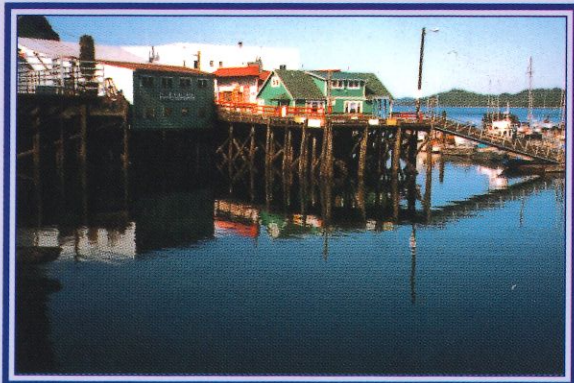
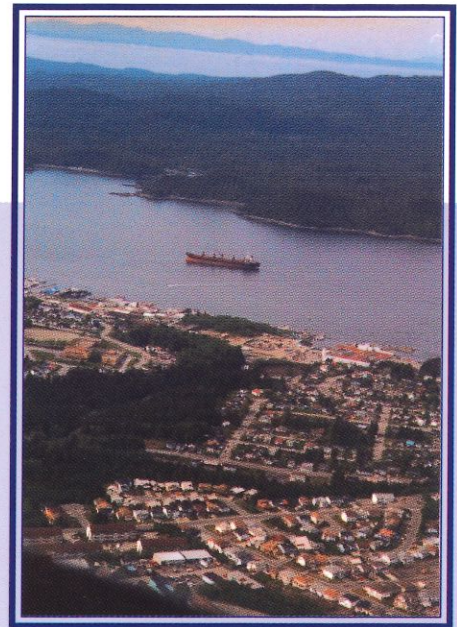
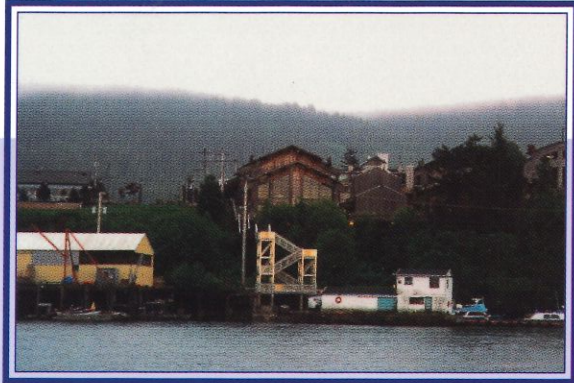
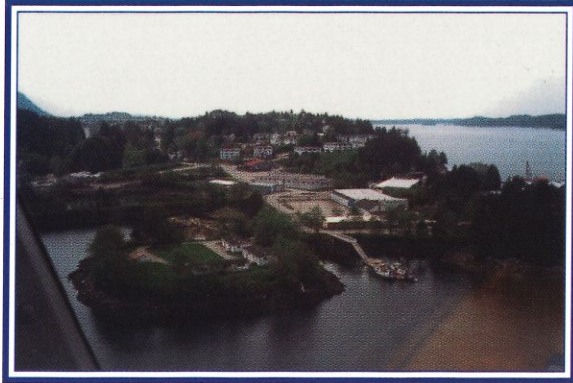


# Northwest Community College

## 2000/2001 Program Calendar



*Photos: Prince Rupert, BC*

# nwcc



\$5.00  
INCL. GST

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.*

Our calendar is available from Reception at any NWCC Campus or, you may request a copy by mail.

**NOTE: Include prepayment of \$5.00 (Canada only) per Calendar, requested by mail, with payment made payable to Northwest Community College, address as listed below.**

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

Visit our Website:  
<http://www.nwcc.bc.ca>  
for current up-dates of our program information.

Cover Photos: Tirso Morales, University Credit Instructor, Prince Rupert Campus

**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 <u>Permanent</u> 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 # ( )		
DATE OF BIRTH: Year Month Day			Social Insurance Number		
/ /			/ /		
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"/>			IN CASE OF EMERGENCY CONTACT: Name: _____		
B.C. Provincial Examination I.D. Number:			Telephone ( ) _____		
			OPTIONAL STATISTICAL INFORMATION: Are you of First Nations Ancestry? YES <input type="checkbox"/> NO <input type="checkbox"/>		

**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. <b>ALL OTHER PROGRAMS:</b>	
Campus to which you are applying:	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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..... 142  
..... 143-147  
..... 149-152





## DATES TO REMEMBER

### 2000

Apr 21	Good Friday Holiday *
Apr 24	Easter Monday Holiday *
May 22	Victoria Day Holiday *
July 3	Canada Day Holiday *
Aug 7	B.C. Day Holiday *
Sept 4	Labour Day Holiday *
Sept 5	Fall semester begins for most programs
Oct 9	Thanksgiving Day Holiday *
Oct 27	<b>LAST DAY</b> for <i>official withdrawal</i> from Fall semester - <i>Career &amp; University Credit</i>
Nov 13	Remembrance Day Holiday *
Dec 22	Last day College open prior to Christmas Break

### 2001

Jan 2	College Centres re-open
Jan 8	Classes re-commence for most programs
Feb 26 - Mar 2	University Credit Reading Week
Mar 2	<b>LAST DAY</b> for <i>official withdrawal</i> from Spring semester - <i>Career &amp; University Credit</i>
Apr 13	Good Friday Holiday *
Apr 16	Easter Monday Holiday *
May 21	Victoria Day Holiday *
July 2	Canada Day Holiday *
Aug 6	B.C. Day Holiday *
Sept 3	Labour Day Holiday *
Sept 4	Fall semester begins for most programs
Oct 8	Thanksgiving Day Holiday *
Oct 26	<b>LAST DAY</b> for <i>official withdrawal</i> from Fall semester <i>Career &amp; University Credit</i>
Nov 12	Remembrance Day Holiday *
Dec 21	Last day College open prior to Christmas Break

NOTE 1: Please check with your local College centre regarding specific program start and end dates of programs.

NOTE 2: Last day for **LATE REGISTRATION** and course changes for **Career** (*Business Administration, Computer Technology, Integrated Human Service, Natural Resources*) and **University Credit** is 14 days from the course start date.

NOTE 3: Last day to withdraw with **PARTIAL REFUND** from **Career** (*Business Administration, Computer Technology, Integrated Human Service, Natural Resources*) and **University Credit** is 14 days from the course start date.

\* All College Centres are **CLOSED** on Statutory Holidays.

## PRESIDENT'S MESSAGE

In 1975 Northwest Community College evolved from the B.C. Vocational School to a community college. For the first time an affordable, closer-to-home, comprehensive set of post-secondary programs was offered to the region's citizens. Building on the success of the Vocational School, education and training that fit the needs of a greater number of residents became available in more of the northwest communities.

The Year 2000 is the 25th Anniversary of Northwest Community College and, as in preceding years, the institution continues to respond to a changing world. Twenty-five years ago the College responded to community needs on a regional, provincial and national basis. Today, it has become important to also respond on a wider, global basis. New and emerging technologies and access to information have changed the world of work and how people learn and interact. These things also impact Northwest Community College's programs and services and constant vigilance is required to ensure that the training and education offered is up-to-date and truly meeting people's needs. To this end a thorough review of programs and services is in progress that is expected to result in a new multi-year educational plan by the end of the year.

As we strive towards revitalization through review and planning, we also commemorate Northwest Community College's success in serving its communities over the last 25 years.

I invite you to look through this calendar, consult with our Educational Advisors and share your ideas on future directions for Northwest Community College.



## 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 campuses and an additional four community education sites 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 located in downtown Stewart; the communities of Gitwinksihkw, Lax Galts'ap and Gitlakdamix in the Nass Valley are served by the College through a partnership with Wilp Wilxo'oskwhl 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 community education sites 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 sites in two communities on the islands—Queen Charlotte City and Masset. Both are situated in the downtown core of the two communities. Distances to other communities on the islands are relatively short and make College programs easily accessible to all.

Course offerings are developed 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 as the three Hazeltons, 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 Education Societies in implementing Career and College Preparation programs in their villages; innovative programming in the health care, natural resources and tourism fields; assisting the University of British Columbia in delivering the Native Indian Teacher Training Program; and in delivering the Five Year Teacher Training Program through a partnership with the Gitksan Wetsuwet'en Education Society. 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, Career Development, Trades Training (Welding, Carpentry, Farrier) are offered, along with a wide variety of continuing education courses that continue to successfully meet the needs of the community. The College has strived to increase the educational opportunities for our community members.

In December of 1995 the move from leased space resulted in a brand new building for the Houston campus. NWCC is now a part of the Learning Centre, consisting of the Houston NWCC campus, the Morice Community Skills Centre, Houston Link to Learning and the Houston Storefront School. The focus was to provide a one stop outlet for any individual to pursue all their training needs.

### *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 a population of approximately 12,000 in Smithers, Telkwa and surrounding rural 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, Natural Resources/Forestry and Office Technology. Many other part-time offerings are based on local needs.

Smithers is situated in the Bulkley Valley, a perfect location for outdoor enthusiasts. Residents enjoy hiking, fishing, kayaking and cross-country skiing. A 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 must meet individual course prerequisites. Students may enroll in those courses for which they meet the prerequisites while working to complete prerequisites of other courses in their program.

Students are admitted on a "first come, first qualified, first admitted" basis.

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. Contract & Continuing Education Programs & Courses

The College offers a variety of contract 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:  
Business Administration, Computer Technology, 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
<b>Total</b>	<b>\$ 44.90</b>	<b>\$ 673.50</b>

- Semester Based Programs - no semester maximum**  
Includes the following program:  
University Credit.

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

- Vocational Programs - Full-time\***  
Adult Special Education, Automotive, Business Technology, Career and College Preparation (CCP), Carpentry, Commercial Transport, English as a Second Language, Heavy Duty, Industrial Mechanic, Outdoor Power Equipment Technician, 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
<b>Total</b>	<b>\$ 6.80</b>

**6. Vocational Programs - Part-time\***  
*Students enrolled in vocational programs less than 12.5 hours per week.*

	<u>Per Day</u>
- Program Tuition	\$ 3.00 <i>(not charged for CCP)</i>
- NWCC Student Assoc. membership & activity fee	\$ .15
- Registration & Computer	
- Lab fee	\$ .50
<b>Total</b>	<b>\$ 3.65</b>

\* **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. Withdrawal three days prior to class - 100% of fees.
2. Withdrawal less than three days prior to class - NO REFUND.
3. 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.
4. 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.

**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 - with a semester maximum**

1. On withdrawal from a course or courses up until 14 days after the first scheduled class, fees are charged at 20% of total number of credits multiplied by the per credit value.
  - a) If amount paid is greater than the new charge, a refund is issued.
  - b) If amount paid (ie. tuition deposit or full deferral) is less than the new charge, the student pays the balance.
2. Withdrawal after 14 days - NO REFUND.
3. 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.

**Semester Based Programs - no semester maximum**

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.
3. 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.

**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*
- \* *Business Technology*
- \* *Career & College Preparation*
- \* *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)*
- \* *Integrated Human Service*
  - *Early Childhood Education Option*
  - *Pre-school Aide Training Option*
  - *Social Service Worker Option*
  - *Special Education Assistant Option*
- \* *Marine Studies*
- \* *Natural Resources*
  - *Coastal Integrated Resources Management Option*
  - *Forest Technology Option*
  - *Integrated Resources Management Option*
- \* *Outdoor Power Equipment Technician*
- \* *Professional Cook Training*
- \* *University Credit*
- \* *Welding*
- \* *Wilderness Guiding Skills*



## ADULT SPECIAL EDUCATION

(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.

### 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

*Workplace Skills Training, Pre-School Aid Training Prerequisite and Functional Literacy* programs start in September and end in May. Modified and Community Interest programs are offered subject to demand and sponsor funding.

### FEES

Please see the Fees and Refunds section.

### FINANCIAL AID AND SPONSORSHIP

Please see the Financial Aid Sources section.

### PROGRAM OUTLINES

#### WORKPLACE SKILLS TRAINING

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, demonstrate an interest in securing an entry-level job and 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.

#### 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 nine month full-time 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 Option offered by the Early Childhood Education Department.

#### 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 current tuberculin screening as certified on the College's Medical Assessment.
2. Criminal Record Search.
3. Oath of confidentiality may be required for some work-place settings.

*Students taking Pre-School Aid Training Prerequisite will be integrated into the Workplace Skills Training Program for most classes.*

*In addition to all courses in Workplace Skills Training, students will also be required to complete the following courses:*

#### Fall Semester

- \*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

- \*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.**  
*Note: Students are responsible for making practicum transportation arrangements.*

*Detailed program information on the Preschool Aide Training Option is listed under Integrated Human Service, Early Childhood Education.*

#### 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).

\* 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.**

#### MODIFIED PROGRAM OPTIONS

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

- General Office Clerk - Business Technology
- General Trades Training - Automotive Repair Technician
- Preschool Aide Training Option - IHS/ECE
- Food Service Worker - Professional Cook Training

*Prerequisites apply for modified program options.  
Not all modified program options are offered each year.*

#### COMMUNITY INTEREST COURSES

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.

*For more information on ASE 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)**Approximately 8 months to complete*

*Graduates of this program could find employment as Apprentices and entry level workers in repair shops or service stations, or in complex service departments of the Automotive Sales and Service Industry.*

*This Certificate Program is designed to:*

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

**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.

**FEES**

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

*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.

**FINANCIAL AID AND SPONSORSHIP**

Please see the Financial Aid Sources section.

**START DATE**

This program is offered from September to May. Learners may apply at any time and are admitted as space permits.



**ADMISSION REQUIREMENTS**

1. Grade 10 or GED or CCP (ABE) Intermediate Level Math and English, or
2. Successful completion of a Northwest Community College Trades assessment, or
3. Permission of Instructor.

**Note:**

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

We encourage Trades learners to enhance their employability by enrolling in Level I First Aid. First Aid courses are scheduled throughout the year.

**PROGRAM OUTLINE**

Entry Level Trades Certificate for Automotive Repair Technician

- Applied Math
- Safe Work Practices
- Introduction to Computers
- Technical Communications
- Oxy-acetylene Cutting, Welding & Brazing
- Service Wheels, Hubs, Tires & Bearings
- Service Frames & Suspension Systems
- Test and Service Manual & Power Steering Systems
- Test & Service Brake Systems
- Test & Service Gasoline Engines
- Test & Service Diesel Engines
- Test & Service Cooling Systems
- Test & Service Exhaust Systems
- Test & Service Engine Lubrication Systems
- Test & Service Drive Lines
- Test & Service Drive Axles and Transmissions
- Test & Service Electrical Systems
- Test & Service Emission Control Systems
- Test & Service Fuel Systems
- Test & Service Electronic Engine Controls
- Test & Service Clutches, Standard Transmissions, Transaxles and Manual Overdrives
- Test & Service Transfer Cases
- Test & Service Automatic Transmissions
- Test & Service Air Conditioning Systems

**BUSINESS ADMINISTRATION**

(Prince Rupert & Terrace Campuses)

This program is designed to give students a solid background in business and prepare them for a wide range of careers in the public, private and not-for-profit sectors. The 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.

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 the certificate may 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 to increase the advanced standing credit to other universities and associations. The 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 Co-ordinator of Business Administration to discuss future educational options.

**PROGRAM LOCATIONS**

The two year program is offered at our Prince Rupert and Terrace campuses (all first year and all second year core courses).

**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, Co-op students

**Year II**

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

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.

**HOW TO APPLY**

Applications are available from any of our College centres. As this program is in high demand, 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 Fees and Refunds section.

**FINANCIAL AID AND SPONSORSHIP**

Please see the Financial Aid Sources section.

**ADMISSION REQUIREMENTS**

1. Grade 12 with ENGL 12 and MATH 11; or
2. ENGL 045 or 050, and MATH 040, 041 or 045.

*Note: Students planning to 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.*

**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 (Optional)
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 (Optional)
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**

*Business Administration Certificate and completion of:*

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

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

*Please note: Not all second year electives listed below are available at both campuses. To obtain specific course offerings call the Business Administration Co-ordinator.*

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 254-3	Operations Management
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 ACCT 150 or OTEC 120/125.

**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.

**BPOL 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. Prerequisites: ECON 150/151 or ECON 111/112.

**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. Prerequisites: MARK 150.

**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.

**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.

**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 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 254-3.0: Operations Management**

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

**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.

**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.

## BUSINESS TECHNOLOGY

*(Kitimat, Smithers & Terrace Campuses)*

The Business Technology program is designed to provide the learner with the knowledge and skills necessary to function effectively in an entry level office position. 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 Business Technology. Each certificate level will take five months of full-time study to complete.

### BRITISH COLUMBIA PROVINCIAL MISSION STATEMENT

Applied Business Technology programs are learner-centred and employer-focused. The learning environment is sensitive to diverse cultures, promotes excellence, encourages life-long learning, and fosters pride in one's self and one's work.

### 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.
- Manage stress
- Assess and analyze personal learning needs; set learning goals and objectives and formulate plans for implementation.
- Manage time effectively by setting objectives, organizing, planning, prioritizing and scheduling activities, routines and projects.
- 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. Communicate:

- Apply active listening skills in interpersonal communication and customer relations.
- Communicate verbally, using language that is appropriate to diverse audiences.
- Accurately summarize and record verbal information and carry out instructions.
- 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.

