTER FACILITIES

- NWCC offers one of the best computer infrastructures in the province.
- 4 networked computer labs, each with 18 work stations or more, Pentium processors with at least 32 MB RAM
- 13 Pentium, 32 MB RAM networked computers with Internet access in the Library (LRC)
- Dedicated lab space and computers for hardware and network projects
- All networked labs have T1 Internet access

NOTE:

We encourage Trades learners to enhance their employability by enrolling in Level I First Aid. First Aid courses are scheduled throughout the year. (See Continuing Education Extension Offerings section.)

Learners are required to provide...

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

START DATE

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

PROGRAM OUTLINE

Introduction to Trades

Topics included in the Workshop Orientation and Handskills section of the certificate 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 Occupations
- Workplace Skills
- Oxy-acetylene Cutting, Welding & Brazing

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

HOW TO APPLY

Applications are available from any College centre and should be submitted as early as possible, preferably in the Spring. All learners are encouraged to talk with an Educational Advisor before applying to the College.

DATES AND LOCATION

This program is available at the Terrace Campus and starts 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.

ADMISSION REQUIREMENTS

Admission to this program is on a course by course basis. Applicants must meet the prerequisites for the individual courses in which they wish to enroll. Prerequisites are stated in the course descriptions.

Note: Students who plan to transfer should be aware that most degree granting institutions and some diploma institutions may require a higher level of Math and English. Contact the Program Co-ordinator or the Educational Advisor if you plan on continuing your studies beyond NWCC.

PROGRAM OUTLINE

The certificate requires 9 months of study, two full semesters from September to April and a 120 hour practicum placement in May.

Students should contact the Program Co-ordinator if they have any questions about course selection.

Fall Semester

- CPTE 100 - 4 Introduction to Operating Systems
- CPTE 101 - 4 Introduction to Computer Hardware
- CPTE 141 - 4 Office Applications I
- CPTE 132 - 3 Introduction to Structured Programming using QBASIC
- or CPSC 121 - 3 Programming in C
- CPTE 151 - 1.5 Internet Fundamentals
- CPTE 152 - 1.5 Web Page Fundamentals
- CPTE 153 - 1.5 Advanced Web Page Design
- CPTE 154 - 1 Web Commerce
- CPTE 155 - 1 Advanced Web Project
- MATH 150 - 3 Business Math
- or MATH 161 - 4 Applied Math
- OADM 200 - .5 Keyboarding I
- OADM 205 - .5 Keyboarding II

Students who have completed Math 12 or Math 050 with a minimum grade of "C" may request an exemption from Math 161.

Winter Semester

- CPTE 111-4 Introduction to GIS
- CPTE 121-4 Introduction to Networking
- CPTE 133-4 Introduction to Visual Basic
- CPTE 161-3 Database Fundamentals
- CPTE 170-4 Introduction to CAD
- CPTE 198-1 Job Search Skills
- CPTE 142-4 Office Applications II
- or CPSC 122-3 Data Structures and Algorithms
- ENGL 151-3 Technical Writing
- CPTE 199-3 Practicum (May)

INTERNET COURSE OFFERINGS

The Internet provides businesses with a competitive edge due to its inexpensive communication, access to information and opportunities for commerce. People who have skills using the Internet and its associated technology are more competitive in getting a job or creating their own employment opportunities.

"Internet Proficiency" is being offered as a stand alone component of the Computer Technology certificate program.

By taking the following courses students will be taken from little or no knowledge of the Internet to having working Web site programming as well as knowledge of the issues involved in Web commerce. See individual course descriptions for details. Students will be admitted into a course if they meet the stated prerequisites.

- CPTE 151-1.5: Internet Fundamentals
- CPTE 152-1.5: Web Page Fundamentals
- CPTE 153-1.5: Advanced Web Page Design
- CPTE 154-1.0: Web Commerce
- CPTE 155-1.0: Advanced Web Project

COURSE DESCRIPTIONS

Unless otherwise noted, "Permission of Instructor" may be used to accept a student into a course(s) when the student does not meet course pre-requisites and/or does not attain the required threshold on entry assessments. See the "Admission & Registration" section for details on this policy.

CPTE 100 - 4.0 Introduction to Operating Systems

This course provides an introduction to the basics of operating systems; structures and services as well as the use of popular

operating systems and operating environments. Lecture topics to be discussed include: Processor management, Process management, Concurrent processing, Memory management, Device management, File management, System management and utilities. Emphasis will be placed on laboratory work which will give special attention to the use of DOS 6.22, Windows 3.1x, Windows 95, Mac, OS 2 and UNIX (using LINUX). Prerequisites: ENGL 11 or 040.

CPTE 101 - 4.0 Introduction to Computer Hardware

This course provides students with an introduction to micro-computer hardware with the emphasis on the installation and operation of components that compose a modern personal computer; such as, mother board, disk drives, printers, plotters monitors and modem. Prerequisites: (or corequisite): CPTE 100.

CPTE 111 - 4.0 Introduction to GIS

This course provides an introduction to the concepts of geographical information systems (GIS) through the use of a commercial package such as ArcView. Emphasis will be placed upon spatial concepts associated with large databases. Prerequisites: CPTE 100 or CPSC 111 or BCPT 150, or CPST 040 and MATH 11 or MATH 040.

CPTE 121 - 4.0: Introduction to Networking

This course provides students with an introduction to computer networks from the perspectives of user and network administrator. The student will be able to demonstrate familiarity with many of the hardware and software features that are common in Local Area Networks. Prerequisites: CPTE 100 and CPTE 101.

CPTE 132 - 3.0:

Introduction to Structured Programming Using QBASIC

The Introduction to Structured Programming module introduces structured programming using QBASIC. Programming assignments will require the use of the three control structures and various modes of programming input and output (keyboard, file, monitor). Students will apply arrays, functions, procedures and subroutines to programming assignments. Prerequisites: (or corequisite): CPSC 111 or BCPT 150 or CPTE 100 or CPST 040.

CPTE 133 - 4.0: Introduction to Visual Basic

This course introduces Visual Basic programming. Lecture topics include program lifecycle, control structures, documentation and user friendliness. The features of the Visual Basic language examined are: forms, properties, frames, check boxes, option buttons, labels, text boxes, command buttons,

list boxes, picture boxes, image boxes, scroll bars. Prerequisites: CPTE 132 or CPSC 121.

CPTE 141- 4.0: Office Applications I

This is a course in office applications within the Windows environment. Students will develop an above average ability in the use of word processing, spreadsheet and presentation graphics applications. *In the 1999/00 academic year MS Office 97 will be used. This course will prepare the students for the proficiency level of the Microsoft Office User Specialist exams in MS Word and MS Excel. (See <http://www.mous.net/>)* Prerequisites: Working knowledge of Windows or CPTE 100 as corequisite.

CPTE 142 - 4.0: Office Applications II

This course will build on the skills acquired from CPTE 141. Students will develop expertise in the use of the word processor and spreadsheet as well as be introduced to personal management and project management software. Students will also be required to create an automated presentation incorporating sound and video. *In the 1999/00 academic year MS Office 97 will be used. This course will prepare the students for the expert level of the Microsoft Office User Specialist exams in MS Word and MS Excel. (See <http://www.mous.net/>)* Prerequisites: CPTE 141 or CPST 040.

CPTE 151 - 1.5: Internet Fundamentals

This course ensures that students have the basic computer skills and Internet knowledge to successfully complete the rest of the program. The student will also be introduced to the software and the hardware necessary to access the Internet. Topics include: file management, Windows 95, Browsers, search engines, Internet research skills, FTP, email, newsgroups, network/internet hardware. Prerequisites: Working knowledge of Windows or CPTE 100 as corequisite.

CPTE 152 - 1.5: Web Page Fundamentals

This course ensures that students will be able to create and publish simple web pages to free web sites or local providers of public web space. As well, this course will go into HTML mail, graphic formats, how to use FrontPage 98, and meta tags. Prerequisites: CPTE 151.

CPTE 153 - 1.5: Advanced Web Page Design

This course ensures that students will be able to create and publish advanced web pages to free web sites or to fully equipped hosting packages. As well, this course will go into JavaScript, CGI, forms, FrontPage Extensions, basic Design principles, basic Design software principles, graphic formats, advanced file and project management, and introduce search engines. Prerequisites: CPTE 152.

CPTE 154 - 1.0: Web Commerce

This course reviews the www and its application to business. The course will review the current general and specific technological concerns. Prerequisites: None.

CPTE 155 - 1.0: Advanced Web Project

Students will use web pages from previous Internet Proficiency courses to produce and place their web site on the WWW. The site will be submitted to search engines and include server side programming. Prerequisites: CPTE 153 and CPTE 154.

CPTE 161- 3.0: Database Fundamentals

This course introduces the concepts of databases and database applications. The course will use Microsoft Access to illustrate such concepts as: planning and creating a database, using forms, locating data, maintaining data integrity and producing reports. Prerequisites: Working knowledge of Windows.

CPTE 170 - 4.0: Introduction to CAD

This course introduces basic Computer Aided Design (CAD) fundamentals. The student will first be instructed to create, edit and plot two-dimensional CAD drawings to industry standards. The course will then focus on increasing productivity by customizing the interface and CAD environment. Prerequisites: CPTE 100 or CPSC 111 or BCPT 150 or CPST 040 and MATH 11 or MATH 040.

CPTE 198 - 1.0: Job Search Skills

Job search introduces techniques and exercises in career planing and job searching. Topics include self-analysis, resumes, cover letters, job interview skills, and job search resources. Prerequisites: None.

CPTE 199 - 3.0: Student Practicum

The practicum is an opportunity for the students to apply their computer skills and knowledge developed in the course work to the work environment. The duration of the practicum is 120 hours. The Coordinator will locate practicum sites for the eligible students although students are welcome to pursue their interests and find their own placements. The placement is chosen and learning outcomes assigned in consultation with the student, supervisor and Coordinator and is designed to give practical experience at the end of the program. Prerequisites: Completion of all courses in the program. *Students who have not completed all other courses in the program require permission of the instructor.*

CPSC 111-3.0: Introduction to Computer Applications

See University Credit section for course description.

CPSC 121-3.0: Programming in Pascal

See University Credit section for course description.

CPSC 122-3.0: Data Structures and Algorithms

See University Credit section for course description.

ENGL 151-3.0: Technical Writing I

See University Credit section for course description.

MATH 150-3.0: Mathematics of Finance

See Business Administration section for course description.

MATH 161-4.0: Applied Math

See Natural Resources section for course description.

OADM 200-0.5: Keyboarding I

See Office Administration section for course description.

OADM 205-0.5: Keyboarding II

See Office Administration section for course description.

ENGLISH AS A SECOND LANGUAGE

(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 (September to June). Please contact your local College centre for more information.

HEAVY DUTY MECHANICS TRAINING - ENTRY LEVEL

*(Terrace Campus)
8 - 9 months to complete*

**NWCC
ENTRY LEVEL TRADES CERTIFICATE**
in
**HEAVY DUTY
MECHANICS TRAINING**

(Could be granted 1 year on an apprenticeship!)

*

THREE YEARS OF APPRENTICESHIP

Includes...
**ANNUAL TECHNICAL TRAINING PERIODS
AT A TRADES TRAINING FACILITY
AND
ON-THE-JOB TRAINING WITH A
JOURNEYED TRADES PERSON**
(Learning while earning!)

*

**COMPLETE THE REQUIREMENTS OF YOUR
APPRENTICESHIP**
and write the
**INTER-PROVINCIAL
CERTIFICATION EXAMINATION**
to become
a
CERTIFIED JOURNEYED TRADES PERSON!

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.

NOTE:

Having both a **Heavy Duty Mechanic Certificate** and a **Commercial Transport Repair Mechanic Certificate** enhances your employability. You can complete both Certificates in one September through June term.

This Certificate Program is designed to:

- Be equivalent to the first year of apprenticeship technical training (Ministry of Labour Standards).
- 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 relevant experience.

ADMISSION REQUIREMENTS

1. Grade 10 or G.E.D. or CCP (ABE) Intermediate Level Math and English, *and*
2. Successful completion of a Northwest Community College assessment.
3. Learners who have significant and relevant prior experience may be admitted based on an interview with the Course Instructor and the Program Administrator.

NOTE:

Learners should be aware that many employers require Grade 12 completion.

FEES

1. Tuition as described in the general information section.
2. C.S.A. approved safety footwear (W.C.B. regulations).
3. Refundable tool deposit of \$50.
4. Coverall fees of \$2.50/week.
5. Purchase of necessary learning resources (available at College Bookstore).

FINANCIAL AID AND SPONSORSHIP

Please see the Financial Aid Sources section.

NOTE:

We encourage Trades learners to enhance their employability by enrolling in **Level I First Aid**. First Aid courses are scheduled throughout the year. (See Continuing Education Extension Offerings section.)

Learners are required to provide...

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

START DATE

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

PROGRAM OUTLINE

Introduction to Trades

Topics included in the Workshop Orientation and Handskills section of the certificate 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 Occupations
- Workplace Skills
- Oxy-acetylene Cutting, Welding & Brazing

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

HOME SUPPORT/ RESIDENT CARE ATTENDANT

The Home Support/Resident Care 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, Extended Care and in Group Homes.

Upon successful completion graduates receive a Home Support/Resident Care Certificate which is recognized provincially.

ADMISSION REQUIREMENTS

1. Grade 10 or ABE Intermediate or GED.
2. Current immunizations.

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.

HOW TO APPLY

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

DATES AND LOCATION

The program is offered subject to public demand and sponsor funding. Contact Campus for information.

FINANCIAL AID AND SPONSORSHIP

Please see the Financial Aid Sources section.

PROGRAM OUTLINE

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

HS/RCA 101-6	Concepts for Practice
HS/RCA 102-3	Interpersonal Skills
HS/RCA 103-3	Personal Care Skills
HS/RCA 104-1.5	Practice Context for Home Support and Resident Care Attendant
HS/RCA 105-1.5	Professionalism
HS/RCA 106-3	Wellness and Lifestyle
HS/RCA 107-3	Orientation and Student Success
HS/RCA 108-3	Home Support Practicum
HS/RCA 109-3	Resident Care Practicum

COURSE DESCRIPTIONS

HS/RCA 101-6.0: Concepts for Practice

This course has five major sections: 1) Structure and Function of Body Systems - covers the structure and function of the ten body systems; 2) Growth and Development - uses the Ericksonian lifespan perspective; 3) Health Problems - major and common health problems affecting the population; 4) Loss/Grieving, Pain, Troubled Family/Elder Abuse - includes the remaining major concepts to be covered; and, 5) Special Needs

HS/RCA 102-3.0: Interpersonal Skills

This course will prepare the learner to interact with a variety of individuals and groups using effective communication techniques. The learner will develop skills that promote personal awareness, caring and helping relationships and conflict management.

HS/RCA 103-3.0: Personal Care Skills

In this course students will acquire the basic personal skills required of the Home Support/Resident Care Attendant. Skills which assist clients in meeting their needs for hygiene, comfort, elimination and mobility will be covered. Students will practice and demonstrate the correct and safe performance of the personal care skills in the nursing laboratory setting.

HS/RCA 104-1.5: Practice Context for Home Support and Resident Care Attendant

This course provides a specific overview of the practice contexts for Home Support and Resident Care Attendants. Roles within the community health care team will be addressed and the responsibilities of being an effective member discussed. Specific details of each practice area are also reviewed.

HS/RCA 105-1.5: Professionalism

This course focuses on personal and professional issues related to personal practice and relationships with clients, co-workers and employers in the health and social service fields. Ethical and legal principles will be explored in various contexts.

HS/RCA 106-3.0: Wellness and Lifestyle

This course addresses health and well-being as a holistic and life-long process. Learners will explore concepts and issues integral to health and well-being such as culture, gender, environment, economics, politics, lifestyle and change.

HS/RCA 107-3.0: Orientation and Student Success

This course is an introduction and overview of the program, identify the values and beliefs that are held about aging, health, the family, caring, caregiving and teaching and learning. Also included in the orientation are student success, basic CPR, WHMIS and foodsafe certifications.

HS/RCA 108-3.0: Home Support Practicum

The practicum emphasizes integration of program theory into the practice care environment.

HS/RCA 109-3.0: Resident Care Practicum

The practicum emphasizes integration of program theory into the practice care environment.

INDUSTRIAL MECHANIC (MILLWRIGHT) TRAINING

- ENTRY LEVEL

*(Terrace Campus)
8 - 9 months to complete*

NWCC
ENTRY LEVEL TRADES CERTIFICATE
in
**INDUSTRIAL MECHANIC
(MILLWRIGHT) TRAINING**

(Could be granted 1 year on an apprenticeship!)

*

THREE YEARS OF APPRENTICESHIP

Includes....
**ANNUAL TECHNICAL TRAINING PERIODS
AT A TRADES TRAINING FACILITY
AND
ON-THE-JOB TRAINING WITH A
JOURNEYED TRADES PERSON
(Learning while earning!)**

*

**COMPLETE THE REQUIREMENTS OF YOUR
APPRENTICESHIP
and write the
INTER-PROVINCIAL
CERTIFICATION EXAMINATION
to become
a
CERTIFIED JOURNEYED TRADES PERSON!**

Graduates of this program could find employment as Apprentices and helpers in pulp, paper or lumber mills, mines, industrial processing plants, or in complex service departments of Industrial Repair Shops.

This Certificate Program is designed to:

- Be equivalent to the first year of apprenticeship technical training (*Ministry of Labour Standards*).
- 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 relevant experience.

ADMISSION REQUIREMENTS

1. Grade 10 *or* G.E.D. *or* CCP (ABE) Intermediate Level Math and English, *and*
2. Successful completion of a Northwest Community College assessment.
3. Learners who have significant and relevant prior experience may be admitted based on an interview with the Course Instructor and the Program Administrator.

NOTE:

Learners should be aware that many employers require Grade 12 completion.

FEES

1. Tuition as described in the general information section.
2. C.S.A. approved safety footwear (W.C.B. regulations).
3. Refundable tool deposit of \$50.
4. Coverall fees of \$2.50/week.
5. Purchase of necessary learning resources (*available at College Bookstore*).

FINANCIAL AID AND SPONSORSHIP

Please see the Financial Aid Sources section.

NOTE:

We encourage Trades learners to enhance their employability by enrolling in Level I First Aid. First Aid courses are scheduled throughout the year. (See Continuing Education/ Extension Offerings section.)

Learners are required to provide...

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

START DATE

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

PROGRAM OUTLINE

Introduction to Trades

Topics included in the Workshop Orientation and Handskills section of the certificate 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 Occupations
- Workplace Skills
- Oxy-acetylene Cutting, Welding & Brazing

Industrial Mechanic (Millwright) Specialty

- Learning Success
- Safe Work Practices
- Use Drilling Machines
- Use Power Tools
- Use Hydraulic Presses
- Use Lathes & Milling Machines
- Lubricants & Lubrication Systems
- Gear & Gear Drive Systems
- Heat Treating Metals
- Install Machine Components
- Pneumatic Systems
- Hydraulic Systems
- Material Handling Systems
- Arc Welding

INDUSTRIAL TECHNOLOGY

(Kitimat Campus)

The Industrial Technology Program develops highly skilled industrial workers. This is an inclusive program that involves all sectors of the community - unions, industry, college, high school, and students. It will be recognized, supported and valued by industry and other educational institutions, as it is a step in the process of life-long learning. The program will give learners an advantage as it strives to have the same balance between practice and theory as found in the workplace.

The program offers the following features:

- It is a one-year certificate program offered at the Kitimat campus of NWCC.
- It is designed to train you to a high-level of proficiency for all types of industry: smelters, pulp mills, refineries and sawmills.
- We are in the process of making the program ladderable to the second year of the Chemical Sciences Technology Diploma at BCIT so that you will have a gradual, successful transition (A Stepping-Stone) to further educational opportunities.

In this one-year certificate program you will learn to:

- Communicate effectively, both orally and written, within a technical workplace.
- Apply the basic principles of mathematics, chemistry and physics to a technical workplace.
- Use computer technology to communicate and enhance your learning.
- Apply research techniques.
- Demonstrate ethical environmental principles as applied to technical workplaces.
- Demonstrate an awareness and practice of employability skills needed in a technological workplace.
- Recognize and promote the need for life-long learning.

Graduates of this program can:

- Apply for entry-level jobs at local industries.
- Enter year two of BCIT's Chemical Sciences Technology Program.
- Enter other technology programs offered at BCIT (note: some bridging courses may be required).

- Enter technology programs offered at other institutes (note: some bridging courses may be required).

ADMISSION REQUIREMENTS

Admission to this program is on a course by course basis. Applicants must meet the prerequisites for the individual courses in which they wish to enroll. Prerequisites are stated in the course descriptions.

Students having industry experience (minimum of 5 years) and equivalent skills may be admitted without the formal requirements providing that the pre-assessment criteria have been met.

HOW TO APPLY

Applications are available from the College and should be submitted as early as possible, preferably in the Spring. All applicants are encouraged to talk with an Educational Advisor before applying to the program.

DATES AND LOCATION

This program is available at the Kitimat Campus and starts 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.

PRIOR LEARNING ASSESSMENT (PLA)

Selected courses in the Industrial Technology program may be credited to a student following the College PLA procedure policy. Please see the Educational Advisor if you feel you have prior learning which could possibly meet the outcomes of a course(s) in this program.

PROGRAM OUTLINE

Semester One

ITEC 101-1	Project Seminar
ITEC 111-3	Technical Communications I
ITEC 121-3	Technical Mathematics I
ITEC 122-3	Technical Mathematics II
ITEC 131-3	Interpretation of Technical Drawings/CAD
ITEC 141-4	Environmental Science
ITEC 151-4	Technical Physics I
ITEC 161-4	Technical Chemistry I
ITEC 181-12	Technical Computers

Semester Two

ITEC 112-4	Technical Communications II
ITEC 123-4	Technical Calculus
ITEC 124-3	Technical Statistics
ITEC 152-5	Technical Physics II
ITEC 162-5	Technical Chemistry II
ITEC 163-4	Chemical Lab Techniques
ITEC 164-2	Industrial Chemical Processes
ITEC 171-2	Engineering Materials Theory
ITEC 192-1	Final Project

COURSE DESCRIPTIONS

Unless otherwise noted, "Permission of Instructor" may be used to accept a student into a course(s) when the student does not meet course prerequisites and/or does not attain the required threshold on entry assessments. See the "Admission & Registration" section for details on this policy.

