



2008 - 2010 CALENDAR



NORTHWEST
COMMUNITY COLLEGE

Take a closer look.

NORTHWEST COMMUNITY COLLEGE

2008-2010 Calendar



www.nwcc.bc.ca

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Welcome to Northwest Community College

In this calendar, you will learn about Northwest Community College's programs and services. And its advantages – low tuition fees, quality instruction, transferable courses, and programs that lead to recognized credentials. NWCC programs can take you directly into a rewarding career or give you the foundation and credits you need for further education.

Our students and our communities are the motivation behind everything we do at NWCC. We celebrate the diversity of our northern and First Nations populations and reflect this diversity in our programs, services and workforce. Aboriginal learners make up 44% of the NWCC student population. We've committed to assisting Aboriginal learners access and succeed in post-secondary programs. Our commitment includes actively recreating the College so that cultural sensitivity and awareness is heightened and the Aboriginal worldview is acknowledged, respected and celebrated.

We've also made a commitment to the environment. NWCC has embraced a Green Initiative with the goal to become carbon-neutral and ensure its long-term environmental sustainability. We are undertaking strategies to reduce waste, increase recycling and implement earth-friendly initiatives at each campus. This calendar, for example, is printed on recycled paper.

I invite you to use the calendar as a tool for your educational success, share it with others – and don't forget to recycle it when you are done!



Stephanie Forsyth

Stephanie Forsyth
President

NWCC CALENDAR ECO-AUDIT: Environmental Benefits of Using Recycled Paper to Produce this Calendar

Using recycled paper made with post-consumer waste and bleached without the use of chlorine or chlorine compounds results in measurable environmental benefits.*

2,729 pounds of post consumer waste used instead of virgin fiber saves:

- 16 trees
- 1,483 pounds of solid waste
- 1,632 gallons of water
- 2,129 kilowatt hours of electricity
= 2.7 months of electric power required by the average U.S. home
- 2,696 pounds of greenhouse gases
= 2,183 miles travelled in the average American car
- 12 pounds of HAPs, VOCs, and AOX combined
- 4 cubic yards of landfill space

*Environmental benefits are calculated based on research done by the Environmental Defense Fund and the other members of the Paper Task Force who studied the environmental impacts of the paper industry. Contact the EDF for a copy of their report and the latest updates on their data. Trees saved calculation based on trees with a 10" diameter. Actual diameter of trees cut for pulp range from 6" up to very large, old growth trees. Home energy use equivalent provided by Pacific Gas and Electric Co., San Francisco. Hazardous Air Pollutants (HAPs), Volatile Organic Compounds (VOCs), and Absorbable Organic Compounds (AOX). Landfill space saved based on American Paper Institute, Inc. publication, Paper Recycling and its Role in Solid Waste Management.

Vision

At Northwest Community College we have a passion for educational leadership. We foster excellence in instruction and learning in a unique and spectacular environment.

Mission

Northwest Community College provides quality learning experiences that help prepare our students for successful, positive futures. We celebrate the diversity of our northern and First Nations populations and reflect this diversity in our programs, services and our workforce. We approach every interaction with respect and integrity and collaborate with our partners to meet the unique educational needs of our communities.

Values and Operating Principles

We are respectful in every interaction and in our personal and professional behaviour. We are an ethical institution that acts with integrity. We work toward growth, continual learning and collaboration with students, communities and each other.

We honour the culture and tradition of First Nations communities on whose territory we operate. We will work to resolve historical injustices and inequities and continue an ongoing dialogue free of racism.

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

A Student-centred College — We operate programs, courses and services focussed on meeting the learning, developmental and employment needs of the learners we serve.

Student Success — We commit to removing barriers to student success. We will provide services, programs, and resources to foster success.

Respect — We treat each person in a fair and equitable fashion, acknowledging and valuing his or her perspectives and diversity. We do not tolerate discrimination 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 commit to working cooperatively and in good faith with our internal and external communities.

First Nations Heritage and Cultural Competency —

We commit to reducing systemic barriers such as racism, and to ensuring that our courses and programs demonstrate an integrated inclusion of First Nations culture and knowledge.

Openness to Change — We provide relevant, current and innovative programs and services and respond to changes in society and the needs of our learners.

Accessibility — We commit to addressing barriers and providing fair and equitable access to learning opportunities and services throughout the region.

Empowerment of Communities — We commit to the decentralization of learning opportunities and recognizing the role of communities we serve in determining their educational priorities.

Empowerment of Employees — We commit to have our employees actively participate in the decision-making processes at the College.

Empowerment of Students — We recognize and encourage the active involvement of students in the development and improvement of College programs and services.

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

Sustainability — We conduct our business in an environmentally responsible manner and include sound resource practices such as waste reduction, recycling and energy conservation.





About Northwest Community College (NWCC)

NWCC was created from what was once the BC Vocational School in Terrace, BC. In 1975 the Provincial Government expanded the School's mandate and program offerings to include academic and career programs and the institution was renamed Northwest Community College.

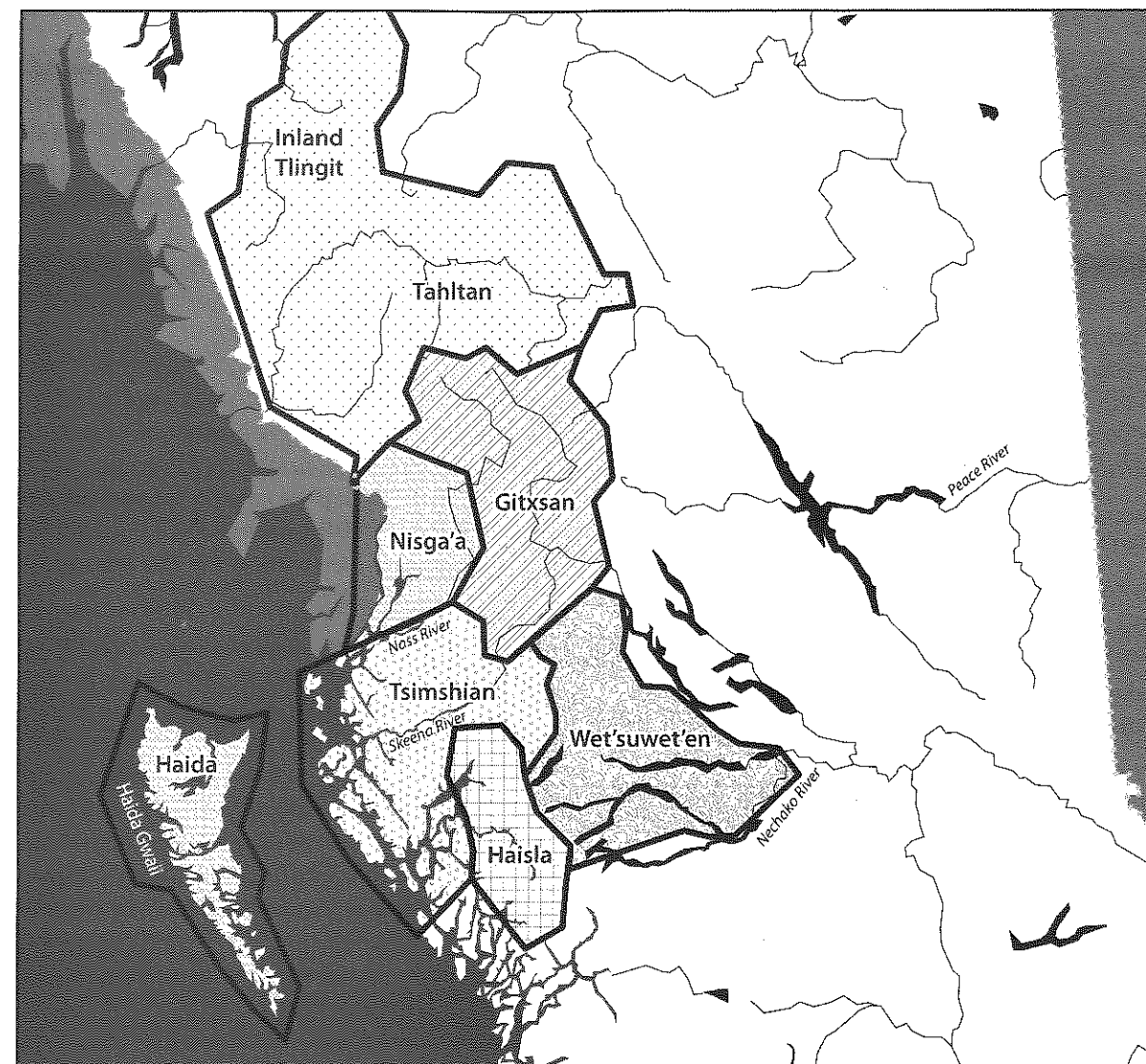
Northwest Community College is one of the few remaining colleges that still has the word "community" in its name. This is by design. The College's Mission Statement reflects the commonly held value that programs and services are there for the benefit of the communities we serve.

For over 30 years the College has been providing post-secondary education to the Pacific Northwest region of British Columbia and beyond. The College has grown to eleven campuses around the College region. The community of Prince Rupert recently saw the completion of a new \$12 million campus. The facility was completed in 2005 and provides the students of the area with a modern venue

and exciting environment in which to study and learn.

The College serves a total geographical area of 254,000 square kilometres with a combined population of approximately 76,000. This region is home to seven First Nations whose students make up over 39% of the College's student population. Their participation in the College serves to enrich the culture of the College community and strengthen its connection and relevance to the area.

Through development of the College's strategic and educational plans NWCC ensures that the programming it offers reflects the education and training needs of the Northwest. Students are able to choose from a variety of academic, career and trades programming. The Continuing Education department of the College provides applied learning opportunities in areas ranging from industry training to general interest and customized programming.



House of Learning and Applied Research

The House of Learning and Applied Research supports, promotes, and enhances teaching effectiveness and student learning; encourages scholarship of teaching and learning; serves as a catalyst and support for applied and experiential research; and ensures the dissemination of research findings through the hosting of workshops, seminars, dialogues and conferences.

The name, House of Learning and Applied Research, was chosen explicitly to acknowledge the indigenization of the College, to acknowledge

and raise the profile of the applied research activities currently underway at the College, and attract and support new applied research projects.

The applied research role is a new one for Northwest Community College as an institution, although many individuals within the College are engaged in formal or informal action research projects. The House of Learning and Applied Research is a place where this information could be acknowledged, supported, and the results of the same, collected and shared.



About this Calendar

The Northwest Community College Calendar was published in the spring of 2008 to provide information about the College's courses, programs and services offered from September 2008 to August 2010. The calendar is published well in advance of the academic year and although every effort has been made to ensure information is correct and complete at the time of printing, changing circumstances may make it necessary to make changes including; cancellation or adjustment of courses or programs, changes in fee structures, changes to any other regulations, policies or services.

For up-to-date information, please visit the NWCC Web site at www.nwcc.bc.ca.

Every student accepted for registration with Northwest Community College shall be deemed to have agreed to be bound by the regulations and policies of the College and of the program/course in which that student is enrolled.

Requests for copies are to be directed to the Registrar's Office at 250-635-6511.

Locations

Northwest Community College has campuses in the following communities:

- HAIDA GWAI -
KAAY LINAAGAY
MASSET
QUEEN CHARLOTTE
- HAZELTON
- HOUSTON
- KITIMAT
- NASS VALLEY
- PRINCE RUPERT
- SMITHERS
- STEWART
- TERRACE

See back cover for campus contact information.



GENERAL ADMISSION REQUIREMENTS

Admission requirements are program specific. Students should refer to the program of choice to determine eligibility requirements. Programs are listed in this calendar, on the College Web site www.nwcc.bc.ca, and in the Programs and Courses Guide available at all campuses. Information may also be obtained by consulting with an Educational Advisor.

Application

Students must apply for admission to the program of choice. All documents listed in the admission requirements for the program should accompany the application if possible. Use the attached Application for Admission form or apply online at the NWCC Web site www.nwcc.bc.ca.

Official secondary and post-secondary transcripts must be provided. Applications are processed as quickly as possible on a first come, first serve basis.

Acceptance to Program

Admissions officers accept applicants to most programs on a first-applied, first-qualified basis dependent upon the applicant meeting the program requirements. Successful applicants are notified by mail. Students who do not meet the program requirements are notified by mail and are provided with additional information on how to obtain the necessary prerequisites.

Pay Tuition Deposit and Register for Courses

The acceptance letter details the process to be followed for each program.

A \$100 tuition deposit is required to confirm acceptance; the deposit is applied to the first semester's tuition fees.

Pay Tuition and Fees

Final payment of fees is due before the start date of classes.

APPLICATION & REGISTRATION PROCESS

Step 1 — Applying for Admission

To become a student at NWCC an applicant needs to apply and be accepted to a program before registering in courses.

If unsure of what program to pursue, the applicant is advised to consult an Educational Advisor.

When to Apply

Applications are accepted during the 12-month period preceding the start date of any program. For some programs with limited class size early application increases the student's chances of being accepted as most offers of admittance are made according to the "application date" (the date the complete application and all required documentation and transcripts are received). Late applications to some programs may be considered, subject to availability of spaces.

Applicants who are not accepted into a program of study must reapply to be considered for another entry date. Many programs and courses are restricted by space limitations &/or prerequisite requirements therefore students are advised to apply early.

Some programs (ie. Northern Collaborative Baccalaureate Nursing/Bachelor of Science in Nursing) have specific application dates. Students should therefore read the College Web site carefully to confirm dates.

Continuous Applications

Programs with "continuous application" (ie. Career and College Preparation) accept applications continuously, at any time throughout the year. Applicants are placed on a waitlist according to the date of application (provided the application is complete) and notified when a seat becomes available. The length of time a student may have to wait for a seat may vary greatly, depending on the program. The student does not have to reapply if she/he does not get a seat for the preferred start date, but may occasionally be asked to confirm that he/she is still interested in the program.



Required Documents

Review this calendar or the NWCC Web site for the program of interest to determine all the documents required for a complete application. Depending on what is required; order official transcripts, obtain any additional application forms from Admissions, update the resumé, arrange to get letters of reference, etc. Write any required placement tests as directed by the Admissions Office.

Only *official transcripts* are accepted. *Official transcript* means it is received by NWCC in a sealed envelope from the sending institution and it includes the official seal or signature of that institution. Some institutions will only mail a transcript directly to the College. Students should order transcripts before applying to NWCC (so they arrive within two weeks of the College application) and include a note with the application stating the transcripts are being sent directly to NWCC.

Submission of High School Transcripts

Students currently in grade 12 are encouraged to apply before graduation. Current Grade 12 high school applicants are required to submit an official transcript of any Grade 11 or 12 courses completed and interim grades for any courses in progress. Applicants may obtain official transcripts directly from the high school currently being attended. Applicants currently in high school may arrange to have the *final* transcripts transmitted directly from the Ministry of Education upon graduation — the student should inquire at the high school to determine the process to follow.

If the applicant graduated in BC after 1974, the high school attended can be contacted for a transcript. BC high school graduates can also contact the BC Ministry of Education for transcripts at:

Student Certification Branch
Ministry of Education
P.O. Box 9886 Stn Prov Govt
Victoria, B.C. V8Y 9T6
Ph: (250) 356-2432
Fax: (250) 356-0171

If known, the Personal Education Number (PEN) should be included with the transcript request.

Students who graduated from a high school in another province or country should contact the Ministry, or Department, of Education in that province or country. In some areas the high school attended may have to be contacted directly.

If the student is accepted conditionally, pending completion of the specific course(s), an official transcript must be provided upon completion of the required courses.

Submission of Post-Secondary Transcripts

Official transcripts of any other post-secondary institution attended should also be submitted to NWCC. If the student has courses in progress, an official transcript of all the courses completed, and proof of registration in the courses in progress should be submitted. If the student is accepted conditionally, pending completion of the specific course(s), an official transcript must be provided upon completion of the required courses.

Placement Guides / Tests

Some programs require that the student submit placement guide results when applying. Read the Admission Requirements section of the program in this calendar or see the NWCC Web site www.nwcc.bc.ca to determine if any of these tests are required.