#### 3. 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.

#### 4. 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.

#### 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. Think Critically and Creatively:

- Define and solve problems both independently and in teams, using creative problem-solving approach.
- Evaluate situations, make informed decisions and initiate appropriate action.

### 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.

**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
- Accounting
- General
- Word Processing
- Desktop Publishing (Terrace Campus only)
- General Office Clerk

Please see the following sections for more information on Certificate offerings.

**FEES**

Please see the Fees and Refunds section.

**FINANCIAL AID AND SPONSORSHIP**

Please see the Financial Aid Sources section.

**ADMISSION REQUIREMENTS**

Admission to the Business Technology 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 OUTLINES**

**Business Technology - Office Assistant Certificate**

- BTEC 100-5 Student Success
- BTEC 110-5 Keyboarding I (Speed 15 nwpm)
- BTEC 115-5 Keyboarding II (Speed 30 nwpm)
- BTEC 120-1 Computer Environments
- BTEC 125-1 Database
- BTEC 130-2.5 Word Processing Applications I
- BTEC 135-1 Automated Office Simulation
- BTEC 150-2.5 Communications I
- BTEC 165-1 Presentations

- BTEC 170-5 Critical Thinking
- BTEC 172-5 Teambuilding
- BTEC 175-5 Job Search
- BTEC 176-5 Office Dynamics
- BTEC 180-1 Records Management
- BTEC 190-1.5 Business Machines

**Business Technology - Accounting**

Office Assistant Certificate and completion of:

- BTEC 220-1 Accounting Fundamentals I
- BTEC 225-2 Accounting Fundamentals II
- BTEC 250-1 Communications II
- BTEC 260-5 Business Math
- BTEC 265-5 Business Simulation
- BTEC 270-1 Introduction to Spreadsheets
- BTEC 272-1 Spreadsheet Applications
- BTEC 275-1.5 Computerized Accounting I
- BTEC 277-2 Computerized Accounting II
- BTEC 280-1.5 Computerized Accounting Simulation
- BTEC 284-1 Keyboarding Speed III (optional)  
- (not required for Certificate)
- BTEC 290-3 Fieldwork

**Business Technology - General**

Office Assistant Certificate and completion of:

- BTEC 220-1 Accounting Fundamentals I
- BTEC 250-1 Communications II
- BTEC 270-1 Introduction to Spreadsheets
- BTEC 290-3 Fieldwork

Plus an additional nine credits from either the Word Processing or Accounting specialties.

**Business Technology - Word Processing**

Office Assistant Certificate and completion of:

- BTEC 210-2 Dictatyping
- BTEC 220-1 Accounting Fundamentals I
- BTEC 230-1 Web Page Publishing
- BTEC 235-2 Advanced Word Processing
- BTEC 240-2 Word Processing Simulation
- BTEC 250-1 Communications II
- BTEC 255-1 Communications III
- BTEC 270-1 Introduction to Spreadsheets
- BTEC 285-1 Keyboarding Speed IV
- BTEC 290-3 Fieldwork

**Desktop Publishing**

- 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 - Internet

**Distance Education**

- BTEC 110-5 Keyboarding I (Speed 15 nwpm)
- BTEC 115-5 Keyboarding II (Speed 30 nwpm)
- BTEC 120-1 Computer Environments
- BTEC 130-2.5 Word Processing Applications I
- BTEC 180-1 Records Management
- BTEC 190-1.5 Business Machines
- BTEC 220-1 Accounting Fundamentals I
- BTEC 225-2 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.

**GENERAL OFFICE CLERK**

This certificate is for mentally challenged persons, and is designed to provide the learner with some basic training in the business industry. 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**

- BTEC 100-5 Student Success
- BTEC 110-5 Keyboarding I (Speed 15 nwpm)
- BTEC 115-5 Keyboarding II (Speed 30 nwpm)
- BTEC 175-5 Job Search
- OADM 110-2 Communications
- OADM 115-2 Office Procedures
- OADM 175-1 Interpersonal Skills
- OADM 185-1 Alphabetic Filing
- OADM 195-2 Machine Operations
- 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.

**BTEC 100-0.5: 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. Prerequisite: None.

**BTEC 110-0.5: Keyboarding Speed I (15 nwpm)**

This course is designed to give the learner the skills necessary to 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. Prerequisite: None.

**BTEC 115-0.5: Keyboarding Speed II (30 nwpm)**

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. Prerequisite: BTEC 110.

**BTEC 120-1.0: Computer Environments**

This course is designed to provide the learner with the skills necessary to: identify parts of the computer, use operating systems commands to create, copy, store, and delete files; use other operating systems commands to customize and manage the hard drive. Learners will also become familiar with the use of electronic mail and the Internet. Prerequisite: None.

**BTEC 125-1.0: 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 current database software. Prerequisite: BTEC 120.

**BTEC 130-2.5: Word Processing Applications I**

The learner will be able to create tables, business forms, various letter styles, and reports to current business standards. The learner will have the knowledge to format and edit documents and handle postal and shipping services. Prerequisite: BTEC 110 or 15 NWPM.

**BTEC 135-1.0: 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. Prerequisite: Completed or enrolled in all other courses in Office Assistant.

**BTEC 150-2.5: Communications I**

This course is designed to provide the learner with the strategies for effective writing. Learners will apply these strategies while writing letters and memos. Prerequisite: Grade 10 English or GED or ENGL 030.

**BTEC 165-1.0: Presentations**

This course is designed to provide the learner with the skills necessary to prepare and deliver oral presentations using appropriate technology and to communicate orally. Prerequisite: Grade 10 English or GED or ENGL 030.

**BTEC 170-0.5 Critical Thinking**

This course is designed to assist learners define and solve problems both independently and in teams, using a variety of creative problem solving approaches. Prerequisite: Grade 10 English or GED or ENGL 030.

**BTEC 172-0.5: Teambuilding**

Teambuilding is designed to assist learners in learning how to work in a collaborative work environment. Prerequisite: None.

**BTEC 175-0.5: Job Search**

This course is designed to provide the learner with the skills and techniques to be able to look for employment. Prerequisite: None.

**BTEC 176-0.5: 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. Prerequisite: Grade 10 English or GED or ENGL 030.

**BTEC 180-1.0: Records Management**

This course will provide the learner with the knowledge and skills of basic records management systems. Prerequisite: Grade 10 English or GED or ENGL 030.

**BTEC 190-1.5: 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. Prerequisite: Grade 10 Math or GED or MATH 030.

**BTEC 210-2.0: Dictatyping**

This course covers the operation of a transcribing machine. Emphasis is placed on the fundamentals of spelling, grammar, and punctuation to produce mailable copy. Prerequisite: BTEC115.

**BTEC 220-2.0: 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. Prerequisite: Grade 10 Math or GED or MATH 030.

**BTEC 225-2.0: 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. Prerequisite: BTEC 220.

**BTEC 230-1.0: Web Page Publishing**

This course provides the learner with a working knowledge of web page design. The learner will be able to design, create, and publish simple web pages using frames and graphics. Prerequisite: BTEC 120 and BTEC 130.

**BTEC 235-2.0: Word Processing II**

This course is designed to familiarize the learner with some of the more advanced features of the software. Some of the topics include: desktop publishing, using templates, creating macros, managing long documents, and creating forms. Prerequisite: BTEC 130.

**BTEC 240-1.5: Word Processing Simulation**

This course is designed to provide learners with an opportunity to use his or her acquired computer skills in a work situation. Emphasis will be placed on the learner's ability to use word processing, spreadsheet, and database software. Prerequisites: BTEC 235 and BTEC 270.

**BTEC 250-1.0: Communications II**

This course is designed to provide the learner with the skills required for writing and editing business documents to conform to current industry standards. Prerequisite: BTEC 150.

**BTEC 255-1.0: Communications III**

This course is designed to give the learner the skill needed for controlling the accuracy and quality of documents. Emphasis will be placed on the mailability of a document. A mailable document is one that has been proofread thoroughly for appearance and format, accuracy of contents and correctness of language usage, punctuation, and grammar. Prerequisite: BTEC 150.

**BTEC 260-0.5: Business Math**

This course is designed to equip the learner with the skills to solve basic business mathematics problems on the calculators using the most efficient and accurate techniques possible. Prerequisite: BTEC 190.

**BTEC 265-0.5: 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. Prerequisite: BTEC 190.

**BTEC 270-1.0: 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; and illustrate worksheet data in graphic form. Prerequisite: Grade 10 Math or GED or MATH 030.

**BTEC 272-1.0: 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 other business forms. Prerequisite: BTEC 225 and BTEC 270.

**BTEC 275-1.5: Computerized Accounting I**

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 journal, maintain an audit trail, create and print financial statements. Prerequisite: BTEC 225.

**BTEC 277-2.0: Computerized Accounting II**

This course provides an introduction to an integrated computerized accounting system using Windows-based software. Prerequisite: BTEC 225.

**BTEC 280-1.5: 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: BTEC 225 and one of the following BTEC 277 or BTEC 275.

**BTEC 284-1.0: Keyboarding Speed III (40 nwpm)**

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. Prerequisite: BTEC 115.

**BTEC 285-1.0: Keyboarding Speed IV (55 nwpm)**

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. Prerequisite: BTEC 115.

**BTEC 290-3.0: 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. Prerequisite: Completion of the Office Assistant Certificate and all other courses for the chosen specialty.

**DESK 200-2.0: Desktop Publishing I - Computer Management**

This course will provide the learner with detailed information on the following topics: Network maintenance/management; Windows operations; Standalone PC maintenance/management; and Purchasing network vs. standalone, software, and hardware. Prerequisite: None.

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

This course is designed to familiarize the learner with the concepts of desktop publishing. The learner will create, edit, format, and lay out sophisticated documents. The learner will become familiar with Typefaces, Typestyles, and Type sizes;



Character Spacing, Special Characters; Page Design; Paragraph Formats; Columns; Page Numbers; Graphics; Lists, Tables, and Math; and Working with long documents. Prerequisite: None.

**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. Prerequisite: None.

**DESK 230-1.0: Desktop Publishing IV—Internet**

This course will provide the learner with the basic uses of the INTERNET and provide an introduction to creating Web Documents—home pages. Prerequisite: None.

**DESK 240-3.0: Desktop Publishing V—Pagemaker**

This course is designed to develop desktop publishing skills using Pagemaker. The learner will develop professional publications including newsletters, advertisements, stationary, flyers, business cards, and announcements using Pagemaker and Microsoft Word for Windows. Prerequisite: DESK 210.

**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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: 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. Prerequisite: None.

**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. Prerequisite: None.

**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. Prerequisite: BTEC 110.

**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. Prerequisite: Completion of the General Office Clerk Certificate requirements.

**CAREER AND COLLEGE PREPARATION**

(Available at most Campuses)

The Career and College Preparation program helps adults get ready for college, career, vocational, and university courses and for employment. Students completing the program can obtain the BC Graduation Diploma (Adult Dogwood).

Students may be able to attend CCP in the day-time or evening and attend either full-time or part-time. On some NWCC campuses, students may start the CCP program at any time during the year, space permitting. At other NWCC 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.

**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 Fees and Refunds section of this calendar for details.

**FINANCIAL AID AND SPONSORSHIP**

Please see the Financial Aid Sources section.

**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.*

**PROGRAM OUTLINE**

The CCP program has four levels. Students earn a NWCC certificate for completing each of the first three levels and a BC Adult Graduation Diploma (Adult Dogwood) for completing the fourth. The courses and requirements for a certificate or diploma are listed below:

*It is important to note that 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 courses.*

**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 required 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 Science or Computer Studies and one option at the Advanced Level or higher.*

**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  
 - *BC Adult Graduation Diploma "Adult Dogwood" requires Provincial Level English or higher, Advanced or Provincial Level or higher Mathematics, three additional courses at the Provincial Level or higher, or, Advanced Social Sciences and two Provincial Level courses or higher.*

*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 BC Adult Graduation Diploma (Adult Dogwood) in order to achieve their career and educational goals.*

**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. Prerequisites: Placement at the ENGL 020 Level or higher.

**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 (0201 & 0202)**

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. *MATH 020 may be offered in two modules (MATH 0201/0202) at some campuses. Check with an Educational Advisor for description and set-up of these modules.*

**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, geom-

etry, 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, SCIE 030 (2 CHEM Units) 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, media studies and some business writing are also included. 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 of 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.

**ENGL 050: Provincial English**

This course is designed to provide a technical alternative to the current literature focus in Provincial level English and includes readings that will be a focus for student discussion and collaboration. Students will be expected to engage themes and issues in a critical way. Important organizational aspects of written and oral development will be explored through class activities and assignments. Workplace forms of communication; letters, memos, various types of short reports, proposals, oral reports and formal reports will be discussed and practiced.

**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)

Approximately 8 months to complete

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:

- 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 Career Preparation programs, and learners with prior learning and relevant experience.
- Be equivalent to the Ministry of Labour's (ITAC) first level of apprenticeship technical training.

### 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.

### FEES

1. Tuition as described in the Fees and Refunds section.
2. C.S.A. approved safety footwear (*WCB regulations*).
3. Refundable tool deposit of \$50.
4. Purchase of necessary learning resources (*available at College Bookstore*).

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.

### FINANCIAL AID AND SPONSORSHIP

Please see the Financial Aid Sources section.

### START DATE

This program is offered from September to May. Learners may apply at any time and are admitted as space permits.

### ADMISSION REQUIREMENTS

1. Grade 10 or G.E.D. or CCP (ABE) Intermediate Level Math and English, or
2. Successful completion of a Northwest Community College Trades assessment, or
3. Permission of Instructor.

Note:

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

We encourage Trades learners to enhance their employability by enrolling in **Level I First Aid**. **First Aid courses are scheduled throughout the year.**

### PROGRAM OUTLINE

Entry Level Trades Certificate for Carpentry

- Math for Carpenters
- Describe the Carpenter Trade
- Use Safe Work Practices
- Use Hand Tools
- Use Portable Power Tools
- Use Survey Instruments
- Use Rigging and Hoisting Equipment
- Use Site Layout
- Build Concrete Formwork
- Frame Residential Housing
- Use Special Construction Features
- Build Cabinets and Apply Plastic Laminate
- Use Oxy-acetylene Cutting, Welding & Brazing
- Introduction to Computers
- Technical Communications
- Interpret Drawings and Specifications

## 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.

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.

### 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 in January and completes in May 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.

**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: International Students**

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

**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.

**PROGRAM OUTLINE**

- CECO 101-3 Introduction to Tourism and Eco-Adventure Tourism
- CECO 110-4 Human Relations and Customer Service
- CECO 120-3 Tourism and Environmental Stewardship
- CECO 130-3 Coastal Heritage Interpretation
- CECO 140-1 Orienteering/Navigation Fundamentals
- CECO 142-4 Sea Kayaking

- CECO 144-2 Sport Fishing
- CECO 146-1.5 Outboard Motors/Repair and Maintenance
- CECO 148-2 Trip Planning & Preparation
- CECO 150-4 Power Boat Operations
- 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 143-3 Wilderness First Aid
- NAUT 291-0 Marine Emergency Operator
- NAUT 330-0 Restricted Radio Operator
- TOUR 162-3 Camp Setup and Management
- TOUR 164-5 Risk Management
- TOUR 168-1 Foodsafe

*In addition, the following optional course(s) may be offered but are not required for the certificate.*

- CECO 156-2 CYA White Sail - Basic Cruising Level
- CECO 158-2 Bronze Cross
- TOUR 160-1 Canoeing
- TRAN 104-2 Professional Driver Training, Class IV

**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. Prerequisites: None.

**CECO 110-4.0: Human Relations and Customer Service**

This course 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. Prerequisites: None.

**CECO 120-3.0: Tourism and 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. Prerequisites: None.

**CECO 130-3.0: Coastal Heritage Interpretation**

This 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. Prerequisites: None.

**CECO 140-1.0: Orienteering/Navigation Fundamentals**

This course 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. Prerequisites: None.

**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 Canadian 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. Prerequisites: None.

**CECO 144-2.0: Sport Fishing**

This course will prepare the student with the requirements expected of an entry level fishing guide as well as employment with whale watching and other power boat charters and operators within the adventure tourism sector. 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. Prerequisites: None.

**CECO 146-1.5: Outboard Motors - Repair and Maintenance**

This course is aimed at students who wish to know more about maintenance and repair of outboard motors up to 70 h.p. Prerequisites: None.

**CECO 148-2.0: Trip Planning and Preparation**

This course 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. Prerequisites: None.

**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 and contains fundamental skills for the mariner such as Marine Navigation and therefore is directly applicable to the student in the Coastal Eco Adventure Tourism program. Prerequisites: None.

**CECO 156-2.0: Sailing - CYA Basic Cruising Level**

This course is designed to provide students with the theory and practical experience required to meet the Basic Cruising Standard of the Canadian Yachting Association. Prerequisites: None.

**CECO 158-2.0: 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 Adven-

ture 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. Prerequisites: Age 14, Bronze Medallion, Senior Resuscitation.