ITEC 101-1: Project Seminar

In this course you will make a personal portfolio, explore personal and professional development skills and explore personal career development. Prerequisites: Must have completed or be enrolled in ITEC 111.

ITEC 111-3: Technical Communications I

In this course you will learn how to write letters and memos, explore team building, prepare a standard laboratory report, give an oral report, use word processing software, use E-mail and the Internet and prepare a job application package. Prerequisites: ENGL 12 or ENGL 050 or ENGL 045.

ITEC 112-4.0: Technical Communications II

This course prepares you to present yourself well to get a job and work on the job, after completion of the program. There is emphasis on personal presentation in an interview to match you with a job you are qualified to do. As well, you will learn to present your ideas and expertise whether in a report or proposals or in meetings and oral presentations. This course will teach you how to organize and present technical information in clear, concise reports and present yourself to the public and to staff. Prerequisites: ITEC 111.

ITEC 121-3.0: Technical Mathematics I

In this course you will use the basic concepts of the real number system, geometry, algebraic concepts and operations, use graphs to illustrate relations and functions, solve linear equations and systems of equations, use ratio and proportion, vector, and trigonometric functions in problem solving. Prerequisites: MATH 11 or MATH 040.

ITEC 122-3.0: Technical Mathematics II

Further algebraic and trigonometric skills are learned in this course. You will solve quadratic equations or algebraic fractions, use logarithmic and exponential functions, perform basic operations with complex numbers, use the principles of plane analytic geometry, solve non-linear systems of equations and inequalities and use trigonometric identities to simplify complicated expressions. Prerequisites: ITEC 121.

ITEC 123-4.0: Technical Calculus

This is an introductory calculus course designed to familiarize students majoring in technical fields with the basic concepts and uses of calculus. Introduction to the underlying concepts of calculus, derivatives and integrals as well as their respective applications will be the main focus of this course. Prerequisites: ITEC 122.

ITEC 124-3.0: Technical Statistics

The purpose of this course is to provide you with knowledge of basic statistics. Emphasis is placed on thorough, uncomplicated discussions of statistical concepts supported by numerous examples and practice problems as they pertain to real-world applications. Prerequisites: ITEC 122 or MATH 12 or MATH 050.

ITEC 131-3.0: Interpretation of Technical Drawings/CAD

In this course you will learn the rudiments of producing engineering drawings using the latest version of AcadLT. You will become capable of interpreting detailed and general drawings produced by others. You will acquire knowledge in the types of information that goes on a drawing as well as good preliminary drafting skills required to create a basic working drawing. Prerequisites: Windows 95 & knowledge of disk file management are highly recommended.

ITEC 141-4.0: Environmental Science

The purpose of this course is to introduce you to the underlying principles of study in the area of interaction of humans and the environment. Emphasis will be placed on integrating regional examples and case studies will be made of the local industries. Prerequisites: ENGL 12 or ENGL 050 or ENGL 045. Background in biology, geography or geology is advantageous.

ITEC 151-4.0: Technical Physics I

In this course you will be acquainted the basic ideas in Physics. The content will be mainly concentrated in the areas of mechanics and wave phenomena. The laboratory component, which accompanies the lectures, will reinforce and

explore ideas done in lectures and will emphasize good data acquisition techniques. Prerequisites: MATH 11 or MATH 040; PHYS 11 or PHYS 040 is highly recommended.

ITEC 152-5.0: Technical Physics II

In this course you will be further acquainted with basic ideas in Physics. The content will focus in the areas of wave motion, nuclear physics, heat, electricity and magnetism. The laboratory component, which accompanies the lectures, will reinforce and explore ideas done in lectures and will emphasize good data acquisition techniques. Prerequisites: ITEC 151.

ITEC 161-4.0: Technical Chemistry I

An understanding of how many industrial processes work rests on knowledge of chemistry. In this course you will learn some basic chemical principles and their application in industrial processes. You will also learn proper laboratory techniques, used routinely in chemical analysis. Prerequisites: CHEM 11 or CHEM 040.

ITEC 162-5.0: Technical Chemistry II

In this course you will learn further chemical principles and their application in industrial processes. You will also learn proper laboratory techniques, used routinely in chemical analysis. Prerequisites: ITEC 161.

ITEC 163-4.0: Chemical Lab Techniques

In this course you will learn to handle the analysis of samples which are more "industrial" than the "pure" samples which are an inherent part of most first-year chemistry courses. Emphasis will be placed on obtaining a completely homogeneous representative laboratory sample and the critically of a statistically meaningful final result. Prerequisites: ITEC 161. Corequisite: ITEC 162.

ITEC 164-2.0: Industrial Chemical Processes

The purpose of this course is to familiarize you with several industrial processes, which are used at the local industries: Eurocan, Alcan and Methanex. Emphasis will be placed on the chemical processes underlying each plant's operations. Prerequisites: Have completed or be enrolled in ITEC 162.

ITEC 171-2.0: Engineering Materials Theory

In this course you will learn the theory necessary to carry out mechanical property tests on a variety of materials, understand properties and applications of a variety of materials used in the process industries including steels, non-ferrous alloys, plastics, ceramics, concrete and composite materials and

recognize common service failures in materials. Prerequisites: Have completed or be enrolled in ITEC 152.

ITEC 181-1.0: Technical Computers

The purpose of this course is to introduce you to the NWCC computer network. You will also cover an introduction to Windows, DOS and a spreadsheet program will applications to the Industrial Technology Program. Prerequisites: None.

ITEC 192-1.0: Final Project

The purpose of this course is for you to complete and present your final project for this program. The final project for the Industrial Technology Program is a portfolio, which compiles some of your assessments from the completed courses in the entire program. Prerequisites: ITEC 101. Corequisite: All ITEC courses.

INTEGRATED HUMAN SERVICE

The Integrated Human Service Certificate and Diploma program has been developed in response to the educational and training needs of workers in a variety of human service settings. The program integrates University Credit courses with common and specialty career courses. Practicum opportunities available in northwest communities combine the theory learned in the classroom with the practical skills necessary for employment in human services fields.

The *Social Service Worker Option* prepares students with training and skills in the social services. This training includes university transfer courses and special courses for 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.

Goals for the Social Service Worker Option are: to prepare students for para-professional work in social services (helping and supporting people with different social needs) and many other related employment areas; to prepare students for additional education and training; and, 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, family resource workers, etc.

Students who complete the diploma level 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 human service field.

INTEGRATED HUMAN SERVICES CERTIFICATE/ DIPLOMA OPTIONS

Addiction Option

Certificate/Diploma Not available 1999/2000

Early Childhood Education Option

Certificate Post Basic Terrace Campus
Part-time via teleconference

Mental Health Option

Certificate/Diploma Not available 1999/2000

Special Education Assistant Option

Certificate Cost recovery/Part time

Social Service Worker Option

Certificate/Diploma Terrace Campus

Youth Option

Certificate/Diploma Not available 1999/2000

The *Early Childhood Education Certificate Option* prepares students for employment in Group Day Care, Preschools, Special Needs and Family Day Care programs.

The *Special Education Assistant Option* prepares students who wish to work with children and adolescents in the school environment. The training includes courses that prepares the student to work under the direction of the classroom teacher to support a child's learning needs.

ADMISSION REQUIREMENTS (Under Review)

Certificate Level Admissions

1. ENGL 12, *or* ENGL 050, *or* ENGL 045 with C+ or better, *or* satisfactory performance on the Integrated Human Service English Placement Test. Applicants requiring the Placement Test must contact the Admissions Office.
2. Two reference forms must come from an employer, volunteer supervisor, teacher or human service professional, attesting to the applicant's personal suitability for work in human services. Forms are available through the Admissions Office.
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. Documentation of a minimum of 45 hours of satisfactory work or volunteer experience in the field of human services.

Note:

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

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

Diploma Level

- Social Service Worker Option Admissions

- IHS Option Certificate.
- Any other human service related certificate from an accredited post-secondary institution.
- Individual course prerequisites.

Note:

IHS Diploma applicants planning to apply to a school of Social Work (e.g. UNBC or UVic) or Child and Youth Care should consult with that university in order to take the appropriate university credit electives.

Contact an Educational Advisor for assistance.

HOW TO APPLY

Admission packages are available from all college campuses and should be submitted as early in the Spring as possible. Acceptance into the programs begins in mid-April for the classes starting in September. Successful applicants will be admitted on the basis of the date that their application is complete.

DATES AND LOCATION

The full-time programs (*Early Childhood Education & Social Service Worker Options*) start in September and end the middle of June depending on practicum placement. The SEA program is offered subject to community demand and sponsor funding. *Your acceptance letter will include information specific to your Option.*

FEES

Please see the General Information section.

FINANCIAL AID AND SPONSORSHIP

Please see the Financial Aid Sources section.

PROBATION (Under Review)

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 service field. Admission to Practicum courses depends on successful completion of 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 integrated program graduates go on to university for various programs. 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 IHS courses. Interested students can obtain further information from the program instructors or an Educational Advisor.

PROGRAM OUTLINES

EARLY CHILDHOOD EDUCATION OPTION

- Certificate Level

This option prepares individuals for employment in Group Day Care, Preschools, Special Needs Centres and Family Day Care programs and is offered at the Terrace Campus in a modular format*. This training program leads to a Provincial License to practice under the Community Care Facilities Licensing regulations.

* For information on the modular format of this program, contact an Educational Advisor or the Program Coordinator.

Fall Semester

- ENGL 151-3 Technical Writing I
- FAID 140-5 Child Oriented First Aid
- IHS 112-3 Interpersonal Communication
- IHS 115-3 Families and Early Childhood Programs I
- IHS 116-3 Families and Early Childhood Programs II
- IHS 121-3 Child and Adolescent Development I
- IHS 141-3 Child Environments I
- IHS 143-3 Curriculum Activities I
- IHS 141/43-0 Preschool Lab
- IHS 145-3 The Role of the Early Childhood Educator I
- IHS 147-3 Curriculum Planning I

Winter Semester

- IHS 104-3 Health, Safety & Nutrition
- IHS 117-3 Working with Children Requiring Extra Support
- IHS 122-3 Child and Adolescent Development II

- IHS 140-3 Practicum II - January
- IHS 142-3 Child Environments II
- IHS 144-3 Curriculum Activities II
- IHS 142/44-0 Preschool Lab
- IHS 146-3 The Role of the Early Childhood Educator II
- IHS 148-3 Curriculum Planning II
- IHS 149-3 Practicum III - May

Practicum Placement

Students are placed on Practicum by the Practicum Instructor. 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.

EARLY CHILDHOOD POST-BASIC OPTION

- Certificate Level

In addition to the Early Childhood Education Basic Certificate students can complete specialized Post-Basic certificate training in Infant and Toddler Care and Special Needs Education.

Core Program

(Courses needed by both Specializations)

- IHS 204-3 Health, Safety and Nutrition
- IHS 206-3 Working with Families
- IHS 208-3 Administration Skills for ECE Professionals

Specializations

Infant/Toddler Educator Training

- IHS 220-3 Programming for Infant/Toddler
- IHS 221-3 Infant/Toddler Curriculum Planning
- IHS 222-3 Infant/Toddler Care and Growth
- IHS 227-3 Practicum I
- IHS 228-3 Practicum II

Special Needs Supervisor Training

- IHS 114-3 Augmentative Communication
- IHS 251-3 Special Education Curriculum Planning Part I
- IHS 252-3 Special Education Curriculum Planning Part II
- IHS 253-3 Special Needs Care & Growth
- IHS 254-3 Practicum I
- IHS 255-3 Practicum II

Distance Education

Students planning to enroll in the ECE Distance Education program must be employed in a licensed child care facility or have regular access to a licensed child care facility.

Students can complete their practicum in their workplace upon consultation with the Practicum Instructor. Students are required to spend 3 days per practicum in alternate centres at their own expense.

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 Educator Training or Special Needs Educator Training. *These programs are only offered by teleconferencing and through Summer Institute on a part-time basis.*

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.

SPECIAL EDUCATION ASSISTANT OPTION

- Certificate Level

This option of the IHS program prepares students to work at the para-professional level in the field of education. The program emphasizes skills and knowledge required to facilitate the child's integration within a classroom. Special Education Assistants work under the supervision of classroom, or resource teachers in supporting students with special needs.

Fall Semester

- ENGL 151-3 Technical Writing I
- FAID 140-5 Child Oriented First Aid
- IHS 104-3 Health, Safety and Nutrition

- IHS 112-3 Interpersonal Communication
- IHS 117-3 Working with Children Requiring Extra Support
- IHS 121-3 Child and Adolescent Development I
- IHS 122-3 Child and Adolescent Development II
- IHS 154-3 Foundations in Education
- IHS 157-3 Special Education Assistant Block Practicum I

Winter Semester

- IHS 107-3 Curriculum Planning
- IHS 114-3 Augmentative Communication
- IHS 115-3 Families and Early Childhood Education Programs I
- IHS 154-3 Foundations in Education
- IHS 155-3 Teaching and Learning I
- IHS 156-3 Teaching and Learning II
- IHS 158-3 Special Education Assistant Block Practicum II

SOCIAL SERVICE WORKER OPTION - Certificate Level

(offered at our Terrace Campus only)
Applicants are encouraged to contact the Program Coordinator or an Educational Advisor for information regarding the Certificate Level for the Social Service Worker Option.

Fall Semester

- ENGL 151-3 Technical Writing I
- FAID 110-5 Occupational First Aid Level I
- IHS 109-3 Computers in Human Services I
- IHS 112-3 Interpersonal Communication
- IHS 191-3 Introduction to Social Service Agencies
- IHS 195-3 Introduction to Social Services
- PSYC 101-3 Introductory Psychology I
- SOCI 101-3 Introductory Sociology I

Winter Semester

- ANTH 112-3 First Nations of B.C.
- IHS 110-3 Computers in the Human Services II
- IHS 113-3 Helping Skills
- IHS 192-3 Introduction to Social Service Practice
- IHS 196-3 Social Policies
- IHS 197-3 Social Service Worker Block Practicum I
- PSYC 102-3 Introductory Psychology II
- SOCI 102-3 Introductory Sociology II

SOCIAL SERVICE WORKER OPTION - Diploma Level
(offered at our Terrace Campus only)
Applicants are encouraged to contact the Program Coordinator or an Educational Advisor for information regarding the Diploma Level for the Social Service Worker Option.

Fall Semester

- ENGL 101-3 Literature and Composition I
- IHS 213-3 Group Theory
- SOCI 205-3 Sociology of the Family
- plus 3 University Credit and/or IHS Electives*

Winter Semester

- IHS 290-3 Community Development
- IHS 298-3 Social Service Worker Block Practicum II
- SOCI 206-3 The Family in Cross Cultural Perspective
- plus 4 University Credit and/or IHS Electives*

University Credit Electives for SSW Option - Diploma Level

- ANTH 111-3 First Nations of Canada
- ANTH 203-3 First Nations of the Northwest Coast I
- ANTH 204-3 First Nations of the Northwest Coast II
- ECON 111-3 Principles of Microeconomics
- ECON 112-3 Principles of Macroeconomics
- HIST 106-3 Canada Since Mid-Nineteenth Century
- MATH 131-3 Introduction to Statistics
- POLI 101-3 Canadian Politics I
- POLI 102-3 Canadian Politics II
- PSYC 201-3 Developmental Psychology I
- PSYC 202-3 Developmental Psychology II
- PSYC 221-3 Abnormal Psychology & Therapy I
- PSYC 222-3 Abnormal Psychology & Therapy II
- SOCI 250-3 Sociology of Deviance
- SOCI 251-3 Crime and Society

IHS Credit Electives for SSW Option - Diploma Level

- IHS 104-3 Health, Safety and Nutrition
- IHS 107-3 Curriculum Planning
- IHS 114-3 Augmentative Communication
- IHS 115-3 Families and Early Childhood Programs I
- IHS 117-3 Working with Children Requiring Extra Support
- IHS 121-3 Child and Adolescent Development I
- IHS 122-3 Child and Adolescent Development II
- IHS 154-3 Foundations in Education
- IHS 155-3 Teaching and Learning I
- IHS 156-3 Teaching and Learning II

COURSE DESCRIPTIONS

Unless otherwise noted, "Permission of Instructor" may be used to accept a student into a course(s) when the student does not meet course prerequisites and/or does not attain the required threshold on entry assessments. See the "Admission & Registration" section for details on this policy.

ANTH 111-3.0: First Nations of Canada

See the University Credit section for course description.

ANTH 112-3.0: First Nations of British Columbia

See the University Credit section for course description.

ANTH 203-3.0: First Nations of the Northwest Coast I

See the University Credit section for course description.

ANTH 204-3.0: First Nations of the Northwest Coast II

See the University Credit section for course description.

ECON 111-3.0: Principles of Microeconomics

See the University Credit section for course description.

ECON 112-3.0: Principles of Macroeconomics

See the University Credit section for course description.

ENGL 101-3.0: Literature and Composition I

See the University Credit section for course description.

ENGL 151-3.0: Technical Writing I

See the University Credit section for course description.

FAID 110-5: Occupational First Aid Level I

This first aid course gives students a WCB Occupational Level I endorsement.

FAID 140-5: Child Oriented First Aid

This course includes Vital Link Emergency First Aid, Basic Rescue and Child Safe.

IHS 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 children. The course will focus on nutrition, signs and symptoms of communicable diseases, disease prevention, signs of abuse and neglect and assessing a facility for safety.

IHS 107-3.0: Curriculum and Planning

In this course you will cover; how to enhance a sense of mastery and responsibility for students with disabilities;

learning outcomes of the K-12 curriculum in core curricular areas and physical education; differences between adapted, modified and individualized curriculum and their implications for students with disabilities; develop a individualized education plan (IEP) for a student with special needs; implement adapted, modified and individualized curriculum, under the supervision of a teacher; and, learn assistive technology in the education of students with disabilities.

IHS 109-3.0: Computers in Human Services I

This course introduces social service workers to the use of computers. The main emphasis is on the principles and practice of word processing.

IHS 110-3.0: Computers in Human Services II

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, Power Point and Internet. This course consists of lectures and labs. Prerequisite: IHS 109.

IHS 112-3.0: Interpersonal Communication

This 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. This course is geared toward the Human Service student but may be of interest to those with more advanced training interested in improving their basic communication skills.

IHS 113-3.0: 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. Individuals already employed in the social service may find this course beneficial as a refresher course in helping skills. Prerequisite: IHS 112.

IHS 114-3.0: 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. Prerequisite: IHS 117.

IHS 115-3.0: Families and Early Childhood Education 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 insight that will influence the student's ability to provide support for families in childcare settings.

IHS 116-3.0: Families and Early Childhood Programs II
A practical course that supports the theories explored in IHS 115. The student will examine and practice strategies for establishing and maintaining effective partnerships with parents and families, considering cross cultural communication and childrearing practices. Prerequisite: IHS 115 or equivalent.

IHS 117-3.0: 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. There is an emphasis on developing the necessary skills and attitudes to include children who require extra support in early childhood settings. Prerequisite: Enrollment in ECE Option program.

IHS 121-3.0: Child & Adolescent Development I
This course provides students with an introduction to the theories, methods, concepts and research findings relevant to normal human development from Prenatal through adolescence. 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.

IHS 122-3.0: Child & Adolescent Development II
This course is a continuation of IHS 121 and examines development in all spheres from the school years to adolescence. Prerequisite: IHS 121 or equivalent.

IHS 139-3.0: Practicum I (Distance Education only)
This course provides the ECE student with a practical introduction to working with children in a licensed group setting. During this practicum, students will develop positive relationships with children, prepare simple materials, assist children

in routines and learning experiences, and function competently in the role of "aide".

IHS 140-3.0: 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 (IHS 141/43 and IHS 142/44 or IHS 139 (DE).

IHS 141-3.0: 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.

IHS 142-3.0: Child Environments II
This course is a continuation of IHS 141. 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: IHS 141.

IHS 143-3.0: Curriculum Activities I
A practical course that supports the theories explored in IHS 147. 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.

IHS 144-3.0: Curriculum Activities II
A practical course that supports the theories explored in IHS 143. 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. Prerequisite: IHS 143.

IHS 141/43-0.0: 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.

IHS 142/44-0.0: Preschool Lab
Continuation of IHS141/43. 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: IHS 141/43.

IHS 145-3.0: 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.

IHS 146-3.0: The Role of the Early Childhood Educator II
Continuation of IHS 145. 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: IHS 145.

IHS 147-3.0: 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.

IHS 148-3.0: 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. Prerequisite: IHS 147.

IHS 149-3.0: 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: IHS 148.

IHS 154-3.0: Foundations in Education
In this course you will cover; characteristics and educational needs of students with disabilities; health and safety issues; responsibilities of Special Education Assistants in northwestern BC classroom; and, special education policies and procedures in BC and in the school districts of the northwest/central interior region.

IHS 155-3.0: Teaching and Learning I
In this course you will cover; how to identify the factors that influence how a child learns; identify appropriate methods and strategies that provide instructional support to students with disabilities; and, identify appropriate ways to take accurate and clear notes on a student's behaviour and performance.

IHS 156-3.0: Teaching and Learning II
In this course you will cover; factors that enhance the intellectual, social, emotional and physical development of students with disabilities; how to adapt and modify instruction and methods for students with sensory impairments; how to enhance the ability of students with disabilities to develop key understandings and comprehension in the content areas; and, how to enhance the ability of students with disabilities to prepare for life choices and careers. Prerequisite: IHS 155.