Transfer Credit

Transfer credit may be useful if the student has taken courses elsewhere that might be equivalent to required courses in a program, or equivalent to prerequisites for other courses the applicant wishes to take. Applicants, or continuing students who wish to have transfer credit evaluated, must submit a **Transfer Credit Request Form** (available on the College Web site www.nwcc.bc.ca) along with official transcripts from each institution attended. For further information about transferring credit, please contact a NWCC Educational Advisor. Transfer agreements in BC are detailed in the BC Transfer Guide at www.bctransferguide.ca.

Prior Learning Assessment (PLA)

Prior Learning Assessment is a process that may allow the student to earn credit for skills and knowledge already possessed, regardless of how and where the learning took place. For more details, contact an Educational Advisor or the coordinator of the appropriate program. The detailed PLA policy may be found on the College Web site www.nwcc.bc.ca.

Permission of Instructor

Permission of Instructor may be used to gain acceptance into a course or program when the applicant can demonstrate to an instructor qualified in the discipline that the applicant is likely to succeed in the course or program. Permission of Instructor may only be used if the applicant does not meet the course or program prerequisites and/or does not attain the required threshold on the course entry assessment. The potential student wishing to be considered for admission under this policy should contact the appropriate program coordinator or academic head.

All usage of Permission of Instructor for entry into a College course or program will be documented by the instructor on the appropriate College form available on the College Web site www.nwcc.bc.ca and forwarded to the admissions department before the applicant will be allowed to register for that course.

Completing the Application for Admission

After gathering all the required documentation, apply online at www.nwcc.bc.ca or complete and submit the Application for Admission form available at the back of this calendar or at any College campus. The documentation required for the program should be attached and official transcripts should have been ordered. Students who apply online are required to mail or bring the required documents to the Admissions Office at the campus closest to their home. (See back cover of calendar for campus contact information.)

Within days of receiving the application, NWCC will mail the applicant an acknowledgement

letter. The application will be checked for completeness and the student will be contacted via mail regarding any missing documents or information. If there are missing requirements in the application, the application date will be changed to the date all documentation has been received and the application is considered complete. The complete application will be assessed and the applicant will be sent a letter informing her/him whether she/he has been accepted into the chosen program. Information regarding registration and fees will be included.

Step 2 — Registration in Courses

It is the student's responsibility to ensure they have all necessary course prerequisites.

A \$100 non-refundable tuition deposit is due and payable upon acceptance into a program. This deposit is applied toward tuition for the first semester of studies.

Students who do not pay the tuition deposit will not be able to register for courses in their program and risk losing their seat.

Select Courses

Depending on the program chosen this step will vary considerably. The student will need to know which courses to take before registering. In some cases the student will be given a predetermined 'set' of courses that have already been arranged. In other programs the student will be required to choose appropriate courses. This calendar and the NWCC Web site contain the information needed to select courses in the chosen program. Read carefully for the courses required and their prerequisites. Course and timetable information may be searched on the NWCC Web site www.nwcc.bc.ca. Program Coordinators and Educational Advisors may also be contacted for more information.



Planning your Timetable

At NWCC most students set up their own timetable or can be assisted by an Educational Advisor. Students may not register until courses have been selected and a conflict-free timetable has been planned. All necessary prerequisites must be met before registering for courses. All newly accepted students will be mailed a timetable. Continuing students may pick up a timetable at the Admissions Office or find it online at www.nwcc.bc.ca. Students must ensure they set up a conflict-free timetable. Be sure to read the essential information about important dates and deadlines, withdrawing from courses, and refund policies. Students should consider their course loads carefully. A full-time course load varies by program. For instance, a full-time university credit student (100% course load) would take five courses each semester; however, for other purposes, such as financial aid, fulltime may mean three courses or more. See an Educational Advisor for details. There is no guarantee that the courses wanted will have space available therefore choose alternate courses before registering.

Note: Not all courses listed in the calendar or on the NWCC Web site are offered each semester; please refer to the timetable for a list of courses currently offered. Students are strongly encouraged to consult an Education Advisor for assistance.

Step 3 — Paying your Fees

The balance of tuition and other fees are due before the start date of classes. Students must pay for all courses in which they are registered at that time. The student is required to register (complete all forms and pay all fees) on or before the date specified in the acceptance letter. If awaiting a Student Loan to be processed, the student may apply to defer the payment of fees by contacting the Registration Office. If fees are being paid by a sponsoring agency a letter to this effect must be presented at the time of registration.

Students who are unable to pay tuition, and who cannot obtain financial assistance or sponsorship should consult with an Educational Advisor for further information.

NWCC reserves the right to cancel registration or withdraw an offer of admission to students who do not pay fees when required.

FEES & REFUNDS

The fees listed are current as of the printing of this calendar. All fees are subject to change without prior notice. Please refer to the individual program pages on the College Web site www.nwcc.bc.ca for up-to-date information.

Ways to pay your fees:

- Online using American Express, MasterCard or Visa
- In person using cash, cheque, American Express, MasterCard, Visa or Interac
- Sponsorship letter from sponsoring agency
- Over the phone to the local campus cashier (if paying by credit card).

TUITION FEE CATEGORIES

Northwest Community College has four tuition categories. To determine what programs fall under each category see the Fee Categories table below.

Category 1: Credit Billed Programs

Students in these programs pay for courses by the credit.

Category 2: Weekly Billed Programs

Students in these programs pay fees based on the number of weeks to the end of the semester in which they are registered. Some of these programs have fixed intake and exit dates, some have continuous entry and exit dates.

Category 3: Part-Time Weekly Billed Programs

Students enrolled in weekly billed programs less than 10 hours per week are assessed fees at 50% of full-time weekly billed programs.

Category 4: International Fees

Please refer to the NWCC Web site www.nwcc.bc.ca for the most current information.

PROGRAM	PER CREDIT OR WEEKLY BILLED
Adult Special Education	Weekly - Continuous
Applied Business Support	Per Credit
Applied Coastal Ecology	Per Credit
Automotive Foundation	Weekly - Fixed
B Admin. Certificate	Per Credit
B Admin. Diploma	Per Credit
Business Technology Online - Accounting	Per Credit
Business Technology Online - Administrative Assistant	Per Credit
Business Technology Online - Office Assistant	Per Credit
Career and College Prep	Weekly - Continuous
Carpentry Apprentice	Weekly - Fixed
Carpentry Foundation	Weekly - Fixed
Coastal Guardian Watchmen	Per Credit
Computer Technology	Per Credit
Culinary Arts Certificate	Weekly - Fixed
Culinary Arts Diploma	Weekly - Fixed
Early Childhood Education	Per Credit
Electrical Apprentice	Weekly - Fixed
Electrical Foundation	Weekly - Fixed
English as a Second Language	Weekly - Continuous
Essential Skills for Work	Weekly - Continuous
First Nations Fine Art - Certificate	Per Credit

PROGRAM	PER CREDIT OR WEEKLY BILLED
First Nations Fine Art - Diploma	Per Credit
First Nations Public Administration	Per Credit
Food Service Worker	Weekly - Fixed
General Office Clerk	Weekly - Fixed
Heavy Duty Mechanics Foundation	Weekly - Fixed
Home Support/ Resident Care Attendant	Weekly - Fixed
Millwright Apprentice	Weekly - Fixed
Millwright Foundation	Weekly - Fixed
Nursing NCBNP - Year 1	Per Credit
Nursing NCBNP - Year 2	Per Credit
Outdoor Power Equipment	Weekly - Fixed
Practical Nursing	Per Credit
Residential Bldg Maint Wkr Apprentice	Weekly - Fixed
Social Service Worker Certificate	Per Credit
Social Service Worker Diploma	Per Credit
Trades Access	Weekly - Fixed
University Credit	Per Credit
Welding A	Weekly - Continuous
Welding B	Weekly - Continuous
Welding C	Weekly - Continuous



TUITION FEES

Base level tuition fees are assessed at \$74.91 per credit or \$57.38 per week depending on the program. The College may offer additional programs at differential fee levels based on locally identified needs and demands.

MATERIALS AND LAB FEES

A materials or lab fee is added to the assessment for some courses and programs to reflect course delivery costs. These fees vary from \$11.00 to \$30.00 per week for trades programs and \$13.00 per credit for laboratory courses.

ADDITIONAL MANDATORY STUDENT FEES

- Infrastructure: \$.50 per credit or \$.48 per week in weekly billed programs.
- Technology: \$3.33 per credit or \$3.12 per week in weekly billed programs.
- Student Association: \$1.94 per credit or \$1.81 per week in weekly billed programs.
- Canadian Federation of Students (CFS): \$.45 per credit or \$.43 per week in weekly billed programs.
- Registration: \$1.67 per credit or per week in weekly billed programs.

OTHER FEES

- Residence Deposit (Refundable): \$200.00 (Key & Damage Deposit)
- Tool Deposit (Refundable): \$50.00 (trades apprenticeship programs)
- Textbooks, Supplies: Vary by program. Please see fee section of program on College Web site for current estimated costs.
- Official Transcripts: \$5.00 for each official transcript. May be ordered on line via the College Web site or in person at any College campus.
- Prior Learning Assessment: Credits granted by Prior Learning Assessment are assessed at 50% of course tuition fees.

- Audit: Students wishing to audit a course are required to pay 100% of tuition and program fees.
- Senior Citizens (age 65 and over): Senior citizens are eligible for tuition-free enrolment 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 may be obtained at any College campus.

REFUNDS

1. It is the student's responsibility to withdraw from classes.
2. The refund amount is calculated based upon the date on which the official withdrawal is received by Registration. This can be done online through Northwest Connect (prior to the first day of class) or by submitting a completed add/drop form to the registration desk at a College campus or on the College Web site www.nwcc.bc.ca.
3. Unpaid library fines and other amounts owing will be deducted from the refund.
4. Students required to withdraw due to violation of the Student Code of Conduct Policy will not be entitled to any refund

Refunds for Credit Billed and Weekly Billed - Fixed Intake Programs

1. 100% refund of fees prior to the start of class.
2. 80% refund of fees if student withdraws prior to 15% completion of the course in which the student is registered.
3. Withdrawal after 15% completion of the semester - NO REFUND.

Refunds for Weekly Billed - Continuous Intake

Full refund of fees on a weekly, prorated basis for the number of complete weeks remaining in the registration period.

Refunds for Continuing Education Programs & Courses

Refer to page 143.

STUDENT SUPPORT TEAM

The Student Support Team consists of the Educational Advisors, First Nations Access Coordinators, Accessibility Services Coordinators and Learning Assistance Specialists. For more information on their roles, refer to the individual team member descriptions below.

Educational Advisors

Educational Advisors provide students with up-to-date information on College services, policies, procedures, facilities, programs and courses as well as accessing sources of financial aid. 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 course planning. They are available to help students define and work toward their educational goals. Educational Advisors are located at Smithers, Prince Rupert, Kitimat, Hazelton, and Terrace campuses with outreach to Houston campus.

Learning Assistance Specialist

Learning Assistance Specialists provide support to the Learning Centre. The Learning Centre provides Student Success courses, faculty assistance, and assessments for students experiencing learning difficulties. Learning Assistance Specialists are located at Smithers, Prince Rupert and Terrace campuses with outreach to Houston, Hazelton and Kitimat campuses.

First Nations Student Access Coordinators

First Nations Student Access Coordinators provide consultation and support regarding personal and educational matters to First Nations students. Students are able to access services and resources both on and off campus. First Nations Access Coordinators provide support to First Nations students to assist in their transition to the College system and often act as a liaison between the College and First Nations Band Education coordinators. They work with the

College community to participate in initiatives designed to provide a welcoming and supportive environment to First Nations students. First Nations Access Coordinators are located at Hazelton, Terrace, Smithers, Houston and Prince Rupert Campuses. Students at other campuses are welcome to contact the Coordinators by email, phone or campus visits.

Accessibility Services Coordinators

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 are offered in all campuses and Coordinator offices are located in Terrace, Smithers and Prince Rupert.

STUDENT SERVICES

The following are some of the various services available to students from the time they show an interest in NWCC until the time they complete their studies at the College. These services are available through the Student Support Team described above.

Educational Advising

Educational Advising is available to assist potential students with the process of coming to, or returning to, the College. Visiting the Educational Advisor is most often the first step to coming to the College. Potential students interested in applying to the College are encouraged to phone their local campus to make an appointment to speak with an Educational Advisor.

The College endeavors to provide students with the most current and accurate educational advice available; however, because of the dynamic and complex nature of post-secondary education in BC, we urge all students who are seeking transfer to other institutions to always verify the advice we offer them with the receiving institution.

Access for First Nations Students

First Nations students considering accessing College programs or services are encouraged to visit a First Nations Access Coordinator. The goals of this service are to provide a welcoming and helpful transition to the College environment; provide a welcoming environment within the College, and provide support at all points along a student's educational journey.

Student Success and Learning Assistance

The College provides a number of ways a student can access support to ensure a successful and rewarding College experience. The Learning Assistance Specialist can provide assessment of learning difficulties and give helpful strategies to lessen the effects of a learning difficulty as a barrier to a student's success. Student Success courses are conducted at most campuses throughout the year. Students are encouraged to sign up for the free course called Learning Pathways 100. Students experiencing learning difficulties for whatever reason are encouraged to contact a Learning Assistance Specialist or other member of the Student Support Team.

College faculty and/or staff member may also refer a student to a Student Support Team member, who will then contact the student to offer supports to ensure the student gets back on the right track.

ASSESSMENT AND APPLICATION

When students have chosen their courses or programs they will complete an application for admission to the College. Students without documentation of formal English and/or math prerequisites may also do an entry 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 chance of succeeding in their studies. The College has services available for students who may be having difficulties. Students can get help with money problems, academic problems, or personal problems that may be affecting their studies. Students can be referred to agencies outside the College for assistance 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.

Services for Students with Disabilities

Various Services are available for students with physical and learning disabilities. Students with an identified disability are encouraged to visit the Accessibility Services Coordinator before, or during, the application process to provide adequate time to access appropriate services.

Some of the services available at NWCC are:

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, brailler, MPrint, amplified headphones, TV decoder, unicorn membrane board, variable speed four track recorder, FM listening device, talking calculator and a Porta Cap. The Ministry has made available the Adult Services Program initiative that has also expanded NWCC's ability

to further address the needs of students with disabilities (i.e. equipment and services.)

STUDENT ASSISTANTS

Student Assistants can be hired to help students with disabilities in a number of ways. Examples of assistance include mobility assistance, tutoring, library research, note-taking 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 toward improving the level of physical accessibility at each of its locations. Each campus has designated parking spaces for those who have a disability and washrooms are equipped with grab bars.

PROGRAM SUPPORT

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

ACCOMMODATION/HOUSING

The Terrace Campus offers convenient accommodation for up to 160 full-time students and is equipped for students with a physical disability. There are five two-story complexes with laundry facilities, common lounge areas with cable TVs, pay phones and shared washroom facilities on each floor. Single and double occupancy rooms are available. 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
1-877-277-2288.

Application can also be made online via the College Web site.

At all other campuses advice on accommodation may be obtained from an Educational Advisor.

BOOKSTORE SERVICES

Textbooks and course materials for College courses and programs as well as general interest books, stationery, backpacks, clothing and memorabilia are available at College campuses.

The staff provides a special order service for any book. Services are available to students, faculty, staff and the community.

CAREER RESOURCES

Each Campus has calendars, books and periodicals with information on a wide variety of topics including career planning, personal development, college and university programs. These resources are available through an Educational Advisor and at the Library.

COUNSELLING (PERSONAL)

Students who are experiencing personal difficulties can access community counseling services by contacting an Educational Advisor, Student Services staff, or an instructor. Students who request this service are assured their request will be kept confidential and the service will be provided in confidence. This service is generally available off-campus weekdays.

FOOD SERVICES

Food services are available at the Terrace Campus only. The cafeteria is open Monday to Friday, September through May, and offers breakfast, lunch and dinner, salads, desserts and appetizing entrées.

LIBRARY

The Library at NWCC welcomes anyone living in BC's northwest to drop in, get a free library card, and use our collection and services. We have a library or reading room in every community where the College has a campus.