**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. Prerequisites: Completion of CECO Program components.

**FAID 110-0.5: Occupational First Aid Level One**  
This first aid course gives students a WCB Occupational Level I Endorsement. Prerequisites: None.

**FAID 125-0.5: Transportation Endorsement**  
This endorsement is required for all Level 1 and 2's who work more than 20 minutes from the hospital. Prerequisites: FAID 110 (OFA - Level 1).

**FAID 135-1.0: Red Cross Vital Link (Standard First Aid)**  
This course includes all material covered in the emergency First Aid course plus injuries due to heat and cold, poisons, medical conditions, bone and joint injuries, head and spinal injuries and moving and transportation of the injured. This course is designed to teach the fundamentals of emergency care and first aid. Cardiopulmonary resuscitation (CPR) is included. Prerequisites: None.

**FAID 143-3.0: Wilderness First Aid**  
This is the Canadian Red Cross Wilderness and Remote First Aid course. Included are CPR Level B, patient assessments, and, how to treat injuries and illnesses in a remote setting without immediate access to emergency medical services. Prerequisites: None.

**NAUT 291-0.0: Small Vessel Safety - MED A2**  
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. Prerequisites: None.

**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. Prerequisites: None.

**TOUR 160-1.0: Canoeing**  
This module introduces the students to basic flat water canoeing as a foundation for Coastal Canoeing and the BCRCA Flatwater Instructors course. This module will be taught to meet the standards of the Recreational Canoeing Association of BC and students will be expected to meet BCRCA standards for Advanced Tandem Paddling (Basic Flatwater 3). Prerequisites: None.

**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. Prerequisites: None.

**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. Prerequisites: None.

**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. Prerequisites: None.

**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, Class IV learners license, minimum age 19.

## COMMERCIAL TRANSPORT REPAIR MECHANIC

*(Terrace Campus)*  
Approximately 8 months to complete

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 May term.

*This Certificate Program is designed to:*

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

### 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.

### FEES

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

*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.



**FINANCIAL AID AND SPONSORSHIP**

Please see the Financial Aid Sources section.

**START DATE**

This program is offered from September to May. Learners may apply at any time and are admitted as space permits.

**ADMISSION REQUIREMENTS**

1. Grade 10 or GED or CCP (ABE) Intermediate Level Math and English, or
2. Successful completion of a Northwest Community College Trades assessment, or
3. Permission of Instructor.

**Note:**

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

We encourage Trades learners to enhance their employability by enrolling in **Level I First Aid**. First Aid courses are scheduled throughout the year.

**PROGRAM OUTLINE**

Entry Level Trades Certificate for Commercial Transport Repair Mechanic

- 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
- Oxy-acetylene Cutting, Welding & Brazing
- Operate Equipment/Vehicles
- Lift, Move, Support Vehicles
- Service Hydraulic Systems
- Service Steering Systems
- Service Frames, Suspensions & Attachments
- Service Hydraulic Brake Systems
- Service Air Controlled Systems
- Service Engine Support Systems
- Service Starting & Lighting Systems
- Service Drive Axels & Drive Lines
- Service Standard & Automatic Transmissions

**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.

Although the Computer Technology certificate is only available in Terrace plans are underway to offer selected first year courses through the Internet in the 2000/2001 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 also planning to offer a second year of study in the 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

**HOW TO APPLY**

Applications are available from any College centre and should be submitted as early as possible, preferably in the Spring. Students 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 Fees and Refunds 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**

- BTEC 110-.5 Keyboarding I (Speed 15 nwpm)
- BTEC 115-.5 Keyboarding II (Speed 30 nwpm)
- 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 Pascal
- 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 Mathematics of Finance
- or
- MATH 161-4 Applied Math

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)

**DISTANCE EDUCATION COURSES**

Interested students are asked to check out our Website or contact the Program Co-ordinator if you have questions before registering.

- CPTe 132-3 Introduction to Structured Programming using QBASIC - available Sept/2000
- CPTe 141-4 Office Applications I - available Sept/2000
- CPTe 142-4 Office Applications II - available Jan/2001

**INTERNET COURSE OFFERINGS**

(Currently under review for 2000/2001)

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

Check with the Program Co-ordinator for more information.

**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.

**BTEC 110-0.5: Keyboarding I**

See Business Technology section for course description.

**BTEC 115-0.5: Keyboarding II**

See Business Technology 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.

**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, DOS 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 2000/01 MS Office 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 2000/01 MS Office 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, 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, 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 be instructed to create, edit and plot two-dimensional CAD drawings to industry standards. Basic 3-D concepts and drawing techniques will be covered. 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 planning 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.*

**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.



## 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 MECHANIC

(Terrace Campus)

Approximately 8 months to complete

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 May term.

This Certificate Program is designed to:

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

### 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.

### FEES

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

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.

### FINANCIAL AID AND SPONSORSHIP

Please see the Financial Aid Sources section.

## 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.

### START DATE

This program is offered from September to May. Learners may apply at any time and are admitted as space permits.

### ADMISSION REQUIREMENTS

1. Grade 10 or GED or CCP (ABE) Intermediate Level Math and English, or
2. Successful completion of a Northwest Community College Trades assessment, or
3. Permission of Instructor.

### Note:

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

We encourage Trades learners to enhance their employability by enrolling in Level I First Aid. First Aid courses are scheduled throughout the year.

### PROGRAM OUTLINE

Entry Level Trades Certificate for Heavy Duty Mechanic

- Applied Math
- Technical Communications
- Introduction to Computers
- Use Safe Work Practices
- Describe the Heavy Duty Mechanics Trade
- WHIMS
- Use Hand Tools and Shop Equipment
- Lift Loads
- Use Fasteners & Fittings
- Cut, Weld, Braze and Solder Metals
- Operate Equipment
- Service Winches/Working Attachments
- Service Brake Systems
- Service Hydraulic Systems
- Overhaul Diesel Engines
- Select Lubricants & Fluids
- Service Engine Support Systems
- Service Air Conditioning
- Service Gasoline and Alternate Fuel Systems
- Service Diesel Fuel Systems
- Service Electrical & Electronic Systems
- Service Drive Axles and Drive Lines
- Service Standard Transmission Systems
- Service Bearings & Seals
- Service Track Type Equipment

**PROGRAM OUTLINE**

This is a six month program with practicum and class-room 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)**

*(Terrace Campus)*

*Approximately 8 months to complete*

*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:*

- 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 Career Preparation programs, and learners with prior learning and relevant experience.
- Be equivalent to the Ministry of Labour's (ITAC) first level of apprenticeship technical training.

**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.

**FEES**

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

*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.

**FINANCIAL AID AND SPONSORSHIP**

Please see the Financial Aid Sources section.

**START DATE**

This program is offered from September to May. Learners may apply at any time and are admitted as space permits.

**ADMISSION REQUIREMENTS**

1. Grade 10 *or* GED *or* CCP (ABE) Intermediate Level Math and English, *or*
2. Successful completion of a Northwest Community College Trades assessment, *or*
3. Permission of Instructor.

**Note:**

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

*We encourage Trades learners to enhance their employability by enrolling in Level I First Aid. First Aid courses are scheduled throughout the year.*

**PROGRAM OUTLINE**

*Entry Level Trades Certificate for Industrial Mechanic (Millwright)*

- 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
- Oxy-acetylene Cutting, Welding & Brazing
- 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



## 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.

### INTEGRATED HUMAN SERVICES CERTIFICATE/ DIPLOMA OPTIONS

#### Early Childhood Education Option

Certificate Terrace Campus  
Post Basic Part-time via teleconference

#### Pre-school Aide Training Option

Certificate Terrace Campus

#### Social Service Worker Option

Certificate/Diploma Terrace Campus

#### Special Education Assistant Option

Certificate Cost recovery/Part-time

### EARLY CHILDHOOD EDUCATION OPTION

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

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

- Provincial Task Force on Childcare 1991

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

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

### PRE-SCHOOL AIDE TRAINING OPTION

The *Pre-school Aide Training Option* 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.

### SOCIAL SERVICE WORKER OPTION

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.

### SPECIAL EDUCATION ASSISTANT OPTION

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.

### 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. Other programs, *Preschool Aide Training and Special Education Assistant (SEA) Options*, are offered subject to community demand and sponsor funding. *Your acceptance letter will include information specific to your Option.*

### FEES

Please see the Fees and Refunds section.

### FINANCIAL AID AND SPONSORSHIP

Please see the Financial Aid Sources section.

### ADMISSION REQUIREMENTS (Under Review)

#### Certificate Level Admissions

1. ENGL 12, or ENGL 050, or ENGL 045 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 related to your training option.

#### 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.*

2. *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

1. IHS Option Certificate.
2. Any other human service related certificate from an accredited post-secondary institution.
3. 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.*

### 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. Students who have completed 150 hours of Family Child Care will receive a three (3) credit transfer into IHS 104.

*Interested students can obtain further information from the program instructors or an Educational Advisor.*

## PROGRAM OUTLINES

## EARLY CHILDHOOD EDUCATION OPTION

## Certificate Level

## 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 121-3	Child and Adolescent Development I
IHS 139-3	Practicum I (continues in Winter semester)
IHS 139-0	Preschool Lab (continues in Winter semester)
IHS 141-3	Child Environments I
IHS 143-3	Curriculum Activities I
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 116-3	Families and Early Childhood Programs II
IHS 122-3	Child and Adolescent Development II
IHS 139-3	Practicum I (continues from Fall semester)
IHS 139-0	Preschool Lab (continues from Fall semester)
IHS 140-3	Practicum II (January)
IHS 142-3	Child Environments II
IHS 144-3	Curriculum Activities II
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 by the Practicum Instructor. Students are 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" listed below)

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 - Infant/Toddler
IHS 228-3	Practicum II - Infant/Toddler

## 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 - Special Needs
IHS 255-3	Practicum II - Special Needs

## 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.

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.

## PRE-SCHOOL AIDE TRAINING CERTIFICATE OPTION

## ADMISSION REQUIREMENTS

Pre-School Aide Training Prerequisite.

Detailed information on the Pre-School Aide Training prerequisite requirement is listed 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

This certificate does not qualify graduates as Early Childhood Supervisors or Assistants. This certificate enables graduates to work as Aides in the early childhood field.

## SOCIAL SERVICE WORKER OPTION

## Certificate Level (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 (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 any 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 any 4 University Credit and/or IHS Electives	

## SPECIAL EDUCATION ASSISTANT OPTION

## CERTIFICATE LEVEL

This option of the 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

**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.

**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.

**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.

**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**

This practicum will provide the 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 139-0.0: Preschool Lab**

In the *Fall semester* students will cover practical experience working with groups of preschool-aged children; apply classroom learning by preparing the preschool environment, planning, presenting activities and guiding children in routines; and, work collaboratively with other students and develop positive relationships with children. In the *Winter semester* students will continue to implement developmentally experiences for individual children in the preschool setting as well as participate in team planning and develop skills in guiding and supporting children's play, social behaviour and other learning.

**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: IHS 139.

**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 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. Prerequisite: Must complete all admission requirements.

**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. Prerequisite: Successful completion of all course work to date with a GPA of 2.5 (under review).

**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. Prerequisite: Successful completion of all course work to date with a GPA of 2.5 (under review).

**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 govern-

ment 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 application of developmental theories. It provides hands-on experiences with materials and activities suitable for infant and toddlers. The course provides opportunity for development of comprehensive program resources. Prerequisite: 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 - Infant/Toddler**

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 - Infant/Toddler**

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 - Special Needs**

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 - Special Needs**

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, helpings 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. Prerequisite: IHS 197, IHS 290.

**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.

**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.

**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.

**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.

**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**

Please see the Fees and Refunds 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.

**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.

**PROGRAM OUTLINES**

**Command Endorsement**

- NAUT 072 Meteorology
- NAUT 090 Ship Management
- NAUT 160 General Seamanship
- NAUT 294 Officer Certification - MED C
- NAUT 295 Senior Officer - MED D
- NAUT 323 Simulated Electronic Navigation - SEN II

**Watchkeeping Mate**

- FAID 110 Occupational First Aid Level I
- NAUT 041 Chartwork and Pilotage
- NAUT 061 Navigation Safety
- NAUT 151 General Ship Knowledge
- NAUT 161 General Seamanship
- NAUT 291 Small Vessel Safety - MED A II
- NAUT 292 Survival Craft - MED B I
- NAUT 293 Marine Fire Fighting - MED B II
- NAUT 294 Officer Certification - MED C
- NAUT 300 Mathematics for Mariners
- NAUT 321 Simulated Electronic Navigation - SEN IA
- NAUT 322 Simulated Electronic Navigation - 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 Marine Fire Fighting - MED B II
- NAUT 321 Simulated Electronic Navigation - SEN IA
- NAUT 322 Simulated Electronic Navigation - SEN IB

**Fishing Master III**

- FAID 110-5 Occupational First Aid Level I
- 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 Small Vessel Safety - MED A2
- NAUT 300 Mathematics
- NAUT 330 Restricted Radio Operator

**Fishing Master IV**

- FAID 110 Occupational First Aid Level I
- NAUT 020 Navigating Instruments
- NAUT 040 Chartwork and Pilotage
- NAUT 061 Navigation Safety
- NAUT 167 General Seamanship
- NAUT 291 Small Vessel Safety - MED A2
- NAUT 300 Mathematics for Mariners
- 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 MOT examinations.

**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**

**FAID 110-5: Occupational First Aid Level I**

This first aid course gives students a WCB Occupational Level I Endorsement. Prerequisites: None.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**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 understand-

ing of basic principles. Section on CSA regulations deals with the pollution, garbage, tackle and other regulations.

**NAUT 160: General Seamanship**

This course is the final preparation for the oral examination for command endorsement students.

**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.

**NAUT 291: Small Vessel Safety - MED A2**

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 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 330: 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.

**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.



**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.

## NATURAL RESOURCES

*The Natural Resources Program is currently under review for the Academic Year 2000/2001. This program is undergoing changes to the curriculum which will reduce the length of the program from 2.5 to 2 years and the number of terms from five to four so it is important that you contact one of the centres listed below regarding program content and admission requirements; Prince Rupert (250) 624-6054 for Coastal Integrated Resources Management; Smithers (250) 847-4461 for Forest Technology, or Terrace (250) 635-6511 for Integrated Resource Management.*

Check our Website:  
[www.nwcc.bc.ca](http://www.nwcc.bc.ca)

*for up-to-date information on this program as we will continue to bring you the most current information as it is approved.*

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). 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 by 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 agen-

cies, consultants and natural resource industries. Depending on the diploma option chosen the student will receive training in the areas of, resource planning, 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.

<u>Institution</u>	<u>Degree</u>
- UNBC	] B.Sc Forestry
- University of Alberta	] B.Sc Forestry
- Grande Prairie Regional College	] B.Sc Forestry
- 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.

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

#### 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 "Student Services and Facilities" for further information.*

#### CLOTHING/EQUIPMENT

Students will need outdoor clothing, rain gear, boots, felt packs, 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. A list of required equipment will be supplied upon acceptance into the program.

#### FEES

Please see the Fees and Refunds section.

*Additional Costs (The following information is a guide only. Costs vary from Campus to Campus and are subject to change without notice)*

#### Certificate Level

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

**Diploma Level**

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

**FINANCIAL AID AND SPONSORSHIP**

Please see the Financial Aid Sources section.

**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 LOCATIONS**

The common first year of the program is offered at Prince Rupert, Terrace and Smithers. Second year Diploma Options are offered as follows:

1. Coastal Integrated Resources Management - Prince Rupert Campus
2. Forest Technology - Smithers Campus
3. Integrated Resources Management - Terrace Campus

**ADMISSION REQUIREMENTS**

**Certificate Level**

Admission requirements for entry into the Certificate Level (common first year) of the 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 040.
3. BIOL 11 or BIOL 040.
4. CHEM 11 or CHEM 040.

**Diploma Level**

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

**PROGRAM OUTLINES**

**CERTIFICATE LEVEL**

The Natural Resources *Certificate Level* is undergoing major changes at the time this calendar went to press. The College will post up-to-date program outlines and course descriptions on NWCC's Website: [www.nwcc.bc.ca](http://www.nwcc.bc.ca) as they come available.

*Subject areas for the Certificate Level includes:*

- |                             |                           |
|-----------------------------|---------------------------|
| - Fish & Wildlife           | - Outdoor Safety/Survival |
| - Biology                   | - First Nations           |
| - Introduction to Computers | - Physical Geography      |
| - Technical Writing         | - Cartography             |
| - Applied Math              | - Data Collection         |
| - Surveying                 | - Silvics & Dendrology    |

**DIPLOMA LEVEL**

The Natural Resources *Diploma Level/Options* is undergoing major changes at the time this calendar went to press. The College will post up-to-date program outlines and course descriptions on NWCC's Website: [www.nwcc.bc.ca](http://www.nwcc.bc.ca) as they come available.