IHS 157-3.0: Special Education Assistant Block Practicum I
In this course you will cover; assist and support a classroom teacher in creating a healthy and appropriate learning environment for students with special needs; establish rapport with students with disabilities; communicate effectively with students, teachers, administrators and other para-professionals; observe ethical and confidentiality guidelines for working with students with disabilities; and, support classroom organizational procedures and routines.

IHS 158-3.0:**Special Education Assistant Block Practicum II**

In this course you will cover; carry out instruction effectively, under the direction of a classroom teacher; adapt instruction to students' learning styles and intelligences; adapt instruction to meet the learning and behavioural needs of students with disabilities; use effective methods and strategies for supporting instruction; and, respond appropriately to challenging situations and conflicts in the classroom.

Prerequisite: IHS 157.

IHS 191-3.0: Introduction to Social Service Agencies

This course introduces the student to the variety of social and related services provided in the community. Students will have the opportunity of communicating with representatives from social service and related agencies and to develop their awareness as social service worker students. Presentations and discussions with guest speakers as well as some visits to agencies will form the basis of student learning.

IHS 192-3.0: Introduction to Social Service Practice

This course is designed to continue the preparation of the IHS student for a Block 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.

IHS 195-3.0: 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.

IHS 196-3.0: Social Policies

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.

Prerequisite: IHS 195.

IHS 197-3.0: Social Service Worker Block Practicum I

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 functions of the agency and to learn to work within the structure of the agency in a social service worker capacity.

IHS 204-3.0: 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: IHS/ECE Certificate.

IHS 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: IHS/ECE Certificate.

IHS 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.

IHS 213-3.0: Group Work

This course will provide the student with a basic understanding of group work, theory and practice. Topics of study include the various types of groups, group leadership, stages of group development, ethical issues and cultural issues. Students will research groups, facilitate and participate in a group. Prerequisite: IHS 113.

IHS 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: IHS/ECE Certificate.

IHS 221-3.0: Infant, Toddler Curriculum Planning

The purpose of this course is to design developmentally appropriate program activities, through the practical applica-

tion 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: IHS/ECE Certificate.

IHS 222-3.0: 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: IHS/ECE Certificate.

IHS 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: IHS/ECE Certificate.

IHS 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: IHS/ECE Certificate.

IHS 251-3.0:**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: IHS/ECE Certificate.

IHS 252-3.0: 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: IHS 251.

IHS 253-3.0: 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: IHS/ECE Certificate.

IHS 254-3.0: Practicum I

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

Prerequisite: IHS/ECE Certificate.

IHS 255-3.0: 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: IHS 254.

IHS 290-3.0: Community Development

This course will introduce the student to the theory and practice of community development. It is a continuation of a series of courses in the theory and practice of helping: interpersonal communication, helping skills and group work. A social systems perspective will be used to examine how social change is initiated, supported and maintained. Prerequisite: IHS 213.

IHS 298-3.0: Social Service Worker Block Practicum II

This course provides a full-time placement with an approved agency sponsor who shares their expertise and allows the student to experience practical learning in a workplace setting. The student will perform tasks, responsibilities and skills indicated for the approved setting as well as having the opportunity to achieve personal learning goals. Organizational and social service competencies are also expected of students.

HIST 106-3.0: Canada Since the Mid-Nineteenth Century

See the University Credit section for course description.

MATH 131-3.0: Introduction to Statistics

See the University Credit section for course description.

POLI 101-3.0: Canadian Politics I

See the University Credit section for course description.

POLI 102-3.0: Canadian Politics II

See the University Credit section for course description.

PSYC 101-3.0: Introductory Psychology I

See the University Credit section for course description.

PSYC 102-3.0: Introductory Psychology II

See the University Credit section for course description.

PSYC 201-3.0: Developmental Psychology I

See the University Credit section for course description.

PSYC 202-3.0: Developmental Psychology II

See the University Credit section for course description.

PSYC 221-3.0: Abnormal Psychology and Therapy I

See the University Credit section for course description.

PSYC 222-3.0: Abnormal Psychology and Therapy II

See the University Credit section for course description.

SOCI 101-3.0: Introductory Sociology I

See the University Credit section for course description.

SOCI 102-3.0: Introductory Sociology II

See the University Credit section for course description.

SOCI 205-3.0: Sociology of the Family

See the University Credit section for course description.

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

See the University Credit section for course description.

SOCI 250-3.0: Sociology of Deviance

See the University Credit section for course description.

SOCI 251-3.0: Crime and Society

See the University Credit section for course description.

MARINE STUDIES

(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

Students should be aware that the DOT 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 PMTC 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**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 012	Communications
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 090	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 012: Communications

This course deals with basic skills, and theoretical principles of marine communication; knowledge of practical usage of code of international signals coding and de-coding; and practical recognition of letters and numerals sent by Morse flashing light or sound apparatus. 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, and 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 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: 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: 196 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: 35/35/35 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 PMTC, Vancouver.

NAUT 293: Marine Fire Fighting - MED B2

Course to be taken at PMTC, Vancouver.

NAUT 294: Officer Certification - MED C

Course to be taken at PMTC, Vancouver.

NAUT 295: Senior Officer - MED D

Course to be taken at PMTC, 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: 16 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: 120 lecture hours.

NAUT 322: Simulated Electronic Navigation - SEN 1B

Course to be taken at PMTC, Vancouver.

NAUT 323: Simulated Electronic Navigation - SEN II

Course to be taken at PMTC, 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

Contact a Natural Resources Co-ordinator regarding information on the Certificate & Diploma Levels of the Natural Resources Program; Prince Rupert (250) 624-6054 for Coastal Integrated Resources Management; Smithers (250) 847-4461 or Terrace (250) 635-6511 for Forest Technology or Integrated Resource Management.

The Natural Resources Program is an innovative program that provides training in numerous areas of resource management. The program integrates university credit courses with technical courses and offers three diploma options. Field sites are located within minutes of the campuses providing students with opportunities to combine the theory learned in the classroom with the practical skills necessary for employment in the natural resources field.

The *certificate level* consists of a common core of courses offered in *Terrace, Prince Rupert and Smithers*. Upon completion of the certificate level students may return to the workforce or choose to continue in a *diploma level* in Forest Technology (*Smithers*), Integrated Resource Management (*Terrace*) or Coastal Integrated Resource Management (*Prince Rupert*). Re-alignment of program courses in 1998/99 now enable students to obtain both the Forest Technology and Integrated Resource Management diplomas with one additional term of study. The Forest Technology option is currently accredited by the Applied Science Technicians and Technologists of British Columbia (ASTTBC). The Integrated Resource Management option is recognized the (ASTTBC).

Program graduates will find a wide variety of field-oriented career opportunities in the natural resources field. Graduates will be trained for employment as technologists by government agencies, consultants and natural resource industries. Depending on the diploma option chosen the student will receive training in the areas of, resource plan-

ning, ecosystem and resource management, silviculture, forest engineering and harvesting, fish and wildlife research and management, parks and recreation, land rehabilitation, habitat restoration, environmental quality, water quality assessment and mariculture.

During breaks in study, students are encouraged to obtain employment in the natural resources field either on their own or by enrolling in the optional Co-op program.

Discussions with faculty at the following institutes have indicated that due to the great number of university credit courses offered in the diploma programs, NWCC graduates may receive more favourable transfer credit than graduates from other institutions.

Institution	Degree
- UNBC] B.Sc Forestry
- University of Alberta	
- Grande Prairie Regional College	
- University of Lethbridge] B.Sc
] Environmental Science
- UCC] B.Sc
] Natural Resource Science
- Royal Roads University] B.Sc
] Environmental Science

Until agreements have been finalized, students must apply for transfer credit on an individual basis.

TRANSFER CREDIT TO NATURAL RESOURCES

Block Transfer Credit to Coastal Integrated Resource Management Option

Students possessing a B.Sc in Biology who have taken two first year Chemistry courses, two first and two second year Biology courses, two first year English Courses, two first year Math courses, and two first year Social Science courses may be eligible for block transfer into the Coastal Integrated Resource Management option of the Natural Resources program. Eligible students may be able to complete the Natural Resources Diploma in as little as two academic terms.

Similar arrangements are currently being developed for the Forest Technology and Integrated Resource Management options. Students possessing baccalaureate degrees, particularly Biology, Geology, Geography or Environmental Science are also encouraged to apply for transfer credit.

Transfer Credit for Non Degree Holders

Students who have completed equivalent courses to those offered in our Natural Resources program are encouraged to apply for transfer credit on a course by course basis.

CO-OPERATIVE EDUCATION - Optional

The Co-operative Education option may be available to full time students in the Natural Resources program in some College centres.

Please see the Co-operative Education description in the section "Services Available to Students" for further information.

CLOTHING/EQUIPMENT

Students will need outdoor clothing, rain gear, boots, felpacs, cruiser's field vest, compass, clinometer 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 a Program Co-ordinator or an Educational Advisor. A list of required equipment will be supplied upon acceptance into the program.

Students entering this program should be prepared to participate in physically rigorous field exercises in all types of terrain and weather conditions.

FEES (subject to change without notice)

Please see the General Information section.
Additional Costs - may vary from Campus to Campus

Certificate Level (Term 1 and 2)	
Fall Camp (room & board)	approx. \$ 250.00
Personal Equipment	approx. 500.00
Texts	approx. 900.00
Co-op Fees (Optional)	240.00
Handout materials	100.00
Book and Tool deposit	50.00

Diploma Level (Term 3, 4 and 5)	
Term 4 Extended Field Trip	approx. \$ 400.00
Texts	approx. 1,200.00
Co-op Fees (Optional)	240.00
Handout materials	100.00
Book and Tool deposit	50.00

FINANCIAL AID AND SPONSORSHIP

Please see the Financial Aid Sources section.

ADMISSION REQUIREMENTS (under review)

Certificate Level

The admission requirements for entry into the Certificate Level of the Natural Resources program are based on the prerequisites for the individual courses in the program. Applicants who do not fully meet the following admission requirements should contact an Educational Advisor about taking selected courses.

1. ENGL 12 or ENGL 045 or 050.
2. MATH 11 or MATH 11 040.
3. BIOL 11 or BIOL 040.
4. CHEM 11 or CHEM 11 040.

Diploma Level

Admission into courses in any one of the following listed Diploma Levels requires successful completion of individual course prerequisites, or, permission of the instructor.

There are three options available at the Diploma Level:

1. Coastal Integrated Resources Management - Prince Rupert Campus only
2. Forest Technology * - Smithers and Terrace Campuses only (exception - Term V - Smithers only); and
3. Integrated Resources Management * - Smithers and Terrace Campuses only (exception Term V - Terrace only)

*** Note:**

FOREST TECHNOLOGY OPTION or INTEGRATED RESOURCES MANAGEMENT OPTION Diploma Level. It is important for you to set-up your schedule and Campus location with a Program Co-ordinator before registration.

HOW TO APPLY

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

Contact your nearest NWCC centre for current information on where to submit your application.

PROGRAM OUTLINES

CERTIFICATE LEVEL

(Terrace, Prince Rupert & Smithers Campuses)

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.

Note:

There may be some variation to the order in which courses are offered. Check with the campus you are planning to register with for up-dated information.

Term I September - December

Italic indicates University Credit course.

See University Credit section for course descriptions.

- ANTH 111-3 First Nations of Canada
- BIOL 101-3 Biology I: Cells, Diversity and Physiology
- COOP 100-2 Co-op Work Orientation - Optional
- CPSC 111-3 Introduction to Computers
- ENGL 151-3 Technical Writing I
- MATH 161-4 Applied Math
- NRES 152-4 Surveying
- *NRES 153-4 Silvics and Dendrology
- or
- **CIRM 101-2 Salmon Identification and Management
- and
- **CIRM 102-2 Pacific Herring and Groundfish Identification and Management

* Offered during Term III in Prince Rupert.

** These courses are required for the Coastal Integrated Resources Management option only.

Term II January - April

Italic indicates University Credit course.

See University Credit section for course descriptions.

- BIOL 102-3 Introductory Biology II: Genetics, Evolution and Ecology
- GEOG 160-3 Physical Geography II: Geology, Geomorphology and Soils
- NRES 105-4 Outdoor Safety and Survival
- NRES 110-2 Introduction to Natural Resources
- NRES 120-3 Cartography
- NRES 130-4 Data Collection

- NRES 140-3 Fish and Wildlife
 NRES 150-2 Soil Physical Characteristics
or
 CIRM 103-2 Fisheries Regulations
and
 CIRM 201-2 Shellfish Identification, Management and Testing Techniques
 NRES 290-6 Co-op Work Term I - *Optional May-August*

* Offered during Term IV in Prince Rupert.
 ** Either NRES 150 and NRES 153 or CIRM 101, 102, 103 and 201 can be used toward certificate requirements. CIRM courses are only available in Prince Rupert.

DIPLOMA LEVEL

Note:
 There may be some variation to the order in which courses are offered. Check with the campus you are planning to register with for up-dated information.

Coastal Integrated Resources Management Option Diploma (CIRM)
 - Prince Rupert Campus only

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.

Students entering the CIRM Diploma Option should consult with an Educational Advisor regarding the scheduling of some of the courses in Prince Rupert.

Term III September - December

Italic indicates University Credit course.
 See University Credit section for course descriptions.

- BIOL 201-3 Invertebrate Zoology
 CHEM 101-3 Introductory Chemistry I
 CIRM 250-4 Coastal Integrated Resources Management I
 GEOG 150-3 Physical Geography II: Biogeography, Meteorology and Climatology
 NRES 153-4 Silvics and Dendrology
or
 **CIRM 101-2 Salmon Identification and Management
and
 **CIRM 102-2 Pacific Herring and Groundfish Identification and Management
 OCGY 208-3 Introduction to Oceanography
 * All courses required for Diploma

Term IV - January - April

Italic indicates University Credit course.
 See University Credit section for course descriptions.

- ANTH 112-3 First Nations of British Columbia
 BIOL 203-3 Non-Vascular Plants and Fungi
 CHEM 102-3 Introductory Chemistry II
 CIRM 203-4 Water Quality Testing Procedures
 CIRM 255-4 Coastal Integrated Resources Management II - Project
 CIRM 303-4 Fish Habitat and Restoration
 CIRM 490-6 Co-op Work Term II - *Optional May-August*
 ENGL 152-3 Advanced Technical Writing II
 MATH 131-3 Introduction to Statistics
 *NRES 150-2 Soil Physical Characteristics
or
 *CIRM 103-2 Fisheries Regulations
and
 *CIRM 201-2 Shellfish Identification, Management and Testing Techniques
 OCGY 209-3 Introduction to Biological Oceanography
 * All courses required for Diploma

Term V - September - December

Italic indicates University Credit course.
 See University Credit section for course descriptions.

- CIRM 202-1 Commercial Fishing Methods
 CIRM 203-4 Water Quality Testing Procedures
 CIRM 204-1 Marine Mammals and Birds
 CIRM 301-3 Navigation, Chartwork, and Small Boat Safety
 CIRM 302-4 Monitoring and Management of Marine Pollution
 CIRM 304-4 Mariculture Methods (Aquaculture)
 GEOG 204-3 Introduction to Spatial Analysis and GIS
 NRES 220-3 Tourism, Parks, Recreation
 NRES 225-2 Management Skills

Forest Technology Option Diploma

Term III & IV - Smithers & Terrace Campuses
Term V - Smithers Campus only

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.

Term III September - December

Italic indicates University Credit course.
 See University Credit section for course descriptions.

- FRST 305-3 Integrated Resource Management
 FRST 345-4 Resource Inventory
 FRST 375-4 Silviculture I
 FRST 377-4 Forest Engineering I
 GEOG 207-3 Soils and Hydrology
 MATH 131-3 Introduction to Statistics
 NRES 210-3 Aerial Photo Interpretation

Term IV January - April

Italic indicates University Credit course.
 See University Credit section for course descriptions.

- ANTH 112-3 First Nations of B.C.
 ENGL 152-3 Technical Writing II
 FRST 475-4 Silviculture II
 FRST 477-4 Forest Harvesting
 GEOG 204-3 Introduction to Spatial Analysis and GIS
 IRM 265-4 Biodiversity
 NRES 215-3 Policy and Legislation
 NRES 225-2 Management Skills
 NRES 490-6 Co-op Work Term II - *Optional - May - August*

Term V January - April - Smithers Campus only

Italic indicates University Credit course.
 See University Credit section for course descriptions.

- FRST 259-3 Fire Science
 FRST 362-2 Business Studies
 FRST 461-4 Log Scaling
 FRST 480-3 Forest Entomology
 FRST 481-3 Forest Pathology
 FRST 482-3 Forest Products
 FRST 565-4 Silviculture III
 FRST 578-4 Forest Engineering II

Integrated Resources Management Option Diploma

Term III & IV - Smithers & Terrace Campuses
Term V - Terrace Campus

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.

Term III September - December

Italic indicates University Credit course.
 See University Credit section for course descriptions.

- ENGL 152-3 Technical Writing II
 FRST 305-3 Integrated Resource Management
 FRST 345-4 Resource Inventory
 FRST 375-4 Silviculture I
 FRST 377-4 Forest Engineering I
 GEOG 207-3 Soils and Hydrology
 MATH 131-3 Introduction to Statistics
 NRES 210-3 Aerial Photo Interpretation

Term IV January - April

Italic indicates University Credit course.
 See University Credit section for course descriptions.

- ANTH 112-3 First Nations of B.C.
 FRST 475-4 Silviculture II
 FRST 477-4 Forest Harvesting
 GEOG 204-3 Introduction to Spatial Analysis and GIS
 IRM 265-4 Biodiversity
 NRES 215-3 Policy and Legislation
 NRES 220-3 Tourism and Recreation
 NRES 225-2 Management Skills
 NRES 490-6 Co-op Work Term II - *Optional - May - August*

Term V September - December - Terrace Campus

Italic indicates University Credit course.
 See University Credit section for course descriptions.

- BIOL 211-3 Principles of Ecology
 GEOG 150-3 Biogeography
 GEOG 203-3 Geomorphology
 FRST 362-2 Business Studies
 IRM 275-4 Rehabilitation and Restoration
 IRM 280-4 Fish Biology
 IRM 285-4 Wildlife Biology

COURSE DESCRIPTIONS

Unless otherwise noted, "Permission of Instructor" may be used to accept a student into a course(s) when the student does not meet course pre-requisites and/or does not attain the required threshold on entry assessments. See the "Admission & Registration" section for details on this policy.

ANTH 111-3.0: First Nations of Canada

See the University Credit section for course description.

ANTH 112-3.0: First Nations 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 201-3.0: Invertebrate Zoology

See the University Credit section for course description.

BIOL 203-3.0: Non-Vascular Plants and Fungi

See the University Credit section for course description.

BIOL 211-3.0: Principles of Ecology

See the University Credit section for course description.

CHEM 101-3.0: Introductory Chemistry I

See the University Credit section for course description.

CHEM 102-3.0: Introductory Chemistry II

See the University Credit section for course description.

CIRM 101-2.0: Salmon Identification and Management

This course focuses on the identification and management of salmon species in B.C. Topics covered include identification of the various salmon and trout species in B.C. as adults, fry, and smolts, the migration behaviour of different salmon species, the habitats required for each life cycle stage, methods for estimating spawning salmon stocks and making catch estimates, management practices for salmon stocks, and the salmonid enhancement program.

CIRM 102-2.0: Pacific Herring and Groundfish Identification and Management

This course focuses on the identification and management of Pacific herring and groundfish species in B.C. Topics covered

include identification, life cycles, distribution, behaviour patterns, and catch estimates of herring species, identification and catch estimates of flatfish, rockfish, roundfish, and sharks, and herring and groundfish management practices.

CIRM 103-2.0: Fisheries Regulations

This course focuses on the regulation and enforcement of the fishing industry. Topics covered include fishing boundaries, opening and closings, acts, regulations, and bylaws governing fishing, and conducting all aspects of an investigation into a fisheries violation.

CIRM 201-2.0: Shellfish Identification, Management and Testing Techniques

This course focuses on the identification, management and testing techniques for shellfish species in B.C. Topics covered include identification of molluscs, crustaceans, and echinoderms, life cycle of shellfish, shellfish contamination, shellfish population surveys, managing shellfish stocks, and shellfish poisoning testing techniques.

CIRM 202-1.0: Commercial Fishing Methods

This course focuses on the identification of the various types of commercial fishing operations carried out in B.C. Topics covered include identifying commercial gear types, understanding how commercial gear works, distinguishing between the different types of herring fisheries, distinguishing between the different types of aquaculture operations, getting fish to the market, identifying sport fishing gear and methods, and identifying aboriginal fishing gear.

CIRM 203-4.0: Water Quality Testing Procedures

This course focuses on the procedures involved in testing marine water quality. Topics covered include testing techniques for acidity, alkalinity, carbon dioxide, pH, chlorinity, salinity, temperature, dissolved oxygen, BOD, dissolved nitrogen, dissolved phosphorous, water hardness, water turbidity, chlorophyll, fecal coliforms, chlorine, lignins and tannins, and heavy metals. Prerequisite: CHEM 11 or CHEM 040 (CHEM 101/102 highly recommended).

CIRM 204-1.0: Marine Mammals and Birds

This course focuses on the identification of marine bird and mammal species in B.C. Topics covered include identification of cetaceans, pinnipeds, tubenoses, and gulls.

CIRM 250-4.0: Coastal Integrated Resources Management I

An advanced course in coastal 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.

CIRM 255-4.0: Coastal Integrated Resources Management II - Project

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 responsibility to collect data and conduct research, and are expected to provide a detailed analysis of the results. Prerequisite: CIRM 250.

CIRM 301-3.0: Navigation, Chartwork, and Small Boat Safety

This course focuses on the use of marine charts, course plotting, and safe handling of small boats. Topics covered include navigation, charts and nautical measurements, navigational instruments, course-plotting and location finding, nautical rules of the road, boat inspection and maintenance, use of a boat trailer, boat handling in different water conditions, docking and anchoring, and emergencies at sea.