The College Library is also an associate member of the North Coast Library Federation, which allows you to borrow and return materials from



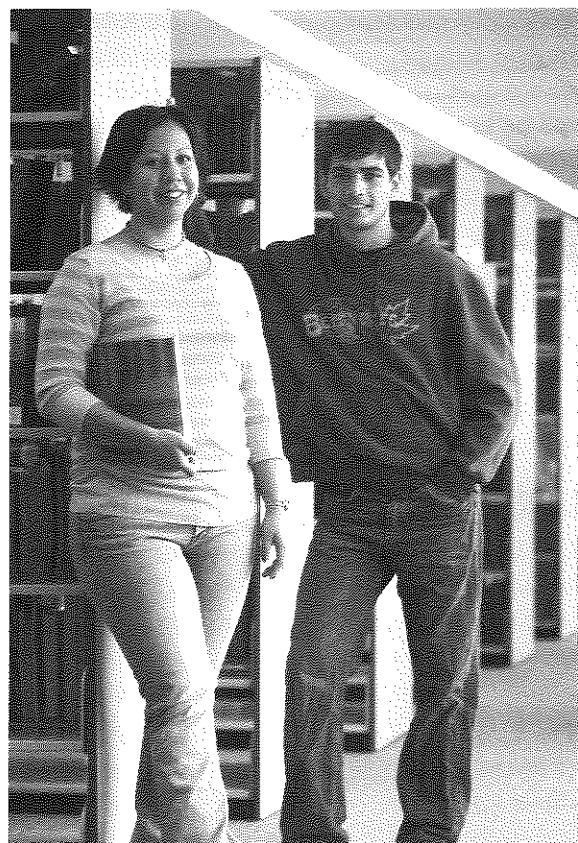
any Public or College library between Houston and Prince Rupert – free of charge!

If you can't drop in – access our Virtual Library Web site through the College Web site: www.nwcc.bc.ca and then <click> on LIBRARY or:

Phone: 1-877-277-2288 Ext. 5407
 Fax: 250-635-1594
 E-mail: reference@nwcc.bc.ca

Check out our collection of books, maps, videos, DVDs, oral history tapes, literacy materials, preschool children's books and videos, e-books, electronic journals and newspaper databases, and much more. Through interlibrary loan, you also have access to all public and post-secondary library collections in the province.

If you have a question, the Library is the place to bring it.



FREQUENTLY ASKED QUESTIONS

HOW DO I GET A LIBRARY CARD?

Your NWCC Student ID card is also your Library Card.

HOW DO I GET A LIBRARY CARD?

Phone the Library with the following information and we will send you a card:

Name, Student Number, Address with postal code,
 Phone number, Fax or e-mail if available,
 Course or program you are registered in.

HOW DO I BORROW BOOKS OR VIDEOS/DVDS FROM THE LIBRARY?

First you need a Library Card or NWCC Student ID Card (see above). Then either call the Library for assistance or search the online catalogue (WebCat).

Once you have found the Book or Video/DVD you would like to borrow, you may place a request online using your PIN.

Your library account is accessed online through WebCat and allows you to change your PIN, place holds, renew items, and view your account.

WHAT ARE THE LOAN PERIODS AND OVERDUE FINES?

Books – 3 weeks – 25 cents/day/item overdue
 Video/DVD – 1 week – 50 cents/day/item overdue

WHAT HAPPENS IF I LOSE AN ITEM?

If you lose a library item, or destroy it so that it is no longer useable, you will be charged a replacement fee.

HOW DO I ACCESS THE JOURNAL DATABASES FROM OFF-CAMPUS?

You need to be a registered student or staff at the College to access journal articles off-campus. Check with the Library for more information.

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 practical, demonstration of practical skill requirements, laboratory assignments and examinations, open book or take-home examinations and final examinations. The instructor will provide a written course outline at the start of the course that will include a description of how the student's 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 requirement in the calculation of the student's final grade, penalties for the late submission of work and any special regulations about laboratory or term assignments and essays. It is the student's responsibility to ensure that he/she understands the grading criteria for each course in which he/she is registered. Lack of familiarity with how a course final grade is calculated is not a sufficient reason for appeal of a grade.

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 a student is taking has a final exam it will not count for more than 50% of his/her final grade.

NOTE: Where an external body regulates the training (ie. ITA) there may be different grading criteria.

In courses that have a scheduled exam period, a schedule of examinations will be available at least four weeks before the start of examinations. If the student is unable to write an examination he/she must follow the procedure described in the Absenteeism section of the Student Information page on the Web site.

GRADING SCALE

Final grades are generally reported using letter grades. Each letter has a numerical equivalent that is used to calculate a student's 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

Other Grade Definitions (not included in the GPA):

GRADE	INTERPRETATION
AUD	Course audited – not for credit. Audit status must be declared before the last day to register
CIP	Course in progress
CR	Credit granted
PLA	Exemption granted for prior learning or experience
I	Incomplete – Extension granted, changes to F if not complete
NC	Credit not granted
PC	Partial completion/program closure
SC	Enrolment status change – Internal use only
SG	Disability prevents completion of requirements but demonstrates understanding of learning outcomes
TRF	Transfer credit
UW	Unofficial Withdrawal – Student did not complete course
W	Withdrew during allowed period or with instructor permission



CALCULATING GRADE POINTS AND 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 a student obtained a 'B' would therefore have a grade point of $3 \times 2.67 = 8.01$.

A student's grade point average is calculated by dividing the total number of grade points the student has earned by the total number of credits the student has accumulated.

HONOURS STANDING

Honours standing is recognized on transcripts based on GPA.

- Honours standing will be recognized on issuance of a Certificate, Diploma, or Associate Degree.
- Minimum GPA for Honours standing is 3.67 or an average equivalent to an 'A-'.
 c) GPA will be based on all courses used to complete the Certificate, Diploma or Associate Degree.
- Transfer courses will be calculated on the grade received from the sending institution.

Note: Students intending to transfer to another post-secondary institution should be aware that the institution may have different letter grade and grade point interpretations than NWCC. Students should therefore consult with the other post-secondary institution to determine the particular institution's interpretation of grades transferred.

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 the student's responsibility to discuss the situation with the instructor. If the instructor agrees that the reasons for not completing the grade are justifiable the student and instructor will develop a plan to satisfy the remaining course requirements within a reasonable period of time.

An incomplete grade will change to an 'F' if the required work is not completed within the time period agreed upon or, if no date specified, within one year of the last day of the course.

WITHDRAWAL

A grade of 'W' indicates the student officially withdrew from the course and/or program and does not affect the student's GPA. For most weekly billed-continuous intake programs a student may withdraw at any time. Credit-billed and weekly billed-fixed intake 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 the student must complete the appropriate forms at the Registration Office of your local campus.

Note: Before withdrawing from a course, recipients of student aid through the StudentAid BC should check whether their eligibility for aid would be affected.

STUDENT RESPONSIBILITIES

- Students are responsible reading and adhering to the Student Code of Conduct policy which may be found on the NWCC Web site.
- Students are encouraged to seek advice from an Educational Advisor prior to selecting a program or courses.
- Students are responsible for informing themselves of the College's procedures and policies and the specific requirements associated with the degree, diploma, certificate sought.
- Students must ensure that program requirements and transferability requirements are met.
- Students are responsible for the completion and accuracy of their registration.
- Students are responsible for paying fees by the due date.
- Students will receive credit only for courses in which they have registered and have paid for.
- Students are responsible for notifying the Registration office of any course changes, withdrawals or additions.
- Students are responsible for notifying the Registration office of any name or address change.
- Students are responsible for attending all scheduled lectures, labs, field trips, examinations, tutorials, etc.

COOPERATIVE EDUCATION

NWCC offers some Cooperative Education (Co-op) programs (see individual program information) that combine 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.

The College, to ensure suitability, approves all employment opportunities for Co-op students. Eligible students 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 on a work term are monitored by faculty or Co-op staff with on-site visits.

All students accepted into a 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 credits received for each successful work term.

Co-operative Education may not be offered at every College campus each year.

CERTIFICATES, DIPLOMAS AND ASSOCIATE DEGREES

Northwest Community College certificates are awarded on successful completion of credit programs of one year of full-time study, or less. Diplomas and Associate Degrees are awarded on successful completion of the equivalent of four semesters or two years of full-time study in Career or University Credit programs. Students must apply to receive a Certificate, Diploma or Associate Degree. Application forms may be found on the College Web site www.nwcc.bc.ca. Students should consult with the program coordinator/academic head 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 should be reported by the student. A "Change Notice Form" is available for this purpose. Change of address may also be completed online at NW Connect for staff and students.

CHANGE OF NAME

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



CONFIDENTIALITY OF STUDENT RECORDS

Northwest Community College gathers and maintains information from students for the purposes of admission, registration and other fundamental activities related to attending the College and other purposes consistent with the mandate of the College under the authority of the College and Institute Act. In applying for admission and registration, the student is advised that both the information provided and any other information placed on the student record will be protected and used in compliance with the Freedom of Information and Protection of Privacy Act.

All official permanent student records are kept in the Registrar's office. The College considers a student's record of achievement to be confidential and will not release transcripts or other personal information except in the following circumstances:

- information released directly to the student;
- information released with student's written permission;
- information released in accordance with applicable legislation.

Information will not be released over the phone under any circumstances.

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 her/his record (ie. in financial aid). This restriction applies to requests from parents, spouses, credit bureaus, etc.

DISTANCE EDUCATION

NWCC provides students with convenient and flexible distance delivery options. Delivery methods include online, teleconference and videoconference. For information on current course offerings check out the College Web site www.nwcc.bc.ca or contact an Educational Advisor.

NW CONNECT

Northwest Connect is a quick, convenient online access to:

- Class schedules
- Self-service student registration
- Easy-to-use online payment and deposit options
- Course offerings
- Wait-list management
- Account balance inquiry
- Transcript requests
- Transcript/Grade inquiry

Northwest Connect is accessed via the College HomePage. For assistance, please contact your local campus.

OUTSTANDING CHARGES

It is expected that students will meet their financial responsibilities to the College by paying all required tuition and service fees. Students who have outstanding debts to the College will not be considered for readmission nor will the College issue any official transcripts, certificates, diplomas or associate degrees until all outstanding debt has been paid. Any refund of fees or deposits will first be applied to outstanding debts to the College.

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 Campus.

STUDENT ASSOCIATION

The Student Association plays a major role in the activities that take place at each campus. 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.

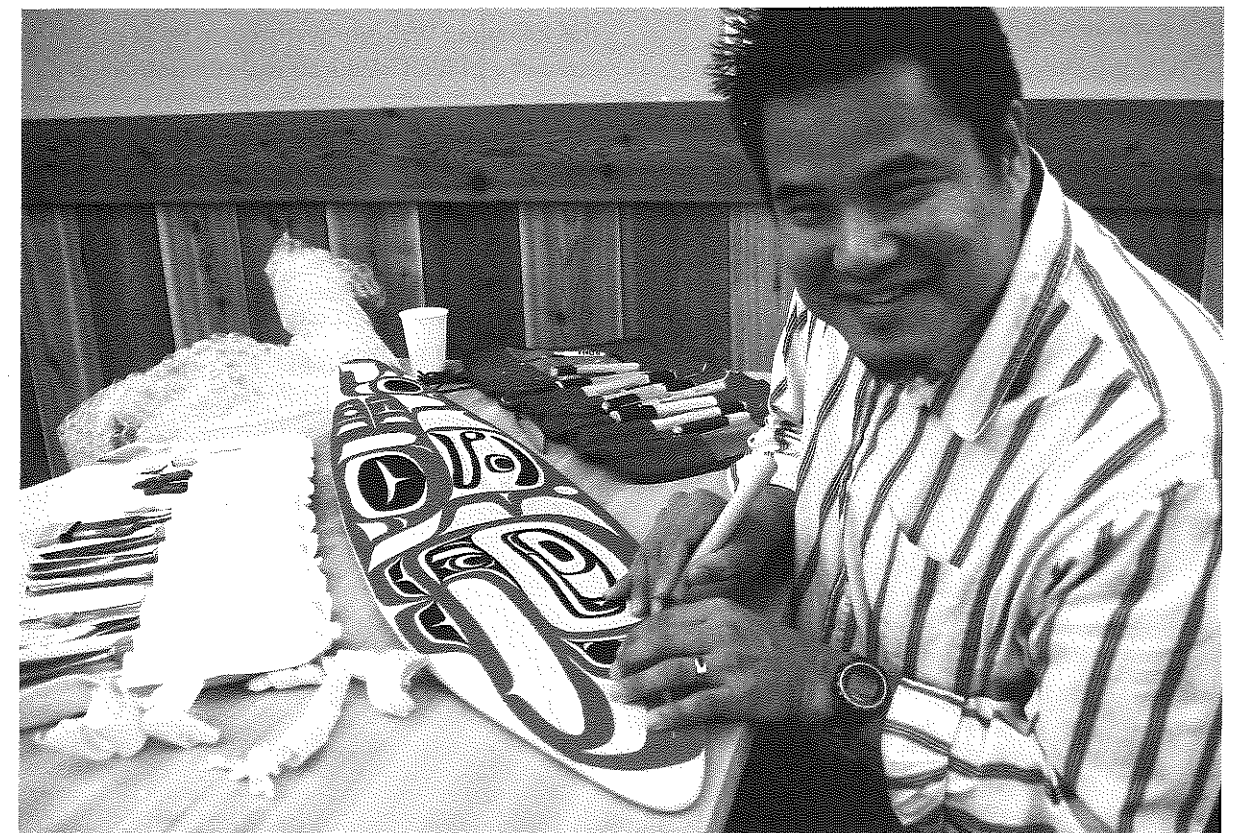
TRANSCRIPTS

Students who apply for admission to post-secondary institutions are generally required to provide official transcripts from all previously attended institutions. Students may request a NWCC Official Transcript online at www.nwcc.bc.ca or at the registration desk of any NWCC campus. There is a processing fee of \$5 for each transcript requested. Official transcripts will not be processed for students who have outstanding debts to the College.

Unofficial transcripts may be accessed by the student free of charge on the College Web site via NW Connect for staff and students.

WorkSafeBC

Provincial WorkSafeBC coverage is in place only for students participating in a required practicum at a recognized work site and during classroom/lab/shop instruction for apprentice students taking the technical training component of an Apprenticeship program.



FINANCIAL AID

NWCC Educational Advisors provide assistance to students in applying for the various forms of financial assistance. They may also help with budgeting and advice on general financial planning.

NWCC administers a number of scholarships and bursaries. For a complete listing of these, along with other federal, provincial, and private sources of financial aid, please see the College Web site www.nwcc.bc.ca.

For scholarships, bursaries and other awards that are not exclusive to Northwest Community College, visit the following Web sites:

- www.scholarshipscanada.com
- www.studentawards.com

Other useful Web sites on financial aid:

- CanLearn: www.canlearn.ca
- Canada Millennium Scholarship Foundation: www.millenniumscholarships.ca
- Association of Universities and Colleges: www.aucc.ca
- School Finder: www.schoolfinder.com
- Campus Access: www.campusaccess.com

APPLYING FOR GOVERNMENT PROGRAMS

Adult Basic Education Student Assistance Program (ABESAP)

ABESAP is a provincially sponsored program that provides for direct educational costs to students enrolled in upgrading programs such as Career and College Preparation, Adult Special Education, English Language Training and Essential Skills for Work. Application forms are available from NWCC Educational Advisors or can be downloaded from the Ministry of Advanced Education's Web site www.bcsap.bc.ca.

Part-Time Studies Application

Students who are studying on a part-time basis may use this application to apply for the following programs: *Canada Study Grant for High-Need Part-Time Canada Student Loan; Canada Study Grant for Students with Dependents; and Canada Study Grant for High Need Students with Permanent Disabilities*. To obtain more information or to download an application, visit the following Web site www.bcsap.bc.ca or contact a NWCC Educational Advisor.

Federal and Provincial Student Loans

The BCSAP application is available online. To determine eligibility, criteria and apply, visit the Web site at www.studentaidbc.ca. For those who do not have internet access, contact an Educational Advisor at any NWCC campus for an application package.