**COASTAL INTEGRATED RESOURCES MANAGEMENT OPTION**

*Subject areas in this Option includes:*

- |                                               |                              |
|-----------------------------------------------|------------------------------|
| - Invertebrate Zoology                        | - Shellfish Identification   |
| - Introductory Chemistry                      | - Fisheries Regulations      |
| - Physical Geography                          | - Plants & Fungi             |
| - Introduction to Statistics                  | - Fish Identification        |
| - Advanced Technical Writing                  | - Marine Mammals & Birds     |
| - Introduction to Oceanography                | - Management Skills          |
| - Soil Physical Characteristics               | - Tourism, Parks, Recreation |
| - First Nations                               | - Water Quality Testing      |
| - Introduction to Biological Oceanography     |                              |
| - Coastal Integrated Resources Management     |                              |
| - Commercial Fishing Methods                  |                              |
| - Water Quality Testing Procedures            |                              |
| - Navigation, Chartwork & Small Boat Safety   |                              |
| - Monitoring & Management of Marine Pollution |                              |
| - Mariculture Methods (Aquaculture)           |                              |
| - Introduction to Spatial Analysis & GIS      |                              |

**FOREST TECHNOLOGY OPTION**

*Subject areas in this Option includes:*

- |                                          |                              |
|------------------------------------------|------------------------------|
| - Resource Inventory                     | - Forest Engineering         |
| - Silviculture                           | - Forest Products            |
| - Soils & Hydrology                      | - Introduction to Statistics |
| - Aerial Photo Interpretation            | - First Nations              |
| - Advanced Technical Writing             | - Forest Harvesting          |
| - Biodiversity                           | - Policy & Legislation       |
| - Management Skills                      | - Fire Science               |
| - Business Studies                       | - Log Scaling                |
| - Forest Entomology                      | - Forest Pathology           |
| - Integrated Resource Management         |                              |
| - Introduction to Spatial Analysis & GIS |                              |

**INTEGRATED RESOURCES MANAGEMENT OPTION**

*Subject areas in this Option includes:*

- |                                          |                              |
|------------------------------------------|------------------------------|
| - Advanced Technical Writing             | - Resource Inventory         |
| - Silviculture                           | - Forest Engineering         |
| - Soils & Hydrology                      | - Introduction to Statistics |
| - Aerial Photo Interpretation            | - First Nations              |
| - Forest Harvesting                      | - Biodiversity               |
| - Policy & Legislation                   | - Tourism & Recreation       |
| - Management Skills                      | - Principles of Ecology      |
| - Climatology & Biogeography             | - Geomorphology              |
| - Business Studies                       | - Fish Biology               |
| - Rehabilitation & Restoration           | - Wildlife Biology           |
| - Integrated Resource Management         |                              |
| - Introduction to Spatial Analysis & GIS |                              |

**OUTDOOR POWER EQUIPMENT TECHNICIAN**

(Terrace Campus)

Approximately 3 months to complete

A graduate of this program will have the entry level technical skills, knowledge and attitudes to begin work as an apprentice diagnostic and repair technician within the outdoor power equipment trade. Learners will use practical shop facilities to gain competence in a range of service operations. Customer relations skills are emphasized. Skills are developed through hands-on shop experience and other activities. Credit will be given for past experience if learners can demonstrate the required skills and knowledge.

The outdoor power equipment industry has an ongoing need for skilled and suitably qualified repair technicians. Employment opportunities may be found with franchise dealers, independent service shops, equipment rental firms, and authorized service depots.

The Outdoor Power Equipment Technician (OPET) program is designed to be equivalent to the Ministry of Labour's (ITAC) first level of apprenticeship technical training.

**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.

**FEES**

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

*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.

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

We encourage Trades learners to enhance their employability by enrolling in Level I First Aid. First Aid courses are scheduled throughout the year.

**PROGRAM OUTLINE**

OPET 101-1	Line A: Use Safe Work Practices
OPET 102-2	Apply Trades Math and Science Concepts
OPET 103-8	Line B: Describe Business Procedures
OPET 104-2	Line F: Perform Cutting and Welding Operations
OPET 105-3	Line C: Use Hand Tools and Shop Tools
OPET 107-2	Line D: Describe the Applications of Electricity
OPET 108-3	Line E: Apply the Principles of Lubrication and Fuels
TCOM 100-2	Technical Communications
TCOM 150-2	Introduction to Computers

**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.

**OPET 101-1.0: Line A: Use Safe Work Practices**  
Introductory course on the basic elements of safe practices in the outdoor power equipment work environment. Topics include: Worker's Compensation Act and WHMIS legislation applications, survival first aid, shop safety, extinguishing fires, using safe body mechanics and personal safety equipment. Prerequisites: Grade 10 or GED or CCP Intermediate level Math and English or completion of the Trades Assessment.

**OPET 102-2.0: Apply Trades Math and Science Concepts**  
This course is intended to clarify for the learner applicable information on the application of mathematics and science concepts that are used in the Outdoor Power Equipment Trade. Prerequisites: Grade 10 or GED or CCP Intermediate level Math and English or completion of the Trades Assessment.

**OPET 103-8.0: Line B: Describe Business Procedures**  
By learning about the expectations and responsibilities of your employers, customers and co-workers, learners can develop a working understanding of workplace relations. In addition the importance of inventory control and record keeping will be emphasized. Prerequisites: Grade 10 or GED or CCP Intermediate level Math and English or completion of the Trades Assessment.

**OPET 104-2.0: Line F: Perform Cutting and Welding Operations**  
A twenty-five hour course in welding safety and the basic operation of oxy-fuel cutting, welding, and brazing procedures on mild steel plate, light tubing, and 14/18 gauge sheet metal. The learner will also be given instruction in arc welding procedures and applications. Prerequisites: OPET 101.

**OPET 105-3.0: Line C: Use Hand Tools and Shop Tools**  
The learner will learn the effective and safe operation of a variety of shop hand and power tools. They will also be able to apply appropriate tools to a variety of mechanical applications where they relate to fastening device. Emphasis will be placed on safe operation of all tools and off road equipment. Prerequisites: OPET 101.

**OPET 107-2.0: Line D: Describe the Applications of Electricity**  
The learner will explore and describe the basic fundamentals of electricity. This will include Ohm's Law, DC and AC current, induction, basic motor theory, and use of digital multimeters. Several projects will be constructed to illustrate the electrical theory. Prerequisites: OPET 101, 102.

**OPET 108-3.0: Line E: Apply the Principles of Lubrication and Fuels**  
This course is intended to cover the theory and application of all major methods of lubrication, fuel carburation and injection for reciprocating internal combustion engines. It will cover float, diaphragm, fixed and variable venturii carbs, basic fuel injection and turbocharging. The learner is disassemble, inspect, reassemble and adjust a variety of lubrication system components carb and injector examples. Prerequisites: OPET 101, 102, 105.

**TCOM 100-2.0: Technical Communications**  
This course will prepare learners to communicate effectively, in a variety of written and oral formats found in the workplace. The course provides exposure to and practice of communication processes and specific skills, presented in a systematic format of examples and rules. Practical assignments with

corrective feedback will reinforce the application of skills in work-related situations. Prerequisites: Enrollment in an ELT training program.

**TCOM 150-2.0: Introduction to Computers**  
An introductory computer course designed to provide an opportunity for learners to develop the skills and knowledge necessary to use a word processor, spreadsheet and database. Learners will be introduced to the basic hardware and operating system of a PC. Prerequisites: Enrollment in an ELT training program.

**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.

**HOW TO APPLY**

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

## DATES AND LOCATION

**Professional Cook Training**

This program is 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)**

This program is available throughout the College region and can be started anytime.

**Professional Cooking (Upgrading)**

This program is available at the Terrace Campus and can be started anytime.

## FEES

In addition to tuition fees (see *Fees and Refunds 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.

## 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.*

## 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 program 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 undergraduate degrees in different specializations at a university depending upon the requirements of that particular university.

University Credit courses carry transfer credit to B.C. universities, university-colleges and other colleges. Students intending to acquire a undergraduate degree at a university can complete their first two years of study at NWCC. First and second 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 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 Fees and Refunds 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
<b>TOTAL</b>		<b>20</b>	<b>60</b>

\* 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
<b>TOTAL</b>		<b>20</b>	<b>63</b>

\* 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 and Cultural Anthropology**

With a global and comparative perspective the course will study a variety of customs and beliefs of indigenous people. 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. We will also examine the history of European colonialism in Canada and it's impact 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**

This course is a survey of world cultures. 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 an 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 continuation of the study of the cultures of the First Nations 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. Specific topics include the identification of the art, its uses, and the cultures of its producers.

**ANTH 209-3.0: The Arts 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)

**ANTH 220-3.0: Visual Anthropology**

This course examines various forms of visual documentation found in ethnographic films, videos, photographs and art forms. You will also explore methods of writing, directing and producing ethnographic films. Topics include problems of selectivity, ideological bias, effect of the producer's presence and the reconstruction of events. (3,3,0)

**ART****ART 105-3.0: Introduction to Painting I**

This is a studio course which will introduce the student to painting processes, materials, techniques, vocabulary and relevant current and historical works. (3,3,0)  
Prerequisite: None.

**ART 151-3.0: Introductory Art History**

History of architecture, sculpture and painting in the western world from Ancient Egypt and Mesopotamia. (3,3,0)

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

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 is approximately from 1100-1250 AD to the present. The two main objectives are to provide an overview of the cultural forms around the world and 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.

### **CRIMINOLOGY**

#### **CRIM 101-3.0: Introduction to Criminology**

This course is an introduction to the multidisciplinary field of criminology. Key concepts will include crime, delinquency, criminal law, offender, victim, crime prevention, rehabilitation as well as investigates the nature, extent and correlates of violent, economic and public order crimes. Criminal behaviour and victimization theories, their connections with the social content of crime and policy implications will be examined. (3,3,0) Prerequisite: None.

#### **CRIM 131-3.0:**

##### **Introduction to the Criminal Justice System**

This course is an overview of the structure and function of the Canadian Criminal Justice System. The role of victims, criminal law, justice guidelines, crime patterns and issues such as community based policing and corrections models, sentencing alternatives, young offenders, aboriginal justice, domestic abuse, tensions between crime control and individual's due process rights and equal treatment concerns will be examined. (3,3,0) Prerequisite: CRIM 101.

### **ECONOMICS**

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

A detailed study of sectors of the Canadian economy and of economic policies in Canada. Monetary and financial issues will be presented in various contexts and from various viewpoints. Traditional microeconomic theory of the firm, industrial organization, consumer and price behaviour, allocation of resources will be analyzed. (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 economic systems work, 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, functioning of the financial system, money and what it does to financial instruments and their characteristics; consumer choices among financial instruments; what determines interest rates; role of financial institutions and their regulation; money supply process; and the 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 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 - Beowulf to Neoclassicism

Survey of major writers in English literature from the Anglo-Saxon period, through the medieval, the Reformation, the Renaissance and Elizabethan, the civil strife of the 17th century, to the restoration period and the neoclassicism of the 18th century. (3,0,0) Prerequisite: ENGL 101/102.

### ENGL 202-3.0:

#### English Literature - Romanticism to Present

Survey of major writers in English literature from the Romantics in the late 18th century, through the Victorians of the 19th century and into the 20th century with modernism and late 20th century movements. (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 205-3.0: Literature and Classical Mythology

A study of Greek and Roman mythologies both in themselves and for their artistic and ethical influence on the development of western literature. (3,0,0) Prerequisite: ENGL 101/102.

### ENGL 206-3.0: Literature and the Bible

A study of the Bible as a work of literature, together with a consideration of how it has influenced the development of western literature. (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.

## FILM

### FILM 101-3.0: Introduction to Film Studies

This course will present an overview of the 20th century film and will include: the role of the audience in producing meaning, understanding film in social, political, economic, historical, cultural and technological contexts, film as art form, the documentary, the treatment of women in film, Hollywood, world film, Canadian film and music in film. (3,0,0) Prerequisites: ENGL 12 or ENGL 050 (*under review*).

## 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

This course is 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 course makes the more remote past of this country meaningful to us today. We will examine the interrelationship between First Nation 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 the historical experiences of Canadians including First Nations, immigrants, workers and women in the context of social, economic and political conditions. Topics include the settlement of the West and British Columbia. (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 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 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: 1st 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: 1st 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: 1st 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: 1st Year History (6 credits) or 15 first year credits.



## JOURNALISM

**JRNL 101-3.0: Introduction to Journalism**

This course will present an overview of the history, ethics and practise of journalism by covering: how to interview, develop writing techniques and understand story structure, general assignments, business, sports, entertainment, crime and politics, investigate freelance writing and understand the nature of ethical reporting. (3,0,0) Prerequisites: ENGL 12 or ENGL 050 (*under review*).

## 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**

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**

This course surveys models and theories relevant to the various sub-areas of psychology by 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**

In this term 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**

This course 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**

We will review 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**

This course is 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. 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**

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**

This course analyzes 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**

This course examines Canadian social problems and developments from a sociological perspective, which includes 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**

This course emphasizes work patterns, incomes, education, and levels of social and economic inequalities in Canada. (3,0,0) Prerequisite: Introductory Sociology or Anthropology.

**SOCI 250-3.0: Sociology of Deviance**

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

**SOCI 251-3.0: Crime and Society**

This course examines 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.

## WELDING

(Terrace & Prince Rupert Campuses)  
Level C, B, & A Overview

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.*

### 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.

### FEES

1. Tuition as described in the Fees and Refunds section.
2. C.S.A. approved safety footwear (*WCB regulations*).
3. Refundable tool deposit of \$50.
4. Purchase of necessary learning resources (*available at College Bookstore*).

*Note: Fees for Welding Upgrading are currently under review.*

### Learners are required to provide...

Pencils, pens, eraser, ruler, 3 three ring binders, paper (lined & unlined), scientific calculator, geometry set, welding gloves, welding helmet and leather jacket or cape.

### FINANCIAL AID AND SPONSORSHIP

Please see the Financial Aid Sources section.

### START DATE

This program is offered from September to June in Prince Rupert and from September to May in Terrace. Learners may apply at any time and are admitted as space permits.

### ADMISSION REQUIREMENTS

1. Grade 10 *or* GED *or* CCP (ABE) Intermediate Level Math and English, *or*
2. Successful completion of a Northwest Community College Trades assessment, *or*
3. Permission of Instructor.

### Note:

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

*We encourage Trades learners to enhance their employability by enrolling in Level I First Aid. First Aid courses are scheduled throughout the year.*

### 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
- RK2A Blueprint Reading I
- RK2B Mathematics
- RK3 Metallurgy I (*Introduction Only*)

### Note:

*To be granted a "C" Level, Ministry of Labour (ITAC) 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 (ITAC) 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 (ITAC) 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 (ITAC).

## WILDERNESS GUIDING SKILLS

(Smithers Campus)

Northwest Community College offers a 90 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 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 BC. as a world class adventure tourism destination.



**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.

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

Applications may be obtained from any College Centre or by writing to Northwest Community College, Box 3606, Smithers, BC., V0J 2N0, or by calling (604) 847-4461.

**FEES**

Tuition: \$1,050.00 \*  
 Food & Lodging: \$2,464.00 (subject to change without notice)

*\*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.

**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. Admission requirements are currently under review. Please contact our Smithers Campus for up-to-date information.

*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.

**PROGRAM OUTLINE**

- CECO 110-4.0: Human Relations and Customer Service
- CECO 162-3.0: Work Experience/Practicum
- FAID 143-3.0: Wilderness First Aid
- WGS 102-2.0: Survival
- WGS 116-2.0: Lakewater Canoeing
- WGS 118-.6: Wilderness Travel
- WGS 120-2.0: Backcountry Cooking
- WGS 122-3.0: Camp Management Practicum
- Plus one of:
- WGS 104-3.0: Introduction to Wilderness Rescue
- WGS 108-3.0: Introduction to Mountaineering
- WGS 110-3.0: Technical Hunting Skills
- WGS 124-2.0: Backcountry Botany and Birds
- and one of:
- WGS 112-5.0: River Rafting
- WGS 114-5.0: Angling Guide

**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.*

**CECO 110-4.0: Human Relations and Customer Service**  
 See Coastal Eco-Adventure Tourism section for course description.

**CECO 162-3.0: Work Experience/Practicum**  
 See Coastal Eco-Adventure Tourism section for course description.

**FAID 143 - 3.0: Wilderness First Aid**  
 This is the Canadian Red Cross Wilderness and Remote First Aid course. Included are CPR Level B, patient assessments, and, how to treat injuries and illnesses in a remote setting without immediate access to emergency medical services. Prerequisites: None.

**WGS 102-2.0: Survival**  
 This course teaches students basic and advanced skills in wilderness survival. Topics include, medical care, shelters, fire building, food and water, survival kits, navigation, signalling, the psychology of being lost, equipment and clothing. Prerequisite: None.

**WGS 104-3.0: Introduction to Wilderness Rescue**

This course includes the Swiftwater Rescue Technician Level I certification as well as, Basic Search Procedures. Topics include, hazard awareness and avoidance, operational safety as it relates to decision-making, self-rescue and third party rescue, and job task efficiency and effectiveness. This course will also cover the philosophy of rescue, an overview of the Provincial Emergency Program, search theory, the physiognomy of a lost person and the basics of tracking. Prerequisite: None.