CIRM 302-4.0: Monitoring and Management of Marine Pollution

This course focuses on the study of marine pollution, pollution monitoring, and the problems associated with different types of marine pollution. Topics covered include affects of pollutants on organisms, methods of monitoring pollutants, the Mussel Watch Program, sewage pollution and eutrophication, petroleum hydrocarbons, radioactive waste, organic pollutants, metals and mine tailings, pulp and paper processing effluents, and local pollution issues. Prerequisite: CHEM 11 or CHEM 040 (CHEM 101/102 highly recommended).

CIRM 303-4.0: Fish Habitat and Restoration

This course focuses on processes that influence fish habitat, habitat surveys and inventories, and habitat improvement and restoration. Topics covered include natural processes which affect habitats, the effects of resource development on fish habitats, measures used to prevent or control damage, signs of habitat degradation, stream surveying, habitat improvement and restoration, coastal habitat inventory, and the coastal forestry guidelines.

CIRM 304-4.0: Aquaculture Methods

This course focuses on the development of mariculture in B.C. and the techniques employed in various mariculture facilities. Topics covered include finfish, crustacean, echinoderm, mollusc, and seaweed mariculture.

CIRM 490-6.0: Co-op Work Term II

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 practising interview skills.

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.

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.

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: GEOG 160, BIOL 102, NRES 140, ENGL 151.

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 modelling, and AAC calculation. Prerequisites: NRES 120, NRES 130, NRES 152, NRES 153, MATH 161. Corequisite: MATH 131.

FRST 362-2.0: 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 start-up steps, legal obligations, financing, record keeping, preparation of bids, and contract management. Prerequisites: MATH 161, ENGL 151.

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 I builds a foundation of knowledge and skills for Silviculture 2 and 3. Prerequisites: BIOL 101, BIOL 102, NRES 120, NRES 150, NRES 153, GEOG 160.

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 345, NRES 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 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 375, FRST 377, NRES 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, NRES 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, NRES 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 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, FRST 475.

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 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 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. Prerequisites: FRST 375, FRST 475, NRES 120, NRES 140, NRES 153.

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 analyse and formulate solutions to sites requiring stabilization and restoration. Prerequisites: GEOG 207.

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. Prerequisites: NRES 140.

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. Prerequisites: NRES 140.

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 MATH 040 with a minimum of C or satisfactory performance in the programs Math Placement test.

NRES 105-4.0: Outdoor Safety and Survival

This course offers several certifiable and non-certifiable safety training modules necessary for effective and safe employment in outdoor occupations. Topics include emergency proce-

dures, equipment checklists, radio operations, WHMIS, 4-wheel drive operations, ATV operations, powersaw operation and safety, helicopter safety, water safety, foodsafe, bear aware, heavy equipment safety and wilderness survival.

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, NRES 152, NRES 153. Corequisite: 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, ENGL 151, NRES 153. 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 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 225-2.0: Management Skills

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

NRES 290-6.0: Co-op Work Term I

NRES 490-6.0: Co-op Work Term II

OCGY 208-3.0: Introduction to Physical, Chemical and Geological Oceanography

See the University Credit section for course description.

OCGY 209-3.0: Introduction to Biological Oceanography

See the University Credit section for course description.

OFFICE ADMINISTRATION

(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 an advanced level certificate in Office Technology. Each certificate level will take 5 months of full-time study to complete.

PROVINCIAL LEARNING OUTCOMES

The graduate of this program will have reliably demonstrated the ability to:

1. **Set Personal and Professional Standards and Meet Goals:**
 - Set personal and professional short- and long-term goals.
 - Assess and analyze personal learning needs; set learning goals and objectives; and formulate plans for implementation.
 - Manage time effectively by setting goals, organizing, planning, prioritizing, and scheduling activities, routines, and projects.
 - Manage and control stress.
 - Achieve business standards for efficiency and quality of work.
 - Articulate the importance of one's role in furthering the goals of the organization.
 - Apply ethical standards with respect to privacy, confidentiality, and personal behavior.
 - Project a professional image appropriate to a workplace.
2. **Think Critically and Creatively:**
 - Define and solve problems both independently and in teams, using creative problem-solving approaches.
 - Evaluate situations, make informed decisions, and initiate appropriate action.
3. **Communicate:**
 - Communicate verbally, using language that is appropriate to diverse audiences.

- Apply active listening skills in interpersonal communication and customer relations.
 - Compose messages, memos, letters, and short reports, correctly applying the fundamental principles of spelling, grammar, and punctuation.
 - Locate, select, evaluate, organize, and summarize information, using appropriate resources.
 - Accurately summarize and record verbal information and carry out instructions.
4. **Work as an Effective Team Member:**
 - Work collaboratively and cooperatively by applying a variety of team and communication strategies.
 - Share skills and knowledge in formal and informal learning situations.
 5. **Apply Technical Skills and Technology:**
 - Keyboard proficiently and accurately.
 - Select, apply, and customize computer software tools such as word processing, spreadsheets, data base, computerized accounting, presentation, electronic communication, and desktop publishing to business related tasks.
 - Transfer skills and knowledge of software, technology, and business procedures from one situation to another.
 - Apply records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files.
 6. **Apply Computational Skills:**
 - Analyze and record a variety of business financial transactions such as petty cash, bank deposits, accounts receivable, and accounts payable.
 - Apply computational skills to business-related tasks and assess the logic of the results.

PART-TIME STUDIES
All certificate programs are designed to offer flexibility for the part-time student. Learners may vary their workload and timetable, and course selection to meet their own particular needs. 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
- Office Assistant Certificate
1. Grade 10 or GED or English 030, and;
2. Math 030 or 031.
3. Learners who lack the formal Prerequisites may be admitted to the program; however, an interview with program personnel may be required.

Admission requirements for Desktop Publishing or General Office Clerk programs are noted within the program descriptions.

ADVANCED STANDING
Learners will be given credit for prior learning obtained in high school, CCP, or other formal or informal learning.

HOW TO APPLY
Applications can be obtained from your local College centre. Contact your local Educational Advisor for admission dates.

DATES AND LOCATIONS
The following certificates are offered in Kitimat, Smithers and Terrace:
Office Assistant Certificate
Office Technology Certificate
 - Accounting Specialty
 - General Specialty
 - Word Processing Specialty
Desktop Publishing Certificate
General Office Clerk Certificate
Please see the following 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
OADM 100-1 Student Success
OADM 120-2.5 Grammar
OADM 125-2 Written Communications
OADM 130-1 Spelling
OADM 140-1 Proofreading
OADM 150-.5 Oral Communication
OADM 160-.5 Electronic Communication
OADM 165-.5 Job Search
OADM 170-.5 Office Dynamics
OADM 180-1 Records Management
OADM 190-2 Business Machines
OADM 200-.5 Keyboarding I (Speed 15 nwpm)
OADM 205-.5 Keyboarding II (Speed 30 nwpm)
OADM 210-1 Operating Systems
OADM 220-1 Word Processing

OADM 230-1	Database
OADM 250-2	Keyboarding Applications
OADM 260-5	Business Simulation
OADM 270-5	Automated Office Simulation

Office Technology - Accounting Specialty

Office Assistant Certificate; and:

OATEC 120-2	Accounting Fundamentals I
OATEC 125-2	Accounting Fundamentals II
OATEC 170-1	Introduction to Spreadsheets
OATEC 175-2	Spreadsheet Applications
OATEC 180-2	Computerized Accounting II
OATEC 185-2	Computerized Accounting III*
OATEC 190-2	Computerized Accounting IV*
OATEC 195-2	Computerized Accounting V*
OATEC 200-2	Computerized Accounting VI
OATEC 205-3	Computer Acct. Simulation
OATEC 220-1	Advanced Operating Systems
OATEC 275-2	Field Work
OATEC 280-1	Keyboarding VI (Speed 40 nwpm)**
OATEC 285-1	Keyboarding VII (Speed 55 nwpm)**

* Select one course from the three computerized accounting electives.

** Optional

Office Technology - General Specialty

Office Assistant Certificate; and:

OATEC 115-3	Keyboarding III
OATEC 120-2	Accounting Fundamentals I
OATEC 125-2	Accounting Fundamentals II
OATEC 150-1	Communications III (Editing)
OATEC 170-1	Introduction to Spreadsheets
OATEC 175-2	Spreadsheet Applications
OATEC 275-2	Field Work
OATEC 280-1	Keyboarding VI (Speed 40 nwpm)**
OATEC 285-1	Keyboarding VII (Speed 55 nwpm)**

Select one course from Word Processing Specialty and Accounting specialty.

** Optional

Office Technology - Word Processing Specialty

Office Assistant Certificate; and:

OATEC 115-3	Keyboarding III
OATEC 120-2	Accounting Fundamentals
OATEC 150-1	Communications III (Editing)
OATEC 170-1	Introduction to Spreadsheets
OATEC 210-3	Keyboarding IV
OATEC 220-1	Advanced Operating Systems
OATEC 235-2	Word Processing II
OATEC 242-3	Word Processing Simulation

OATEC 275-2	Field Work
OATEC 285-1	Keyboarding VII (Speed 55 nwpm)

Distance Education

OADM 130-1	Spelling
OADM 180-1	Records Management
OADM 190-2	Business Machines
OADM 200-5	Keyboarding I (Speed)
OADM 205-5	Keyboarding II (Speed)
OADM 250-2	Keyboarding Applications
OADM 260-5	Business Simulation
OATEC 120-2	Accounting Fundamentals I
OATEC 125-2	Accounting Fundamentals II

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.

DESKTOP PUBLISHING CERTIFICATE

Admission Requirements

Admission to this program is on a course by course basis. Applicants must meet the prerequisites for the individual courses in which they wish to enroll. Prerequisites are stated in the course descriptions.

Program Outline

DESK 200-2	Desktop Publishing I - Computer Management
DESK 210-2	Desktop Publishing II - Introduction to Desktop Publishing
DESK 220-2	Desktop Publishing III - Presentation Software
DESK 230-1	Desktop Publishing IV - Web Pages
DESK 240-3	Desktop Publishing V - PageMaker

GENERAL OFFICE CLERK CERTIFICATE

This certificate is for mentally challenged persons, and is designed to provide the learner with some basic training in the area of Office Administration. The focus of the certificate is on transferable generic skills such as: learning how to learn, basic academic skills, technology literacy, teamwork skills, and problem solving skills.

Admission Requirements

1. Grade 4 reading level
2. Interview with the Special Needs Coordinator

Program Outline

OADM 100-1	Student Success
OADM 110-2	Communications
OADM 115-2	Office Procedures
OADM 140-1	Proofreading
OADM 165-5	Job Search
OADM 175-1	Interpersonal Skills
OADM 185-1	Alphabetic Filing
OADM 195-2	Machine Operations
OADM 200-5	Keyboarding I (Speed 15 nwpm)
OADM 205-5	Keyboarding II (Speed 30 nwpm)
OADM 215-2	Computer Literacy
OADM 225-3	Introduction to Integrated Software
OADM 255-2	Keyboarding
OADM 290-2	Practicum

COURSE DESCRIPTIONS

Unless otherwise noted, "Permission of Instructor" may be used to accept a student into a course(s) when the student does not meet course prerequisites and/or does not attain the required threshold on entry assessments. See the "Admission & Registration" section for details on this policy.

DESK 200-2.0: Desktop Publishing I - Computer Management

This course will provide the learner with detailed information on the following topics: Network management; Windows 3.1/'95 operations; Standalone PC maintenance/ management; and Purchasing network vs. Standalone, software, and hardware. Prerequisites: Working knowledge of Windows.

DESK 210-2.0: Desktop Publishing II - Introduction to Desktop Publishing

This course is designed to familiarize the learner with the basic concepts of desktop publishing by providing the learner with the opportunity to apply basic desktop publishing skills using a word processor. Prerequisites: Working knowledge of Windows.

DESK 220-2.0: Desktop Publishing III - Presentation Software

The learner will be able to create informative, high-impact presentations using Microsoft Publisher and/or PowerPoint. The learner will be able to: Build a slide presentation; Create a presentation in outline view; and Enhance the presentation with graphs and tables. Prerequisites: Working knowledge of Windows.

DESK 230-1.0: Desktop Publishing IV - Web Pages

This course will provide the learner with an introduction to the Internet and creating web pages. Prerequisites: Working knowledge of Windows.

DESK 240-3.0: Desktop Publishing V - PageMaker

This course is designed to introduce the learner to the fundamentals of page layout and design. Page layout and design skills will be applied and practiced by creating mock-up's and producing professional publications using Adobe PageMaker. Prerequisites: DESK 200 or OADM 210.

OADM 100-1.0: Student Success

This course is designed to help learners define their goals more clearly and provide learners 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. Prerequisites: None.

OADM 110-2.0: Communications

This course is designed to provide the learner with an in-depth familiarization of the basics of communication. Emphasis will be placed on the use of telephone, E-mail, and Facsimile transmission. The learner will also become efficient at using the library and a dictionary. Prerequisites: None.

OADM 115-2.0: Office Procedures

This course is designed to provide the learner with an introduction to basic procedures in the office. Emphasis will be placed on the banking system, and reading and filling out other business forms. Prerequisites: None.

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. Prerequisites: None.

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. Prerequisites: OADM 120.

OADM 130-1.0: Spelling

This 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, plurals, possessives, and contractions. Prerequisites: None.

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, recognize and apply common proofreaders' marks. Prerequisites: None, however, the learner should have a basic understanding of English grammar and reading skills.

OADM 150-0.5: Oral Communications

This course is designed to familiarize learners with basic techniques of oral communication and how to use these techniques. Prerequisites: None.

OADM 160-0.5: Electronic Communications

This course is designed to familiarize the learner with the scope of electronic mail systems using the World Wide Web. Learners will use electronic communication to send and receive messages. Prerequisites: None.

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. Prerequisites: None.

OADM 170-0.5: Office Dynamics

Office Dynamics 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. Prerequisites: None.

OADM 175-1.0: Interpersonal Skills

This course is designed to provide the learner with the skills and knowledge to work independently and with a team. The emphasis will be on becoming a valuable team member. Prerequisites: None.

OADM 180-1.0: Records Management

This course will provide the learner with the knowledge and skills of basic records management systems. Prerequisites: None.

OADM 185-1.0: Alphabetic Filing

This course is designed to provide the learner with the knowledge and skills to use an alphabetic filing system. Prerequisites: None.

OADM 190-2.0: Business Machines

This course is designed to equip the learner with the following skills: manual dexterity exemplified in speed and accuracy in performing addition, multiplication, subtraction, and division functions on electronic desk calculators; applying these skills in basic business mathematics problems on the calculators using the most efficient and accurate techniques possible; knowledge of reprographic imaging technologies and processes to make the right reprographic choice. Use other business machines commonly used in the modern office. Prerequisites: None.

OADM 195-2.0: Machine Operations

This course is designed to provide the learner with an in-depth knowledge of how to touch-key using an adding machine and how to use other office equipment. Prerequisites: None.

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. Prerequisites: None.

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. Prerequisites: OADM 200.

OADM 210-1.0: Operating Systems

This course is designed to provide the learner with the skills necessary to: identify parts of the computer, use operating system commands to create, copy, store, and delete files; use other operating system commands to customize and manage the hard drive. Prerequisites: None.

OADM 215-2.0: Computer Literacy

This course is designed to provide the learner with the basis for working with files on a computer. The emphasis will be on how to manage the hard drive using some of the basic operating system commands. Prerequisites: None.

OADM 220-1.0: Word Processing

This course provides an introduction to word processing. Learners will learn to create, store, and revise basic business documents using text enhancement, editing, and formatting features. Prerequisites: OADM 210.

OADM 225-3.0: Introduction to Computer Software

This course is designed to provide the learner with in-depth knowledge and skills for using an integrated software package. The learner will use a word processor, a spreadsheet, and a database. Prerequisites: OADM 215.

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: identify a database; recognize database terminology; create, maintain, and query a database; design forms and create reports using a current database software. Prerequisites: OADM 210.

OADM 250-2.0: Keyboarding Applications

The learner will be able to create tables, business forms, various letter styles, reports, minutes, and manuscripts to current business standards. The learner will have the knowledge to format documents and handle postal and shipping services. Prerequisites: OADM 205.

OADM 255-2.0: Keyboarding

The learner will be able to key various letter styles, minutes, and manuscripts to current business standards. The learner will have the knowledge to format documents and handle postal and shipping services. Prerequisites: OADM 205.

OADM 260-0.5: Business Simulation

This course is designed to equip the learner with application skills of basic mathematical problems on the electronic calculator using a practice set. Prerequisites: OADM 190.

OADM 270-0.5: Automated Office Simulation

This course requires the learner to demonstrate proficiency in selected clerical activities by completing a number of tasks to the required business standard. Prerequisites: Completed or enrolled in all other courses of the Office Assistant Certificate.

OADM 290-2.0: Practicum

This course is designed to provide learners with practical, "real-life" work experience. Learners who have completed, or are expected to complete the program, will be placed with a local business/organization for a period of two weeks. Prerequisites: Completion of the General Office Clerk Certificate requirements.

OTEC 115-3.0: Keyboarding III

This course is designed to develop expertise in professional keyboarding. These skills will be developed through the use of integrated office projects. Emphasis will be placed on the learner's ability to follow office procedures, instructions and produce mailable documents. Prerequisites: OADM 205 or 30 nwpm and OADM 250.

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. The learner will be required to complete a project meeting industry standards. Prerequisites: None.

OTEC 125-2.0: Accounting Fundamentals II

This course is designed to provide additional knowledge in financial accounting techniques. Learners will study accounting procedures based on a merchandising business. They will complete accounting procedures for a proprietorship and a partnership. The learner will be required to complete two projects meeting industry standards. Prerequisites: 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 documents. 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 content, and correctness of language usage, punctuation, and

grammar. Emphasis is on the learner's ability to proofread documents accurately. Prerequisites: OADM 140.

OTEC 170-1.0: Introduction to Spreadsheets

This course provides the learner with a working knowledge of electronic spreadsheets. The learner will be able to design, create, and print simple spreadsheets using formulas, functions, and cut and paste commands. The learner will create and use a simple macro, and illustrate worksheet data in graphic form. Prerequisites: None.

OTEC 175-2.0: Spreadsheet Applications

This course provides an introduction to computerized accounting using an electronic spreadsheet. Learners will be able to establish company records, maintain daily transactions, and create financial forms. Prerequisites: OTEC 125 and OTEC 170.

OTEC 180-2.0: Computerized Accounting II

This course provides an introduction to computerized accounting using DOS-based software. The learner will be able to establish company records, maintain daily transactions using the general journal, maintain an audit trail, create and print financial statements. Prerequisites: OTEC 125.

OTEC 185-2.0: Computerized Accounting III

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

OTEC 190-2.0: Computerized Accounting IV

This course provides an introduction to computerized accounting using DOS-based software. The learner will be able to establish and maintain customer accounts, print customer invoices and statements, and create and maintain customer aging reports. Prerequisites: OTEC 180.

OTEC 195-2.0: Computerized Accounting V

This course provides an introduction to computerized accounting using DOS-based software. The learner will be able to establish and maintain payroll accounts, and print payroll reports. Prerequisites: OTEC 180.

OTEC 200-2.0: Computerized Accounting VI

This course provides an introduction to computerized accounting using Windows-based software. The learner will be able to establish company records, maintain daily transactions using the general ledger, accounts receivable, accounts payable, and payroll features, and create financial statements. Prerequisites: OTEC 125.

OTEC 205-3.0: Computerized Accounting Simulation

This course is designed to provide the learner with an opportunity to use the computer skills acquired. Emphasis will be placed on the learner's ability to use and understand a manual and computerized system. Prerequisites: OTEC 125 and one of the following OTEC 180 or 200.

OTEC 210-3.0: Keyboarding IV

This course covers the operation of a transcribing machine. Emphasis is placed on the fundamentals of spelling, grammar, and punctuation to produce mailable copy. Prerequisites: OTEC 115.

OTEC 220-1.0: Advanced Operating Systems

This course is designed to introduce the learner to the more advanced procedures of an operating system using the most recent version. Prerequisites: OADM 210.

OTEC 235-2.0: Word Processing II

This course is designed to familiarize the learner with some of the more popular features of the software. Some of the topics include: desktop publishing, using templates, creating macros, managing long documents and creating forms. Prerequisites: OADM 220.

OTEC 242-3.0: Word Processing Simulation

This course is designed to provide learners with an opportunity to use the computer skills acquired. Emphasis will be placed on the learner's ability to use a word processor. Prerequisites: OTEC 235.

OTEC 275-2.0: Fieldwork

This course is designed to provide learners with practical work experience. Learners who have completed, or are expected to complete the program in the allotted time will be placed with a local business/organization for a period of two weeks. Prerequisites: Completion of Office Technology Certificate.

OTEC 280-1.0: Keyboarding VI (Speed)

This course is designed to give the learner the skills necessary to touch-key at a minimum speed of 40 net words per minute (NWPM), on the computer keyboard with three or fewer errors on an average of three five-minute timings. Prerequisites: OADM 205.

OTEC 285-1.0: Keyboarding VII (Speed)

This course is designed to give the learner the skills necessary to touch-key at a minimum speed of 55 net words per minute (NWPM), on the computer keyboard with three or fewer errors on an average of three five-minute timings. Prerequisites: OADM 280.

PROFESSIONAL COOK TRAINING

(Terrace Campus)

The Professional 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.

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 Professional Cook Training 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. English 10 or 030 or English assessment, and;
2. Math 10 or 030 or Math assessment.

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

Professional Cook Training

Available at the Terrace Campus and can be started in September and January. The best time to start this program is in September since employment opportunities upon graduation would likely be more numerous in the summer.

Professional Cooking Trades Qualification (Home Study)

Available throughout the College region and can be started anytime.