DATES TO REMEMBER

	2008	2009	2010
New Year's Holiday	Jan 1	Jan 1	Jan 1
College Offices re-open	Jan 2	Jan 2	Jan 4
Classes re-commence	Jan 7	Jan 5	Jan 4
Reading Week	Please check Web site for dates		
Last Day for Official Withdrawal	Feb 22	Feb 27	Feb 26
Good Friday Holiday	Mar 21	Apr 10	Apr 22
Easter Monday Holiday	Mar 24	Apr 13	Apr 25
Winter Semester Classes End (Most Programs)*	Apr 25	Apr 24	Apr 23
Spring Semester Starts	Apr 28	Apr 27	Apr 26
Spring Semester Classes End	Please check Web site for dates		
Victoria Day Holiday	May 19	May 18	May 23
Canada Day Holiday	July 1	Jul 1	July 1
B.C. Holiday	Aug 4	Aug 3	Aug 2
Labour Day Holiday	Sep 1	Sept 7	Sept 6
Classes Begin (Most Programs) *	Sep 2	Sept 8	Sept 7
Thanksgiving Day Holiday	Oct 13	Oct 12	Oct 11
Last Day for Official Withdrawal	Oct 24	Oct 30	Oct 29
Remembrance Day Holiday	Nov 11	Nov 11	Nov 11
Fall Semester Classes End (Most Programs)*	Dec 12	Dec 18	Dec 17
Fall Semester Trades Classes End	Dec 19	Dec 24	Dec 24
College Offices Close at 3:00 p.m.	Dec 24	Dec 24	Dec 24
College Offices Closed for Christmas Break	Dec 29, 30, 31	Dec 28, 29, 30, 31	Dec 27, 28, 29, 30, 31

For information on refunds please see our Refund section

*Please check with Program Coordinator



A TRUE CANADIAN EXPERIENCE

Northwest Community College offers a variety of accredited educational opportunities in a region of Canada rich in history and culture. Meet your personal educational goals in our supportive College environment.

Learn in our safe, friendly communities, and take with you an international experience that will enrich your life.

The following information will provide you with an overview of the College and the programs and services available to International Students.

If you have any questions you can email info@nwcc.bc.ca or contact the College at 1-250-635-6511 or toll free in Canada and the US at 1-877-277-2288.

WHAT IS NORTHWEST COMMUNITY COLLEGE?

Northwest Community College (NWCC) is a publicly funded, government accredited, public post-secondary educational institution. Founded in 1975, the college serves eleven communities in the spectacularly beautiful northwestern region of British Columbia, Canada.

NWCC is a student-centered College offering academic and career degree, diploma, and certificate programs as well as a wide range of courses and programs for international students; all of which provide excellent exposure to Canadian life and culture.

WHY CHOOSE NORTHWEST COMMUNITY COLLEGE?

Northwest Community College provides quality learning experiences that help prepare our students for successful, positive futures. The College offers a full range of programs in Arts, Business, Health, Science, Trades, Technical and University Credit Arts and Science.

Students who are unsure of their area of interest may find it helpful to take a selection of University transfer or Business Administration courses. For students who may be looking for practical job training, the college offers a range

of one and two-year programs providing the skills needed for employment. Students seeking to learn to speak English may register in the English as a Second Language program.

In as little as two years, students can complete an Associate Degree in Arts or Science. For those who wish to continue their studies, all Associate Degree courses are equivalent to university courses and can be transferred to other post-secondary institutions. Business Administration one-year certificate and two-year diploma programs offer a well-rounded business education and a solid background for a wide range of professional career choices and further educational opportunities. The Applied Coastal Ecology program delivers the applied biological and ecological skills needed to work in coastal ecosystems. Foundation and Apprenticeship training programs prepare students with skills for employment in a number of Trades including Carpentry, Welding, Electrical, Mechanical and more.

LANGUAGE TRAINING

Along with many other customized programs, all levels (beginners, intermediate and advanced) of English as a Second Language (ESL) are available at our Prince Rupert campus. Other campuses provide ESL education at various levels. Groups of 12 or more students are able to contract with the College to provide language training to suit their specific needs.

Most post-secondary programs require high school level English, so many students choose to take foundation courses in Career and College Preparation at NWCC to complete the English requirement before selecting a post-secondary program.

ADVISING

Our Educational Advisors will give you the help you need to choose the right program and direct you to other College services. The advisors will explain what courses are available and register you in the appropriate courses.

APPLICATION REQUIREMENTS

To apply to Northwest Community College you must:

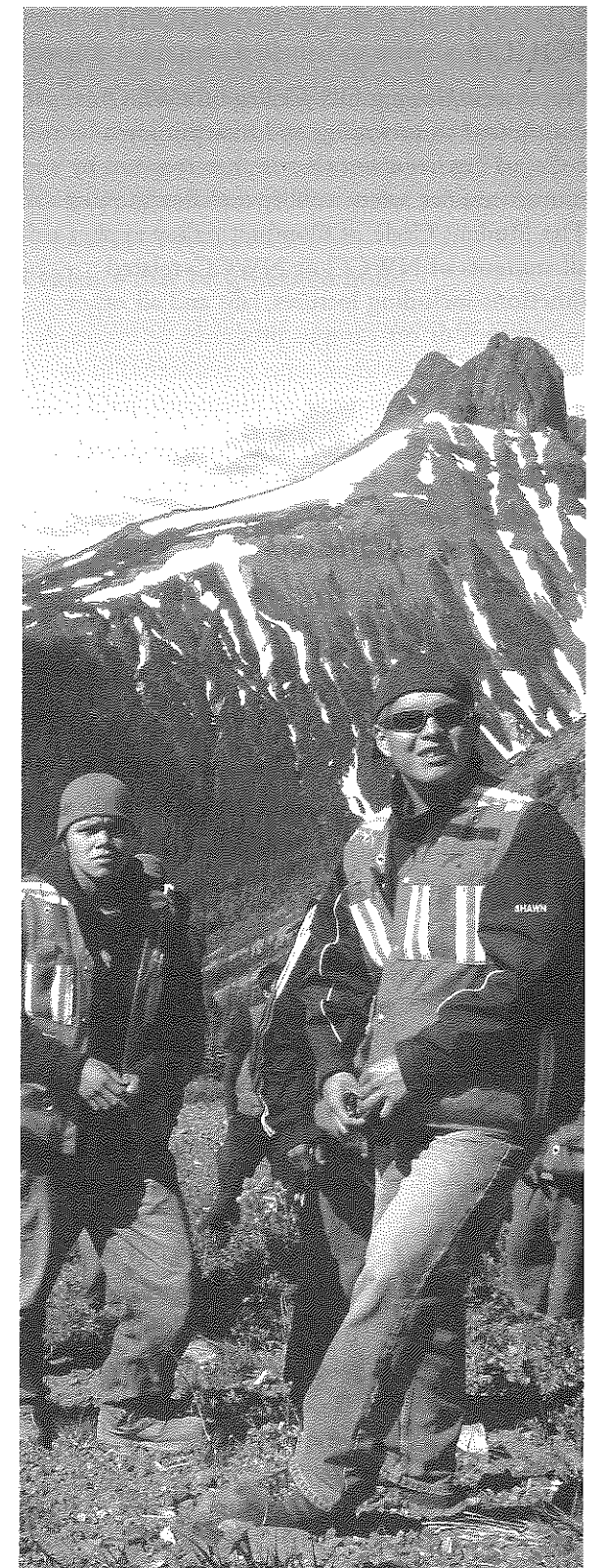
- Be at least 18 years of age
- Have successfully completed Grade 12 (Sixth Form), five 'O' levels (including English), and, at least two 'A' levels or near equivalent standing. (Except for those students wishing to enter ESL classes.)
- Have a TOEFL score of 220 on CBT or 560 PBT or better for countries where English is not the language of instruction. (Except for those students wishing to enter ESL classes.) ESL (English as a Second Language) applicants do not require a TOEFL score or Grade 12 completion to be admitted.
- Submit official transcripts from all education institutions attended. (*Official transcript* means it is received by NWCC in a sealed envelope from the sending institution and it includes the official seal or signature of that institution.)

APPLYING FOR ADMISSION

The Office of the Registrar can help you apply to gain admission into the College. You will need a Canadian Student Visa to enroll at NWCC. To obtain a Student Visa you will need a letter of admission from the College. Refer to the following Web Site for information on how to obtain a Canadian Student Visa: <http://www.cic.gc.ca>. For detailed admissions and registration procedures, fees and refund policies please see the College Web Site.

ADDITIONAL INFORMATION AND SERVICES

For more information on College dormitories, traveling to Northwestern British Columbia, required medical insurance, banking, food and clothing, recreation and cultural assistance please see the College Web Site.



STUDENT CODE OF CONDUCT POLICY

Northwest Community College (NWCC) is committed to providing and maintaining a collegial environment that is characterized by mutual respect, safety, civility, and free inquiry. The Student Code of Conduct policy applies to all students of NWCC or NWCC-related functions including lectures, labs and all other on-campus or off-campus programs or events. A student is an individual who is registered in at least one NWCC course.

NWCC expects students to behave responsibly and maintain a high standard of conduct in their interactions with NWCC students, employees and the public. NWCC also expects that students will obey the law and comply with NWCC policies, regulations and rules. Students failing to adhere to these requirements may be subject to disciplinary action, up to and including expulsion from NWCC.

See the complete College Policy on the NWCC Web site www.nwcc.bc.ca. Students are expected to read and adhere to this policy.

ACADEMIC APPEALS POLICY

NWCC is committed to ensuring that our services are focused on the learning, developmental, and employment needs of the learners served, and to ensuring a respectful working and learning environment for all students and staff. As such, NWCC has endeavoured to put in place procedures to deal equitably and fairly with academic appeals that may arise.

Academic Appeals refer to Final Grades, Probation, Suspension and Restricted Enrolment.

All instructors at NWCC are responsible for informing their students with written course outlines of the basis for the assignment of final grades in courses, by the end of the first week of classes. This includes an explanation of the grading process used for assignments.

All students at NWCC are responsible for communicating any problems or concerns regarding their grades in assignments, tests and other work, throughout the semester, directly to their instructor/program coordinator or academic head. (Students should refer to the Student Complaint Policy in these matters.)

For timelines, grounds for appeals and process please refer to the policy as posted on the College Web site.

ACADEMIC PROBATION AND SUSPENSION POLICY

Northwest Community College reserves the right to suspend a student from a course or program for unsatisfactory performance. Student performance that may be deemed unsatisfactory due to the 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.

For criteria for probation and suspension and applicable procedures please refer to the policy as posted on the College Web site.

ATTENDANCE POLICY

Experience has shown that students who attend classes regularly do far better than those who are often absent. Some students attending the College are sponsored by various agencies. Students that are sponsored should be aware of the sponsor's rules about attendance.

The detailed Attendance policy may be found on the College Web site.

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 and 'Incomplete (I)' 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 that allows you to complete your studies.

INTELLECTUAL HONESTY

The grades you receive as a student at Northwest Community College are a statement of your personal achievements. It is essential that everyone (your fellow students, instructors, potential employers and other institutions) be confident these grades are the result of your personal effort.

Northwest Community College condemns all forms of intellectual dishonesty. Students found guilty of plagiarism or cheating in their work will be subject to disciplinary action.

The detailed policy may be found on the College Web site www.nwcc.bc.ca.

PRIOR LEARNING ASSESSMENT POLICY

Northwest Community College recognizes that knowledge and skills are acquired through a variety of learning, life and work experiences. Opportunities for flexible assessment and recognition of the knowledge and skills gained through prior learning will be offered to learners wishing to acquire credit in a course or program at NWCC. Flexible assessment may be used to enhance an individual's access to education and

training and accelerate his or her progress towards a desired credential or other goals.

Students admitted to NWCC may request formal recognition for prior learning through one or more of the processes following. The discipline/program will determine which of these processes is appropriate.

Evidence may be generated from:

- Written challenge examinations or course examinations
- Oral assessment or interview
- Performance tests. Demonstrations in laboratory (simulation/role play)
- Standardized tests
- Projects/assignments
- Portfolio Assessment

Evidence for Prior Learning Assessment (PLA) must demonstrate English language competencies at the level required for students enrolled in the course/program.

Each program reserves the right to specify that at least some courses be taken within a program of studies.

Credits earned through PLA will be recorded as such on the student's transcripts.

The detailed PLA policy may be found on the College Web site.

RESIDENCY REQUIREMENT POLICY

In order to earn a NWCC certificate, diploma or degree a student must complete at least twenty-five per cent (25%) of the credits necessary for the graduation award at NWCC. Credits earned through Prior Learning Assessment do not normally meet this requirement.



STUDENT COMPLAINTS POLICY

Northwest Community College is committed to the fair treatment of its students and its employees. As such, we are committed to an open and collaborative approach to dealing with student concerns. We will endeavour to resolve complaints at the informal level wherever possible realizing that formal resolution processes may be required to satisfactorily resolve the issue.

This policy is to be followed in the event of a student-initiated complaint regarding College employees, other students, or College policies and/or procedures, and is meant to deal with conflicts which are not covered by the Student Appeal process or the Harassment and Discrimination policy. Students are encouraged to seek advice from members of the 'Student Support' team to ensure that this policy is appropriate to the concern being raised.

Students who believe they have been unjustly treated at the College have clear processes and procedures available to address their issues in a timely manner. Anonymous complaints will not be considered. It is expected that information-sharing in the complaint resolution process will demonstrate respect and professional conduct from all parties involved and that lodging a complaint will have no adverse consequences on the status of the complainant in their course or program of study.

The detailed policy and procedures may be found on the College Web site.

HARASSMENT AND DISCRIMINATION POLICY

NWCC is committed to providing a learning and working environment which is free from all harassment and discrimination. The College considers harassment and discrimination to be a serious violation of an individual's fundamental rights. The College does not condone or tolerate any discrimination or harassing behavior which undermines the dignity, self esteem and productivity of any student or employee. Members of the College community who engage in harassment or discrimination may be subject to a range of disciplinary measures, up to and including suspension, dismissal or expulsion from the College, as well as penalties under the BC Human Rights Act.

The detailed policy and procedures may be found on the College Web site www.nwcc.bc.ca.

ATEB is offered full-time over two semesters. Classes start in September at the Terrace campuses of NWCC and UNBC.

Program Overview

The Aboriginal Teacher Education Bridging Initiative (ATEB) is offered in Terrace and delivered in partnership with NWCC, the University of Northern British Columbia (UNBC) and local First Nations.

ATEB is a one-year education bridging initiative that helps build the foundation for success in first year university studies in a culturally attuned environment. ATEB is designed to support students to enter undergraduate degrees and in particular encourages Aboriginal students toward teaching careers.

Visit the NWCC website www.nwcc.bc.ca for complete details or contact an Education Advisor.



Terrace, September and January intake, full- and part-time
Prince Rupert, September and January intake, part-time

Workplace Skills Training Program starts in September, and is delivered as full- and part-time. Not all courses are available at all campuses. Literacy classes are self-paced and may be taken in conjunction with or independently of WST.

Program Overview

Adult Special Education Workplace Skills Training (ASE WST) is a program for adults who have special learning needs. Committed ASE WST program staff and faculty prepare students for the responsibilities of independent living, and the demands of entry-level employment. Issues that can act as barriers to employment will be addressed.

In-class instruction and practical work experience focus on developing and maintaining the skills required in employment situations. Students meet with faculty to discuss personal goals and develop a course plan that best fits their needs. Plans and goals will be monitored and revised throughout the year.

Students will explore their interests and aptitudes while they develop the social, interpersonal and practical skills needed in the workplace. A work-experience placement in a community workplace environment will give students the opportunity to develop and practice necessary employability skills.

Program Outline

The full-time program in Terrace is 9 months long with 2 semesters. The part-time program in Prince Rupert is 18 months long with 4 semesters.

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
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 111-3	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 117-2	Rights and Responsibilities

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

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 & Eng 010-3

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.

Career Opportunities

Entry-level jobs, various industries.

Admission Requirements

Admission to the program is open. Students must have learning difficulties that prevent them from taking part in mainstream courses.

Course Descriptions

LIT 100-3: Literacy

This course is designed to enable non-reading adult students to acquire readiness skills for beginning to read. (270 hours)

Prerequisites: None.

LIT 101-3: 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 word attack and reading/comprehension skills. (270 hours)

Prerequisites: LIT 100 or equivalent skills and knowledge.

LIT 102-3: 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. (270 hours)

Prerequisites: LIT 101 or equivalent skills and knowledge.

LIT 103-3: 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. (270 hours)

Prerequisites: LIT 102 or equivalent skills and knowledge.

WST 100-4: 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 that clarify goals for career planning. (45 hours)

Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.