**WGS 108-3.0: Introduction to Mountaineering**

This course will introduce students to the equipment and skills needed to travel safely in the mountains. Topics include, snow and glacier travel, mountain navigation, hazard assessment and mountaineering techniques. The course will conclude with the ascent of a local peak. Prerequisite: WGS 104.

**WGS 110-3.0: Technical Hunting Skills**

This course will introduce students to skills specific to the hunting industry by covering meat and trophy care, skinning, tracking and spotting, regulations and the use of binoculars and scopes. Prerequisite: None.

**WGS 112-5.0: River Rafting**

This course will prepare students for the BC River Rafting Guide examination. Topics include, use of rafting equipment, repairs and maintenance, understanding of rafting techniques and the river environment, river dynamics, rafting operations, river rescue and regulations. Emphasis will be placed upon oar endorsement and expeditions. Prerequisite: WGS 104.

**WGS 114-5.0: Angling Guide**

This course will give the student the requisite skills for employment as an entry-level angling guide. Topics include, a wide range of angling methods (fly, gear, etc.), techniques for river and lake angling, watercraft operation, repair and maintenance, habitats of freshwater and anadromous fish, entomology, fly tying and knots, angling equipment and water safety. Prerequisite: None.

**WGS 116-2.0: Lakewater Canoeing**

This course will include the Recreational Canoeing Association of BC (RCA) Lakewater Level I-IV certification covering such topics as theory, strokes, rescue and the logistics of overnight canoeing. Prerequisite: None.

**WGS 118-.6: Wilderness Travel**

This course covers fundamentals of trip planning, logistics involved in leading and organizing various types of backcountry trips (i.e. hiking, by canoe, etc.), meal planning, route selection, safety plans, contingency plans, environmental concerns and regulations. Prerequisite: ENGL 10 or ENGL 030, MATH 10 or MATH 030.

**WGS 120-2.0: Backcountry Cooking**

This course is designed for backcountry cooking and cooking in an industrial kitchen (as it relates to wilderness guiding). Topics to be cover include, technique, nutrition, menu planning, dehydrating foods, cooking styles (for rafting, base-camp hiking, campfire), packing, camp stove use and dutch over use. Prerequisite: ENGL 10 or ENGL 030, MATH 10 or MATH 030.

**WGS 122-3.0: Camp Management Practicum**

This course covers a wide variety of backcountry camp set-ups in a variety of settings. Topics include, establishment and management of a camp, low impact camping standards, variety in ecosystems and areas, camp layouts, camp hygiene, site selection, safety and environmental sensitivity. Prerequisite: None.

**WGS 124-2.0: Backcountry Botany and Birds**

This course is designed to cover the identification of wildflowers and other native plants as well as birds in a creative way, guide book use, plant biology, traditional plant use by First Nations peoples, bird behaviour and habitat use. Prerequisite: ENGL 10 or ENGL 030, MATH 10 or MATH 030.

# Transfer Credit to Professional Organizations

*For transfer credit to other BC Institutions  
visit the BC Transfer Guide Website at:  
[www.bccat.bc.ca](http://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](http://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/Practice Set 1/ 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	must do CGA Auditing 2/Practice Set 3 or Mgmt. Auditing 1/ Practice Set 3				
BCPT. 150		Business Computers	MS I (with NWCC Bcpt 250)		Option - Mgmt Sc.	Data Processing	M12 with Bcpt 250
BCPT. 250	ASI	Mgmt. Info. Systems	MS I (with NWCC Bcpt 150)			Info. Systems	M12 with Bcpt 150
BENG. 150	See Acct. 252/253		TBA	Comm 120		Bus. Commun.	
BFIN. 250 BFIN. 251	FM 1 for both	Finance for both	FN 1 for both	Finance 150 for both			M04 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			Macro Econ.	M14 M10
ECON. 201 ECON. 202				ECON 170 for either			
MARK. 150				Mark 140 1/2 credit			MO1
MATH. 150		Mathematics					
MATH. 151	QM1	Probability/Stats.	With CGA QM Bridging Credit is QM 1				
MGMT. 150				Mgmt/Bus. Admin 130 1/2 credit			M08
MGMT. 251	OBI	Org. Behaviour		Org. behaviour 160	Mod I-BA Module	Org. Behaviour	MO2
MGMT. 253				Elective 180 with Mgmt. 255			
MGMT. 254							
MGMT. 255				Elective 180 with Mgmt. 253			M05
TAXN. 250	TXI	Intro. Tax.	Tax I-do CGA TX 2				

# 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) 638-5451

*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.

## 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
  - 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 include but are not limited to:*

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

*Please check your local campus for course availability and schedule.*

## 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.*

## 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.*

## CULTURAL TOURISM

*(Hazelton Campus)*

The tourism industry is important to the economic health of our province. A healthy tourism industry requires a motivated and professional workforce. The Northwest Community College Cultural Tourism Certificate Program is the initial entry point or stepping stone in the larger tourism hospitality framework.

The Cultural Tourism Program prepares graduates with the required knowledge, skills and attitudes to work in a front line or supervisory level position within the tourism industry. It combines tourism knowledge and standards of practice with specific cultural tourism field skills. It includes core courses and experience that ensures a minimum level of training which meets provincial curriculum expectations. Upon program completion, it allows learners to continue on with their studies or work immediately.

Students can enroll in the complete program and earn a Cultural Tourism Certificate or enroll part-time by selecting courses they would like to take and earn credit. In order to receive a certificate students must complete all required courses successfully.

### HOW TO APPLY

Applications are available from any College centre and should be submitted as early as possible. Successful applicants will be admitted on the basis of the date that their application is complete. All learners are encouraged to talk with an Educational Advisor before applying to the College.

### DATES AND LOCATION

This 6 month program is available at the Hazelton Campus and is offered subject to public demand and sponsor funding.

### FEES

Contact Hazelton Campus for current information.

### 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.

**PROGRAM OUTLINE**

ACCT 150-3	Fundamentals of Financial Accounting I
BCPT 150-3	Business Computers
BENG 150-3	Business Communications
CECO 120-3	Tourism and Environmental Stewardship
MARK 150-3	Introduction to Marketing
MGMT 150-3	Introduction to Management
MGMT 255-3	Human Resource Management
TOUR 101-3	Introduction to Tourism
TOUR 108-3	Cross Cultural Tourism
TOUR 109-3	Cultural Heritage Tourism
TOUR 110-3	First Nations Cultural Communications
TOUR 111-4	Entrepreneurship
TOUR 113-3	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 pre-requisites 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**  
See the Business Administration section for course description.

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

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

**CECO 120-3: Tourism and Environmental Stewardship**  
See the Coastal Eco-Tourism Adventure section for course description.

**MARK 150-3.0: Introduction to Marketing**  
See the Business Administration section for course description.

**MGMT 150-3.0: Introduction to Management**  
See the Business Administration section for course description.

**MGMT 255-3.0: Human Resource Management**  
See the Business Administration section for course description.

**TOUR 101-3.0: Introduction to Tourism**

This course provides an overview of the tourism industry, examine the interrelationships between the eight sectors and the economic, environmental, cultural and social impact of tourism. Topics include; sectors of the tourism industry, size, scope and infrastructure, definitions and conceptual models, trends and current issues, travel motivators, career opportunities; ethical issues, tourism and a community-based industry, the geography of tourism in BC and Canada and the role of tourism organizations.

**TOUR 108-3.0: Cross Cultural Tourism**

This course is designed to increase the awareness and sensitivity of participants to their own and other cultures. The course develops knowledge and demonstrates skills in cross cultural settings. Issues related to cultural sustainability within the context of tourism will be discussed. Prerequisites: ENGL 12 or ENGL 045 or 050.

**TOUR 109-3.0: Cultural Heritage Tourism**

This course will interpret cultural and heritage tourism. The importance of using effective, accurate and positive interpretation skills will be emphasized. Prerequisites: ENGL 10 or ENGL 030.

**TOUR 110-3.0: First Nations Cultural Communications**

Today's workers require cross cultural communication skills in order to create an understanding about the dynamic working relationship between First Nations of the Northwest and Canadian Society. To achieve this goal the course will examine cultural definitions, values and beliefs, terminology and other related issues. Prerequisites: ENGL 12 or ENGL 045 or 050.

**TOUR 111-4.0: Entrepreneurship**

This course provides an overview of developing, planning, financing and issues specific to tourism small businesses. Consideration is given of the opportunities and issues specific to tourism small business ventures during the pre-start-up launch and initial growth stages. This course is designed to assist the student in executing the steps to assess the business concept, identify key launch process and timeline points, identify market niches for the product and develop professional business plan and the required supporting documents. Prerequisites: TOUR 101, 104, 107. Corequisite: TOUR 102, 103.

**TOUR 113-3.0: Practicum**

The practicum component of the program plays an integral role in enhancing the success of participants. Through

participation in a three-week practicum placement with a host 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 provide 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. Prerequisites: TOUR 101.

**FARRIER TRAINING**

*(Houston Campus)*

*"NEW PROGRAM" presently under development. Labour market research supports a growing demand for qualified Farriers in the interior and northern regions of British Columbia.*

*This program is tentatively scheduled to run at our Houston Campus starting November 2000.*

*At time of calendar printing, program outlines and admission requirements were still "under review".*

Northwest Community College, in co-operation with Kwantlen College (providing the curriculum), is planning to offer the first two levels of the Northwest Farrier Training program, Basic and Intermediate. This 17 week program, consists of eight weeks training per level, plus one week of business development will prepare students to work as apprentices with certified Farriers or to become self employed.

Students who complete the basic level of the program will be able to cold shoe and work for a certified Farrier. Completion of the intermediate level will allow a person to undertake most farrier tasks, except corrective and specialized shoeing. Until graduates have had several years experience in the trade, they will probably need to refer complicated and corrective jobs to Farriers with more experience.

The program involves participation in both theoretical and practical learning environments. Theory classes are conducted in a classroom setting and practical activities are taught in their natural environment.

This program is highly recommended for those who possess a genuine passion for horses and is meant to attract those individuals seeking employment in the horse trades industry. Individuals working within the industry who are seeking additional, formalized training and certification and those looking for alternate career opportunities within the trade are encouraged to apply. This is a physically challenging occupation and requires a person that is self motivated and have good communication and salesmanship skills.

**HOW TO APPLY**

Applications are available from any College centre and should be submitted as early as possible. Successful applicants will be admitted on the basis of the date that their application is complete. All learners are encouraged to talk with an Educational Advisor before applying to the College.

**DATES AND LOCATION**

This program is scheduled to be available at the Houston Campus and start November 2000.

**FEES**

Tuition	\$ 3,500.00
Books	200.00
Application Fee (non-refundable)	25.00
Farrier Supplies (approximate)	640.00

*Books and supplies are available through NWCC. Supply list will be included in your acceptance letter and you must contact the College by the date indicated if you are ordering.*

**FINANCIAL AID AND SPONSORSHIP**

Please see the Financial Aid Sources section.

**ADMISSION REQUIREMENTS (under review)**

*Applicants are required to have:*

1. Grade 12 or equivalent or permission of the instructor.
2. Be physically fit and of good health - strong backs and knees are required.
3. Experience working with horses.
4. Submit a resume with job and/or personal related experience in handling horses.
5. Participate in an interview with the instructor.

*Experienced Farriers may enter the program to up-grade their skills, space permitting.*



**PROGRAM OUTLINE**

*Please Note:*

*Plans are underway to offer*

*Level I - Basic and*

*Level II - Intermediate by November 2000.*

*Level III - Advanced - not available until Fall 2002.*

**Level I - Basic**

- FARR 111-2.0: Introduction to Horseshoeing
- FARR 112-3.0: Introduction to Equine Anatomy
- FARR 113-2.0: Introduction to Horse Husbandry & Handling
- FARR 114-2.0: Introduction to Gaits and Forge Work
- FARR 115-2.0: Introduction to Horse Lameness
- FARR 116-1.0: Introduction to Specialized Horses

**Level II - Intermediate**

- FARR 211-2.0: Intermediate Horseshoeing
- FARR 212-3.0: Intermediate Equine Anatomy
- FARR 213-2.0: Intermediate Horse Husbandry & Handling
- FARR 214-2.0: Intermediate Gaits and Forge Work
- FARR 215-2.0: Intermediate Studies of Lameness
- FARR 216-1.0: Intermediate Study of Specialized Horses

**Level III - Advanced (Not available until Fall 2002)**

- FARR 311-2.0: Advanced Horseshoeing
- FARR 312-3.0: Advanced Equine Anatomy
- FARR 313-2.0: Advanced Horse Husbandry & Handling
- FARR 314-2.0: Advanced Gaits and Forge Work
- FARR 315-2.0: Advanced Studies of Lameness
- FARR 316-1.0: Advanced Study of Specialized Horses

*You are encouraged to contact the Educational Advisor at our Houston Campus for further information.*

**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.*

**FARR 113-2.0:**

**Introduction to Horse Husbandry & Handling**

This course covers basic elements of horse care and management. Student works on handling and shoeing different temperaments of horses.

**FARR 114-2.0: Introduction to Gaits & Forge Work**

This course covers the analysis of a horse's motion. Lameness and various gaits are studied and basic forge work is carried out in the shop.

**FARR 115-2.0: Introduction to Horse Lameness**

Learn how to identify lameness and unsoundness in horses, as well as how to communicate effectively with horse owners and veterinarians using professional and layman's terms.

**FARR 116-1.0: Introduction to Specialized Horses**

This course covers identification and general characteristics of common breeds and performance horses. Selection and safe operation of mobile units conclude the basic course.

**FARR 211-2.0: Intermediate Horseshoeing**

This course builds on foot preparation and shoeing skills acquired in the introductory program.

**FARR 212-3.0: Intermediate Equine Anatomy**

Advances the student's knowledge of horse conformation to an intermediate level.

**FARR 213-2.0:**

**Intermediate Horse Husbandry & Handling**

This course covers intermediate skills of horse care and management.

**FARR 214-2.0: Intermediate Gaits & Forge Work**

This course covers intermediate skills in analysis of a horse's motion.

**FARR 215-2.0: Intermediate Studies of Lameness**

In this course you will learn to identify and report on lameness, unsoundness and faulty movement at an intermediate level.

**FARR 216-1.0: Intermediate Study of Specialized Horses**

This course strengthens knowledge of specialized breeds and performance horses. Show regulations of the America Horse Show Association are studied.

**FARR 311-2.0: Advanced Horseshoeing**

This course builds on foot preparation and shoeing skills acquired in the intermediate level.

**FARR 312-3.0: Advanced Equine Anatomy**

Advances the student's knowledge of horse conformation to an advanced level.

**FARR 313-2.0: Advanced Horse Husbandry & Handling**

This course covers advanced skills of horse care and management.

**FARR 314-2.0: Advanced Gaits & Forge Work**

This course covers advanced skills in analysis of a horse's motion.

**FARR 315-2.0: Advanced Studies of Lameness**

In this course you will complete the areas on lameness, unsoundness and faulty movement at an advanced level.

**FARR 316-1.0: Advanced Study of Specialized Horses**

This course concludes the knowledge of breeds and performance horses. The safe, effective and economic operation of a mobile shoeing unit are also covered.

*If you would like more information about what the Continuing Education Departments and Northwest Community College can do for you, contact the Continuing Education Program Officer at your local campus, or, check the Extension Services/Continuing Education section on our WEBSITE  
[www.nwcc.bc.ca](http://www.nwcc.bc.ca)*

Northwest Community College is in the process of developing or reviewing the following IHS Options. These options are not available for the current academic year.

## Integrated Human Service

**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.

**Mental Health Option** prepares students to work at the para-professional level in the field of mental health. This 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.

**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.

### PROGRAM OUTLINES

#### ADDICTIONS OPTION - Certificate Level (not currently offered)

##### 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 currently offered)

##### 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 currently offered)

**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 currently offered)

**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 286-3 Mental Health Theory III
- IHS 289-3 Mental Health Practicum III
- PSYC 222-3 Abnormal Psychology & Therapy II

**YOUTH OPTION - Certificate Level**  
(not currently offered)

**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 currently offered)

**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

**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 278-3.0: 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 286-3.0: 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.

**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.



# Other Opportunities

*\* Diploma in Adult Education*

*\* General Education Development Tests (GED)*

*\* Literacy Training*

*\* Open University/Open College*

*\* Provincial Instructor Diploma Program*

*\* Simon Fraser University*

*\* University of Northern B.C.*

**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

**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 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**

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 by calling the Adult Literacy Contact Centre (1-800-663-1293).

*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.*

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

**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.

**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](mailto:studentserv@ola.bc.ca)

*Northwest Community College students considering taking Open University/Open College courses to transfer into their NWCC programs should consult a NWCC Educational Advisor who will provide information about transfer credit.*

**PROVINCIAL INSTRUCTOR DIPLOMA**

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

**Program Outline**

- 101 Instructional and Curriculum Design
- 102A Elements of Instruction
- 102B Elements of Instruction
- 103 Use/Design of Instructional Media
- 104A Evaluation of Learning and Instruction
- 104B Evaluation of Learning and Instruction

**plus:**

Final Assignment for Diploma.