Professional Cooking (Upgrading)

Available at the Terrace Campus and can be started anytime.

FEES

In addition to tuition fees (see General Information section) students will be required to supply shoes which conform to Workers' Compensation Board regulations, a set of knives, and pay a uniform cleaning fee of \$2.50/week.

FINANCIAL AID AND SPONSORSHIP

Please see the Financial Aid Sources section.

PROGRAM OUTLINES

Professional Cook Training

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 enroll 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.

UNIVERSITY CREDIT

Full-time at Prince Rupert and Terrace Campuses. Some U/C courses are offered at our Hazelton, Houston, Kitimat and Smithers Campuses.

Northwest Community College offers two year Associate Degrees in Arts and Sciences.

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. 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 PROGRAMS

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

- Business Administration
- Computer Technology
- Integrated Human Services
- Natural Resources

These University Credit courses may be taken within each programs' 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.

ADMISSION REQUIREMENTS

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

HOW TO APPLY

Applications are available from your local College centre and can be submitted at any time. Applications should be completed as early in the spring as possible. Applications for part-time studies should be submitted before the start of classes as listed at the front of this calendar. 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 **B.C. Transfer Guide**, available through NWCC Educational Advising Offices, NWCC Library/Learning Resource Centre or view the Internet: <http://www.bccat.bc.ca>.

Note: Transfer credit may change as institutions adjust their offerings. 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 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.

FEES

Please see the General Information section.

FINANCIAL AID AND SPONSORSHIP

Please see the Financial Aid Sources section.

ASSOCIATE DEGREE REQUIREMENTS

Courses used to complete Associate Degree requirements must transfer as a first or second year course to UBC, SFU, UVic or UNBC. The course/credit requirements for the associate degrees are as follows:

Associate Arts Degree

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.

To obtain an Associate Degree in Arts, 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

Associate Science Degree

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.

To obtain an Associate Degree in Science, 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

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

COURSE DESCRIPTIONS

HOW TO READ THIS SECTION.

The number of credits for a particular course is shown as (i.e. ANTH 101-3.0. The 3.0 after the course number is the credit. At the end of the course description is (3,0,0) - the 1st number is lecture hours per week, 2nd number is lab hours per week and 3rd number is seminar hours per week.)

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.

Unless otherwise noted, "Permission of Instructor" may be used to accept a student into a course(s) when the student does not meet course pre-requisites and/or does not attain the required threshold on entry assessments. See the "Admission & Registration" section for details on this policy.

ANTHROPOLOGY

ANTH 101-3.0:

Introduction to Physical Anthropology and Archaeology

An introduction to human biological and cultural evolution. Students will examine the fossil record for human evolution as well as the behaviour of non-human primates in an attempt to understand what makes us human. Discoveries by archaeologists are also reviewed in tracing human cultural developments from the earliest stone tools to the emergence of the first civilizations. (3,0,0)

ANTH 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. Specific topics will include rituals, kinship, politics, economics, mythology, art and religion. (3,0,0)

ANTH 111-3.0: First Nations 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 first nations peoples. Finally, we will review some of the important issues in contemporary first nations affairs. (3,0,0)

ANTH 112-3.0: First Nations of British Columbia

This course is an introductory study of first nations 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)

ANTH 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. (3,0,0) Prerequisite: Introductory Cultural Anthropology.

ANTH 202-3.0: Social Organization II

A continuation of ANTH 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.

ANTH 203-3.0: First Nations of Northwest Coast I

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, Tsimshian, Nisga'a, Gitksan and Haisla nations. (3,0,0) Prerequisites: Introductory Sociology or Cultural Anthropology.

ANTH 204-3.0: First Nations of Northwest Coast II

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 issues are also addressed. (3,0,0) Prerequisites: Introductory Sociology or Cultural Anthropology.

ANTH 205-3.0: Archaeology of Northern British Columbia

A survey of the archaeological record for northern British Columbia. Special topics include the initial settlement of the area by Native peoples and the subsequent rise of complex ranked societies on the northern Northwest Coast. This course will include a field trip to visit a local archaeological site. (3,0,0)

ANTH 208-3.0: The Indigenous Arts of North America, Oceania and Africa

The goal of this course is to teach the subject of the Anthropology of Art with special focus on the indigenous arts of North America, Oceania and Africa. The objective of this course is to develop appreciation and knowledge of the field. The learning outcome is to develop an understanding of the Anthropology of art with the learners. Other learning outcomes include the identification of the art, its uses, and the culture of its producers.

ANTH 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, Athapaskan, 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. (3,3,0) Prerequisite: ANTH 102.

ANTH 210-3.0: First Nations Art of the Northwest Coast

This course is an overview of Northwest Coast First Nations Art. Art forms from prior to contact through to the contemporary period will be examined. Specific topics will include the style and symbolic elements of Northwest Coast Art, the relationship between Northwest Coast First Nations Art forms and the social, religious and political economic structures of the producing cultures. The place of Northwest Coast Art in museums and in the marketplace shall also be examined. Some videos, a museum tour, and a village field trip, as well as visits from artists shall be included. (3,3,0)

ART**ART 152-3.0: Introductory Art History**

An introductory survey of the visual traditions of some of the world's diverse societies, from prehistory to the present day, including aspects of Canada's artistic heritage. The chronological period of ART 152 is approximately from 1100-1250 AD to the present. The course has two main objectives: 1) to provide an overview of the cultural forms around the world; and, 2) introduce aspects of the analytical framework that is used in the discipline of art history. (3,3,0)

BIOLOGY**BIOL 101-3.0:****Introductory Biology I - Cells, Diversity and Physiology**

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: BIOL 11, CHEM 11.

BIOL 102-3.0:**Introductory Biology II - Genetics, Evolution and Ecology**

Continuation of BIOL 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: BIOL 101.

BIOL 131-3.0: Human Anatomy

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.

BIOL 132-3.0: Human Physiology

Continuation of BIOL 131. 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.

BIOL 201-3.0: Invertebrate Zoology

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: BIOL 101/102 or equivalent.

BIOL 202-3.0: Vertebrate Zoology

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: BIOL 101/102 or equivalent.

BIOL 203-3.0: Non-Vascular Plants and Fungi

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: BIOL 101/102 or equivalent.

BIOL 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: BIOL 101/102 or equivalent; BIOL 203 is strongly recommended.

BIOL 205-3.0: Cell Structure and Function

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: BIOL 101/102; first year CHEM, CHEM 230 is a pre-or corequisite.

BIOL 206-3.0: Biochemistry

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: BIOL 205; CHEM 230 is a pre-or corequisite.

BIOL 209-3.0: Genetics I

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.

BIOL 210-3.0: Genetics II

Continuation of BIOL 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.

BIOL 211-3.0: Principles of Ecology

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. (3,0,0) Prerequisites: BIOL 101, 102.

CHEMISTRY**CHEM 101-3.0: Introductory Chemistry I**

Three topics will be covered. The first is a review of general chemical principles, including stoichiometric descriptions of chemical reactions together with a brief history of chemistry as a science. Next, the microscopic description of the natural world as it relates to chemistry, will be discussed with particular consideration to atomic structure and chemical bonding. Finally, macroscopic chemistry will be investigated and 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: CHEM 11 and MATH 11. Working knowledge of MATH 12 strongly recommended. MATH 101 (Calculus) corequisite would be an asset.

CHEM 102-3.0: Introductory Chemistry II

Continuation of the study of chemical principles initiated in CHEM 101, this course also consists of three topics. In the first, a quantitative description of chemical reactions with a look at both the short term rates of reactions and their long time, or equilibrium, behaviour will be carried out. In the second, an introduction to electrochemical and a study of oxidation/reduction reactions and electrochemical cells (batteries) and their applications will be conducted. The final

topic will include a survey of organic chemistry covering organic nomenclature and a description of simple reactions associated with various organic functional groups. (3,3,0) Prerequisites: CHEM 101 or CHEM 121.

CHEM 121-3.0: Principles of Chemistry I

Designed for students with grade 12 chemistry and mathematics. A working knowledge of stoichiometry and other basic algebraic and chemistry skills is assumed. In CHEM 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 structure and 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: CHEM 12 and MATH 12 or equivalent, or permission of instructor. High school pre-calculus or Calculus strongly recommended. Corequisites: MATH 101 (Calculus).

CHEM 122-3.0: Principles of Chemistry II

Continuation of the study of chemical principles initiated in CHEM 121, this course 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: CHEM 121 and MATH 101. Corequisite: MATH 102.

CHEM 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: CHEM 101/102 or CHEM 121/122.

CHEM 231-3.0: Organic Chemistry II

This course is a continuation of the in depth introduction to organic chemistry begun in CHEM 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: CHEM 101/102 or CHEM 121/122.

COMPUTER SCIENCE**CPSC 111-3.0: An Introduction to Computers**

CPSC 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. *Students with previous knowledge of computers are encouraged to register instead for one of the more advanced courses in Computer Science.*

CPSC 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: CPSC 111 with a minimum C+ or MATH 12 or CPSC 12.

CPSC 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.

CPSC 122-3.0: Data Structures and Algorithms

Using the programming skills acquired in CPSC 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: Minimum grade of C in CPSC 121.

CPSC 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. Recommended high school pre-calculus or calculus.

ECONOMICS**ECON 111-3.0: Principles of Microeconomics**

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)

ECON 112-3.0: 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)

ECON 220-3.0: Money and Banking

Introduction to the workings of financial markets with special attention to the role of money and financial institutions such as banks covering the economic function of the financial system; what is money and what does it do; financial instruments and their characteristics; consumer decisions to save and their choices among financial instruments; what determines interest rates; role of financial institutions and their regulation; money supply process; and, Bank of Canada and

the workings of monetary policy. (3,3,0) Prerequisite: ECON 111/112 or ECON 150/151.

ECON 222-3.0: Resources and the Economy of BC

This course will consider the role of natural resources in the BC economy. The economics of the province's major natural resources and the design of policies for their use will be analyzed. Topics to be covered include; overview of the BC economy; natural resources and the economy - macro and micro perspectives; examination of resource sectors; forests, fisheries, minerals and energy; and, sustainable development in a resource-based economy. (3,0,0) Prerequisite: ECON 111/112 or ECON 150/151.

ENGLISH**ENGL 101-3.0: Introduction to Composition**

In this course students develop necessary academic reading and writing skills. Basic composition skills are practiced through in-class and out-of-class assignments. There is a major focus on the academic research essay. (3,0,0)

ENGL 102-3.0: Introduction to Literature

This course is a survey of representative examples of prose fiction, poetry and drama. Composition skills are also practiced through the writing of critical essays on literature. (3,0,0)

ENGL 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: ENGL 12.

ENGL 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: ENGL 151 or equivalent.

ENGL 201-3.0 English Literature 1300 - 1650

Survey of major writers from Medieval times to 1660. (3,0,0) Prerequisite: ENGL 101/102.

ENGL 202 - 3.0 English Literature 1650 - 1880

Continuation of ENGL 201 from 1660 to the 20th century. (3,0,0) Prerequisite: ENGL 101/102.

ENGL 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: ENGL 101/102.

ENGL 204-3.0: Canadian Literature 1914-1990

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: ENGL 101/102.

ENGL 207-3.0:**Introduction to First Nations Literature in Canada**

Study of First Nations literature in Canada, from the historical tradition and prose to contemporary poetry, novels, poetry and drama. Discusses the literature as it pertains both to the First Nations' experience in Canada and to the traditional and evolving concerns of literacy study. (3,0,0) Prerequisite: ENGL 101/102.

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

Study of literature that reflects Canada's ideal of multiculturalism. The emphasis is on fiction and essays as an individual and social concern. The work crosses over to issues in history, the social sciences, law and ethics. (3,0,0) Prerequisite: ENGL 101/102.

ENGL 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: ENGL 101/102.

ENGL 210-3.0: Creative Writing II

Continuation of ENGL 209. (3,0,0) Prerequisite: ENGL 209.

ENGL 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: ENGL 101/102.

ENGL 225-3.0: Women and Literature II

Continuation of ENGL 224. (3,0,0) Prerequisite: ENGL 101/102 or permission of instructor.

GEOGRAPHY**GEOG 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)

GEOG 111-3.0: Introduction to Human Geography

Introduction of 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)

GEOG 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)

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

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)

GEOG 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: BIOL 101/102 and/or GEOG 150/160 or equivalent first year sciences.

GEOG 202-3.0: Geography of Ecosystems

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: GEOG 150/160 and/or BIOL 101/102 or equivalent first year sciences.

GEOG 203-3.0: 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: GEOG 150/160 or equivalent first year sciences.

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

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: CPSC 111 or

equivalent computer skills, GEOG 150/160 and/or BIOL 101/102 or equivalent first year sciences.

GEOG 207-3.0: Soils/Hydrology

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: GEOG 150/160.

GEOG 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.

GEOG 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. GEOG 225 strongly recommended.

GEOLOGY**GEOL 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)

GEOL 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**ASIA 102-3.0: The History of Modern China**

Study of modern Chinese history from the collapse of the last dynasty in 1911 through the end of the twentieth century. Key areas of study will include the warlord period, the rise of communism, World War II and the emergence of capitalist China. Time will be spent studying important elements of Chinese religion, geography, art, literature, culture and how traditional elements of Chinese society continue to exist and influence modern China. (3,3,0)

HIST 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. (3,3,0)

HIST 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. (3,3,0)

HIST 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. (3,3,0)

HIST 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. (3,3,0)

HIST 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.

HIST 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.

HIST 209-3.0: History of Native People of Canada

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.

HIST 210-3.0: History of Western Canada

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.

HIST 213-3.0: History of British Columbia

Survey of the social, economic, political and cultural development of British Columbia from 1700 to the present day. (3,0,0)

HIST 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.

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

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.

HIST 231-3.0: Germany in the 20th Century

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: First year History (6 credits) or 15 first year credits.

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

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: First year History (6 credits) or 15 first year credits.

MATHEMATICS**MATH 101-4.5: Calculus I: Differential Calculus**

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: MATH 12 with a grade of C or better. Calculus 12 is recommended.

MATH 102-4.5: Calculus II: Integral Calculus

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.

MATH 111-3.0: Pre-Calculus I

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.

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.

MATH 131-3.0: Introduction to Statistics

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.

MATH 140-3.0: Finite Mathematics

Includes linear programming, matrix algebra, mathematics of finance, basic probability and statistics. Prerequisite: C+ in MATH 11 (3,0,0)

MATH 141-3.0: Calculus I for Social Services

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. (3,0,0) Prerequisite: MATH 12 or its equivalent.

MATH 145-3.0: Calculus II for Social Sciences

Integral calculus and its application, including differential equations and application to business and economics. Introduction to multivariable calculus. (3,0,0) Prerequisite: MATH 12 or equivalent.

MATH 190-4.0:**Principles of Mathematics for the Elementary Teacher**

This course will help the prospective elementary teacher understand the mathematical principles of elementary level mathematics. Topics covered will include: sets, functions and logic, whole number, fractional number, and rational number systems, geometry, and probability and statistics. Students should note this is neither a skills nor a methods course. (4,0,0) Prerequisites: MATH 11 or permission of instructor. Students may not receive credit for this course if they are enrolled in any other university level mathematics course.

OCEANOGRAPHY**OCGY 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.

OCGY 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.

PHILOSOPHY**PHIL 101-3.0: Introduction to Philosophy**

Introduction to the basic study of philosophy. Among the core subjects are logic, morals and ethics and theories of knowledge and being. The study includes classical and contemporary philosophers, as well as issues such as ethnicity, abortion, sexuality and pop culture. (3,0,0)

PHIL 102-3.0: Moral Philosophy

Study of some of the basic writings on the main branches of moral philosophy. The main branches of moral philosophy - normative ethics, meta-ethics and applied ethics - are examined through readings of historical and contemporary philosophers. Two fundamental questions guide this course: what is the good life; and, how do we decide that? (3,0,0)

PHYSICS**PHYS 101-3.0: Introduction to Physics I**

This course provides science and engineering students who have not taken PHYS 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: PHYS 11 and MATH 11 (MATH 12 recommended).

PHYS 102-3.0: Introduction Physics II

Continuation of the survey of classical physics begun in PHYS 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: PHYS 101.

PHYS 121-3.0: Advanced Physics I

Will provide science and engineering students who have taken PHYS 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: PHYS 12 and MATH 12 (High school pre-calculus or calculus recommended). Corequisite: MATH 101.

PHYS 122-3.0: Advanced Physics II

Continuation of the detailed investigation of classical physics begun in PHYS 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: PHYS 121. Corequisite: MATH 102.

POLITICAL SCIENCE**POLI 101-3.0: Canadian Politics I**

Introduction to politics and political science from a Canadian perspective. We will study the Canadian political system as well as general political structures and ideas. We will discuss concepts such as power, democracy, and the political spectrum. We will consider how ideologies such as anarchism, communism, fascism, liberalism and conservatism have affected Canada. As well, we will spend time discussing the political issues such as separatism, the national debt and other issues that are relevant during the course of the term. (3,0,0)

POLI 102-3.0: Canadian Politics II

Continuation of POLI 101 although new students may join the course. We will continue to study politics from a Canadian perspective. During this term there will be greater emphasis on political issues and current events. (3,0,0)

PSYCHOLOGY**PSYC 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, PSYC 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 PSYC 102. (3,0,0)

PSYC 102-3.0: Introductory Psychology II

Continuation of PSYC 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: PSYC 101.

PSYC 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: PSYC 101 and 102.

PSYC 202-3.0: Developmental Psychology II

Continuation of PSYC 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: PSYC 101, 102 and 201.

PSYC 211-4.5: Experimental Psychology I

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: PSYC 101 and 102 (PSYC 201 or 221 concurrently, is recommended).

PSYC 212-4.5: Experimental Psychology II

Continuation of PSYC 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: PSYC 101 and 102 (PSYC 202 or 222 concurrently, is recommended).

PSYC 221 - 3.0: Abnormal Psychology and Therapy I
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: PSYC 101 and 102.

PSYC 222 - 3.0: Abnormal Psychology and Therapy II
Continuation of PSYC 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: PSYC 101, 102 and 221.

PSYC 232 - 4.5: Research Methods in Psychology
Introduction to basic research methods in psychology or the social sciences. Emphasis will be on the procedures and underlying logic of scientific inquiry. Topics include hypothesis testing, behavioural or psychological measurement, experimental and quasi-experimental designs, survey research, the relative advantages and limitations of quantitative and qualitative research strategies, and how to critically interpret research findings. (3,1.5,0) Prerequisite PSYC 101 and 102.

PSYC 233 - 3.0: History of Psychology
Will provide a historical background that is needed for an appreciation of psychology as an evolving profession and science. Persistent problems and new trends in psychology will be understood within the history of ideas. Psychology as both a reflection of, and contributor to, Western culture, will be examined by reference to past thinkers addressing the unavoidable problems of psychology and philosophy. (3,0,0) Prerequisite PSYC 101 and 102.

SOCIOLOGY

SOCI 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)

SOCI 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: SOCI 101.

SOCI 205-3.0: Sociology of the Family

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.

SOCI 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.

SOCI 209-3.0: Canada: Differing Perspectives I

Examination of Canadian society; its problems and developments from a sociological perspective, which will include differing social classes, regions and ethnic groups from across Canada. (3,0,0) Prerequisite: Introductory Sociology or Anthropology.

SOCI 210-3.0: Canada: Differing Perspectives II

Continuation of SOCI 209, with an emphasis on work patterns and lifestyles. (3,0,0) Prerequisite: Introductory Sociology or Anthropology.

SOCI 250-3.0: Sociology of Deviance

Will provide 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: SOCI 101/102 or permission of instructor.

SOCI 251-3.0: Crime and Society

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: SOCI 101/102 or permission of instructor.

WELDING

(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.

ADMISSION REQUIREMENTS

1. Grade 10 *or* G.E.D. *or* CCP (ABE) Intermediate Level Math and English, *and*
2. Successful completion of a Northwest Community College assessment.
3. Learners who have significant and relevant prior experience may be admitted based on an interview with the Course Instructor and the Program Administrator.

NOTE: *Learners should be aware that many employers require Grade 12 completion.*

FEES

1. Tuition as described in the general information section.
2. C.S.A. approved safety footwear (W.C.B. regulations).
3. Refundable tool deposit of \$50.
4. Purchase of necessary learning resources (available at College Bookstore).

FINANCIAL AID AND SPONSORSHIP

Please see the Financial Aid Sources section.

NOTE: *We encourage Trades learners to enhance their employability by enrolling in Level I First Aid. First Aid courses are scheduled throughout the year. (See Continuing Education/Extension Offerings section.)*

Full-time Programs

Learners are required to provide...

Pencils, pens, eraser, ruler, three ring binders, paper (lined & unlined), scientific calculator, geometry set, welding gloves, welding helmet and leather jacket or cape.

START DATE

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

PROGRAM OUTLINE

LEVEL "C" CONTENT

(Requires approximately 7 months to complete)

- 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)*

Note:

To be granted a "C" Level, Ministry of Labour qualification, learners must successfully complete the "C" Level content (as above) and have five months welding experience.

LEVEL "B" CONTENT

(Requires approximately 4 months to complete)

- 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.

Note:

To be granted a "B" Level, Ministry of Labour qualification, learners must hold a "C" Level Ministry of Labour qualification, and successfully complete the "B" Level content (as above) and have nine months welding experience.

LEVEL "A" CONTENT

(Requires approximately 2 months to complete)

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

Note:

To be granted a "A" Level, Ministry of Labour qualification, learners must hold a "B" Level Ministry of Labour qualification, and successfully complete the "A" Level content (as above) and have ten months welding experience.

WELDING UPGRADING

Upgrading is available upon request and as space permits to those wishing to improve their techniques or become proficient in special processes. Learners requesting Boiler Pressure Vessel Certification can apply directly to the Welding Department in either Prince Rupert or Terrace. The assessment of credentials will be done by the Welding instructors and the Ministry of Labour, Skills Development Division.