WST 101-1: 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). (20 hours)

Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.

WST 102-2: Introduction to Workplace Safety

This course is designed to increase knowledge of basic workplace safety. Students will receive modified WHMIS training. (20 hours)

Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.

WST 103-3: Developing A Positive Work Attitude: Part I

This course is designed to give students an opportunity to explore general personality traits and actions that contribute to a positive work attitude. (45 hours)

Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.

WST 104-3: 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. (40 hours)

Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.

WST 105-3: 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. (90 hours)

Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.

WST 106-3: 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. (45 hours)

Prerequisites: WST 103.

WST 107-6: 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. (Weekly hours will vary.)

Prerequisites: WST 100. A Criminal Record Search may be required by some worksites. Ability to use public transportation independently is preferred.

WST 111-3: Job Search Techniques

This competitive employment. Students will prepare resumes, demonstrate an awareness of community agencies that can assist in the job search and demonstrate an understanding of the application/interview process. (45 hours)

Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.

WST 113-1: 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. (11 hours)

Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.

WST 114-3: 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. (45 hours)

Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.



Adult Special Education (ASE) Workplace Skills Training

WST 115-3: 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. (45 hours)

Prerequisites: WST 114.

WST 116-1: 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. (20 hours)

Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.

WST 117-2: Rights and Responsibilities

This course is designed to encourage students to develop an awareness of the basic rights and responsibilities of all adults. (30 hours)

Prerequisites: There are no formal academic requirements for this course. Some reading ability is preferred. Assistance can be provided if necessary.



Applied Coastal Ecology (ACE)

The ACE program is offered at the Prince Rupert campus, and has intake periods in September and January. Students may attend full- or part-time.

Program Overview

Applied Coastal Ecology (ACE) is an applied biology/ecology program designed to prepare students with the theoretical and practical skills and competency needed to manage the primary natural resources found in coastal environments including coastal forests, freshwater and marine ecosystems, and wildlife populations. The program includes foundation biology, geography and oceanography courses plus applied courses in rainforest ecology, fish and wildlife management, habitat restoration, hatchery-rearing of wild salmon, ground fish and shell fish stock management, computer database management, and GIS mapping.

The ACE program integrates strong academic education and laboratory work with hands-on, field-based training, giving students the opportunity to apply their skills and knowledge in real-world environments. The program delivers both the technical skills sought by employers and the university credits needed to transfer to related bachelor degree programs at most universities in BC.

Program Outline

Students may earn a Certificate after one year of study and a Diploma after a second year of study.

Applied Coastal Ecology

First Year Certificate

34 credits, including at least 10 credits of ACE courses.

ACE 101-0	Applied Service Learning
ACE 121-1	Fisheries Management and Coastal Policy
ACE 134-3	Salmon ID, Life Cycles & Hatchery Rearing
ACE 182-3	Stream Habitat Assessment & Restoration
ACE 190-4	Temperate Rainforest Ecology
BIOL 101-3	Introductory Biology I - Cells, Diversity and Physiology
BIOL 102-3	Introductory Biology II - Genetics, Evolution and Ecology
CPSC 141-3	Integrated Software Tools
ENGL 151-3	Technical Writing
ENGL 152-3	Advanced Technical Writing

Plus 8 credits from electives.

(See Web site for comprehensive list of electives.)

Applied Coastal Ecology Second Year Diploma

74 credits (includes the ACE certificate courses listed above, plus the required and elective courses below.)*

ACE 130-1	Shellfish ID and Enumeration
ACE 132-1	ID of Groundfish and Other Non-salmonid Fishes of the Northwest Pacific Coast
ACE 141-2	Foreshore & Aquatic Population Monitoring
ACE 142-2	Coastal Forest Measurements
ACE 154-2	Surveying
ACE 170-2	Introduction to Mariculture
ACE 175-3	Wildlife Identification, Habitat and Population Management

Plus 27 credits from electives.

(See Web site for comprehensive list of electives.)

*Students with a B.Sc. that includes first- and second-year biology, and first-year chemistry may apply for the ACE Post-Degree Diploma (approximately 8 months to complete).

To meet the changing demands of the industry, the Applied Coastal Ecology program periodically makes adjustments to its courses and timetables. Please refer to the NWCC Web site for the most current program and course information.

Career Opportunities

Students will gain the knowledge and practical skills to acquire employment with any of a large variety of employers including environmental organizations, Federal government (i.e. Fisheries and Oceans Canada and others), provincial governments, environmental consulting firms, First Nations governments, government-funded programs, mariculture and forestry industries, eco-tourism firms, and international development projects.

Admission Requirements

Biology 11 or BIOL 040, English 11 or ENGL 040 or ENGL 045 and Principles of Math 11 or MATH 0401/0402. Chemistry 11 or CHEM 040 is recommended.

Prospective students who do not meet the program admission requirements are encouraged to enrol in NWCC Career and College Preparation (CCP) courses at the same time as the ACE program to obtain the necessary requirements.



Course Descriptions

ACE 101-0: Applied Service Learning

One of the cornerstones of the A.C.E. program is that its graduates are capable of effectively and cooperatively working with a broad range of people, applying their learning and skills to the growth, development, enhancement and preservation of their communities. In this course, students will be required to participate in team building, professional networking and related community volunteer service activities.

Prerequisites: None.

ACE 121-1: Fisheries Management and Coastal Policy

This course focuses on the management, regulation and enforcement of the fishing industry by Federal/Provincial/Territorial and First Nations governing bodies, and covers a range of global to local marine and coastal policy and planning issues. Topics include the management of regulated fish and mammal species in BC including tidal/non-tidal, fishing boundaries, openings and closures, acts & regulations and the general legal context within which the natural resources of the coast are managed. This course would be useful for both those entering technology level positions and those aiming for managerial positions.

Prerequisites: English 11 or ENGL 040 or ENGL 045.

ACE 130-1: Shellfish ID and Enumeration

This course focuses on the identification of shellfish (mollusks, crustaceans and echinoderms) species commonly found on the northwest coast of BC. Topics include the identification, enumeration methods, life cycles of shellfish and assessment of their habitat.

Prerequisites: English 10 or ENGL 030 and Math 10 or MATH 0301/0302.

ACE 132-1: ID of Groundfish and other non-salmonid fishes of the northwest Pacific coast

This course focuses on the identification of groundfish, herring, oolichan and other non-salmonid species commonly found on the northwest coast of BC. Topics include the identification, enumeration methods and life cycles of the aforementioned fish species. Habitat requirements, the basics of management strategies and the principles of commercial fishing methods will be explained. One or two fisheries will be observed.

Prerequisites: English 10 or ENGL 030 and Math 10 or MATH 0301/0302.

ACE 134-3: Salmon ID, Life Cycles & Hatchery Rearing

The course will introduce biology, physiology, life cycle and migration characteristics, identification traits and hatchery techniques for all Pacific salmon species at all life stages in detail while mentioning characteristics of non-Pacific salmon species on the side. Students will apply their theoretical knowledge during juvenile identification field trips and a hatchery project. Students will be responsible for

the successful incubation and raising of their own batch of juvenile salmon. All aspects of hatchery operation, management and field work will be taught in a local hatchery and surrounding streams in collaboration with an experienced hatchery manager. This course will be mandatory for students that join the Fisheries and Mariculture Stewardship Stream of the ACE program and will be an elective for students in all other streams.

Prerequisites: English 10 or ENGL 030 and Math 10 or MATH 0301/0302.

ACE 141-2: Foreshore & Aquatic Population Monitoring

Students will be introduced to the techniques and methodologies relevant to the estimation of aquatic animal populations. Topics will include: methods of counting and capturing aquatic animals for study, tagging equipment technologies, removal and recapturing methods for estimating populations and passive quadrat sampling. Students will also be introduced to the methodologies of monitoring intertidal zone habitats. Physical substrate characteristics and biological features will be used to define and map the intertidal zone.

Prerequisites: English 11 or ENGL 040 or ENGL 045 and Principles of Math 11 or MATH 0401/0402.

ACE 142-1.5: Coastal Forest Measurements

This course introduces natural resources and data collection skills used to monitor and assess the health and vigor of coastal forests. Students will learn the methodologies of forest resource inventories and understand the importance of sustained yield and integrated resource management. Students will conduct silviculture plantability and free to grow surveys that assess the fulfillment of reforestation obligations.

Prerequisites: English 11 or ENGL 040 or 045 and Principles of Math 11 or MATH 0401/0402 or ACE 150.

ACE 154-2: Surveying

This introductory surveying course provides the student with skills in compassing, distance and slope measuring, profile and differential leveling, conducting closed and open traverses, and area determination. Familiarizations with various survey equipment include use and care of magnetic compasses, levels, clinometers and various distance-measuring instruments. Basic surveying will draw upon the student's knowledge of algebra, geometry, trigonometry and drafting skills. The objective of the course will be to provide as much "hands on" experience with the survey equipment as possible while maintaining an appropriate amount of time with survey theory and methods. Field exercises will be based on actual survey procedures used in the natural resource field in industry and government. The appropriate selection of survey equipment to complete various data collection objectives will be discussed.

Prerequisites: Principles of Math 10 or MATH 0301/0302
Corequisites: Principles of Math 11 or MATH 0401/0402.

ACE 170-2: Introduction to Mariculture

This course introduces the major aquaculture practices in place today (eg., intensive, extensive, and semi-intensive aquaculture, different species used in aquaculture, life cycles of aquaculture species, characteristics which make a good aquaculture organism). Topics covered will include: finfish, crustacean, echinoderm, mollusc, and seaweed mariculture.

Prerequisites: English 10 or ENGL 030 and Principles of Math 10 or MATH 0301/0302.

ACE 175-3: Wildlife Identification, Habitat and Population Management

This course focuses on the identification of British vertebrates in Class Mammalia, Aves, Reptilia and Amphibia. Students will learn the morphology and physical characteristics of the orders and families in each Class. Students will also learn to recognize species and identify them to their family and order through the examination of their skulls and physical attributes. Students will understand each species' habitat requirements and preferences and gain knowledge of the laws, regulations and management strategies that maintain and enhance the health and diversity of British Columbia wildlife. Students will learn techniques of collecting population and biological data on various wildlife populations.

Prerequisites: English 11 or ENGL 040 or ENGL 045.

ACE 182-3: Stream Habitat Assessment & Restoration

This course introduces the methodologies of conducting a fish and fish habitat assessment on stream ecosystems. Students will learn to provide information regarding fish species characteristics, distributions and relative abundance, as well as stream reach biophysical data for interpretation of habitat sensitivity and capability for fish production. Students will also learn how to sample for fish presence, collect data on stream habitat characteristics and gain an in depth understanding of the stream habitat requirements for salmonid species. Students will be introduced to the natural processes and resource development activities that can affect stream ecosystems and learn to recognize signs of habitat degradation. Students will also learn techniques used to prevent and control damage of stream habitats and gain skills in improving and restoring stream ecosystems.

Prerequisites: English 11 or ENGL 040 or ENGL 045 and Principles of Math 10 or MATH 0301/0302.

ACE 190-4: Temperate Rainforest Ecology

This course focuses on the ecology of the North Coast temperate rainforest. It will introduce the concept of plant associations, forest types and Biogeoclimatic zoning. Emphasis will be placed on tree, shrub and plant identification at the species level. Assembly of a tree and shrub herbarium collection is the major course project. Students will also be introduced to the physical, chemical and biological properties, analysis, genesis and classification of soils with emphasis on factors that influence plant growth. Fish and forest interactions and the management issues surrounding these resources will also be explored in a holistic fashion. This course provides vital skills and understanding of the terrestrial component of the coastal environment.

Prerequisites: English 11 or ENGL 040 or ENGL 045 and Biology 11 or BIOL 040.



Prince Rupert and Terrace.
The Business Administration Program starts in September the day after Labour Day at the Terrace and Prince Rupert campuses.

Program Overview

The Business Administration Program provides students with a wide range of educational opportunities and prepares students to pursue a range of careers in fields such as accounting and financial management, banking, insurance, purchasing, entrepreneurship, marketing, tourism, government, not-for-profit and international business.

Begin with the one-year certificate, complete the two-year diploma and continue into a degree program. Courses taken in the Business Administration Program at NWCC "ladder" directly into the third year level of degree programs at various universities and university/colleges, can be used as credit towards many professional management organizations, and transfer to professional accounting associations including CA, CGA, and CMA.

Additionally, opportunities for degree completion are available at the Terrace and Prince Rupert campuses. Earn a 3-year Athabasca University Bachelor of General Studies Degree upon completion of the NWCC Diploma Program and 10-12 additional Business Administration and University Credit courses taken at NWCC.

The Business Administration Program curriculum provides access to theoretical training and practical experience in all functional areas of business and helps students develop the knowledge and skills necessary to deal with the continually changing needs of business. Students develop essential skills and knowledge in business by completing the one year certificate foundation courses covering the theory and practices of management; marketing; accounting, economics, business law, computer applications, communications, and financial mathematics. Students may then specialize in the second year with concentration courses that provide a more in-depth coverage of financial accounting, management accounting, human resources management, industrial relations, business

statistics, management information systems, marketing, international business, and finance.

Small class sizes allow instructors to engage students in an active learning environment that works to provide an intensive, high-quality business education.

Program Outline

The Business Administration program consists of a one-year certificate and a two-year diploma program with concentrations in Accounting, International Business, General Management and First Nations Public Administration.

BUSINESS ADMINISTRATION FIRST YEAR CERTIFICATE

10 courses, two 4 month semesters

ACCT 150-3	Financial Accounting I
BCPT 150-3	Business Computers
BENG 150-3	Business Communications
BLAW 152-3	Business Law or
FNPA 103-3	Aboriginal and Commercial Law
ECON 150-3	Microeconomics
ECON 151-3	Macroeconomics
MARK 150-3	Introduction to Marketing
MATH 150-3	Mathematics of Finance
MGMT 150-3	Introduction to Management

Plus One Business Administration Elective.
(See comprehensive list of electives)

Students wishing to take the Accounting Concentration Diploma in Year 2 must take ACCT 151 as the elective.

BUSINESS ADMINISTRATION DIPLOMA SECOND YEAR CONCENTRATIONS 10 courses, two 4-month semesters

Accounting Concentration

Completion of Business Administration Certificate and the following:

ACCT 250-3	Intermediate Financial Accounting I
ACCT 251-3	Intermediate Financial Accounting II
ACCT 252-3	Management Accounting I
ACCT 253-3	Management Accounting II
BFIN 250-3	Business Finance I
BFIN 251-3	Business Finance II
BSIM 250-3	Business Management Simulation or
BPOL 250-3	Business Policy
MATH 251-3	Statistics
MGMT 251-3	Organizational Behaviour

Plus One elective from the following courses:

ACCT 254-3	Auditing
BCPT 250-3	Accounting Information Systems
ECOM 250-3	Electronic Commerce
INTB 200-3	International Business
MGMT 201-3	Entrepreneurship
MGMT 255-3	Human Resource Management
TAXN 250-3	Income Tax

General Management Concentration

Completion of Business Administration Certificate and the following:

ACCT 252-3	Management Accounting I
BFIN 250-3	Business Finance I
BSIM 250-3	Business Management Simulation or
BPOL 250-3	Business Policy
MGMT 251-3	Organizational Behaviour

Plus Six additional Business Administration electives
(See Comprehensive List of Electives)

International Business Concentration

Completion of Business Administration Certificate and the following:

ACCT 252-3	Management Accounting I
BFIN 250-3	Business Finance I
BSIM 250-3	Business Management Simulation or
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

MGMT 251-3 Organizational Behaviour
Plus Two additional Business Administration Electives
(See Comprehensive List of Electives)

First Nations Public Administration Concentration

Completion of Business Administration Certificate and the following:

ACCT 252-3	Management Accounting I
BFIN 250-3	Business Finance I
BSIM 250-3	Business Management Simulation or
BPOL 250-3	Business Policy

FNPA 201-3	First Nations & Canadian Government
FNPA 202-3	Leadership and Strategic Management
FNPA 204-3	Internal and External Communications
MGMT 251-3	Organizational Behaviour
MGMT 255-3	Human Resource Management

Plus Two Business Administration Electives
(See Comprehensive List of Electives)

Comprehensive List of Electives

Please note: Not all second year electives listed below are available at both campuses. To obtain specific course offerings contact the Business Administration Coordinator.