*The Provincial Instructor Diploma is offered by the Ministry of Advanced Education, Skills and Training and is recognized at public and private colleges throughout the province. Interested individuals can contact Linda McMurray (250) 638-5450 in Terrace, or, you may contact Vancouver Community College at 1-888-332-3212 to register for the entire program or for specific courses.*



**SIMON FRASER UNIVERSITY**

SFU will be offering a Masters Degree (M.Ed.) Program in Northwest British Columbia starting in the Fall. This program is designed for educators who have an interest in curriculum and leadership in today's diverse educational settings and is scheduled to be offered September 2000 going through to August 2002.

**Program outline is as follows:**

- EDUC 831: Philosophical Issues and Educational Theory
- EDUC 816: Developing Educational Programs
- EDUC 822: Evaluation of Educational Practice
- EDUC 823: Curriculum in an Individual Teaching Specialty
- EDUC 811: Fieldwork
- EDUC 883: Comprehensive Examination
- Plus Two of:**
- EDUC 803: Educational Program Supervision
- EDUC 806: Selected Problems in Higher Education
- EDUC 817: Policy Processes
- EDUC 818: Leadership Studies
- EDUC 819: Studies in Student-Teacher Interaction
- EDUC 838: Judgment of Educational Decision Making
- EDUC 850: Creativity and Education
- EDUC 855: Multicultural and Race Relations
- EDUC 877: Contemporary School Counselling

Classes for this program will be held in Prince Rupert during the Fall and Spring semesters and during the second three week summer session. The first six week summer session is held at Simon Fraser University in Burnaby, BC.

*For information about admission criteria, application processes and fees, or to inquire about the development of new programs, please contact:*

**Off-Campus Graduate Program Office**

Jean Warburton, Program Coordinator

Phone: (604) 291-4168

EMail: jwarburt@sfu.ca

or

Ida Clayton, Graduate Programs Secretary

Phone: (604) 291-5897

EMail: ida\_clayton@sfu.ca

**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 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'oskwhl 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 on UNBC 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*
- \* *Student Services and Facilities*
- \* *Financial Aid Sources*
- \* *College Governance*
- \* *College Personnel*
- \* *Index*



## 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.

### ACADEMIC PROBATION AND SUSPENSION

Northwest Community College reserves the right to suspend a student from a course or program for unsatisfactory performance. Student performance may be deemed unsatisfactory in the event of lack of progress resulting from such things as chronic poor attendance, failure to prepare for classes, missed assignments and tests, lack of participation, or non-completion of courses in a program.

## 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 (GPA). Letter grades and 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 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/program closure
SC	n/a	Enrollment status change - Internal use only
SG	n/a	Disability prevents completion of requirements but demonstrates understanding of learning outcomes.
TRF	n/a	Transfer credit
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 Accessibility Services Coordinator, 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.



**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 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.

**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 and 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 are encouraged to phone their local campus to make an appointment to speak with an Education Advisor.

**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.

**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 or an instructor. Students who request this service are assured that their request will be kept confidential and that the service will be provided in confidence. This service is generally available off-campus weekdays. Where necessary, arrangements can usually be made for evening or on-campus appointments.

**DAYCARE**

Daycare is available at the Terrace Campus and offers two separate programs for children. The first group, 18 months to 3 years of age is an inclusive group setting handling a maximum of 12 children. The second group, 30 months to 5 years of age is an inclusive group setting handling a maximum of 20 children. If you wish further information on Daycare, contact the Daycare Supervisor, at the Terrace Campus.

**FINANCIAL AID**

You may wish to contact the Educational Advisor at any of our 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 as Co-ordinators provide general information regarding programs and registration procedures, 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**

Food services are available at our *Terrace Campus* only. The cafeteria is open Monday to Friday, September through May and offers light meals, salads, desserts and appetizing entrees. Hot and cold beverages and snacks are available through vending machines.



**HOUSING**

The Terrace Campus offers 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. For information on rates and availability contact the Residence Office, Northwest Community College, 5331 McConnell Avenue, Terrace, B.C. V8G 4X2.

*At all other Campuses you may obtain accommodation information from the Educational Advisor.*

**LIBRARY**

*"A centre of the educational community, the Northwest Community College Library supports excellence in teaching, student success and lifelong learning, through the provision of a diverse range of quality resources and services."*

Online Catalogue access is available through the College Web Page: [www.nwcc.bc.ca](http://www.nwcc.bc.ca)

**Special collections include:**

- \* Forestry/Fisheries and Natural Resources
- \* Early Childhood Education
- \* Literacy and ESL
- \* Archives of Northwest Community College
- \* Maps and Aerial Photos
- \* Small Business Management
- \* Federal and Provincial Government Documents
- \* Online Research Databases
- \* Videos

**Reference and research assistance is available from the following NWCC Campus Libraries:**

Terrace	]	(250) 638-5407
Kitimat	]	
Prince Rupert	]	(250) 624-6054 evenings (250) 627-7596
Smithers	]	
Hazelton	]	(250) 847-4461, ex 5836
Houston	]	

Everyone living in the Northwest Community College region is welcomed as a member of the Library. Drop in and visit us.

**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 the following services please contact the Accessibility Services Coordinator at least eight weeks before the start of classes. (Accessibility Services Coordinator office is located in Terrace.)*

**SERVICES INCLUDE:**

**Accommodation**

At the Terrace Campus 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. 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 the Adult Services Pilot Project initiative (SETBC) that has also expanded NWCC'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**

Support items 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.

**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.

**STUDENT ASSOCIATION**

The Student Association plays 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. Anyone interested in 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 include free tutoring, workshops on study skills, individual study skills advising, orientation activities and more. To get full 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 (\$180/mo.)		1,440.
Transportation (\$60/mo.)		180.
	\$	8,620.

### 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	(\$	5,870)

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](http://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 \$435 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 an eligible 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, 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 Employment 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. It's 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 \$330,000.00. This money generates 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**

**Bulkley Valley Renewable Resources Scholarship**

Practicing biologists, foresters, agronomists and environmental technicians working in Smithers and the surrounding area would like to facilitate the pursuit of careers in natural resources management. This goal is fostered by making available a \$500 scholarship to a full-time (60% course load) student entering the Natural Resources program at our Smithers Campus.

The primary criteria for this scholarship shall be academic merit based on the most recent two years of formal education. For those who have not recently attended school, consideration will be paid to the depth and breadth of work experience and letters of reference.

Those interested in applying must submit a letter, along with supporting documentation, no later than September 15, 2000 to: Financial Awards Committee, c/o Registrar, Northwest Community College, P.O. Box 726, Terrace, BC, V8G 4X2.

**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, Outdoor Power Equipment Technician or Welding at the Terrace Campus in the Fall 2000.

- a) Three \$300 awards for graduates (year 2000) 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 graduates (year 2000) 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) Three \$300 awards for a student in the Career and College Preparation program (year 2000) of Northwest Community College. Selection for this award will be made by Northwest Community College CCP faculty.



**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.

**AWARDS**

**ASE Integrated Program Award**

A \$100 award for a graduating ASE student who plans to enter an integrated program at Northwest Community College. The recipient will be selected by the ASE faculty and staff on the basis of academic achievement and successful practicum experience.

**B.C. Hydro Scholarship**

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

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

Selection will be grade based but should there be one or more applicants of equal 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.

**Canadian Hospitality Foundation**

A \$500 Culinary Award is offered to a student enrolled in level two of a three level Culinary Certificate Program (Professional Cook Training). Selection of the recipient is made by the Cook Training Instructor in late May. The award is released to the recipient at the beginning of level three of the program.

**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.*

**Vera Henry Memorial Award**

The First Nations Council of Women of Terrace has established a \$300 annual award in memory of Vera Henry who was a member of the Traditional Council of the First Nations Council of Women. The award will be presented to an aboriginal woman enrolled full-time in College and Career Preparation or a post-secondary program at the Terrace Campus of Northwest Community College. The recipient must demonstrate goal orientation, leadership and commitment to the well being of aboriginal women and their families (social-economically, politically, culturally or spiritually).

Those wishing to be considered must write a letter to the Financial Awards Committee of Northwest Community College. The letter must note your student number, aboriginal affiliation and program of study. Along with the letter you must submit the following:

- a one page essay outlining your family and cultural background, your past and current volunteer work, your career and personal goals, and how you intend to use your education to contribute to the well-being of aboriginal women and their families (social-economically, politically, culturally or spiritually).
- copy of your most recent transcript of academic grades.
- one letter of recommendation/support from a College instructor or official.
- one letter of recommendation/support from a community organization.

*Application deadline is April 30.*

**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 \$5,000 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 entering or be currently enrolled in a first undergraduate degree program. *Deadline is June 1.*

**2. Mattinson Endowment Fund Scholarship for Disabled Students**

A number of scholarships of \$2,500 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 entering or be currently enrolled in a first undergraduate degree program. *Deadline is June 1.*

**3. Student Access Awards**

A number of scholarships of \$2,500 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 entering or be currently enrolled in a first undergraduate, graduate or diploma program. *Deadline is June 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 \$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 \$6,500 per undergraduate year to a maximum of \$26,000.

*For more information call 1-800-665-9665 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 twelve \$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 Heritage Trust**

A scholarship of up to \$5,000 is available to assist a meritorious student in an undergraduate degree program. Selection is based on academic performance, relevant experience/service, expression of interest in heritage conservation.

*Application deadline is late February. Application forms are available from the British Columbia Heritage Trust, PO Box 9818, Stn Prov Govt, Victoria, BC, V8W 9W3.*

**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. *Deadline - 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.*

**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.*

**Forest Renewal BC Bursary**

This bursary program is in the process of being re-designed. Check Web Site: [www.forestrenewal.bc.ca](http://www.forestrenewal.bc.ca) for up-to-date information.

**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 a number of 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 and Integrated Resource Management Options are eligible. NWCC students may be considered for:

- 3 @ \$500.00 to the most deserving applicants
- 10 @ \$250.00 to students in 2nd/final year
- 1 @ \$250.00 WITT award for women in technology

Applications are assessed on academics, application neatness, financial need, community service, career goals, ASTTBC membership. *Application deadline is January 31.*

*Applications are available from Foundation for Education & Advancement in Technology, 10767 - 148th Street, Surrey, B.C., V3R 0S4.*

**Gage Educational Publishing Company GED Graduate Scholarship**

An annual scholarship of \$1,000 is available to encourage and assist GED recipients in pursuing a post-secondary education or apprenticeship training. Applications will have earned a GED in Canada, be permanent resident of Canada, have proof of admission by a post-secondary education/training institution, agree to publicity regarding the scholarship award and submit a biography that describes his/her employment and volunteer background and life learning experiences.

*Application deadline is June 1. Application information is available from NWCC Educational Advisors.*

**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.

*Application deadline is June 15. 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 15. 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 30. 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.

*Application deadline 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.

*Application deadline is April 15. Application forms are available from the Public Trustee of BC, Suite 700 - 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.

*Application 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.

Application 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 (604) 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.

Application deadline is July 30. Apply to: Sons of Norway Foundation in Canada, 1020 Glenayre Drive, Port Moody B.C., V3H 1J6.

**Bruce Third Welding Scholarship Fund**

This fund was established at the inauguration of the BC Section of the American Welding Society in May 1998, by Bruce Third and his family, of George Third and Sons, a Burnaby based steel fabrication plant. The AWS BC Section proceeded to match their initial donation, and a number of other sponsors have since contributed.

The purpose for this scholarship is to provide an opportunity for financial assistance to individuals demonstrating an interest in pursuing a vocation as a welder.

This scholarship of a \$500 award and a one year full membership to the AWS, BC Section will be awarded to a full-time post-secondary welding student demonstrating an aptitude for excelling at a welding occupation. All applicants must:

1. Be fee-paying (un-sponsored);
2. Be of admissible age to attend a vocational institute;
3. Already be enrolled or have successfully applied to be enrolled as a full-time "C" Level welding student with start date in the calendar year that the scholarship is to be awarded;
4. Submit an application form, two letters of reference (employer, welding instructor) and a brief biography describing vocational expectations, extracurricular activities, community activities, past achievements, etc.; and,
5. Attend an eligible trades institution within BC.

No monies will be paid directly to the recipient, but sent instead to the school unless recipient has already paid tuition fees. In this case, upon receipt of proof of payment from the awardee, he or she will be awarded reimbursement within 60 days after commencement of course.

Application deadline is April 30. Award recipient will be chosen by June 15. Contact an Educational Advisor or the American Welding Society- BC Section, 14852 - 68A Avenue, Surrey, BC, V3S 2C8.

**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.

**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 late June. 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.

**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, 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.

- 04786. The William L. HURFORD Memorial Scholarship
- 04718. ILWU Harry Bridges Entrance Scholarship
- 04804. ILWU Local 517 Bud Smith Scholarships
- 00558. ILWU Thomas P. Mayes Scholarship
- 00530. ILWU Harry Bridges Undergraduate Scholarships
- 00666. ILWU Ralph Scruton Memorial Scholarship
- 04731. PIPING Industry Journeyman Training and Industry Promotion Fund Scholarship
- 04779. 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. TELECOMMUNICATIONS Workers Union - J. Douglas Booth Memorial Scholarship
- 04795. TELECOMMUNICATIONS Workers Union Scholarships
- 04793. TELECOMMUNICATIONS Workers Union, Thomas Ward Stanley Memorial Scholarship
- 00547. UNITED Food and Commercial Workers Union, Local 1518 Scholarships
- 04780. VANCOUVER Sun/The Province College Entrance Scholarship
- 00673. Canadian Armed Forces Memorial Scholarship



The following *Leadership Awards* are available to students transferring from a post-secondary institution to the university; having exceptional leadership qualities. Application 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 scholarships of \$16,000 each, payable at \$4,000 per year to outstanding students entering undergraduate programs from a College or university. The awards are based primarily on scholarly achievement.

Application deadline is mid-June.

**Charles A. and Jane C.A. Banks Foundation Entrance Scholarships (from Regional Colleges or Universities)**

Four scholarships of \$7,900 are offered to students entering the Faculties of Science, Applied Science (Engineering), Forestry, Pharmaceutical Sciences or Agricultural Science, from a regional college or university. The award is payable at \$2,500 for the first year and at \$1,800 for the next three years or until the first undergraduate degree is complete (whichever is the shorter period).

Deadline is mid-June.

**Norman A.M. MacKenzie 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 400 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. McPherson Scholarships**

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



circumstances, a student may, upon application to the Senate Committee on Awards, defer the acceptance of the initial scholarship or may defer the renewal of a scholarship for a maximum of one year.

**David Brousson Entrance Scholarship;  
Ian and Gillian Stewart Entrance Scholarship; and,  
University of Victoria Entrance Scholarship**

\$2,000 scholarships are awarded annually to students with high academic standing who are entering the University of Victoria directly from secondary school or college.  
Application deadline is April 15.

**COLLEGE GOVERNANCE**

**BOARD OF GOVERNORS**

Rod Arnold	Terrace
Patti Barnes	NWCC Faculty
Brenda Burghardt	Prince Rupert
Margaret Brown, Vice-Chair	NWCC Support
Margaret Clay	Telkwa
Barry Hale	Prince Rupert
Edward Harrison, Chair	Terrace
Alyn Jones	Student Governor
Jean Juhas	Haida Gwaii
Claudia Knight	Stewart
Trish McKay	Prince Rupert
Sandra Martin	Moricetown
Darlene Neuman	Stewart
Lorene Plante	New Aiyansh
Myrtle Prett	Kitimat
Debbie Rocha	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.

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

**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**

Brian Loptson	Acting President
Beth Davies	Director, Western Region
Peter Colebrook	Director, Central Region
Larisa Tarwick	Centre Manager, Kitimat
Ivan Thompson	Centre Manager, Smithers
Debbie Rocha, Chair	Office Administration, Kitimat
Dawn Nash	Recording Secretary, Kitimat
Gregory Krabes	Business Administration, Terrace
Jake Muller	Social Services/Health, Terrace
Rocque Berthiaume	University Credit, Terrace
Hondo Arendt	University Credit, Prince Rupert
Jim Bathgate	Trades/Cooking, Terrace
Stephen Doyle	Natural Resources, Smithers
Terry Stephan, Vice Chair	Developmental Education, Kitimat
Larry Bolingbroke	Developmental Education, Terrace
Judy Thompson	Support Staff, Prince Rupert
Nancy Gray	Support Staff, Kitimat
Murphy Green	First Nations Council, Smithers
Tiffany Bateman	Student Representative, Terrace
Louise Yassinsky	Student Representative, Kitimat
TBA	Student Representative, Terrace
TBA	Student Representative, Prince Rupert

Membership is subject to change as 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, Gitxsan 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, Gitxsan 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.