Fees for Welding Upgrading are currently under review.

Transfer Credit to Professional Organizations

For transfer credit to other B.C. Institutions
visit the BC Transfer Guide Website at:

www.bccat.bc.ca

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.

For information on Transfer Credit to BC Colleges, consult an Educational Advisor or visit the BC Transfer Guide Website at: www.bccat.bc.ca.

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	FA 1 for both	Intro. Financial Acct. for both	FA 1 for both	Acct. 110 for both		Acct. 1 Acct. 2	M09 for both
ACCT. 250 ACCT. 251	FA 2 For both or FA 3 for ACCT. 251	Intermed. Financial Acct. for both	FA 2 & FA 3 for both				
ACCT. 252	MA 1 for Acct. 252/253 and Beng. 150	Intro. Mgmt. Acctg.	MA 1				M03 for both
ACCT. 253		Cost Acctg.					
ACCT. 254	IA1	Intro Audit	Auditing 1 - exemption only Must write CGA course exam				
BCPT. 150		Business Computers	MS I (with NWCC Bcpt 250)		Option - Mgmt Sc.	Data Processing	M12 with Bcpt 250
BCPT. 250	AS1.	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.	
BFIN. 250 BFIN. 251	FM 1 for both	Finance for both	FN 1 for both	Finance 150 for both			MO4 for both
BLAW. 152	CL 1	Commercial Law	LAW 1			Personnel	M11
BPOL. 250							M06
CPSC 111 CPSC 112					Option - Mgmt SC		

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.
CPSC 121 CPSC 122					Option - Mgmt SC		
Econ 101 Econ 102					Mod II - Econ		
ECON. 150 ECON. 151	EC1 for both	Economics for both	Econ. 1 for both	ECON 170 for either		Macro Econ.	M14 M10
ECON. 201 ECON. 202				Mark 140 1/2 credit			MO1
MARK. 150							
MATH. 150		Mathematics					
MATH. 151	QM1	Probability/Stats.					
MGMT. 150				Mgmt/Bus. Admin 130 1/2 credit			M08
MGMT. 251	OB1	Org. Behaviour		Org. behaviour 160	Mod I-BA Module	Org. Behaviour	MO2
MGMT. 253				Elective 180 with Mgmt. 255			
MGMT. 254							M05
MGMT. 255				Elective 180 with Mgmt. 253			
TAXN. 250	TX1	Intro Tax.	Tax 1-exemption only Must write CGA course exam.				

Continuing Education Offerings

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

<i>Hazelton</i>	(250) 842-5291
<i>Houston</i>	(250) 845-7266
<i>Kitimat</i>	(250) 632-4766
<i>Masset</i>	(250) 626-3627
<i>Queen Charlotte City</i>	(250) 559-8222
<i>Prince Rupert</i>	(250) 624-6054
<i>Smithers</i>	(250) 847-4461
<i>Stewart</i>	(250) 636-9184
<i>Terrace</i>	(250) 638-5452

NWCC Calendars and Program Brochures are available by contacting one of the above listed campuses.

Continuing Education

Continuing Education departments of Northwest Community College are committed to meeting the lifelong needs of people in the Pacific Northwest and 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, trades related training, occupational health and safety, computer training and general interest courses.

Northwest Community College values its customers and has a goal to provide training to suit your 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 such as conferences, we are prepared to meet your needs!

We have the resources to provide training:

- * At Northwest Community College Campuses
- * "On-site" at your workplace
- * "On-site" in the community
- * Via teleconference

Examples of training we can provide:

- * Professional Development
- * Management Skills
- * Project Management
- * Leadership Development
- * Business Skills Training
- * Career Preparation
- * Computer Training
- * Trades Training
- * General Interest Courses
- * Occupational Health & Safety Training
- * Forest Workers Level Training
- * Customized training to meet your company's needs.

TRADES RELATED TRAINING

- * Airbrakes Endorsement
- * Professional Driver Training (Class 1)
(We use the Province of BC Approved Curriculum developed with the assistance of the Professional Commercial Vehicle Operators of BC)
- * Equipment Operator Program
 - Excavator Operator
 - Backhoe Loader Operator
- * Gas Fitter A & B

Please check your local campus for course availability and schedule.

OCCUPATIONAL HEALTH & SAFETY TRAINING

- * Workers' Compensation Board of BC Occupational First Aid Level 1 (8 hours)
- * Workers' Compensation Board of BC Occupational First Aid Level 2 (35 hours)
- * Workers' Compensation Board of BC Occupational First Aid Level 3 (70 or 105 hours for beginners)
- * Workers' Compensation Board of BC Occupational First Aid Level 3 Renewal
- * Advanced Wilderness First Aid
- * Workers' Compensation Board of BC WorkSafe Modules
 - Occupational Safety and Health in Small Business
 - Hazard Recognition and Control
 - Investigating and Controlling Sprains and Strains
 - Supervisor Safety Management
 - Preventing Workplace Violence
- * Canadian Red Cross Society VITAL LINK Program
 - Vital Link Standard First Aid
 - Vital Link Emergency First Aid
 - Vital Link Cardiopulmonary Resuscitation

OCCUPATIONAL HEALTH & SAFETY TRAINING (Continued)

- * Canadian Red Cross Society VITAL LINK Program (continued)
 - Heart Saver
 - Basic Rescuer
 - Childsafe
- * Traffic Control/Flagging
- * WHMIS
- * Transportation of Dangerous Goods
- * Fire Suppression
- * Foodsafe 1 & 2

Please check your local campus for course availability and schedule.

COMPUTER TRAINING

Examples of available computer training are:

- * Windows 95
- * Microsoft Office 95 & 97
(Word, Excel, Access)
- * Internet and Email
- * Internet Research
- * Desktop Publishing
- * Microsoft Project
- * Simply Accounting
- * Internet Proficiency Certificate

Please check your local campus for course availability and schedule.

ON-LINE COURSES

Some campuses offer a variety of non-credit skills enhancement workshops via the World Wide Web.

Please check your local campus for course availability and schedule.

OTHER TRAINING

- * Cultural Tourism (Hazelton Campus)

Please check your local campus for course availability and schedule.

If you would like more information about what the Continuing Education Departments and Northwest Community College can do for you, please contact the Continuing Education Program Officer at your local campus.

Northwest Community College is in the process of developing or reviewing the following programs.

Integrated Human Service

(The following IHS Options are presently under development/review and are not available for the 1999/2000 academic year.)

The *Addictions Option* allows a student access to theoretical and practical application of knowledge within this field of study. At the certificate level students are given introductory information within addictions theory and more specifically how addictions affect us in a holistic sense. At the diploma level students examine how individuals, and community deal with issues surrounding addiction. Addictions are examined further in the context of societal attitudes and the types of solutions that have been pursued to alleviate or eliminate the negative impact on individuals, community and society.

The *Mental Health Option* of the Integrated Human Service program prepares students to work at the para-professional level in the field of mental health. The program emphasizes skills and knowledge required to support an individual and family with mental health challenge in the community within a holistic framework of mental health. At the certificate level students are introduced to the field of mental health and a model of psychosocial rehabilitation. In the diploma level the students further explore the psychosocial rehabilitation model and apply it within an integrated community practicum context.

The *Youth Option* allows a student access to theoretical and practical application of knowledge within this field of study. Students will examine theoretical foundations in the specialty of Child and Youth care field. First an overview of the practice of Child and Youth care in Canada, then moving towards strategies utilized at the provincial level amongst various institutions and finally examining issues in child development, law enforcement, education and therapeutic techniques for youth.

The **Preschool Aide Training (PAT)** Program is designed to integrate students with cognitive disabilities, who do not meet the requirements for the Early Childhood Education Basic Program, into some of the ECE program classes, gaining enough knowledge and skills to work as aides in an early childhood setting.

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

PROGRAM OUTLINES

ADDICTIONS OPTION - Certificate Level (not offered in 1999/2000)

Fall Semester

- ENGL 151-3 Technical Writing I
- FAID 135-.5 Vital Link Standard First Aid
- IHS 100-3 Community Wellness
- IHS 101-3 Introduction to Roles
- IHS 109-3 Computers in the Human Services I
- IHS 112-3 Interpersonal Communication
- PSYC 101-3 Introductory Psychology I
- SOCI 101-3 Introductory Sociology I

Winter Semester

- ANTH 112-3 First Nations of B.C.
- IHS 102-3 Ethics
- IHS 103-3 Assessment I
- IHS 110-3 Computers in the Human Services II
- IHS 113-3 Helping Skills
- IHS 164-3 Addictions Theory I
- IHS 167-3 Addictions Practicum I
- PSYC 102-3 Introductory Psychology II
- SOCI 102-3 Introductory Sociology II

ADDICTIONS OPTION - Diploma Level
(not offered in 1999/2000)

Fall Semester

- IHS 203-3 Assessment II
- IHS 213-3 Group Theory
- IHS 265-3 Addictions Theory II
- IHS 268-3 Addictions Practicum II
- PSYC 221-3 Abnormal Psychology & Therapy I
- SOCI 205-3 Sociology of the Family

Winter Semester

- IHS 201-3 Working with Persons of Differing Abilities
- IHS 202-3 Selected Issues in Community Services:
Family Violence
- IHS 266-3 Addictions Theory III
- IHS 269-3 Addictions Practicum III
- PSYC 202-3 Abnormal Psychology & Therapy II

MENTAL HEALTH OPTION - Certificate Level
(not offered in 1999/2000)

Fall Semester

- ENGL 151-3 Technical Writing I
- FAID 135-.5 Vital Link Standard First Aid
- IHS 100-3 Community Wellness
- IHS 101-3 Introduction to Roles
- IHS 109-3 Computers in the Human Services I
- IHS 112-3 Interpersonal Communication
- PSYC 101-3 Introductory Psychology I
- SOCI 101-3 Introductory Sociology I

Winter Semester

- ANTH 112-3 First Nations of B.C.
- IHS 102-3 Ethics
- IHS 110-3 Computers in the Human Services II
- IHS 113-3 Helping Skills
- IHS 180-3 Growth and Wellness I
- IHS 184-3 Mental Health Theory I
- IHS 187-3 Mental Health Practicum I
- PSYC 102-3 Introductory Psychology II
- SOCI 102-3 Introductory Sociology II

MENTAL HEALTH OPTION - Diploma Level
(not offered in 1999/2000)

Fall Semester

- IHS 213-3 Group Theory
- IHS 280-3 Growth and Wellness II
- IHS 285-3 Mental Health Theory II
- IHS 288-3 Mental Health Practicum II
- PSYC 221-3 Abnormal Psychology & Therapy I
- SOCI 205-3 Sociology of the Family

Winter Semester

- IHS 201-3 Working with Persons of Differing Abilities
- IHS 202-3 Selected Issues in Community Services:
Family Violence
- IHS 386-3 Mental Health Theory III
- IHS 289-3 Mental Health Practicum III
- PSYC 222-3 Abnormal Psychology & Therapy II

YOUTH OPTION - Certificate Level
(not offered in 1999/2000)

Fall Semester

- ENGL 151-3 Technical Writing I
- FAID 135-.5 Vital Link Standard First Aid
- IHS 100-3 Community Wellness
- IHS 101-3 Introduction to Roles
- IHS 109-3 Computers in the Human Services
- IHS 112-3 Interpersonal Communication
- PSYC 101-3 Introductory Psychology I
- SOCI 101-3 Introductory Sociology I

Winter Semester

- ANTH 112-3 First Nations of B.C.
- IHS 102-3 Ethics
- IHS 103-3 Assessment I
- IHS 110-3 Computers in the Human Services II
- IHS 113-3 Helping Skills
- IHS 174-3 Youth Theory I
- IHS 177-3 Youth Practicum I
- PSYC 102-3 Introductory Psychology II
- SOCI 102-3 Introductory Sociology II

YOUTH OPTION - Diploma Level
(not offered in 1999/2000)

Fall Semester

- IHS 203-3 Assessment II
- IHS 213-3 Group Theory
- IHS 275-3 Youth Theory II
- IHS 278-3 Youth Practicum II
- PSYC 201-3 Abnormal Psychology I
- SOCI 205-3 Sociology of the Family

Winter Semester

- IHS 201-3 Working with Persons of Differing Abilities
- IHS 202-3 Selected Issues in Community Services:
Family Violence
- IHS 276-3 Youth Theory III
- IHS 279-3 Youth Practicum III
- PSYC 221-3 Abnormal Psychology and Therapy II

PRESCHOOL AIDE TRAINING (PAT) CERTIFICATE
(not offered in 1999/2000)

ADMISSION REQUIREMENTS

Pre-School Aid Training Prerequisite.
For detailed information on the Pre-School Aid Training prerequisite requirement, please see listing under Adult Special Education.

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: Preschool 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 (January)
- PAT 098-3: Practicum III (May)
- PAT 091/94-0: Preschool Lab

NOTE:

The PAT program certificate 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

Unless otherwise noted, "Permission of Instructor" may be used to accept a student into a course(s) when the student does not meet course prerequisites and/or does not attain the required threshold on entry assessments. See the "Admission & Registration" section for details on this policy.

NOTE: Courses not listed in this section can be found in the *Integrated Human Service* course description section (Full-time Programs).

FAID 135-.5: Vital Link Standard First Aid

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

IHS 100-3.0: Community Wellness

This course introduces the student to the concept of wellness in relation to individuals and communities. Topics covered will include personal wellness, healthy communities, local and regional resources community development and the role for paraprofessionals personnel in community action. Prerequisites: Grade 12.

IHS 101-3.0: Introduction to Roles

The purpose of this introductory course is to provide learners with an opportunity to analyze the foundations of the Canadian Social Welfare system, specifically relating to mental health, youth, and addictions. Within these components, learners will be introduced to current issues and controversies and the various roles and responsibilities typically undertaken by persons working in these fields. Prerequisites: Grade 12.

IHS 102-3.0: Ethics

This course will provide a brief overview of major ethical theories and the principles and concepts underlying them. The major focus of the course will be the presentation of a model for critical analysis and its application to specific ethical dilemmas in health care practice. Prerequisites: Grade 12.

IHS 103-3.0: Assessment I

This course provides students with an introduction to the basic principles underlying the composition and application of assessment techniques in the helping process. A detailed and comprehensive assessment is crucial to facilitating this process. Assessment represents the foundation upon which the subsequent phases of planning, implementation, and evaluation are undertaken in the helping/caregiving field. Prerequisites: PSYC 102, SOCI 102.

IHS 105-3.0: Human Development I

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.

IHS 106-3.0: Human Development II

This course is a continuation of IHS 105 and examines development in all spheres from the school years to adolescence through adulthood. Prerequisite: IHS 105 or equivalent.

IHS 164-3.0: Addictions Theory I

This course examines the development of substance abuse in today's society. The major categories of psychoactive drugs will be introduced and examined. Effects on the individual's physical, mental, psychological and social development will be examined as well as impact of substance abuse on the family and social costs. Prerequisites: IHS 100, IHS 101.

IHS 167-3.0: Addictions Practicum I

A full-time introductory course in field experience of addictions in the Integrated Human Service program. The student is placed with an agency who shares their expertise and enables the student to practice skills learned in the classroom. Prerequisite: Successful completion of all course work with a GPA of 2.5.

IHS 174-3.0: Youth Theory I

This course will introduce the student to the major legislation and services targeted at youth in British Columbia. The student will be introduced to pertinent issues relating to Youth Work in this geographical area. The curriculum will include an overview of current interventive services being utilized with youth. Prerequisite: IHS 100, IHS 101.

IHS 177-3.0: Youth Practicum I

A full-time introductory course in field experience of youth in the Integrated Human Service program. The student is placed with an agency who shares their expertise and enables the student to practice skills learned in the classroom. Prerequisite: Successful completion of all course work with a GPA of 2.5.

IHS 180-3.0: Growth and Wellness I

This course introduces concepts fundamental to understanding the purposes, methods and usefulness of assessment. Holistic assessment of children from infancy to adolescence in the context of family and community is addressed.

IHS 184-3.0: Mental Health Theory I

This course introduces students to historical and contemporary approaches to the issue of mental illness and mental health. Various approaches of defining personal problems and their cause in modern industrialized society will be examined. Particular emphasis will be given to the psychosocial rehabilitation model as it is used to facilitate community living for people in and rural areas with mental health challenges. A basic focus will be upon the values, skills and knowledge required to support an individual living with a mental health challenge in the community. Prerequisites: IHS 100, IHS 101.

IHS 187-3.0: Mental Health Practicum I

A full-time introductory course in field experience of mental health in the Integrated Human Service program. The student is placed with an agency who shares their expertise and enables the student to practice skills learned in the classroom. Prerequisite: Successful completion of all course work with a GPA of 2.5.

IHS 201-3.0: Working with Persons of Differing Abilities

This course will introduce students to the theoretical perspectives in the field of special needs. Through examination of theory, values, and attitudes towards persons of differing abilities, the student will be able to be more effective in the caregiving setting and in providing service. Students will have an increased awareness of issues, legislation and types of care models when working with persons of differing abilities. Prerequisites: PSYC 101/102.

IHS 202-3.0:

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, emotional and sexual, as well as skills to effectively work with clients who must overcome these issues. How to develop family intervention plans will also be covered. Prerequisite: IHS 102, SOCI 205.

IHS 203-3.0: Assessment II

This course will introduce the student to the substantive aspects of assessment. The course will explore psychological, cognitive, and emotional aspects of assessment within the context of:

family, culture, biological, socioeconomic and health care environments. Special attention will be placed on the relevance and need for caregivers to be able to utilize a case management approach in dealing with individuals, and/or families. Prerequisite: IHS 103.

IHS 265-3.0: Addictions Theory II

The purpose of this course is to introduce the student to the various approaches of treatment for those individuals who have a substance abuse problem. The various theories and perspectives in the field of substance abuse will be examined. Prerequisite: IHS 164, IHS 167.

IHS 266-3.0: Addictions Theory III

This course covers some of the contemporary issues as they relate to the field of addictions. It examines these issues in terms of: societal prevalence and historical beliefs and values. Topics covered include: economy, social control, political systems, the function of drugs and human behaviour. Prerequisite: IHS 265, IHS 268.

IHS 268-3.0: Addictions Practicum II

An integrated course in field experience in the Addictions option in the Integrated Human Service Worker program. This practicum runs concurrently with the theory courses in second year. The student is placed with an agency who shares their expertise and enables the student to practice skills learned in the classroom. Prerequisite: IHS 164, IHS 167. Corequisite: IHS 265.

IHS 269-3.0: Addictions Practicum III

An integrated course in field experience in the Integrated Human Service Worker program that runs concurrently with the theory course IHS 266. The student is placed with an agency who shares their expertise and enables the student to practice skills learned in the classroom. Prerequisite: Taken concurrently with IHS 266.

IHS 275-3.0: Youth Theory II

This course is a continuation of Youth Theory I, where the theoretical and practical concerns of funding bodies were introduced, along with relevant legislation. Practice modalities including conflict resolution, introductory counselling and case management will be introduced. Professional documentation and report writing will be addressed at an introductory level. Prerequisite: IHS 101, IHS 174, IHS 177.

IHS 276-3.0: Youth Theory III

In this course students will examine law enforcement, education, child development, and therapeutic techniques in the field of child and youth care. The course will also examine the effectiveness of youth care service delivery from a conceptual framework based upon established program evaluation criteria. Prerequisite: IHS 275.

IHS 279-3.0: Youth Practicum II

An integrated course in field experience in the Youth Option in the Integrated Human Service Worker program. This practicum runs concurrently with the theory courses in second year. The student is placed with an agency who shares their expertise and enables the student to practise skills learned in the classroom.

IHS 279-3.0: Youth Practicum III

An integrated course in field experience in the Integrated Human Service Worker program that runs concurrently with the theory course IHS 276. The student is placed with an agency who shares their expertise and enables the student to practice skills learned in the classroom. Prerequisite: Taken concurrently with IHS 276.

IHS 280-3.0: Growth and Wellness II

This course addresses the holistic assessment of adults from 19 years to death. Students will learn to identify the developmental needs of adults and their families in the context of the community in which they live. A wellness perspective is emphasized. Prerequisite: IHS 180.

IHS 285-3.0: Mental Health II

This course expands the concept of mental wellness and moves into experience of living with a mental disorder by the individual, family and community. The psychosocial model will be the basis of assessment and intervention. Prerequisite: IHS 101, IHS 184, IHS 187.

IHS 288-3.0: Mental Health Practicum II

An integrated course in field experience in the Mental Health Option in the Integrated Human Service Worker program. This practicum runs concurrently with the theory courses in second year. The student is placed with an agency who shares their expertise and enables the student to practice skills learned in the classroom. Prerequisite: IHS 184, IHS 187. Corequisite: IHS 285.

IHS 289-3.0: Mental Health Practicum III

An integrated course in field experience in the Integrated Human Service Worker program that runs concurrently with the theory course IHS 286. The student is placed with an agency who shares their expertise and enables the student to practice skills learned in the classroom. Prerequisite: Taken concurrently with IHS 286

IHS 386-3.0: Mental Health Theory III

This course focuses on the application of the psychosocial rehabilitation model for the individual and family experiencing a mental disorder within the principles of inclusion, empowerment and advocacy. The role of the support worker will be further explored within the community context with consideration to team work, collaboration and partnerships. Prerequisite: IHS 285, IHS 288.

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.

WILDERNESS GUIDING SKILLS

(Smithers Campus)

This program will not be offered in 1999. It is currently under development to be offered in a new format April, 2000.

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, hunting, fishing, rafting 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 professionalism, leadership, camp and/or trip operation, safety, survival and legal issues. All students are 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, rafting 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 program 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 19 years of age, or older; be proficient in the use of English and Mathematics (*recommended minimum Grade 10 or equivalent*); be a competent swimmer and be physically fit (*medical assessment to be completed prior to acceptance*).

The application, medical assessment must be completed and returned to the College along with the tuition deposit of \$500.00 and \$25.00 application fee.