ACCT 151-3	Financial Accounting II
ACCT 250-3	Intermediate Financial Accounting I
ACCT 251-3	Intermediate Financial Accounting II
ACCT 254-3	Auditing
BCPT 250-3	Accounting Information Systems
BCPT 254-3	Computerized Accounting Systems
BFIN 251-3	Business Finance II
BPOL 250-3	Business Policy
ECOM 250-3	Electronic Commerce
ECOM 251-3	Internet Marketing
INTB 200-3	International Business
INTB 201-3	International Marketing
INTB 202-3	International Management
INTB 203-3	International Human Resource Management
INTB 204-3	International Trade
INTB 205-3	International Accounting
INTB 206-3	International Finance
INTB 290-4	Business Mandarin I
MARK 251-3	Advertising
MARK 252-3	Tourism Marketing
MARK 253-3	Effective Selling
MARK 254-3	Consumer Behaviour
MATH 251-3	Statistics
MGMT 252-3	Credit and Collections
MGMT 201-3	Entrepreneurship
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
FNPA 101-3	
or FNPA 201-3	First Nations & Canadian Government
FNPA 102-3	
or FNPA 202-3	Leadership and Strategic Management
FNPA 104-3 or	
FNPA 204-3	Internal and External Communications



Career Opportunities

In addition to the myriad of educational opportunities that exist for Business Administration Certificate and Diploma holders another major advantage of the 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 not-for-profit organizations. 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.

Admission Requirements

English 12 or ENGL 050 or 055 and Principles of Math 11, Applications of Math 12 or MATH 0401/0402.

Prospective students who do not meet the program prerequisites are encouraged to talk to the program coordinator as they may be considered for admission based on other criteria.

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

Course Descriptions

CCT 150-3: 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.

Prerequisites: English 12, or ENGL 050, 055, Math 11 or AM 12, PM 11 or MATH 0401/0402 or 041.

ACCT 151-3: Financial Accounting II

Concerned with interpretation of income measurement and valuation problems with regard to sources and uses of invested capital. Topics include preparation of financial statements for the various types of business operations, introduction to financial reporting analysis and interpretation for management purposes and preparation of payroll.

Prerequisites: ACCT 150.

ACCT 250-3: 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: 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 Cash Flows 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: Management 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 150 and Math 150.

ACCT 253-3: Management 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: 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.

BCPT 150-3: 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.

Prerequisites: English 12, or ENGL 050, 055, Math 11 or AM 12, PM 11 or MATH 0401/0402 or MATH 041 or enrollment in Pre-Business Administration with MATH 149 to be taken concurrently.

BCPT 254-3: 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 BTEC 220/225.

BCPT 250-3: 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 modeling is emphasized.

Prerequisites: ACCT 151, BCPT 150.

BENG 150-3: Business Communications

The student will develop expertise in the communication skills, both written and oral, and an awareness of the protocol used in business.

Prerequisites: English 12, or ENGL 050, 055, or satisfactory completion of Pre-Business Administration Certificate Program.

BFIN 250-3: 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 150 and MATH 150.

BFIN 251-3: 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: ACCT 151, MATH 251 and BFIN 250.

BLAW 152-3: 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.

Prerequisites: English 12, or ENGL 050, 055, Math 11 or AM 12, PM 11 or Math 0401/0402 or MATH 041 or satisfactory completion of Pre-Business Administration Certificate Program.

BSIM 250-3: 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: 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 15-2nd year credits (under review).

CO-OP 100-2: 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.

Prerequisites: Registered full time in first year of relevant program.

ECOM 250-3: Electronic Commerce

This course will examine the impact of these emerging technologies on how we conduct business in a wired world. Topics include: the Internet and the web, software, security threats to electronic commerce, electronic payment systems, strategies for marketing, sales, and promotion, purchasing, logistics and support activities and other current topics.

Prerequisites: MARK 150, MGMT 150, BCPT 150.

ECOM 251-3: Internet Marketing

In the past few years the Internet has gone through several phases, from obscurity through hype, all the way to being a simple fact of life today. Almost as soon as the Internet was privatized, marketers staked their turf and sought to use the medium to further the goals of their firms in various ways. Internet Marketing discusses many of those same nuts and bolts, but places them in the context of marketing strategy, consumer behaviour, advertising, and the other business topics that make marketing different than computer programming.

Prerequisites: MARK 150 with ECOM 250 recommended.

ECON 150-3: 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.

Prerequisites: English 12, or ENGL 050, 055, Math 11 or AM 12, PM 11 or MATH 0401/0402 or MATH 041 or satisfactory completion of Pre-Business Administration Certificate Program.

ECON 151-3: Macroeconomics

The course emphasizes 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.

Prerequisites: English 12 or ENGL 050, 055, Math 11 or AM 12, PM 11 or MATH 0401/0402 or MATH 041 or satisfactory completion of Pre-Business Administration Certificate Program.

FNPA 201-3: First Nations and Canadian Government

In this course, students will study both the foundation and structures of the Canadian government system and fundamental aspects of First Nations governance systems. Particular attention will be paid in the Canadian government structure — political and bureaucratic — to those areas relating to aboriginal peoples such as pertinent areas in the Constitution Act, the Department of Indian Affairs, the Indian Act, BC provincial ministries and municipal government. The course will also consider aboriginal governance by taking a case study approach to examples in Northwest BC including hereditary systems and self-government practices.

Prerequisites: English 12 or ENGL 050, 055, and the applicants to the program must provide a letter from a First Nations organization granting them permission to use the organization for case studies, applied research, etc.

FNPA 202-3: Leadership and Strategic Management

This course is intended to increase the leadership and management skills of students who have worked in First Nation organizations or in remote rural community organizations. Starting with a review of the fundamentals of management, students will then conduct an analysis of leadership styles and then study the practice of management in areas such as problem solving, planning, strategic management, motivation, teamwork and organizational

change. Case studies specific to First Nation organizations in remote rural areas will form an important component of the course work.

Prerequisites: English 12 or ENGL 050, 055, and the applicants to the program must provide a letter from a First Nations organization granting them permission to use the organization for case studies, applied research, etc.

FNPA 103-3: Aboriginal and Commercial Law

An introduction to the general principles of commercial law especially as it relates to First Nations interests. Commercial law will be discussed in the context of on-reserve and off-reserve initiatives and joint ventures. Application of recent court decisions on aboriginal cases and how they relate to commercial development will also be reviewed.

The course is not designed to turn you into a lawyer or to teach you to resolve all your organization's legal problems. You should, however, by understanding the legal principles presented in this course, become aware of approaching commercial legal pitfalls and be alerted to situations in which it is essential for your organization to consult a lawyer. Review of First Nation commercial law case studies will also provide ideas regarding approaches First Nations have taken to commercial development.

Prerequisites: English 12 or ENGL 050, 055, and the applicants to the program must provide a letter from a First Nations organization granting them permission to use the organization for case studies, applied research, etc.

FNPA 204-3: External and Internal Communications

This course explores both external and internal communication strategies, and the related implementation skills, from a remote, rural northern community perspective using a case-study approach. The internal part of the course focuses on ways and means of improving communication of political, social, cultural and economic information at the grassroots level. Traditional and contemporary methods for communicating information will be explored. Community-based information strategies, organization and delivery requirements will be identified and discussed. The focus of the external part of the course will be effectively communicating an indigenous message and perspective through mass media avenues. Once students gain an understanding of how mass media operates, they will move on to acquiring skills pertinent to attracting mass media coverage, organizing mass media around a crisis event, developing relationships with those employed in mass media, and creating a structure to deal with mass media within First Nations government administrations.

Prerequisites: English 12 or ENGL 050, 055, and the applicants to the program must provide a letter from a First Nations organization granting them permission to use the organization for case studies, applied research, etc.

INTB 200-3: 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 creative processes; copy, layout media - newspapers, radio, TV, magazine, direct mail, outdoor, public relations; overall strategies and campaigns.

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

INTB 201-3: International Marketing

This course will focus on practical methods of international market development that 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: 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: 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.

INTB 204-3: International Trade

This course will provide students with a thorough understanding of the fundamental principles of international trade. It asks questions such as: What determines the basis of trade? What are the effects of trade? What determines the value and the volume of trade? What factors impede the flow of trade? What is the impact of public policy that attempts to alter the pattern of trade?

Prerequisites: INTB 200, ECON 150 and ECON 151.

INTB 205-3: International Accounting

International Accounting course examines the underlying causes of international accounting problems in terms of both internal financial control and external financial reporting. Emphasis is placed on understanding the environmental, social, economic and legal influences which have affected accounting evolution in various countries.

*Prerequisites: ACCT 150.
Corequisite: ACCT 252.*

INTB 206-3: International Finance

This course provides a broad overview of the major aspects of finance in an international setting. The focus will be on measuring and coping with the foreign exchange risk from the managerial perspective of multinational corporations. The main topics of this course include the examination of spot, forward and futures markets, the use of derivative contracts, international financial markets, international financing, capital budgeting, direct foreign investment and international mergers and acquisitions.

*Prerequisites: ACCT 150.
Corequisite: BFIN 250.*

INTB 290-4: Business Mandarin I

This is a 4-credit introductory course for non-heritage students. The course objective is to provide a systematic introduction to modern Chinese in both its spoken and written forms. The important aspects of the course consist of the acquisition of a thorough grounding in pronunciation, the introduction of basic grammar and written characters, and the exploration of Chinese culture.

Taught from the unique perspective of a native speaker, the conversational part of this course is the perfect introduction to Mandarin Chinese for the international student or the international business professional. Students will be presented with everyday situations that may be encountered when traveling or doing business in China. Essential vocabulary will be developed. Participants will be presented with opportunities to practice Mandarin Chinese conversation in a wide variety of practical contexts. Learners will also be introduced to a number of cultural issues that must of considered when communicating with Mandarin Chinese-speaking people.

Prerequisites: None.

MARK 150-3: 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.

Prerequisites: English 12 or ENGL 050, 055, Math 11 or AM 12, PM 11 or MATH 0401/0402 or MATH 041.



MARK 251-3: 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.

Prerequisites: MARK 150.

MARK 252-3: 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: 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.

MARK 254-3: Consumer Behaviour

This course begins with an introduction to consumer behaviour. Understanding of such is needed in order to develop an effective marketing strategy or to regulate a marketing practice. The influences of demographics, culture, social status, perception, learning, lifestyle and other factors are evaluated as they impact on the consumer decision making process. The course will also examine cultural influences and international consumers.

Prerequisites: MARK 150.

MATH 150-3: 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 is on practical problem-solving in business rather than theoretical derivations.

Prerequisites: English 12 or ENGL 050, 055, Math 11 or AM 12, PM 11 or MATH 0401/0402 or MATH 041.

MATH 251-3: 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: Introduction to Management

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

Prerequisites: English 12 or ENGL 050, 055, Math 11 or AM 12, PM 11 or MATH 0401/0402 or MATH 041.

MGMT 201-3: Entrepreneurship

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: Organizational Behaviour

An examination of the behaviour of people in organizations and small groups. The focus of attention will be on communications, motivation, leadership, group processes, structure, organization change, conflict, power and authority.

Prerequisites: MGMT 150.

MGMT 252-3: 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.

Prerequisites: ACCT 150 and MATH 150.

MGMT 253-3: 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: 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 251.

MGMT 255-3: 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: 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: Completion of year one plus 12 second-year credits.

TAXN 250-3: 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.



Online learning is offered throughout the College region with multiple intake dates. See Website for details and dates.

Program Overview

Northwest Community College's Business Technology - Online program prepares students for general and specialized administrative support positions in a variety of business and office settings. Graduates of the Office Assistant Certificate program will have up-to-date skills in current office software and procedures, business communications, and human relations training. The Accounting Certificate focuses learning on specialized accounting skills and the new Administrative Assistant Certificate provides students with the advanced technical, administrative and human relations skills required in today's office environments.

Students use computers and popular software applications to solve problems, manage information, and enhance document production.

Business Technology - Online program graduates possess a broad range of marketable, job-ready skills. Each certificate option is designed to develop specialized skills ideally suited for many secure, interesting, and challenging office positions.

Students may take the Business Technology certificate programs or register for only those courses that interest them.

Online Medical Office Assistant courses, leading to a certificate are in development with delivery planned for 2009.

Program Outline

Each certificate prepares students with job-ready skills. They can be completed full time or part time or a course at a time.

This program accepts students on a continuous basis, allowing students to create a personalized schedule.

Office Assistant Certificate

- BTEC 101-0 Online Learner Success
- BTEC 111-1.5 Keyboarding I
- BTEC 121-1.5 Introduction to Computers and the Internet
- BTEC 126-1.5 Database
- BTEC 131-1.5 Word Processing I
- BTEC 136-1.5 Administrative Procedures
- BTEC 151-3 Business English
- BTEC 166-1 Presentations Software
- BTEC 171-1 Human Relations
- BTEC 177-1 Job Search Techniques
- BTEC 181-1 Records and Management
- BTEC 191-1.5 Business Calculators and Mathematics

Accounting Certificate

See course descriptions for individual course prerequisites.

- BTEC 101-0 Online Learner Success
- BTEC 221-2 Accounting I
- BTEC 226-3 Accounting II
- BTEC 251-2 Business Communications
- BTEC 273-1.5 Spreadsheets I
- BTEC 274-1.5 Spreadsheets II
- BTEC 281-2.5 Computerized Accounting

Administrative Assistant Certificate

See course descriptions for individual course prerequisites.

Completion of the Office Assistant Certificate and:

- BTEC 221-2 Accounting I
- BTEC 227-1 Groupware Using Outlook
- BTEC 228-1.5 Desktop Publishing
- BTEC 229-1.5 Office Simulation
- BTEC 236-1.5 Word Processing II
- BTEC 251-2 Communication
- BTEC 273-1.5 Spreadsheets I
- BTEC 286-1 Keyboarding II

Career Opportunities

A wide variety of careers, general and specialized administrative support positions in business and institutional offices exist for graduates of these certificate programs. For those entering the business world, starting their own business or updating office skills the programs provide basic to advanced office, business and technical skills training which can be applied in a variety of business settings. As well, students will be well prepared to start their own home-based or small business.

Admission Requirements

Math 10 Essentials or MATH 0301.0302 and English 10 or ENGL 030 or GED or satisfactory performance on the CAT III Assessment Test.

Completion of the Office Assistant Certificate is a prerequisite to the Administrative Assistant Certificate.

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

Please see the Educational Advisor for information on how to acquire the prerequisites if you do not have them.

Course Descriptions

BTEC 101-0: (15 hours) Online Learner Success

This course is designed to introduce the learner to the skills necessary to be a successful learner in the environment. Upon completion of the course the learner will: create, send, and reply to emails; use basic internet skills; access Desire to Learn; use the bulletin board and chat in Desire to Learn.

Prerequisites: None.

BTEC 111-1.5: (45 hours) Keyboarding I (30 nwpm)

This course provides the learner with the necessary techniques to keyboard accurately at a minimum of 30 nwpm in a 5 minute timing using the alpha and numeric keyboard. Keyboarding accuracy is a valuable skill for all. You do not need to be a student of Business Technology to take this course; however, this course or the equivalent skill is essential for those interested in an office career and a prerequisite for subsequent computer courses where keyboarding is required.

Prerequisites: BTEC 101.

BTEC 121-1.5: (50 hours) Introduction to Computers and the Internet

This course is designed to give the learner a basic introduction to the Internet, computers and an operating system. Learners will learn essential terms and concepts, file and disk management for Windows and the Web browser.

Prerequisites: BTEC 101.

BTEC 126-1.5: (50 hours) Database

This course introduces you to the Microsoft Access 2003 database management system. It will focus on planning, designing, and creating a database to meet the information management needs to today's workplace. You will learn terminology, database concepts and features of relational databases. You will use various commands and features to create tables, queries, forms and reports. You will enter data, work with calculations, extract information, generate and print reports.

Prerequisites: BTEC 101 and BTEC 121 or equivalent.

BTEC 131-1.5: (50 hours) Word Processing I

This course is designed to teach the learner the basic functions of a word processing program as well as how to properly format documents such as letters and memoranda. Although you will be required to use Microsoft Word 2003 to complete this course, many of the skills you will obtain are generic and can be transferred to most word processing packages.