**Organizations/Communities currently represented:**

- Smithers Friendship Centre
- Prince Rupert Friendship House Association
- Gingolx
- Gitanmaax
- Gitanyow
- Gitlakdamix
- Gitsegukla
- Gitwangak Education Society
- Gitwinksihkw 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-WIDE ADMINISTRATIVE SERVICES - (250) 635-6511**

(located in Terrace)

**PRESIDENT'S OFFICE**

- Brian Loptson, B.Sc. (UBC) ..... Acting President
- Barbara Sheridan ..... President's Assistant/Board Secretary

**FINANCE OFFICE**

- TBA ..... Bursar
- Cynthia Preyser-Wreggitt ..... Financial Analyst

**ACCOUNTING/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
- Les Hill ..... Maintenance Engineer
- Bill Mikaloff ..... Chief Engineer
- Brian Quinn ..... Maintenance Engineer
- Tom Yeager ..... Groundskeeper

**HUMAN RESOURCES/PERSONNEL**

- Sheila McDonald, B. Journalism (Carleton) ..... Director
- 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/Western Region
- Robert Schuster ..... Information Systems Technician/Eastern Region

**LIBRARY - REGIONAL SERVICES**

- Liz Ball, B.Ed, MLS (U. Alberta) ..... College Librarian, Technical Services
- Judy McCloskey, Lib. Tech. Dip. (UCFV) ..... Library Technician/Cataloguing
- 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 Development
- Dianne Bell ..... Sr. Student Records
- Laura Biagioni ..... Awards Administrator/Student Records
- Sandra Bullock ..... Co-operative Education Co-ordinator
- Sandy Chemko ..... Administrative Assistant
- Bev Kealty ..... Registrar
- Cindy Motschilnig ..... Student Records
- Elizabeth Snyder, B.Phys.Ed., Teacher's Cert. (U.N.B.), B.S.W. (UVic) ..... Accessibility Services 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 CAMPUS - (250) 635-6511

CAMPUS ADMINISTRATION

Peter Colebrook, MLS (Illinois), MPA (UVic), E.Ed.(UBC) ..... Centre Manager  
Lynn Perrin ..... Administrative Assistant  
Shelby Raymond ..... Switchboard

Access Services

Ella Goodlad ..... Access Services Co-ordinator/Student Financial Aid  
Lynn Bennett ..... Admissions Officer  
Amanda Checkley ..... Cashier  
Mae Derrick, B.A. (Carleton) ..... First Nations Co-ordinator  
Ian Hamilton, B.A.(Trent), M.Ed., Prof. Teach. Cert. (SFU) ..... Educational Advisor  
Debbie Holkestad, BSW (Hon) UVic, Assoc. Arts Dip., PID (VCC) .....  
..... Student Support Specialist  
Shelley Koopmans ..... Access Support/Exam Invigilator  
Judy McCloskey, Lib. Tech. Dip. (UCFV) ..... Educational 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  
Ed Hess ..... Print Shop Operations/Mailroom  
Mark Hoefling, Interprovincial SAIT ..... Cafeteria Services  
Bob Jesson ..... Warehouse  
Rudy Motschilnig ..... Security  
Mary McNeice ..... Daycare Supervisor  
Rhonda Ross ..... Residence Assistant  
Saroj Sharma ..... Daycare Assistant  
Barbara Steinbrenner ..... Daycare Assistant  
Marie Twomey ..... Food Service Cashier  
Terry Walker ..... Daycare Assistant  
Alan Weston ..... Sr. Warehouseperson/WHMIS

Continuing Education/Extension Offerings

Fred Adair, WCB & Red Cross Certified First Aid, PID (VCC), Assoc. Arts Degree (NWCC), M.Ed. (SFU) ..... Instructor  
Joan Daniels ..... Co-ordinator  
Lorrie Gowen ..... Program Clerk  
TBA ..... Program Officer  
Debra Wall ..... 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

Program Support Services

Eleanor Dacey ..... Computer Tech/Trades/ECE  
Frieda Dams ..... UC/Bus/SSW  
Lynne Nordstrom ..... CCP /IBT/Ancillary  
Shelby Raymond ..... ASE/Access/Cafeteria/Switchboard

FACULTY

Adult Special Education

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

Business Administration/Business Technology

John Campbell, B.Sc. (McGill), Ph.D. (Waterloo), MBA (UBC), CGA. .... Instructor  
Lorelee Cordeiro, Dip Bus. Admin (NWCC) ..... Instructor Support  
Gregory Krabes, B.B.A. (Bishops), MBA (St. Martin's College) ..... Instructor  
Ann-Marie Merkel, PID (VCC) ..... Co-ordinator/Instructor, Bus. Technology  
Al Sande ..... Instructor  
Cathay Sousa, C.G.A., PID (VCC) ..... Co-ordinator/Instructor, Bus. Administration

Career & College Prep

Larry Bolingbroke, B.A. (UBC) ..... Co-ordinator/Instructor  
Pat Carson, B.Sc. (SFU), Prof. Teach. Cert., M.Ed (UNBC) ..... Instructor  
Lois Miller, B.Sc., Prof. Teach. Cert.(UBC) ..... Instructor  
Melissa Munn, B.Soc.Sc. (Hon) (Ottawa), M.Ed. (UNBC) ..... Instructor  
Nirmal Parmar, B.Ed., M.A. (Punjab U.), Prof. Teach. Cert. .... Instructor  
Nancy Ross, B.Sc. (Agr) (Hon) (Guelph), Prof. Teach. Cert. (SFU),  
M.Ed. (UNBC) ..... Instructor  
Ada Sarsiat, B.Ed. (UVic), M.A.Ed. (St.F.Xavier), Prof. Teach. Cert. .... Instructor  
Elaine Walker, B.A. (Concordia), PID (VCC), M.Ed. (SFU) ..... Instructor

Computer Technology

Phil Bialobzyski, M.Ed. (UNBC), B.Sc.(Hon)(U. Alberta), M.Sc. (McMasters),  
B.G.S. (Athabasca), PID (VCC) (on leave) ..... Instructor  
David Cake, B.Sc., M.Sc. (UVic) ..... Instructor  
Joe Murphy, B.A. (Duquesne), B.Ed (UBC), Inter Provincial Carpentry .... Instructor  
Trish Nuyten, Forest Tech. Dip.(CNC), Bus. Admin. Dip.(NWCC) ..... Co-ordinator

Industry/Trades

Jim Bathgate, M.Ed. (SFU), Bach. of Voc./Tech Ed. (Regina), Inter Provincial H.D.  
Mech. & Ind. Mech. (Millwright) ..... Co-ordinator/Instructor  
Dick Coxford, Inter Provincial Carpentry ..... Carpentry Instructor  
Nick Garcia, B.A. (Econ.), Dip. (Hon.) Cooking (NAIT), Cert. Baking & Pastry Arts  
(C.I.A., N.Y.), Journeyman Cook, Journeyman Baker ..... Culinary Instructor  
Peter Haigh, Inter Prov. "A" Welding Cert, PID (UBC), DAE (VCC), M.Ed. (SFU) .  
..... Welding Instructor  
Ivar Hernes, T.Q. Carpentry ..... Carpentry Instructor  
Tom Logan ..... Automotive Instructor  
Jim McColeman, Interprovincial Welding ..... Millwright/Trades Instructor

Integrated Human Services

Marc Battle, B.A. (York U.), Dip. ECE (Durham College) ..... ECE/SEA Instructor  
Karen Chrysler, Special Needs Educator Cert., BSW (UVic), M.Ed. (UNBC pending)  
..... ECE Co-ordinator/SSW Instructor  
Doug Foster, B.A.(York), M.S.W.(UBC) ..... SSW Coordinator/ECE Instructor  
Rosemarie Goodwin, B.Ed.(U.Alberta), M.A. (Pacific Oaks)...ECE/SEA Co-ordinator  
Nancy Hogue, B.Sc. (Notre Dame), M.A. (UVic) ..... ECE Instructor  
Jake Muller, B.A. (Guelph), M.A. (Dalhousie) ..... SSW Instructor  
Joan Turecki, M.A. (Pacific Oaks), Fine Arts Dip. (VSA),ECE Cert. ECE Instructor

Natural Resources

Ken Downs, B.A. (Geog.) (Wisconsin) ..... Instructor  
Jonathan Milne ..... Instructor  
Trish Nuyten, Forest Tech. Dip.(CNC), Bus. Admin. Dip.(NWCC) .....  
..... Co-ordinator/Instructor  
Rena Protzner, Int. Resource Mgmt. Dip. (NWCC) (on leave)  
..... Instructor/Lab Technician

University Credit

Ted Altar, B.A., M.A., Ph.D. (SFU) ..... Psyc Instructor  
Peter Anderson, B.Sc.(Hon.), M.Sc.(SFU) (on leave) ..... Math/Cmpt/Phys Instructor  
Marc Arellano, B.A., M.A.(Carleton) ..... Engl Instructor  
Rocque Berthiaume, B.A., M.A. (Carleton) ..... Academic Head/Anth Instructor  
Leanne Boschman-Epp, B.A., M.A. (U. Sask.) ..... Engl Instructor  
Lillian Garcia, B.A., M.A. (U.SanCarlos) ..... Soci/Anth Instructor  
Alan Gilchrist, B.Sc. (Hon.) (U. St. Andres, UK), Ph.D. (U.Liverpool, UK)  
(on leave) ..... Geog/GIS Instructor  
Glenn Grieve, R.P. Bio., B.Sc. (SFU), M.A. (UCLA), Prof. Teach. Cert. (SFU) .....  
..... Biol Instructor

John Hart, B.A., B.Ed. (U.Alberta), M.A. (U.Oregon), Ph.D. (U.Guelph) .....  
..... Hist/Poli Instructor  
David Heinemann, B.A.(Hon), M.A., Dip.Ed., Ph.D.(U.Montreal)Engl/Phil Instructor  
Don Hill, Dip.Bio.Tech. (BCIT) ..... Sr. Science Lab Technician  
Norma Kerby, B.Sc. (Hon.) (UBC), Ph.D. (Carleton), R.P. Biol. ....  
..... Biol/Geog Instructor  
Andre Klingner, B.A. (Concordia U.), M.A. (Hollins College), R. Psyc (B.C.Que) ...  
..... Psyc Instructor  
John Krisinger, B.Sc., M.Sc., Ph.D. (Bonn) ..... Chem/Biol Instructor  
Sid Nair, Dip. Chemical Engr. Tech. B. Engr. (Lakehead), M.Sc. (Chemical Engr.)  
(Queen's), C.P. Eng. (Australia), Ph.D. (Curtin U.) ..... Chem Instructor  
Wendy Schmidt ..... Science Lab Technician  
Simon Thompson, B. Journ. (High Hon) (Carleton), M.A. (Engl.) (SFU) .....  
..... Engl Instructor  
Eric Turner, B.Sc. (Hon.) (Waterloo), Ph.D. (UBC) ..... Math/Phys/Cpsc Instructor

KITIMAT CAMPUS - (250) 632-4766

CAMPUS ADMINISTRATION

Larisa Tarwick, M.A. (Pacific Oakes) ..... Acting Centre Manager  
Nancy Gray ..... Registration Clerk/Cashier  
Lynn Gould, B.A. (UVic), P.I.D (VCC) .....  
..... Educational Advisor/Student Support Specialist  
Linda Ivin ..... Sr. Centre Clerk/Admissions  
Carol Larsen ..... Administrative Coordinator  
Claire Liberman, B.A. (UT) ..... Continuing Education Program Officer  
Tammy Miettinen, B.A. (U. Alberta), P.D.P (SFU) .....  
..... Assisted Job Search/Student Success Coordinator  
Dawn Nash ..... Ed. Council Secretary/Registration Clerk/Cashier  
Kay Wild ..... Registration Clerk/Cashier (Evenings)

FACULTY

Career & College Prep

Christine Wozney, B.A. (UBC) ..... Coordinator/Instructor  
Cheryl Carlson, M.Ed. (SFU) ..... Instructor  
Terry Stephan, B.Sc. (SFU), M.R.E. ((CTS) ..... Instructor  
Stella Webster, B.Sc. (UWO), M.Ed. (SFU) ..... Instructor

Office Administration

Debbie Rocha ..... Coordinator/Instructor/Ed. Council  
Debbie Taylor, P.I.D. (VCC), Bus. Admin. Dip. (NWCC) ..... Instructor

NASS VALLEY CENTRE - (250) 633-2292/2293

Ray Guno, B.A., Psy P.D.P (SFU) ..... CCP Instructor

STEWART CENTRE - (250) 636-2770

Gina McKay ..... Community Education Administrator



**EASTERN REGION**

**HAZELTON CAMPUS - (250) 842-5291**

**CAMPUS ADMINISTRATION**

Kate Greenall ..... Centre Manager  
 Margaret Brown ..... Admissions  
 Collen Burns ..... Educational Advisor  
 Murphy Green ..... First Nations Access Coordinator  
 Leah Marshall ..... Registration  
 Marion Oke B.A. (Toronto), B.Ed. (Queens) (on leave) .....  
 ..... Educational Advisor/Education Specialist  
 Carol Pritchard ..... Extension Support Clerk  
 TBA ..... Continuing Education Program Officer  
 Robert Schuster ..... Information Systems Technician, Eastern Region

**FACULTY**

Deitmar Ordowski ..... Career & College Prep Instructor

**LIBRARY**

Sylvia Golke, B.Sc., MLS (U.Wisconsin) ..... Library Technician, Eastern Region

**HOUSTON CAMPUS - (250) 845-7266**

**CENTRE ADMINISTRATION**

Brenda Andersson ..... Centre Manager  
 Patti Bruce ..... Sr. Centre Clerk  
 Murphy Green ..... Student Support Specialist/First Nations Access Coordinator  
 Bill Leber ..... Student Support Specialist, Eastern Region  
 Rosalinde Moeliker ..... Continuing Education Officer  
 Dawn Potvin ..... Program Support Clerk  
 Robert Schuster ..... Information Systems Technician, Eastern Region  
 Terri Stewart ..... Ed. Advisor/Community Liaison/Student Support Specialist

**FACULTY**

Sandi Lavallie ..... Career & College Prep Coordinator/Instructor  
 Dee McRae ..... Career & College Prep/Career Development Instructor

**LIBRARY**

Sylvia Golke, B.Sc., MLS (U.Wisconsin) ..... Library Technician, Eastern Region

**SMITHERS CAMPUS - (250) 847-4461**

**CAMPUS ADMINISTRATION**

Ivan Thompson, B.A. (McMaster), B.Ed. (Queens), M.Ed. (UVic) ... Centre Manager  
 Heather Anderson ..... Clerk  
 Richard DeRooy ..... Educational Advisor  
 Murphy Green ..... First Nations Access Coordinator  
 Carol Palm ..... Admissions  
 Sheila Peters, B. Journalism (Carleton), PID (VCC), M.A.(on leave) .....  
 ..... Educational Advisor  
 Fiona Ramsay, R.N.M.H., F.E.T.C. (U.K.) ..... Career/Student Support Specialist  
 Robert Schuster ..... Information Systems Technician, Eastern Region  
 Tracey Strong ..... Continuing Education/Contract Training Officer

**FACULTY**

Kelley Beadman ..... Office Admin. Instructional Assistant  
 J. Boddy ..... CCP Instructor  
 Sandra Clark, PID ..... Office Admin. Instructor & Distance Education  
 Stephen Doyle, B.Sc., M.A. (UVic) .....  
 ..... Natural Resources Regional Coordinator/CCP Instructor  
 Dave Evans ..... Wilderness Guiding Skills Coordinator  
 Glenn Farenholtz, B.Sc.F., RPF (U. Alberta) ..... Natural Resources Coordinator  
 Allen Johnson, B.Sc., M.Sc. (U. Alberta) ..... Natural Resources Instructor  
 Terrie McAloney, Diploma (SAIT), PID (VCC) ..... Office Administration Instructor  
 Rosamund Pojar, B.Sc. (Nottingham), M.Sc.(UWO) ..... Natural Resources Instructor  
 Harold Reedy, A.Sc.T. (CNC), PID (VCC) ..... Natural Resources/U/C Instructor  
 Nancy Roulston, ASCT ..... Natural Resources Technical Assistant  
 Katharine Staiger, B.Sc. (Guelph) ..... Career & College Prep Instructor  
 Dave Weaver, B.Sc. Forestry (Toronto), R.P.E. .... Natural Resources Instructor

**LIBRARY**

Michele Cook, B.A., M.L.I.S. (UW ONT) ..... Librarian, FRBC Project  
 Moira Fentum ..... Library Technician, FRBC Project  
 Sylvia Golke, B.Sc., MLS (U.Wisconsin) ..... Library Technician, Eastern Region  
 Marty James ..... Library Technician, FRBC Project

**WESTERN REGION - (250) 624-6054**

Beth Davies, B.A. (Sussex), M.A. (UBC), Ed.D. (Nova).....Director, Western Region

**PRINCE RUPERT CAMPUS - (250) 624-6054**

**CAMPUS ADMINISTRATION**

Beth Davies, B.A. (Sussex), M.A. (UBC), Ed.D. (Nova) ..... Centre Manager  
 Diane Brown ..... Administrative Clerk  
 Rhoda Burke ..... Administrative Clerk  
 Emilia McConville ..... Administrative Assistant  
 Beth Songhurst ..... Administrative Clerk, Evenings  
 Debbie Stava ..... Co-ordinator, Extension Services  
 Nancy Oliver, Ph.D. (UCSB) ..... Program Officer, Continuing Education  
 John Ross ..... Information Systems Technician, Western Region

**Library**

Tim McDonald, B.A. (Acadia), Library Tech Diploma (SAIT) .... Library Technician  
 Janet Wong, MLS (UBC) ..... Librarian