In addition, applicants must provide:

1. Resume.
2. Personal letter outlining reasons for wanting to enter the program; past experience in wilderness activities, service-related employment and basic life skills.
3. Two letters of reference from people who are willing to state that they have read the program outline and believe that the applicant will be able to meet the program expectations.
4. Participation in a telephone interview.

HOW TO APPLY

Application forms are available from any College centre and can be submitted at any time throughout the year to the Smithers campus along with tuition deposit of \$500. 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 by calling (604) 847-4461.

FEES

Tuition:	\$1,050.00 *
Food & Lodging:	\$1,875.00 (<i>subject to change without notice</i>)

**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 and is offered through the Smithers Campus.

Other Opportunities

* *General Education Development Tests (G.E.D.)*

* *Literacy Training*

* *Diploma in Adult Education*

* *Provincial Instructor Diploma Program*

* *Open University/Open College*

* *University of Northern B.C.*

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.

LITERACY TRAINING

(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.

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 (see page 125), 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 pre-requisite for ID 301 College Organization & Its Educational Context; and, 104B Evaluation of Learning and Instruction Part B is a pre-requisite for ID 304 Educational Leadership.

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

- Provincial Instructor Diploma courses plus;*
- 301 College Organization & Context
 - 302 Introduction to Developmental Psychology
 - 303 Microcomputers in Education
 - 304 Educational Leadership
 - 305 Effective Communication Skills for Educators
 - 306 Effective Instructional Strategies with Adult Learners
 - 390 Practicum - 3 week placement

Options - Choose One:

- 400 Native Adult Learner
- 401 Instructional Strategies with ESL Learners
- 402 Organizing International Education Instruction
- 480 Gender & Diversity Issues in Education
- 481 Cooperative Learning

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

plus:

Major Assignment for Diploma.

The courses in both the Provincial Instructor Diploma and Diploma in Adult Education are offered by the Ministry of Education, Skills and Training and are recognized at public and private colleges throughout the province. Interested individuals can contact Linda McMurray (250) 638-5450, in Terrace, or, you may also contact Vancouver Community College at (604) 871-7488 to register for the entire program or for specific courses.

OPEN UNIVERSITY/ OPEN COLLEGE

What is the Open University/Open College (OU/OC)? The Open University/Open College'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, OU/OC 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 OU/OC 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. OU/OC students mail assignments to their tutors for marking and take their final exams in or close to their home communities, often at NWCC centres.

People interested in receiving more information about OU/OC courses and programs can contact NWCC Advisors or call toll free to the Burnaby headquarters using the number listed.

OU/OC's Education Information Services will:

- Mail a free calendar describing OU/OC's college and university programs.
- Answer questions about OU/OC courses, programs, policies and procedures.
- Provide information about financial aid.
- Assist with choosing and registering in courses.

*OU/OC's Toll Free Number is:
1-800-663-9711*

*Check out our Website for Information:
<http://www.ola.bc.ca>*

or

*EMAIL us for information at:
studentserv@ola.bc.ca*

IMPORTANT:

Northwest Community College students considering taking OU/OC courses to transfer into their NWCC programs should consult a NWCC Educational Advisor who will provide information about transfer credit.

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

UNBC has a special mission to serve the students of northern British Columbia. Our 21 undergraduate and 14 graduate programs and many research activities are designed so that they are of particular relevance to the region. In addition, UNBC has a strong commitment to providing "one stop shopping" for all services such as counselling, housing, awards and financial aid, admissions, registration and co-op education.

As part of UNBC's commitment to northern BC, the university has established collaborative programs with the three northern colleges, including Northwest Community College. NWCC students can transfer their university credit courses to all UNBC programs, and also can transfer work from NWCC's Forestry/Natural Resources, Social Services and Business diplomas to UNBC degrees in those areas (please refer to the BC Transfer Guide for specific information about transfer credits from NWCC to UNBC).

UNBC offers several graduate and undergraduate degree programs in the Northwest. Selected courses are scheduled each term both face-to-face in Terrace and Prince Rupert, and via the WorldWideWeb throughout the region. Several graduate programs are underway in the region with full cohorts of students. Degrees available within the region are the BA General with several minors and, beginning in 1997, the BA in Resource Recreation & Tourism (pending funding & confirmation). Unique offerings in the Northwest include university credit courses in several First Nations languages and cultures. At the present time these include language courses in Sm'algyax (Tsimshian) and Haisla and Wet'suwet'en culture courses. The Wilp Wilxo'oskwahl Nisga'a offers Nisga'a language and culture courses for UNBC credit in several centres in the region, as well as a degree in Nisga'a Studies and several other programs in partnership with UNBC and NWCC.

For more information contact the following office:

Northwest Regional Office
University of Northern British Columbia
100 McBride Street
Prince Rupert, BC V8J 3E8

Telephone:
(250) 624-2862 or
(250) 635-6511, Ext. 5742 (*Prince Rupert*)
or
(250) 635-6511, Ext. 5448 (*Terrace*)

FAX:
(250) 624-9703 (*Prince Rupert*)
or
(250) 635-1395 (*Terrace*)

Toll Free: 1-888-554-6554
Facsimile: (604) 960-6330
Internet: "alexcee@UNBC.edu"

General Information

- * *Student Conduct Policy*
- * *Grading Policies and Procedures*
- * *Appeals*
- * *Student Records*
- * *Student Support Services*
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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 tolerate any forms of intellectual dishonesty.

Examples of intellectual dishonesty are 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 are 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 is 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 of a medical nature, 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 & Procedures

METHODS OF EVALUATION

Methods commonly used for evaluation are 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 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 are 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 four 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. You and your instructor 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 or with instructor permission

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 credit hours. A course which had three 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 Educational Advisors and Student Associations. The detailed process will be consistent college wide but variations will be necessary due to campus structures and program duration.

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 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 COMPLAINT

Students who believe they have been unjustly treated at the college will have clear processes and procedures available to address their issues in a timely manner. A student complaint is meant to deal with conflicts that arise which are not covered by the Student Appeal process or the Harassment and Discrimination policy.

Students should attempt to resolve the complaint with the respondent directly (this could be with another student, or a college employee). If this is not possible, students should see a member of Student Support Services. The consultation must begin within sixty (60) days of the event or events, which led to the complaint.

STUDENT COMPLAINTS OF DISCRIMINATION OR HARASSMENT

Northwest Community College is committed to providing a learning and working environment which is free from all harassment and discrimination. Students who feel that they are experiencing discrimination or harassment for any reason should begin by discussing the matter with any designated member of the student support team, or the campus administrator at their campus. The situation will be reviewed confidentially, according to the College policy and procedures and the complainant will be provided with information and advice on procedures and option available.

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.

In most cases students must apply to receive a Certificate, Diploma or Associate Degree. Students should consult with their instructor or an Educational Advisor for details.

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, BC, V8G 4X2. Phone (250) 635-6511, or FAX (250) 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.

PRIOR LEARNING ASSESSMENT & RECOGNITION

Northwest Community College is committed to meeting the needs of, and broadening access for, adult learners through the assessment and recognition of prior learning.

Prior Learning Assessment (PLA) involves faculty evaluating the knowledge and/or skills an individual may have gained through non-formal education/training or experience and the granting of appropriate credit by Northwest Community College. Skills, knowledge and competencies that have been acquired through work experience, unrecognized education or training, self-study, volunteer activities, hobbies and other life experiences can all be assessed for credit.

Prior Learning is currently under development at NWCC, please see an Educational Advisor for further information.

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.

Student Support Services

"All students and potential students at Northwest Community College will have access to a comprehensive set of student support services."

The following various services are available to students from the time they show an interest in NWCC until the time they complete their studies at the College. All of the following services will be available in each of the College regions.

REFERRAL

Students will first come to the College campus either on their own, or through referrals from community agencies or from other parts of the College.

INITIAL CONTACT

The first contact with the College may be by telephone, through the mail, through e-mail, or through a personal visit to a college campus.

ADVISEMENT SESSION

Students who need advice on college programs or help with their career planning can discuss their goals with members of the NWCC Student Support Team. Depending on the campus, the support team may include the Education Advisor, the First Nations Access Coordinator, the Coordinator of Services for Students with Disabilities, the Education and Career Support Specialist, or program faculty and staff. College staff may also provide assistance with financial aid, sponsorship through community agencies and special services for students with disabilities.

ASSESSMENT AND APPLICATION

When students have chosen their courses or programs they will complete an application for admission to the College.

Students may also do a program assessment to find out if they are ready to begin their studies. Students who are not yet ready to successfully complete their chosen courses or program will be helped to upgrade their skills.

PROGRAM REGISTRATION

Once the College has approved the application for admission, students will be offered the next available seat in the course or program. Students will pay their fees and meet all of the requirements for entry into the program, sometimes with help from Student Support staff or outside agencies. The student will begin the program on the scheduled entry date.

FIRST SUPPORT CHECKS

College faculty and staff, as well as members of the Student Support Team, will monitor student performance and may offer assistance to students who seem to be struggling, missing classes or progressing more slowly than expected. These support checks are meant to provide assistance to give students the best possible chances of succeeding in their studies.

EDUCATION, PERSONAL AND CAREER SUPPORT

The College has many services available for students who may be having difficulties. Students can get help with money problems, academic problems, or personal problems which may be affecting their studies, or they can get advice about educational and career planning. In some cases, students will be referred to agencies outside the college for assistance. Students can refer themselves to any of these services, or they may be referred by college faculty or staff.

SUBSEQUENT SUPPORT CHECKS

College faculty and staff as well as members of the Student Support Team will continue to monitor student performance throughout the college term.

PROGRAM COMPLETION OR WITHDRAWAL

Many students will complete their studies without using NWCC Student Support Services, while others will finish with some assistance. In a few cases, students may decide to change to another program or to withdraw from the College.

Student Services & Facilities

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 child care training programs are offered through our College centres.

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.

Co-operative Education work terms successfully completed in a British Columbia post secondary program will be eligible for transfer credit if they meet the following requirements:

- a) the student must be accepted into a Northwest Community College Co-op program; and,

- b) the program in which the work term was undertaken is provincially approved under the Co-operative Education Fund of British Columbia; and,
- c) the work term is officially recognized (noted on transcript) by the institution where the work term originated;

Regardless of the number of work terms accepted, students will be required to complete at least 50 percent of the required work terms in the new program into which they are transferring. Acceptance into a Co-op program at one institution does not guarantee acceptance in a NWCC Co-op program. Application for the transfer of work terms must be made to the Registrar prior to undertaking any additional work terms at NWCC.

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* and *Natural Resources* 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.

DISABILITY SUPPORT SERVICES

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.*

Our services include:
Accommodation

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 campus has designated handicapped parking spaces and washrooms are equipped with grab bars.

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.

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 campuses 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 (250) 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. 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.

STUDENT SUCCESS

If your academic performance at Northwest Community College is not what you would like it to be, and you want to do something to change that, there is 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.

STUDENT SUPPORT SPECIALIST

The Student Support Specialist offers assessment, support, and referral to students with problems that may not be directly related to their school work, but can interfere with their attendance or success in their classes. This is a confidential service. Community counselling services can also be accessed.

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.

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:

- Canadian citizen or permanent 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)

Visit www.aett.gov.bc.ca for more information.

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 \$260 per week of study for applicants without dependent children and \$385 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.

First Nations

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

Health Care Scholarship Fund

This fund has been established to help health care workers retrain and upgrade their skills and keep pace with changing technology and preventative care needs. Bursaries of \$3,500 will be awarded to qualified applicants who meet the criteria and have the greatest financial need. Bursaries will be awarded equitably across all health care sectors.

You may apply for a health care bursary if:

- you have worked in a publicly funded health care field in BC for at least 12 months within the last 3 years (full-time, part-time or casual);

- you have been a permanent resident in BC for the last 12 months;
- during one of the award periods, you are enrolled in an eligible health care program of study at least 4 months in length at a BC public post-secondary school, St. Paul's Hospital or BC Cancer Agency program that leads to a Certificate, Diploma or Degree recognized for practice in BC; and,

- you can demonstrate financial need and/or that you will suffer significant financial loss by taking training.

There are three bursary periods: January-April, May-August, September-December. Deadline for applications is approximately 6 weeks before the start of the award period. Applications are available from the Educational Advisor at any Northwest Community College Campus.

Applicants should complete and return a bursary application form along with proof of employment to Health Care Scholarship Fund, Student Services Branch, Ministry of Advanced Education, Training and Technology, P.O. Box 9173 Stn. Prov. Govt, Victoria, BC, V8W 9H7.

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 Human Resources 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 Advanced Education, Training and Technology

The Ministry of Advanced Education, Training and Technology, 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 Advanced Education, Training and Technology office closest to you.

Part-time Student Loan

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.

Special Opportunity Grants

1. Students with Permanent Disabilities

This grant program is designed to assist students who have a functional limitation or impairment. The awards are intended to meet expenses which are not covered by other support programs and agencies. This program is available to both full and part-time students. Students applying to this program must first apply for assistance through the regular British Columbia Student Assistance Program (full-time students) or the High Need Part-Time Program (part-time students).

2. High-Need Part-Time Students

This program is designed to assist students who cannot pursue their studies on a full-time basis and whose income falls below a prescribed threshold. Valid reasons for attending part-time include single parent status, responsible for the care of an elderly dependent or a dependent with a disability. The amount of assistance is based on a need assessment procedure and is in the form of a grant. When applying for this program, students may also apply to the Part-Time Student Loan program.

For further information on the above programs, contact an Educational Advisor at any Northwest Community College Campus.

Training Assistance Benefits Program

This provincially funded program is designed to provide direct educational costs for approved Youth Works and Welfare to Works clients enrolled in:

- Academic Up-grading
- Adult Special Education
- Basic Literacy
- Education and Career Planning
- English Language Training

This program is intended for clients who require up-grading in order to move into the workforce or pursue post-secondary training. Eligibility for this assistance is based on an Employability Agreement authorized by Training Consultants at the Ministry of Education, Skills and Training.

For information on this program, contact any Ministry of Advanced Education, Training and Technology office.

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:

- (a) Presence of a permanent physical or mental impairment which results in a substantial handicap to employment;
- (b) A reasonable expectation that Vocational Rehabilitation Services will benefit the individual in terms of employment.

Referrals to Vocational Rehabilitation Services may come from community agencies, family physicians, government agencies, parents, guardians or individuals themselves.

For further information contact 638-6582.

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 ADMINISTERED 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 generosity of large numbers of individuals, corporations, clubs, groups, the College, and the Vancouver Foundation, the principal in the fund has grown to \$250,000.00. 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, 638-5420.

ENTRANCE AWARDS

Gary D. Lloyd Memorial Award

Gary Lloyd was a Registered Professional Forester, employed with the BC Forest Service for 25 years. He was the Silviculture Officer in the Prince Rupert Forest region from 1973 to 1992 and Bulkley Forest District Zone Forester from 1992 to 1997. He was an enthusiastic and dedicated silviculturalist, an avid outdoorsman often known as "Rev" or "the Reverend Lloyd" due to his passion and commitment to forestry and the environment.

A \$150 award will be available each year to a student pursuing studies in the Natural Resource Management program at NWCC and intending to complete either the Forest Technology or Integrated Resources Management option. The recipient will be selected based on:

- enrollment in at least 60% of a full-time load;
- academic record;
- statement of personal and educational goals;
- a 500 word essay on the "Importance of Silviculture in Forest Management";
- non-academic activities - preference given to applicants with strong community efforts in cubs, scouts, junior

forest wardens, outdoor activities and recreational hobbies, and clubs;
 - two letters of reference - one of which is from a teacher.
 Preference will be given to first year students who have just graduated from a high school within the Prince Rupert Forest Region (Burns Lake to QCI). Application deadline is August 31.

Northwest Community College Trades/Technology Instructors Award

The following awards are available to students entering Automotive, Carpentry, Heavy Duty, Industrial Mechanic (Millwright), Commercial Transport Repair or Welding at the Terrace Campus in the Fall 1999.

- a) Three \$300 awards for 1999 graduates of Caledonia Senior Secondary School in Terrace. Preference for one of these awards is for a female student. Selection for these awards will be made by the high school.
- b) Two \$300 awards for 1999 graduates of Mount Elizabeth Secondary School in Kitimat. Preference for one of these awards is for a female student. Selection for these awards will be made by the high school.
- c) Two \$300 awards for a student in the Career and College Prep program of Northwest Community College. Selection for this award will be made by Northwest Community College CCP faculty.

To receive an award, recipients must enroll in one of the above mentioned Trades programs at Northwest Community College in the Fall of 1999.

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. Applicants are normally required to have applied to the BC Student Assistance Program. 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

\$1,250 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. 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.

Golden Spruce Awards

Two annual awards of \$1,000 each are available for women who are taking steps to re-enter the work force by enrolling full-time in a program of study at the Terrace campus. First preference will be given to women who have been out of school for at least three years, are single parents, and have minimum sponsorship from other sources.

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 CCP 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.

Northwest Community College Student Association (Terrace)

Two \$100 bursaries will be awarded to students enrolled full-time at the Terrace Campus. Preference will be given to students who applied for, but failed to receive, other bursaries.

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

The Ministry of Women's Equality provides two \$250 bursaries for women students enrolled in womens studies or fields in which women have not traditionally sought post-secondary training.

EMERGENCY ASSISTANCE

Student Association Emergency Aid Fund

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

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

Further information is available by contacting an Educational Advisor at one of our College Centres.

Thunderbird Emergency Loan Fund

Established in part by a donation from the Northwest Community College Student Association and revenue from invigilation of exams, this fund can be used for small, short-term emergency loans.

To apply, please contact an Educational Advisor at one of our College centres.

A W A R D S

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 calibre, 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 have demonstrated academic and interpersonal skill excellence during the first year of the Natural Resources program and be continuing on in the Forest Technology option. Selection will be by student nomination followed by faculty consensus. Payment of the award will be made after classes commence in September.

Nomination deadline is April 30.

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. Nomination deadline is April 30.

C.G.A. Academic Excellence Scholarship

A \$500 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. The scholarship will be applied to tuition fees on enrollment in the 2nd year of the program.

To apply, you must make formal application to the Registrar in Terrace. 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 \$750 Continuing Education Tuition Scholarship to a graduate of the Business Management (Accounting) diploma program or to a graduate of a one-year Accounting Certificate 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.

A \$500 is available to a graduating student who is planning to pursue CMA designation, has a final GPA in the top quartile of the graduating group and high marks in ACCT 252 and 253. The award will be in the form of a credit towards CMA tuition fees.

To apply, you must make formal application to the Registrar in Terrace. Application deadline is April 30.

CN Scholarships for Women

Canadian National is making available one scholarship of \$500 to be awarded in the fall semester. The scholarship is for women in trades, technology or operations. Applications and information will be distributed to students in eligible programs in September.

Mathis Duerst Memorial Scholarship

An \$800 scholarship will be awarded to a student enrolled in the fifth term of the Natural Resources program. The recipient will be the student who has achieved the highest grade point average in terms one through four.

The recipient will be selected at the end of term four.

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.

Selection will be by faculty nomination.

Chartered Accountants of B.C. Tuition Credit

A top graduate of the Business Administration Diploma program will be awarded a \$1,000 tuition credit to be applied against course and registration fees in the Advanced Certificate Program of the Institute of Chartered Accountants of British Columbia. This award will be made available courtesy of the Chartered Accountants' Education Foundation of British

Columbia as part of their efforts to advance education in the province. The recipient will be selected based on grade point average. Eligible students must apply for the award to be considered.

To apply, you must make formal application to the Registrar in Terrace. Application deadline is April 30.

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.

Nomination deadline is April 30.

Northern Interior Cruising Committee Scholarship

The NICC offers a \$500 scholarship to a full or part-time Natural Resources student who completes the NRES 130 Data Collection course during the previous year.

Those wishing to be considered must write to the Financial Awards Committee and submit a brief essay demonstrating his/her commitment to forest mensuration by providing evidence of practical proficiency in cruising or related work. Selection will be based on academic and practical achievement in NRES 130 with consideration given to the application essay. Final selection will be made by the Natural Resources instructors. Application deadline is April 30.

Triton Environment Consultants Ltd. Bursary

A \$500 bursary for a second year student in the Integrated Resources Management Option of the Natural Resources program. Applicants must have returned to school after at least five years in the workforce and have work experience related to the Integrated Resources Management field. Both academic achievement and financial need will be considered. The recipient must re-enroll in the Fall Semester to redeem the award.

Applicants must write a letter to the Financial Awards Committee stating how they meet the above criteria. Application deadline is the last Friday in April.

Peter Weber Memorial Award

This \$500 scholarship was created to provide a continuing memorial to Peter's continual striving for opportunities for academic education and excellence in this region among the many students he taught and will be awarded to the student who achieves the highest grade point average in full-time, first-year University Transfer Arts studies at NWCC; have been enrolled in a minimum 60% course load during the year and is re-enrolling in the Fall semester.

Eligible students will be selected from the GPA list with final selection by the University Credit faculty.

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 \$700 will be awarded in each of four geographical regions: West, Ontario, Quebec and Atlantic. To be eligible, applicants must be enrolled in an Automotive after market program which also includes auto body, hard parts, heavy duty or motive power (machinists) 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 Scotia-bank 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 1250-1750 word essay on a topic established by the Scholarship Committee is required.

Further information is available from The Scholarship Committee, B.C. Government and Service Employees' Union, 4911 Canada Way, Burnaby, B.C., V5G 3W3. Application deadline is the end of February.

B.C. Hydro Aboriginal Scholarship Program

A total of six \$1,000 scholarships are offered annually throughout the province to Aboriginal students who are currently in Grade 12 and plan to enrol in post-secondary education or who are already enrolled in post-secondary education and 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.

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.

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 education.

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. Monies to be used for tuition, textbooks, transportation or other educational expenses.

To be eligible for the above awards, the disabled student must be a resident of B.C., Canadian Citizen or Landed Immigrant. Value of the awards are adjusted annually according to the availability of funds. Application deadline is July 31.