Prerequisites: BTEC 111.

BTEC 136-1.5: (40 hours) Administrative Procedures

The dynamic office of today requires that office workers demonstrate the ability to communicate effectively, think critically, apply problem-solving skills and work effectively with other members of the office team. The rapid pace of change in the office of today demands that office workers have the ability to develop new skills and understand new processes as jobs evolve. In this course, students will master essential organizational skills and develop efficient office practices in preparation for entry into the contemporary office.

Prerequisites: BTEC 101, BTEC 151 and BTEC 131.

BTEC 151-3.0: (90 hours) Business English

This course focuses on correct English usage in a business environment and provides a comprehensive review of grammar, punctuation, and style, as well as business spelling and vocabulary development. The course materials are presented in small, easily manageable learning segments.

Prerequisites: BTEC 101 and BTEC 111.



BTEC 166-1: (30 hours) Presentations Software

Using PowerPoint Presentation software, students will apply appropriate design concepts to present data and information in a colorful and well-organized format. Students will learn how to use design templates, apply various attributes and include a variety of objects to create, modify, save and deliver presentations.

Prerequisites: BTEC 101 and BTEC 121.

BTEC 171-1: (30 hours) Human Relations

This course concentrates on personal and professional development skills needed by workers in today's workplace. These skills include self-examinations and assessment, development of effective communication skills, interpersonal skills, client relations, teamwork, problem solving, and an understanding of business ethics.

Prerequisites: BTEC 101.

BTEC 177-1: (30 hours) Job Search Techniques

This course will assist you in developing successful job search strategies for today's competitive and changing job market. Topics will include self-assessment, employability skill testing, job search strategies and research, using the Internet for job search and career planning, networking, resumes, employment related communications, application forms, portfolios and interviews.

Prerequisites: BTEC 101 and 20 net words per minute Keyboarding Speed or BTEC 111.

BTEC 181-1: (35 hours) Records Management

The amount of information created and used in offices has increased significantly in recent years. Records, which contain all of the daily information necessary to the operation of any business, need to be managed effectively and efficiently. In today's office, maintaining the integrity of the records system means that all office workers need to be aware of the importance of correct creation, storage, use, retrieval, protection, control, and disposition of records. Technology continues to change the role played by today's office worker. This course will provide the student with the knowledge, skills and abilities to face these challenges and new responsibilities in dealing with both manual and electronic files.

Prerequisites: BTEC 101 and BTEC 131.

BTEC 191-1.5: (45 hours) Business Calculators and Mathematics

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 mathematic problems on the calculators using the most efficient and accurate techniques possible.

Prerequisites: BTEC 101

BTEC 221-2: (60 hours) Accounting I

Accounting I is an introduction to manual accounting. Emphasis will be placed on fundamental accounting principles and their application in day-to-day business situations. This course is based on a service business organized as a sole proprietorship.

Prerequisites: BTEC 101, Business Math highly recommended.

BTEC 226-3: (90 hours) Accounting II

Intermediate approach to manual accounting. Provides additional knowledge in common accounting systems including sales, purchases, taxes, inventory and payroll. Concepts are presented in concepts of a merchandising business. Learners will study payroll concepts and principles, tax responsibilities, and annual reporting. Learner will also be introduced to specialized journals, combined journals, year-end procedures, worksheets, GST/PST, bad debts and merchandise inventory. Detailed financial statements will be prepared, including a classified balance sheet and an income statement with a cost of goods sold section.

Prerequisites: BTEC 221.

BTEC 227-1: (30 hours) Groupware Using Outlook

An introduction to Outlook, including hands-on training in the use of email for online communications, calendar for managing important dates and appointments, and contacts for the creation and maintenance of an address database.

Prerequisites: BTEC 236.

Corequisite: BTEC 286.

BTEC 228-1.5: (50 hours) Desktop Publishing

A study of desktop publishing functions; elements of page design and organizational tools; and the planning, design, and production process. Students will apply word processing and desktop publishing software, as well as integration elements, to produce publications such as letterheads, flyers, brochures, business forms, web pages and newsletters.

Prerequisites: BTEC 236, BTEC 286.

BTEC 229-1.5: (40 hours) Office Simulation

Through an integrated project approach, appropriate software applications for a business office are examined. Learners demonstrate their word processing, spreadsheet, database, desktop publishing, and presentation knowledge, as well as their decision-making, prioritizing, and other management skills.

Prerequisites: BTEC 228, BTEC 236, BTEC 251 and BTEC 273.

BTEC 236-1.5: (50 hours) Word Processing II

Word Processing II is a continuation of Word Processing Level I. The course will cover additional instruction and practice with letter styles, tables, charts and reports plus many advanced features of word processing software such as merge, macros, outlines, graphics and styles.

Prerequisites: BTEC 101 and BTEC 131.

BTEC 251-2: (60 hours) Business Communication

This course teaches you how to plan, organize and write correct and effective "reader friendly" business documents appropriate for use in today's global business environment. You will learn how to write business letters, memos, reports and electronic messages.

Prerequisites: BTEC 101, BTEC 131 and BTEC 151.

BTEC 273-1.5: (50 hours) Spreadsheets I

This course provides you with a working knowledge of electronic spreadsheets using Microsoft Excel. You will learn how to design, create, modify and present professional looking spreadsheets for use in today's workplace. Exercises include using formulas and built-in functions to solve mathematical problems. You will also learn how to illustrate and present spreadsheet data in graphic form.

Prerequisites: BTEC 101, BTEC 121. Good Business Math Skills recommended.

BTEC 274-1.5: (50 hours) Spreadsheets II

This course provides you with an advanced knowledge of electronic spreadsheets using Microsoft Excel. You will learn to use spreadsheets for advanced applications in today's workplace. Exercises include using advanced functions and formulas, performing calculations, filtering and formatting data, creating integrated documents, and developing a custom Excel application. (This course is a continuation of the material in "Introduction to Electronic Spreadsheets")

Prerequisites: BTEC 101, BTEC 273.

BTEC 281-2.5: (75 hours) Computerized Accounting

This course introduces you to the integrated computerized accounting system using Simply Accounting for Windows. Upon completion, the learner will be able to establish company records, maintain daily transactions using the general ledger, accounts payable, accounts receivable, inventory, account reconciliation, payroll features, and create financial statements.

Each chapter begins with a set of learning outcomes and company documents to be recorded. Detailed step-by-step recording procedures along with Case Problems are your principle learning activities. Additional materials and resources are available.

Prerequisites: BTEC 101, BTEC 221, and BTEC 226.

BTEC 286-1: (35 hours) Keyboarding II (50 nwpm)

This course is designed to provide the student with the opportunity to key accurately and proficiently. The course builds on the student's present keyboarding skills to assist them in reaching a minimum of 50 net words per minute on a five-minute timing.

Prerequisites: BTEC 101 and BTEC 111.



Career and College Prep runs from September until late spring and during the summer at some campuses. Classes are held in Hazelton, Houston, Kitimat, Masset, Prince Rupert, Queen Charlotte, Stewart, Smithers, and Terrace with online options.

Program Overview

The Career and College Prep (CCP) program provides high school level courses for adult students in an adult environment. Through this program students can complete entry requirements for university, career, technical, trades, business and many other post-secondary programs.

Students can also obtain missing high school course requirements to complete their grade 12 high school graduation or the BC Adult Graduation Diploma (Adult Dogwood), or improve their knowledge in preparation for the GED (General Educational Development) exam. These adult basic education courses will help students prepare for the work force or meet personal educational goals by improving skills in English, math, science, social studies and computer technology.

The CCP program provides prerequisite courses for entry into all post-secondary programs offered at NWCC, as well as most programs at other institutions.

Program Outline

The CCP program has four levels. Students may 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

See course descriptions for individual course prerequisites.

ENGL 010-6	Fundamental English
EDCP 020-4	Fundamental Education and Career Planning
CPST 020-4	Fundamental Computer Studies
ENGL 020-6	Fundamental English
MATH 0201-3/0202-3	Fundamental Math
SKDV 010-3	Cognitive Learning Skills Development I
SKDV 012-3	Cognitive Learning Skills Development II
SKDV 020-1.5	Perceptual Skills Development I
SKDV 022-1.5	Perceptual Skills Development II

The Fundamental Certificate requires completion of both ENGL 020 and MATH 0201/0202, or completion of ENGL 020 or MATH 0201/0202 and placement at a higher level in the other course.

CCP Intermediate Level (Grade 10)

See course descriptions for individual course prerequisites.

CPST 030-4	Intermediate Computer Studies
EDCP 030-4	Intermediate Education and Career Planning
ENGL 030-6	Intermediate English
ENGL 032-6	English for Trades
FNST 033-6	Intermediate First Nations Studies - Introduction to Aboriginal Health Care (Health Access)

MATH 0301-3/0302-3	Intermediate Math
MATH 032-6	Math for Trades
MATH 033-6	Intermediate Math (Health Access)
MATH 091-6	Cook Training Math <i>(Not eligible for Math requirement for Intermediate Level Certificate)</i>
SCIE 030-6	Intermediate Science
SCIE 033-6	Intermediate Science (Health Access)
SOSC 035-2.5	Intermediate Social Science-Tourism

The Intermediate 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 (Grade 11)

See course descriptions for individual course prerequisites.

BIOL 040-6	Advanced Biology
CHEM 040-6 or 0401-3/0402-3	Advanced Chemistry
CPST 040-4.5	Advanced Computer Studies
ENGL 040-6	Advanced English
ENGL 043-6	Advanced English (Health Access)
ENGL 045-6	Advanced English for Careers
MATH 0401-3/0402-3	Advanced Math
MATH 041-6	Mathematics of Business
MATH 043-6	Advanced Math (Health Access)
MATH 046-6	Advanced Business/Technical Math
PHYS 040-6	Advanced Physics
SOSC 040-6	Advanced Social Sciences

The Advanced Certificate requires completion of an English, a Math, a Science or Computer Science or Computer Studies plus one option at the Advanced Level or higher.

CCP Provincial Level (Grade 12)

See course descriptions for individual course prerequisites.

BIOL 050-6 or 0501-3/0502-3	Provincial Human Biology
CHEM 050-6	Provincial Chemistry
CPST 050-4.5	Provincial Computer Studies
EDCP 050-6	Education and Career Planning
ENGL 050-6	Provincial English
ENGL 053-6	Provincial English (Health Access)
ENGL 055-6	Provincial Technical English
ENGL 056-6	Provincial Essential English
FNST 050-6	Provincial First Nations Studies
GEOG 050-6	Provincial Geography
MATH 0501-3/0502-3	Provincial Math
MATH 053-6	Provincial Level Calculus

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

Admission Requirements

For entry into CCP, students must:

- be at least 18 years of age, or
- have already earned Grade 12 standing, or
- be 17 years of age and out of public school for at least one year, or
- have a written recommendation from a local high school principal; and
- meet with an NWCC Educational Advisor to ensure that they have chosen the correct courses or programs.

Note: 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 our local College campus for details.

Career Opportunities

Most students do not need to complete a CCP certificate or the BC Adult Graduation Diploma (Adult Dogwood) in order to achieve their career and educational goals. Many students just take courses they require for admission to other programs.

Fees and Financial Aid

Students enrolled in the Career and College Prep program are not charged tuition fees, but must pay the Student Association, Registration, Technology and Infrastructure fees.

The Adult Basic Education Student Assistance Plan (ABESAP) provides assistance for eligible CCP students. Assistance may include payment of fees plus transportation, textbook and supply costs. Check with an Educational Advisor for qualifying criteria.

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

ENGL 010-4: Fundamental English

This is designed to assist students whose literacy skills are assessed at a 4-5 level. This course focuses on basic reading and writing skills and can be used as a bridging course between literacy and ENGL 020.

Prerequisites: Completion of Literacy or ESL or Placement at the ENGL 010 Level.

CPST 020-4: 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 Fundamental Level or higher. Corequisite: ENGL 020.

EDCP 020-4: Fundamental Education and Career Planning

This course facilitates students in making positive changes in their lives. Students are expected to critically examine their lives to reach their personal goals. Students meet learning outcomes by completing projects that pertain to their lives. Students analyse and discuss their decisions with support from their peers and instructor. Each participant is encouraged to use a variety of methods to attain information that he/she is most comfortable with, depending on learning style, literacy level and personality. Topics covered in class include the following: self-assessment, time management, budgeting, community resources, diversity, basic computer skills, communication, career exploration, and job search.

Prerequisites: Placement at the ENGL 020 reading level or higher.



ENGL 020-6: 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 0201-3/0202-3: Fundamental Math

This course provides students with an understanding of the basic arithmetic skills. Topics include estimating, problem solving, whole numbers, fractions, decimals, percents, geometry, graphs and the metric system.

Prerequisites: Placement at the Fundamental Level.

SKDV 010-3: Cognitive Learning Skills Development I

This course involves assessment and remediation of students' learning (cognitive) skills. The assessment is followed by a program to strengthen any under-developed abilities. The course is designed for students who have difficulty with the comprehension, retention, evaluation or analysis required for success with their general academic curriculum. An individualized assignment profile is provided to each student at the beginning of the course. The assignment profile at the 010 level focuses on under-developed abilities at the foundation level and is based on the student's assessment outcomes.

Prerequisites: None.

SKDV 012-3: Cognitive Learning Skills Development II

This course is designed for students who have difficulty with more advanced comprehension, retention, evaluation or analysis required for success with their general academic curriculum. An individualized assignment profile is provided to each student at the beginning of the course based on successful completion of SKDV 010. The assignment profile at the 012 level focuses on strengthening and enhancing cognitive abilities at the more advanced level.

Prerequisites: SKDV 010

SKDV 020-1.5: Perceptual Skills Development I

This course is designed for students who have physically-based problems affecting their ability to succeed with their general academic curriculum. These problems include visual integration and sensory-motor integration difficulties that result in perceptual problems for students (e.g., while the eyes see, the brain does not necessarily comprehend what is being looked at.) An assessment is undertaken and an individualized program is provided to each student at the beginning of the course. The activities are progressive in nature. Foundation level activities are undertaken in this course.

Prerequisites: None.

SKDV 022-1.5: Perceptual Skills Development II

This course is designed for students who have physically based problems affecting their ability to succeed with their general academic curriculum. These programs include visual integration and sensory-motor integration difficulties that result in perceptual problems for students (e.g., while their eyes see, the brain does not necessarily comprehend what is being looked at.) An individualized program, based on completion of SKDV 020, is provided to each student at the beginning of the course. The activities are progressive in nature. Intermediate and advanced level activities are undertaken in this course.

Prerequisites: SKDV 020.

INTERMEDIATE LEVEL

CPST 030-4: 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.

Prerequisites: CPST 020 or placement at the Intermediate Level.

EDCP 030-4: 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.

Prerequisites: ENGL 020 or placement in ENGL 030 or placement at the Intermediate Level.

ENGL 030-6: 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.

ENGL 032-6: English for Trades

This course develops reading, writing and communication skills necessary for career, preparation to enter business or trades and technology programs, academic, and personal purposes. Fiction and non-fiction reading materials and a variety of media are used to develop comprehension and critical thinking skills. Students will use the writing process to write paragraphs, summaries, reports, letters, and essays. The elements of grammar are introduced as a means to improve writing. Word processing (computer skills) is introduced.

Prerequisites: ENGL 020 or placement at the Intermediate Level.

FNST 033-6: Intermediate First Nations Studies - Introduction to Aboriginal Health Care (Health Access)

This course will introduce students to health care from an Aboriginal worldview. From this perspective, the course will examine Aboriginal people's relationship to the land and the relationship they have with others (such as family, community members, clan members, and Elders) and how this impacts on their health and well-being. Aboriginal healers and healing will also be examined. From there, the course will then look at the impact of colonization on Aboriginal health. Finally, students will have the opportunity to explore health careers and how healthcare workers impact on Aboriginal families and communities.

Prerequisites: ENGL 020 or placement at the Intermediate Level and be of First Nations descent.

MATH 0301-3/0302-3: 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, ratio and proportion, percents, geometry, statistics, graphing, algebra, graphing, and trigonometry.

Prerequisites: MATH 0201/0202 or placement at the Intermediate Level.