**Student Services**

Gloria Ubdegrove ..... Admissions  
 Vena Hachkevich ..... Educational Advisor  
 Judy Thompson, B.Sc. (SFU), Prof Teach Cert ..... First Nations Access Co-ordinator  
 Sherry Beal ..... Education & Career Specialist  
 Lianne Gagnon ..... Student Support Specialist

**FACULTY**

**Career and College Prep**

Cheryl Aman ..... Instructor  
 Lianne Gagnon, B.A. (Guelph) ..... English Instructor/Coordinator  
 Marie Grinstrand, B.G.S (SFU), CTEFLA (Cambridge) ..... ESL Instructor  
 Ian MacLean, B.A. (UVic), Prof. Teach. Cert./TESDL Dip., M.A. (UBC) .....  
 ..... Computer/English Instructor  
 Anna Munger, B.Ed. (UBC) ..... English Instructor  
 Ken Shaw, B.A.Sc., B.Ed., M.Sc., (UBC) ..... Math/Science Instructor  
 Judy Thompson, B.Sc. (SFU), Prof Teach Cert ..... Math Instructor

**Business Administration**

Ron Correll, B.Comm, LLB (Sask), M.Ec (Calgary) ..... Instructor  
 John Shephard, B.Sc., M.B.A. (UBC) ..... Instructor

**Marine Studies**

Andrew Batko, Captain (on leave) ..... Instructor  
 Barb Howe, Captain, M.Ed. .... Instructor

**Natural Resources**

Natasha Lebedick, B.Sc. (UBC) ..... Lab Tech/Natural Resources Instructor  
 Pouyan Mahboubi, B.Sc. (UBC), M.Sc. (Guelph) .....  
 ..... Natural Resources Coordinator/Instructor

**Welding**

Wade Johnson ..... Instructor

**University Credit**

David Archer, B.A. (UBC), M.A. (UVic) ..... Associate Acad. Head/Anth Instructor  
 Hondo Arendt, B.A., B.Ed., M.A., (UBC) .....  
 ..... Hist/Geog/Poli Instructor  
 Mona Izumi, B.Sc. (UBC), ..... Math Instructor  
 Tirso Morales, B.A. (Valparaiso), M.Sc. (U.Wis.) ..... Engl/Psyc Instructor  
 Reto Riesen, B.Sc, M.Sc., Ph.D. (Bern, Switzerland) ..... Chem Instructor  
 Barbara Shaw, B.Sc., Ph.D., (UBC), RB (Registered Biologist) .....  
 ..... Biol/Chem/Ocean Instructor  
 Ken Shaw, B.A.Sc., B.Ed., M.Sc. (UBC) ..... Geog Instructor.  
 David Sweetnam, B.C., B.Sc., (Notre Dame) ..... Cmpt/Phys/Math Instructor

**QUEEN CHARLOTTE ISLANDS/HAIDA GWAI**

**MASSET CENTRE - (250) 626-3627**

Wendy Riley ..... Community Education Administrator

**QUEEN CHARLOTTE CITY CENTRE  
 - (250) 559-8222**

Faye Beaulieu ..... Community Education Administrator



<b>A</b>		<b>C</b>	
About Northwest Community College .....	5	Cafeteria ( <i>Food Services</i> ).....	119
ABE Provincial Level .....	30	Calculating Grade Points .....	114
Absenteeism .....	112	Career and College Preparation .....	29
Academic Probation and Suspension .....	113	Career Resources .....	118
Accounting Certificate ( <i>Business Technology</i> ) .....	24	Carpentry .....	34
Addictions Option .....	99	CCP Fundamental Level .....	29
Admission and Registration .....	8	CCP Intermediate Level .....	29
Adult Basic Education ( <i>Career &amp; College Preparation</i> ).....	29	CCP Advanced Level .....	29
Adult Special Education .....	12	CCP Provincial Level .....	30
Advisement Session .....	117	Central Region ( <i>Personnel</i> ) .....	144
Advising ( <i>Educational</i> ) .....	67, 118	Change of Address .....	116
Airbrakes Endorsement .....	92	Change of Name .....	116
Anthropology .....	69	Chemistry .....	71
Appeals .....	114	Coastal Eco-Adventure Tourism .....	35
Application Fee .....	9	Coastal Integrated Resources Management Option.....	62
Application Procedure .....	8	College Board .....	142
Arts .....	70	College Campuses ( <i>Personnel</i> ).....	144
Assessment and Application .....	117	College Governance .....	141
Assignments and Essays .....	113	College Personnel .....	143
Associate Arts Degree .....	68	College-Wide Administrative Services ( <i>Personnel</i> ) ...	143
Associate Science Degree .....	68	Command Endorsement .....	58
Attendance .....	112	Commercial Transport Repair Mechanic .....	39
Automotive Repair Technician .....	15	Community Interest Courses .....	13
Awards .....	127	Computer Facilities .....	40
Awards Administered At NWCC .....	127	Computer Science .....	72
Awards Administered by UBC & Tenable at NWCC ..	137	Computer Technology .....	40
Awards Administered Outside NWCC .....	129	Computer Training .....	93
		Confidentiality of Student Records .....	116
<b>B</b>		Continuing Education .....	92
Backhoe Loader Operator .....	93	Continuing Education Offerings .....	91
Biology .....	70	Contract/CE Program & Course Fees .....	9
Board of Governors .....	141	Cook Training ( <i>Professional Cook Training</i> ).....	65
Bookstore Services .....	118	Cooking Up-grading .....	94
British Columbia Institute of Technology Award .....	138	Co-operative Education .....	17, 61, 118
BC Transfer Guide .....	87	Correspondence Programs .....	58
Bursaries .....	126	Counselling ( <i>Educational Advising</i> ) .....	118
Business Administration .....	17	Counselling ( <i>Personal</i> ) .....	119
Business Administration Certificate .....	18	Criminology .....	73
Business Administration Diploma .....	18	Cultural Tourism .....	93
Business Technology .....	23		



**D**  
 Dates to Remember ..... 2  
 Daycare ..... 119  
 Deposits ..... 9  
 Desktop Publishing ..... 70, 93  
 Diploma in Adult Education ..... 106  
 Disability Support Services ..... 120  
 Distance Education ..... 25, 41, 50

**E**  
 Early Childhood Education Option ..... 48, 50  
 Early Childhood Post-Basic Option ..... 50  
 Eastern Region (*Personnel*) ..... 146  
 Economics ..... 73  
 Education Council ..... 141  
 Education, Personal and Career Support ..... 118  
 Educational Advising ..... 118  
 Emergency Assistance ..... 127  
 English ..... 74  
 English as a Second Language ..... 44  
 Entrance Awards ..... 125  
 Equipment Operator Program ..... 93  
 Examinations ..... 113  
 Excavator Operator ..... 193

**F**  
 Farrier Training ..... 95  
 Federal Government Assistance ..... 122  
 Fees ..... 9  
 Film ..... 75  
 Financial Aid ..... 119  
 Financial Aid Sources ..... 122  
 First Aid Training ..... 92  
 First Nations Students ..... 125  
 First Nations Council ..... 142  
 First Nations Student Access ..... 119  
 First Support Checks ..... 118  
 Fishing Master II ..... 58  
 Fishing Master III ..... 58  
 Fishing Master IV ..... 58  
 Foodsafe Training ..... 92  
 Food Services ..... 119  
 Forest Technology Option ..... 63

Forest Workers Level Training ..... 92  
 Freedom of Information and Protection of Privacy ..... 116  
 Full-time Programs ..... 11  
 Functional Literacy ..... 13

**G**  
 General Conduct and Safety ..... 114  
 General Education Development Preparation (GED) ... 30  
 General Education Development Tests (GED) ..... 106  
 General Information ..... 111  
 General Office Certificate (*Business Technology*) ..... 25  
 Geography ..... 75  
 Geology ..... 76  
 Government Assistance (*Federal & Provincial*) ..... 122  
 Grade Appeal ..... 114  
 Grading Policies and Procedures ..... 113  
 Grading Scale ..... 114

**H**  
 Haida Gwaii (*Queen Charlotte Islands*) ..... 5  
 Hazelton Campus ..... 5, 146  
 Hazelton Campus (*Personnel*) ..... 146  
 Health & Safety Training ..... 98  
 Heavy Duty Mechanics ..... 44  
 History ..... 76  
 Home Support/Resident Care Attendant ..... 45  
 Housing ..... 120  
 Houston Campus ..... 5, 146  
 Houston Campus (*Personnel*) ..... 146  
 Human Resources Centre Assistance ..... 125

**I**  
 Incomplete Grades ..... 113  
 Industrial Mechanic (Millwright) ..... 47  
 Initial Contact ..... 117  
 Integrated Human Service ..... 48, 99  
 Integrated Resources Management Option ..... 63  
 Integrated Programs (*University Credit*) ..... 67  
 Intellectual Honesty ..... 112  
 International Students ..... 9  
 Internet Course Offerings ..... 41, 93  
 Internet Proficiency Certificate ..... 93

**J**  
 Journalism ..... 78

**K**  
 Kitimat Campus ..... 5, 145  
 Kitimat Campus (*Personnel*) ..... 145

**L**  
 Lakehead University Transfer Award ..... 137  
 Late Registration ..... 9  
 Library ..... 120  
 Literacy Training ..... 106

**M**  
 Management Skills ..... 92  
 Marine - Correspondence Programs ..... 58  
 Marine Fees ..... 9  
 Marine Studies ..... 57  
 Masset Centre (*Personnel*) ..... 147  
 Mathematics ..... 78  
 Mental Health Option ..... 100  
 Methods of Evaluation ..... 113  
 Millwright (*Industrial Mechanic*) ..... 47  
 Mission Statement ..... 4  
 Modified Program Options ..... 13

**N**  
 Natural Resources ..... 60  
 Nass Valley Centre ..... 6, 145  
 Nautical Programs (*Marine Studies*) ..... 57  
 Northwest Community College Administered Awards 125  
 Northwest Community College Endowment Fund ..... 130

**O**  
 Occupational Health & Safety Training ..... 92  
 Occupational First Aid Level I, II, III ..... 92  
 Oceanography ..... 78  
 Office Assistant Certificate (*Business Technology*) ..... 24  
 Official Transcripts ..... 9, 116  
 On-Line Courses ..... 93  
 Open University/Open College ..... 107  
 Other Appeals ..... 116

Other Opportunities ..... 105  
 Outdoor Power Equipment Technician ..... 63  
 Outstanding Charges ..... 117

**P**  
 Part-time Studies ..... 23  
 Permission of Instructor ..... 8  
 Personal Medical Insurance ..... 121  
 Personnel (Administration, Faculty & Support) ..... 143  
 Philosophy ..... 79  
 Physics ..... 79  
 Political Science ..... 79  
 Preschool Aide Training Prerequisite ..... 12  
 Preschool Aide Training Program (PAT) ..... 48, 51  
 President's Message ..... 3  
 Prince Rupert Campus ..... 6, 147  
 Prince Rupert Campus (*Personnel*) ..... 147  
 Prior Learning Assessment and Recognition ..... 117  
 Professional Cook Training ..... 65  
 Professional Cook Training (*Basic*) ..... 66  
 Professional Cook Trades Qualification (*Home Study*) ..... 66  
 Professional Cooking (*Upgrading*) ..... 66  
 Professional Driver Training (Class 1) ..... 93  
 Program Completion or Withdrawal ..... 118  
 Program Registration ..... 118  
 Programs Under Development Review ..... 101  
 Provincial Government Assistance ..... 122  
 Provincial Instructor Diploma ..... 107  
 Provincial Welder Training ..... 81  
 Psychology ..... 80

**Q**  
 Queen Charlotte Islands/Haida Gwaii ..... 5, 147  
 Queen Charlotte City Centre (*Personnel*) ..... 147

**R**  
 Referral ..... 117  
 Refunds ..... 10  
 Registration ..... 8  
 Reinstatement ..... 9



<b>S</b>		<b>U</b>	
Safety Programs ( <i>Occupational Health &amp; Safety</i> ) .....	98	Uniform/Coverall Cleaning .....	9
Semester Based Program Fees .....	9	University Credit .....	67
Senior Citizen Fees .....	10	University of Alberta .....	137
Simon Fraser University (SFU) .....	108, 138	University of British Columbia (UBC) .....	138
Smithers Campus .....	6, 146	University of Northern British Columbia (UNBC) .....	108
Smithers Campus ( <i>Personnel</i> ) .....	146	University of Victoria (UVic) .....	139
Social Service Worker Option .....	48, 51	University Transfer Credit ( <i>BC Transfer Guide</i> ) .....	87
Sociology .....	81		
Special Opportunity Grants .....	130	<b>V</b>	
Special Education Assistant Option .....	48, 51	Values and Operating Principles .....	4
Statement of Grades .....	117	Vital Link First Aid .....	92
Stewart Centre .....	6, 146	Vocational Program Fees .....	9
Student Advisors ( <i>Educational Advising</i> ) .....	118	Vocational Rehabilitation Services .....	124
Student Appeal .....	114		
Student Association .....	121	<b>W</b>	
Student Complaint .....	115	Watchkeeping Mate .....	58
Student Complaint of Discrimination/Harassment .....	115	Welding .....	82
Student Conduct Policy .....	112	Welding Upgrading .....	83
Student Fees .....	9	Western Region ( <i>Personnel</i> ) .....	147
Student Records .....	116	WHMIS .....	92
Student Refunds .....	10	Wilderness First Aid .....	92
Student Services & Facilities .....	120	Wilderness Guiding Skills .....	83
Student Success .....	121	Withdrawal .....	113
Student Services & Facilities .....	118	Word Processing ( <i>Business Technology</i> ) .....	24
Student Support Specialist .....	121	Workers' Compensation Board Coverage .....	121
Students Transferring to University and BCIT .....	137	Workers' Compensation Board of BC Worksafe .....	92
Subsequent Support Checks .....	118	Workplace Skills Training .....	12
Suspension Appeal .....	115	Work Study Program .....	124
<b>T</b>		<b>Y</b>	
Table of Contents .....	1	Youth Option .....	100
Terrace Campus .....	6, 144		
Terrace Campus ( <i>Personnel</i> ) .....	144		
Trades Related Training .....	93		
Transcripts of Permanent Record			
- ( <i>see Official Transcript</i> ) .....	9, 118		
Transfer Credit .....	49, 87, 88, 117		
Transfer Credit to Professional Organizations .....	88		
Transportation of Dangerous Goods .....	92		
Tuition .....	9		



TERRACE CAMPUS

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- Single or Double Units
- Suites
- Lounge Areas
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- Cafeteria Services
- Parking

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



## 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  
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Smithers, B.C. V0J 2N0  
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**FAX:** (250) 847-4568

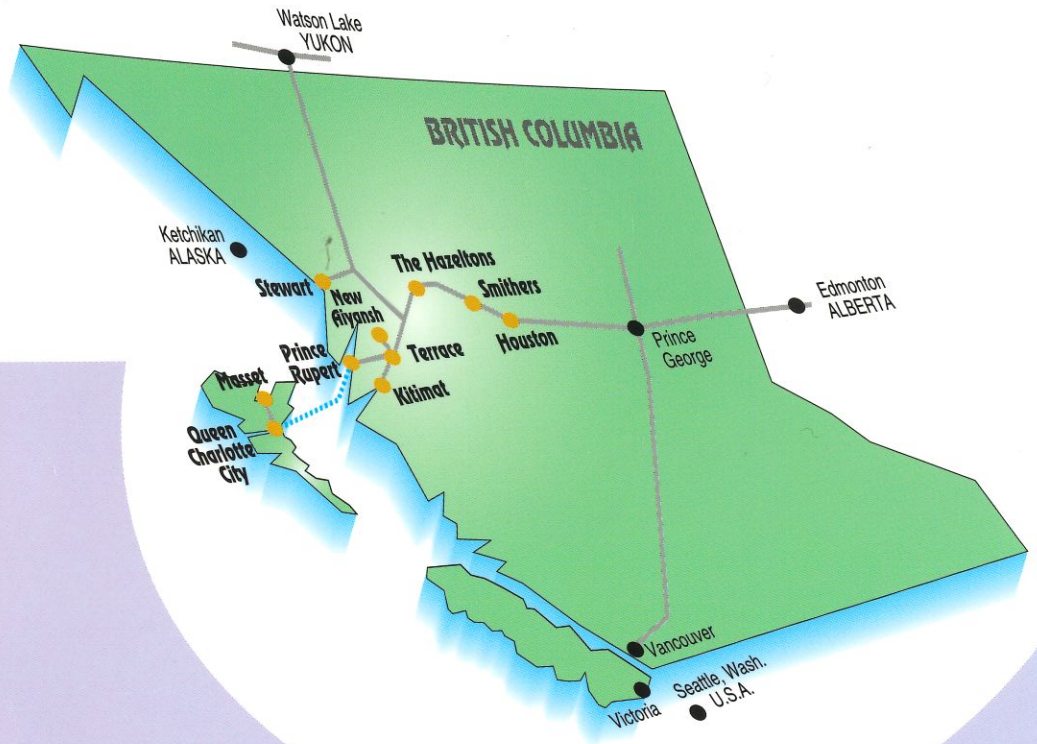
### Stewart

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

### Terrace

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