Application forms can be obtained by contacting the Student 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 dependants with costs of post-secondary education.

To be eligible for a low interest loan of \$1,200, \$1,500 or \$2,000 or \$2,500 the member must have served in the Canadian Army after October 1, 1946, or in the Canadian Forces after January 31, 1968 and have a minimum of 5 years Regular Force military service. The application must be submitted by the service member on behalf of the student. Submission deadline is June 30th. Application forms are

available from Canadian Forces Base Financial Counsellors, District Offices of Veterans Affairs Canada, and the Provincial Command Offices of the Royal Canadian Legion or from CFPAP, 245 Cooper Street, Ottawa, Ontario, K2P 0G2.

Canadian National Institute for the Blind

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

1. **William and Dorothy Farrell Scholarship - 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 - \$500**
To assist blind and visually impaired students attending a post secondary program. Deadline - 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. Deadline - June 1.
4. **James L. Wood Scholarship - \$500**
To further train or educate visually impaired students at post-secondary levels. Deadline - April 15.
5. **Robinson and Buckland Memorial Bursary - \$500**
To provide financial assistance to visually impaired full-time post-secondary students. Deadline - May 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. May 15 or October 15.
7. **Martha Guest Memorial Bursary - \$500**
To financially assist visually impaired students continuing their education. Deadline - October 30.
8. **Lorne Hassan Memorial Fund - \$500 - \$1,000**
To offer assistance to visually impaired students who wish to further their education. Deadline - May 15.
9. **Carl G. Frink Scholarship - \$500 - \$1,000**
To provide post-secondary assistance to persons with visual impairments who are not funded by government programs. Deadline - May 15.

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

To assist visually impaired Canadians pursuing post-secondary studies. *Deadline - September 30.*

11. FJL Woodcock - \$200 - \$450

To assist visually impaired students who are graduating from high school and who wish to continue with their education. *Deadline - March 29.*

12. Wayne and Walter Gretzky Scholarship - \$5,000

To provide assistance for young people who are blind or visually impaired. *Deadline - August 1.*

13. Jessie and Henry Hamilton Fund - \$25 - \$500

To assist in any way whatsoever, persons who are deaf blind. *No deadline.*

Credit Union-Forest Renewal BC Bursary

Bursaries are available to BC students who are studying or planning on studying forestry or planning to attend a forestry-related post-secondary program in BC. Forestry-related studies include, but not limited to, resource management, environmental studies, biology, geomorphology and the various forestry technical programs.

Bursaries are \$1,000 and are available to graduating high school students through to third-year post-secondary students. Mature students are eligible to apply. Students are required to write a 500 to 1,000 word essay which clearly describes an innovative idea related to forest management.

Application forms are available from any Credit Union, Forest Renewal BC Regional Office or the Forest Renewal BC Web Site: www.forestrenewal.bc.ca.

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.

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 1.*

Application forms are available from any NWCC Educational Advisor, or from Terry Fox Humanitarian Award Program, Simon Fraser University, Burnaby, B.C., V5A 1S6.

Foundation for Education & Advancement in Technology (FEAT)

Offers 22 bursaries to eligible full-time students registered in technology programs accredited by the Applied Science Technologists & Technicians of British Columbia (ASTTBC). NWCC's Natural Resources - Forest Technology Option is eligible. FEAT currently offers:

- 2 @ \$500.00 to the most deserving applicants
- 10 @ \$250.00 to students in 2nd/final year
- 10 @ \$150.00 to students in 1st year

Applications are assessed on academics, application neatness, financial need, community service, career goals, ASTTBC member. *Application deadline is January 31.*

Applications are available from Foundation for Education & Advancement in Technology, 10767 - 148th Street, Surrey, B.C., V3R 0S4.

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

Patrick F. Graham Bursary

The Society wishes to maintain its interest and concern in the training of men and women for the sea, and to this end provides a \$250 bursary to assist students with expenses related to maritime studies.

Application deadline is March 15. 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.

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: provide proof of registration; and, 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 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. 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?"

Deadline is May 15. 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 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 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 Awards

1. Pacific Coast Fishermen's Mutual Marine Insurance Company Bursary

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 \$3,195 each are available to students who are former permanent wards or who were in the continuing custody of the Ministry for Children and Families.

Deadline is April 15. Application forms are available from the Public Trustee of BC, Suite 600 - 808 West Hastings, Vancouver, B.C. V6C 3L3.

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.

Hal Rogers Endowment Fund

Established by Kinsmen & Kinette Clubs of Canada as a legacy to founder Harold Allin Rogers. The fund is to promote, encourage and sponsor educational programs and activities. To be eligible an applicant must be a Canadian citizen or landed immigrant, plan to register full-time at a recognized University, College or Technical Institute, demonstrate high ideals and qualities of citizenship, and have the application endorsed by a Kinsmen, Kinette or Kin Club.

Application deadline is February 1. Applications are available from Educational Advisors at any Northwest Community College campus.

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 Jim McColman 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.

Weyerhaeuser Canada

Awards are available to aboriginals, women, visible minorities or persons with disabilities enrolled in a university degree or college diploma program which is relevant to a career represented by Weyerhaeuser Canada. Two \$2,000 awards may be granted for university students and two \$1,000 awards may be granted for college students.

Applications will be accepted between April 1 and June 30. Application forms are available from the Diversity Education Awards Program, Weyerhaeuser Canada Ltd., P.O. Box 800, Kamloops, B.C., V2C 5M7.

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.

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

Open to transfer students who register as full-time undergraduate students at Lakehead University. Awarded on the basis of academic performance in the most recent year of full-time studies, in an academic program at an accredited Community College or University. Students need not have completed a degree or diploma. Scholarship values depend on the quality and number of eligible students in a given year.

Deadline date is June 30. 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-June.

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 college or university other than UBC. The awards are based primarily on scholarly achievement and may be renewed at a minimum of \$2,500 for a further three years of study or until the first undergraduate degree is obtained (whichever is the shorter period).

Deadline is mid-June.

Norman A.M. MacKenzie Regional College Scholarships

In honour of Dr. Norman MacKenzie, President of UBC from 1944-1962, nine scholarships of \$2,000 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-June.

To apply for these awards you must submit:

- a completed application form;
- 2 letters of reference - from instructors;
- 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.

John B. Macdonald Alumni Bursaries

A number of bursaries totaling \$15,000 are awarded in honour of John B. Macdonald, President of UBC from 1962 to 1967, to students entering the University in the fall from BCIT or a regional college in B.C. Selection of the winners will be based on academic ability and financial need.

Students wishing to apply should do so on the General Bursary Application, available from the UBC Awards Office in early September, with an October 1st deadline.

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 \$3,500 award is to recognize outstanding academic performance and is distributed over two semesters.

3. Dean's Scholarships

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

4. Faculty Entrance Scholarships

Entrance scholarships are also available to students pursuing studies in programs offered by the following faculties:

- Faculty of Applied Sciences
- Faculty of Arts
- Faculty of Education
- Faculty of Science
- Faculty of Business Administration

To apply for any of the SFU awards you must submit:

- a completed application form;
 - official transcript
 - 2 letters of reference from college faculty members;
 - a 1 page resume;
 - a 1,000 word essay described on the application form.
- Winners of #1, 2, & 3 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 September 30 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, which ever is the shorter period. A student whose grade point average falls between 7.00 and 7.49 may file a written appeal with the Senate Committee on Awards to seek special consideration for the renewal of the scholarship. No renewal will be considered if a student's average falls below 7.00. In extenuating circumstances, a student may, upon application to the Senate Committee on Awards, defer the acceptance of the initial scholarship or may defer the renewal of a scholarship for a maximum of one year.

**David Brousson Entrance Scholarship;
Ian and Gillian Stewart Entrance Scholarship; and,
University of Victoria Entrance Scholarship**

\$2,000 scholarships are awarded annually to students with high academic standing who are entering the University of Victoria directly from secondary school or college.

Application deadline is April 15.

COLLEGE GOVERNANCE

BOARD OF GOVERNORS

Rod Arnold	Terrace
Patti Barnes	NWCC Faculty
Brenda Burghardt	Prince Rupert
Margaret Brown, Chair	NWCC Support
Alan Campbell	Telkwa
Barry Hale	Prince Rupert
Edward Harrison	Terrace
Jean Juhas	Haida Gwaii
Trish McKay	Prince Rupert
Sandra Martin	Morricetown
Darlene Neuman, Vice-Chair	Stewart
Lorene Plante	New Aiyansh
Myrtle Prett	Kitimat
TBA	Education Council

Board meetings are held approximately every six weeks from September through to June of the school year. Agendas are posted throughout the College Region or can be obtained from the Board Secretary. Students, staff and the general public are welcome to attend meetings!

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

Michael Hill	President
Beth Davies	Administrative Representative
Peter Colebrook	Administrative Representative
Larisa Tarwick	Administrative Representative
Ivan Thompson	Administrative Representative
Debbie Rocha	Office Administration
Jake Muller	Careers
TBA	University Credit
Hondo Arendt	University Credit
Jim Bathgate	Trades & Cooking
Stephen Doyle	Natural Resources
Terry Stephan	Developmental Education
Larry Bolingbroke	Developmental Education
Lorrie Rutherford	Recording Secretary
TBA	Support Staff
TBA	Student Representative, Terrace
TBA	Student Representative, Terrace
TBA	Student Representative, Prince Rupert
TBA	Student Representative, Kitimat

Membership is subject to change as full Council elections are held on a Biannual basis in March.

FIRST NATIONS COUNCIL

On April 20, 1996 the Board of Governors of Northwest Community College formally approved the appointment of a First Nations Council to serve as an external advisory body to the Board and was implemented as a result of the work of a College-initiated study on regional First Nations relationships, entitled "Stepping Stones to Improved Relationships: Aboriginal Equity and Northwest Community College." The First Nations Council is comprised of representatives from virtually every First Nations community within the College region.

The establishment of the First Nations Council as advisory to the Board was seen as a major step in ensuring that First Nations communities are involved in the planning and decision-making processes of the College. The Council also serves as recognition that this College region has the largest geographic distribution of tribal organizations in the province, with an average thirty (30) percent First Nations population (29,000 people) and a total of twenty-four (24) First Nations Member Bands located in the region. The College region encompasses the Haida, Tsimshian, Nisga'a, Haisla, Gitksan and Wet'suwet'en Nations.

The importance of First Nations involvement in the College is supported by these numbers and is confirmed by the College's commitment to aboriginal equity through the implementation of the Stepping Stones Action Plan. Definitive information contained in the Ministry's 1995 B.C. Student Outcomes: Survey Results of Former College and Institute Aboriginal Students shows NWCC as having the highest aboriginal student completion rates in the B.C. college system.

The First Nations Council seeks to ensure representation from each of the nations within the northwest: Haida, Tsimshian, Nisga'a, Haisla, Gitksan and Wet'suwet'en. Each nation sends representatives of the various organizations within the nation to the regularly scheduled meetings. Examples of organizations represented are education societies, private educational institutions, village governments, Education Administrators, treaty organizations and friendship centres.

Bev Clifton-Percival,
Chair, Gitksan, Hazelton

Organizations/communities currently represented:

- Smithers Friendship Centre
- Prince Rupert Friendship House Association
- Gingolx
- Gitanmaax
- Gitanyow
- Gitlakdamix
- Gitsegukla
- Gitwangak Education Society
- Gitwinksihlkw Band
- Glen Vowell
- Hagwilget
- Haisla Resource Centre
- Hartley Bay
- Iskut
- Kermode Friendship Society
- Kispiox
- Kitamaat
- Kitasoo
- Kitselas
- Kitsumkalum
- Kyah Wiget Education Society
- Lax Kw'alaams
- Laxgalts'ap
- Masset
- Metlakatla
- Nee-Tahi-Buhn
- Skidegate
- Tahltan
- Wilp Wilxo'oskwhl Nisga'a
- Wet'suwet'en

COLLEGE PERSONNEL

COLLEGE SERVICES - (250) 635-6511

(located in Terrace)

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/Vice President, Administration
 Cynthia Preyser-Wreggitt Financial Analyst
 Carol Reynolds Administrative Assistant

FINANCE/PAYROLL

John Deausy, B.Admin (U. Regina), MBA (U. Manitoba) Manager
 Tito Avila Co-ordinator, Accounting Services
 Virginia Cooper Payroll Officer
 Teri Moldenhauer Payroll Assistant
 Charlotte Robinson Accounts Receivable
 Harpreet Takhar Accounts Clerk
 Joyce Wood Accounts Payable

FACILITIES/MAINTENANCE

Peter Crompton Manager, Facilities/Maintenance
 Les Hill Maintenance Engineer
 Bill Mikaloff Chief Engineer
 Brian Quinn Maintenance Engineer
 Tom Yeager Groundskeeper

HUMAN RESOURCES/PERSONNEL

Sheila McDonald, B. Journalism (Carleton) Director, Human Resources
 Linda McMurray Personnel Officer
 Carol Reynolds Personnel Assistant

INFORMATION & COMMUNICATION SYSTEMS

John Deausy, B.Admin (U. Regina), MBA (U. Manitoba) Manager
 Todd Taylor Co-ordinator
 Nolan Beaudry, Electronics Diploma (NWCC) Electronics Technician
 Paul Fleming Information Systems Technician
 Ken Hawkins Electronics Technician Assistant
 John Ross Information Systems Technician
 Robert Schuster Information Systems Technician

LEARNING RESOURCE CENTRE REGIONAL SERVICES

Liz Ball, B.Ed, MLS (U.Alberta) College Librarian, Technical Services
 Earla Peden Library Assistant, Acquisitions

PURCHASING

Donna Marken Purchasing Co-ordinator

EDUCATION & STUDENT SERVICES

Brian Loptson, B.Sc. (UBC) Director, Education & Student Services
 Larisa Tarwick, M.A. (Pacific Oakes) Manager, Program Support
 Rhonda Ross Administrative Assistant
 Bev Kealty Registrar
 Dianne Bell Sr. Student Records
 Laura Biagioni Awards Administrator/Student Records
 Cudy Motschilnig Student Records
 Sandra Bullock Co-operative Education Co-ordinator
 Elizabeth Snyder, B.Phys.Ed. (U.N.B.), B.S.W. (UVic) Services for
 Students with Disabilities Co-ordinator

COLLEGE CAMPUSES

(Alphabetical by Region)

CENTRAL REGION - (250) 635-6511

Peter Colebrook, MLS (Illinois), MPA (UVic), E.Ed. (UBC)
 Director, Central Region/Terrace Centre Manager
 TBA Associate Director, Central Region/Kitimat Centre Manager

TERRACE CAMPUS - (250) 635-6511

CAMPUS ADMINISTRATION

Peter Colebrook, MLS (Illinois), MPA (UVic), E.Ed. (UBC)
 Director, Central Region/Terrace Centre Manager
 Lynn Perrin Administrative Assistant
 Lynne Nordstrom (on leave) Switchboard

Access Services

Ella Goodlad Access Services Co-ordinator/Student Financial Aid
 Lynn Bennett Admissions Officer
 Amanda Checkley Registration Clerk
 Mae Derrick, B.A. (Carleton) First Nations Co-ordinator
 Ian Hamilton, B.A. (Trent), Prof. Teach. Cert. (SFU) Educational Advisor
 Debbie Holkestad, BSW (Hon) UVic, Assoc. Arts Dip., PID (VCC)
 Student Support Specialist
 Shelley Koopmans Registration Clerk
 Greg McDonald HRDC Employment Advisor
 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
 Randy Chalifoux, Interprovincial NAIT Cafeteria Supervisor
 Dale Creek Security
 Anna Dodd Food Steward, Cafeteria
 Margo Fleming (on leave) Residence Assistant
 Ed Hess Print Shop Operations/Mailroom
 Mark Hoefling, Interprovincial SAIT Cafeteria Services
 Bob Jesson Warehouse/Delivery
 Tammy King Bookstore Assistant
 Rudy Motschilnig Security
 Mary McNeice Daycare Supervisor
 Saroj Sharma Daycare Assistant
 Barbara Steinbrenner Daycare Assistant
 Marie Twomey Food Service Cashier
 Terry Walker Daycare Assistant
 Alan Weston Sr. Warehouseperson/WHMIS

Continuing Education Offerings

Fred Adair, WCB & Red Cross Certified First Aid, PID (VCC), Assoc. Arts Degree
 (NWCC), M.Ed. (SFU) Instructor
 Joan Daniels Program Officer
 Lorrie Gowen Program Clerk
 Peter Haigh, Inter Prov. "A" Welding Cert, PID (UBC), DAE (VCC),
 M.Ed. (SFU) Co-ordinator
 Coleen Taylor Program Officer

Library

Patti Barnes, B.A., MLS (U.Alberta) Librarian, Central Region
 Louise Chaput Library Assistant, Circulation
 Penny Llewellyn, Lib. Tech. Dip. (UCFV)
 Library Technician, ILL Reference, Circulation
 Judy McCloskey, Lib. Tech. Dip. (UCFV) Library Technician, Cataloguing

Program Support Services

Sandy Chemko CCP /IBT/Cook Training
 Eleanor Dacey Computer Tech/Trades/ECE
 Frieda Dams UC/Bus/SSW
 Lynn Nordstrom ASE/Access/Cafeteria/Switchboard

TERRACE CAMPUS FACULTY

Adult Special Education

Debbie Holkestad, BSW (Hon) UVic, Assoc. Arts Dip., PID (VCC) Co-ordinator
 Sharon Proctor, SSW Cert., PID (VCC) Instructor
 Barbara Vandermeer, SSW Cert. Instructional Support

Business Administration/Office Administration

Grant Bennest, Bach. of Comm. (UBC) Co-ordinator/Instructor
 John Campbell, B.Sc. (McGill), Ph.D. (Waterloo), MBA (UBC), CGA, Instructor
 Gregory Krabes, B.B.A. (Bishops), MBA (St. Martin's College) Instructor
 Ann-Marie Merkel, PID (VCC) Instructor
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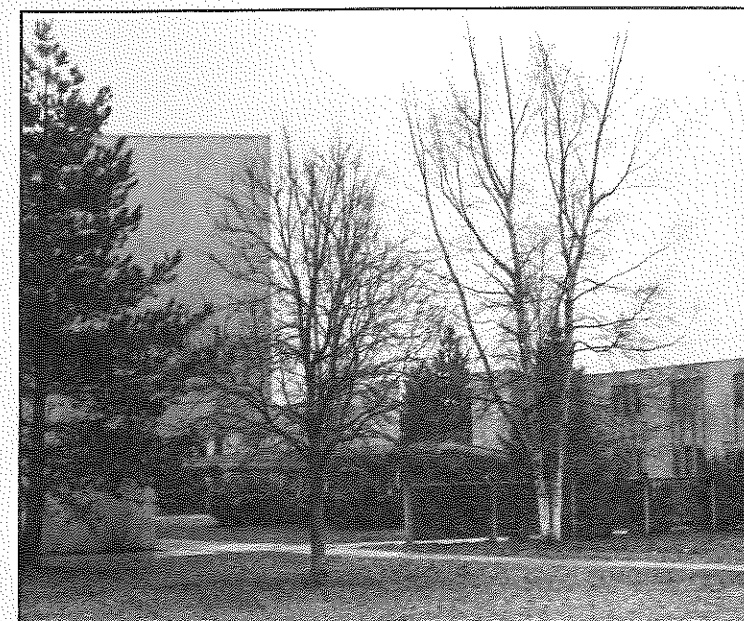
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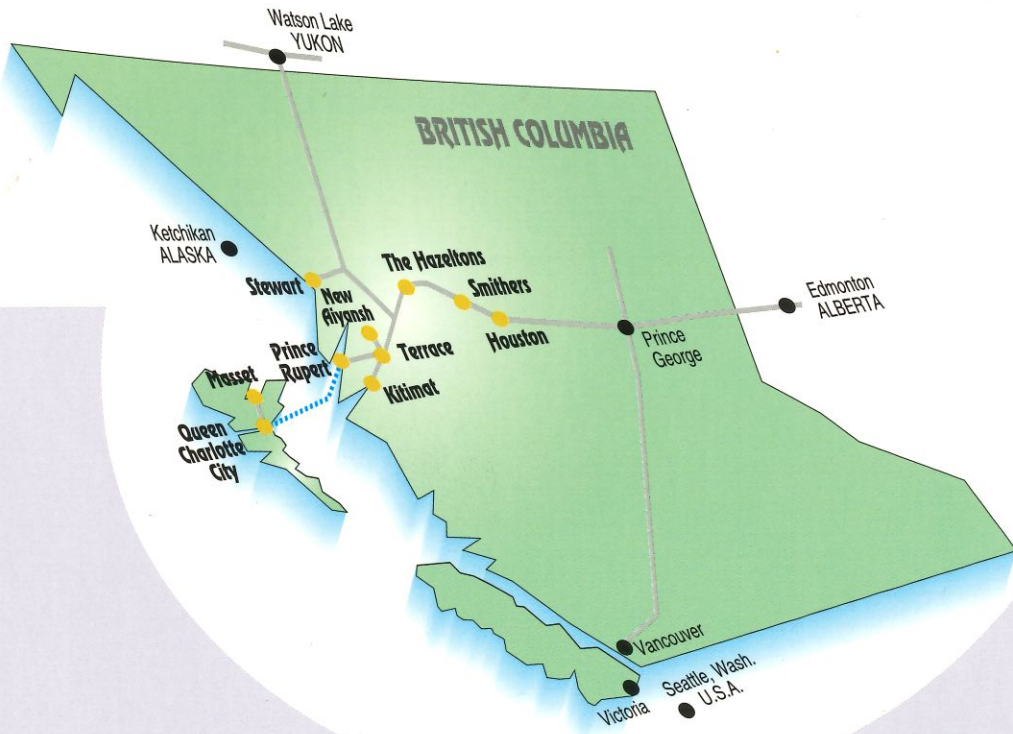
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