MATH 032-6: Math for Trades

The goal of Math for Trades 032 is to enable students to acquire mathematical knowledge, skills and strategies needed to satisfy personal or career goals for the trades or to enter higher level math courses. Practical applications of learned skills are emphasized. Math for Trades 032 can be used towards an ABE Intermediate Certificate.

Prerequisites: MATH 0201/0202 or placement at the Intermediate Level.

MATH 033-6: Intermediate Math (Health Access)

The goals of Math 033 are to enable students to acquire mathematical knowledge, skills and strategies needed to enter higher level courses or to satisfy personal or career goals. The format of this course is geared especially toward students hoping to go into the health field. In this course, you will be required to think and to solve problems. Practical applications of learned skills are emphasized. Topics include arithmetic, measurement, geometry, statistics, algebra, graphing, and trigonometry. Math 033 can be used towards an ABE Intermediate Certificate.

Prerequisites: Math 0201/0202 or placement at the Intermediate Level.

MATH 091-6: 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 0201/0202 or placement at the Intermediate Level in Mathematics.

SCIE 030-6: Intermediate Science

This is an entry-level science course, equivalent to Grade 10 Science, and may be used as a credit toward the intermediate Certificate. It includes an introduction to scientific methodology, biology, chemistry and physics, preparing students for further studies in the sciences. This course includes a laboratory component.

Prerequisites: MATH 0201/0202 or Math 9 and ENGL 030 or English 10 or placement at the 030 level.

Corequisites: MATH 0301/0302 or MATH 032 or MATH 033 or Principles of Math 10 and ENGL 030 or ENGL 032 or English 10.

SCIE 033-6: Intermediate Science (Health Access)

This course is equivalent to Grade 10 Science and may be used as a credit toward the Intermediate Certificate. It contains an introduction to scientific methodology, biology, chemistry and physics, preparing students for further studies in the sciences. The format of this course is geared especially toward students hoping to go into a health field, such as nursing or laboratory technologist. It includes an appreciation of First Nations culture and how science relates to First Nations approaches and knowledge.

Prerequisites: MATH 0201/0202 or Math 9 and ENGL 020 or English 9 or placement at the 030 level.

Corequisites: MATH 0301/0302 or MATH 032 or MATH 033 or Principles of Math 10 and ENGL 030 or ENGL 032 or English 10.

SOSC 035-2.5: Intermediate Social Sciences - Tourism

This course is designed to allow students a first hand experience and introduction to tourism and develop entry-level skills, which will allow them to gain employment in the Tourism field.

Prerequisites: ENGL 020 and CPST 020.



ADVANCED LEVEL

BIOL 040-6: 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 groups of living things, and ecology. This course includes a laboratory component.

Prerequisites: SCIE 030 or SCIE 033 or Science 10 and ENGL 030 or ENGL 032 English 10 or placement at the 040 level.

CHEM 040-6: or CHEM 0401-3/0402-3: 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, solutions, and organic chemistry. This course includes a laboratory component.

Prerequisites: SCIE 030 or SCIE 033 or Science 10 and MATH 0301/0302 or MATH 032 or MATH 033 or Math 10 and ENGL 030 or ENGL 032 or English 10 or placement at the 040 level.

CPST 040-4.5: 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 040-6: 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 043-6: Advanced English (Health Access)

English 043 is an advanced level course designed to prepare students for entry into health care programs, as well as vocational, career, and technical programs or for entry directly into the workforce. Students will use the writing process to write paragraphs, letters, memos, short reports, essays, and a long formal report. Core skills in critical reading, comprehension, grammar, and medical vocabulary will be developed. Written assignments will be produced using a word processor. Students will participate in group work activities and oral presentations and in the critical analysis of health-related reading selections and media articles.

Prerequisites: ENGL 030 or ENGL 032 or placement at the Advanced Level.

ENGL 045-6: 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.

Prerequisites: ENGL 030 or placement at the Advanced Level.

MATH 0401-3/0402-3: Advanced Algebra

This course is intended to prepare students to enter Provincial Level Mathematics and to provide students with sufficient mathematical knowledge to satisfy grade 11 prerequisites for vocational, career and technical programs. Topics include: Topics include a review of basic concepts, linear equations and inequalities, polynomials, rationals, radicals, quadratics, functions and trigonometry.

Prerequisites: MATH 0301/0302 or MATH 032 or MATH 033 or placement at the Advanced Level.

MATH 041-6: Mathematics of Business

Mathematics of Business is an educational adventure into today's business world and its associated mathematical procedures. This course is designed to provide solid mathematical preparation and foundation for students going on to business programs and careers.

Prerequisites: MATH 0301/0302 or MATH 032 or MATH 033 or placement at the Advanced Level.

MATH 043-6: Advanced Math (Health Access)

The goals for Math 043 are to provide students with sufficient mathematical knowledge to satisfy grade 11 prerequisites for vocational, career and technical programs and to prepare students to enter Provincial Level Mathematics. The format of this course is geared especially toward students planning to go into the health field. Topics include a review of basic concepts, linear equations and inequalities, polynomials, rationals, radicals, quadratics, functions and trigonometry.

Prerequisites: MATH 032 or MATH 033 or MATH 0301/0302 or placement at the Advanced Level.

MATH 046-6: Advanced Business/Technical Math

The goal of Advanced Business/Technical Mathematics is to provide students with practical applications useful in future vocational training, careers, or personal life. The student will complete three core topics (Operations with Real Numbers, First Degree Equations and Inequalities, and Equations and their Graphs) and must then complete four of seven optional topics (Consumer Mathematics, Finance, Data Analysis, Measurement, Geometry, Trigonometry or Systems of Equations). This course can be used as the Math requirement for the BC Adult Graduation Diploma and advanced level certificate.

Prerequisites: MATH 0301/0302 or MATH 032 or MATH 033 or placement at the advanced level.

PHYS 040-6: 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: SCIE 030 or SCIE 033 or Science 10 and MATH 0301/0302 or MATH 032 or Principles of Math 10 and ENGL 030 or ENGL 032 or English 10 or placement at the 040 level.

Corequisite: MATH 0401/0402 or MATH 043 or Principles of Math 11.

SOSC 040-6: 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 an Adult Graduation Diploma. In this course, students will examine the major issues in Canada from 1900 to present.

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

TUTOR 040-2.5: Advanced Tutor

This course is designed to give students interested in peer tutoring an opportunity to develop skills to become effective tutors. Topics include understanding: literacy, basic teaching and learning strategies, learning styles, adult learners, special needs and developing relationships with learners. This course is offered in workshop format with many experiential components that are then discussed and dissected as a group. Group discussion and reflection on individual's own learning experiences is a large component of the class. In addition to classroom activities, students will participate in a supervised practicum in peer tutoring.

The focus of the peer tutoring may include study, reading, writing, math, and computer skills or English as a Second Language and tutoring in content areas.

Prerequisites: ENGL 030. Please note that this course cannot be used towards a certificate.

PROVINCIAL LEVEL

BIOL 050-6 or BIOL 0501-3/0502-3: 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 and function, genetics and metabolic processes. This course includes a laboratory component.

Prerequisites: SCIE 030 or SCIE 033 or Science 10 and MATH 0301/0301 or MATH 032 or MATH 033 or Principles of Math 10 and ENGL 030 or ENGL 032 or English 10 or placement at the 040 Level, BIOL 040 and CHEM 0401/0402 recommended.

CHEM 050-6: 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 0401/0402 or Chemistry 11 and MATH 0301/0302 or MATH 032 or MATH 033 or Principles of Math 10.

Corequisite: MATH 0401/0402 or MATH 043 or Principles of Math 11.

CPST 050-4.5: Provincial Computer Studies

This course is an option for the CCP Provincial Level Certificate. This is a computer studies application course that will help students develop problem solving and critical thinking skills using computer application software. Students will develop Desktop Publishing and Internet Skills, including writing web pages.

Prerequisites: CPST 040 and ENGL 030.



EDCP 050-6: Education and Career Planning

Education and Career Planning is a course designed to help students with employability readiness and life skills. The course focuses on a range of core skills that will assist students in preparing for entering (or re-entering) employment as well as planning for educational goals within a changing and diverse world. The course is designed around six core modules which lead students from a self assessment of their present life situation to learning to take charge of their lives through goal setting and planning. Students will learn about communication skills such as conflict resolution and assertive communication. Nutrition, mental health, financial planning, and study skills are also covered. In the final module, students learn about career searching strategies, how to prepare a resume and cover letter and how to prepare for an interview. The final outcome of the course will be a series of action plans, which will outline students' career and educational goals in the form of a portfolio containing material from all six modules.

Prerequisites: ENGL 040 or 045 and CPST 040.

ENGL 050-6: 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 053-6: Provincial English (Health Access)

This course is designed to provide a foundation of communication skills in Provincial level English for those students planning to enter health-related post-secondary programs. It includes readings that will be the focus for student discussions. Organizational aspects of written and oral development will be explored through class activities and assignments. Workplace forms of communication - letters, memos, proposals, oral reports, and both informal and formal reports - will be discussed and practiced.

Prerequisites: ENGL 040 or ENGL 043 or ENGL 045 or placement at the Provincial Level.

ENGL 055-6: Provincial Technical 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 analysis, discussion and essay writing. 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.

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

ENGL 056-6: Provincial Essential English

Provides students with practical skills in reading, writing, and communicating that will provide credit towards their Adult Graduation Diploma. This course is for students who do not intend to take university level English classes as it is not recognized as a prerequisite for post secondary courses.

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

FNST 050-6: Provincial First Nations Studies

This course will examine First Nations peoples' cultures, values, beliefs, traditions, history, languages, and land in terms of a holistic world view. Through this perspective, the course will examine the past look at the many issues facing First Nations communities today and consider possibilities for the future.

Prerequisites: ENGL 11, ENGL 040 or 045 or equivalent.

GEOG 050-6: 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.

MATH 0501-3/0502-3: Provincial Math

This course is intended for students who require a Provincial Level (Grade 12) standing in Mathematics. Topics include linear quadratics, polynomial and rational functions, exponential and logarithmic functions, trigonometric functions, sequences, series, and combinatorics.

Prerequisites: MATH 0401/0402 or placement at the Provincial Level.

MATH 053-6: Provincial Calculus

Math 053 is an introductory calculus course. It is intended to provide students with a fundamental understanding of the concepts and basic ideas of differential and integral calculus with applications to real-life examples. The course is designed to ease the transition from Math 0501/0502 to 1st year University Transfer Calculus. Topics include: review of algebra, limits, rates of change, derivatives, curve sketching, integrals, and applications.

Prerequisites: Math 0501/0502 or Principles of Math 12.

General Education Development Tests (GED)

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.



This program is offered throughout the Northwest and Central Coast region.

Program Overview

First Nations communities on the Central and North coast have expressed interest in working together to create a locally developed, regionally appropriate and accessible training program to build and strengthen their skills and knowledge as stewards through First Nations' Guardian/Watchmen programs; the on-the-ground "eyes and ears" of resource activity in their respective territories. In response to these needs, Northwest Community College, in partnerships with the QQS Project Society (Heiltsuk Nation) and the Sierra Club of Canada - BC Chapter, are facilitating the Coastal Guardian Watchmen Training Program.

Program Outline

The Coastal Guardian/Watchmen Training program addresses an issue articulated by coastal First Nations communities - the need to build the capacity of community-based resource practitioners to ensure sustainable resource management practices are being implemented and adhered to on the central and north coasts of British Columbia.

The program consists of a one-year, 30 credit Certificate, offered in a module format, followed by a second-year Diploma (under development). Certificate level courses include core courses addressing areas such as natural resource management, cultural knowledge, safety and communications, and skills related to effective monitoring. Diploma level courses will be specialized and focus on knowledge and skills specific to monitoring activities in forestry, fisheries, and/or parks and tourism.

Program Corequisite

Before being awarded a Coastal Guardian Watchmen Program Certificate, students must offer proof of completion of the following certificates (not offered through the CGW program, but in addition to it):

- Restricted Radio Operator Certificate (ROC-M)

- (Firearms) Possession and Acquisition License (PAL)
- Prior Learning Assessment or valid certifications in lieu of CGW program course, if applicable.

CORE MODULE 1

CGW 113-1	Marine Advanced First Aid
CGW 114-0.5	Marine Emergency Duties A3
CGW 115-2.5	Wilderness and Remote First Aid
CGW 116-1	Wilderness Safety & Survival
CGW 117-1.5	Small Vessel Operator Proficiency
CGW 118-0.5	Outboard Motors Repair & Troubleshooting
CGW 120-0.5	Chainsaw Safety

CORE MODULE 2

CGW 101-2.5	Cultural Landscape of the Central and North Coasts of British Columbia
CGW 105-2.5	Maps, Charts and Introduction to GPS
CGW 109-2	Computer Skills for the Workplace
CGW 112-0.5	Time Management

CORE MODULE 3

CGW 103-2.5	Coastal Guardian Technical Skills
CGW 107-2.5	Coastal Guardian Legal Framework
CGW 108-2.5	Coastal Guardian Monitoring & Compliance
CGW 119-0.5	Bear Aware

CORE MODULE 4

CGW 100-2.5	Local and Traditional Knowledge
CGW 102-2.5	BC Coast Cultural Stewardship
CGW 106-2	Conflict Management

Some courses require mandatory safety equipment (chainsaw pants, steel toed boot, rain gear, etc.). Students are encouraged to contact the Program Coordinator for a complete Required Gear list prior to registering for individual modules or courses.

Admission Requirements

No prerequisites are required. Mature students are welcome.

Student should be aware that due to the short, intensive course delivery model, they can expect extensive reading, homework, and assignments in addition to classroom activities and exams.

Corequisite:

Before being awarded a Coastal Guardian Watchmen Program Certificate, students must offer proof of completion of the following certificates (not offered through the CGW program, but in addition to it):

- Restricted Radio Operator Certificate (ROC-M)
- (Firearms) Possession and Acquisition License (PAL)

- Prior Learning Assessment or valid certifications in lieu of CGW program course, if applicable.

Course Descriptions

CGW 100-2.5: Local and Traditional Knowledge

This foundational course will provide students with an introduction to local First Nations culture and local knowledge of the north and central coasts of British Columbia. It will provide a pre-contact and historical context of First Nations communities, while developing a personal and regional awareness. The effects of colonialism on the northwest coast will be introduced, such as residential schools, anti-potlatch laws, and the threats to indigenous languages. First Nations knowledge keepers will be invited into the classroom or will be visited in the field to illuminate local and traditional knowledge. Students will keep a reflective journal throughout the course of the module for their final project.

Prerequisites: None.

CGW 101-2.5: Cultural Landscape of the Central and North Coasts of British Columbia

Taking a place-based education approach this course will examine the natural history of the central and north coasts of British Columbia with particular reference to the communities in which the course is delivered. Starting with western scientific interpretations of the times of glaciation and human settlement the course will seek local traditional knowledge of similar events and consider the similarities and differences. The course will also identify important constituents (animals, plants, cultural) of local land/culturescapes.

Prerequisites: None.

CGW 102-2.5: BC Coast Cultural Stewardship

Students will be introduced to the traditional territories of the North and Central Coast of BC and will learn to identify Coastal Cultural/ Archaeological Resources such as villages, house beams, culturally modified trees, petroglyphs, and other locally relevant features and sites through a combination of classroom activities, readings, and field visits. Stewardship issues and techniques as they relate to the emerging roles and responsibilities of Guardians and Watchmen on the Northwest Coast will be explored.

Prerequisites: None.

CGW 103-2.5: Coastal Guardian Technical Skills

This course provides students with the basic technical skills required to assist in the performance of environmental monitoring work as Coastal Guardian Watchmen. Students will compile a CGW Reporting Manual that will cover a variety of potential incident reporting and/or resolutions. Upon successful completion of the course, students will have the knowledge and skills to operate and maintain photographic and recording equipment, use appropriate systems of measurement, describe appropriate Communications

Systems, utilize maps and GPS, describe the use and value of GIS, and describe procedures related to observing, recording and reporting GCW monitoring activities.

Prerequisites: None.

CGW 105-2.5: Maps, Charts and GPS

This course builds on students current skills in map and chart reading, use of aerial photos and GPS relevant to Coastal Guardian Watchmen duties and responsibilities. Topics covered include, reading and interpreting forest cover and other land-based maps, reading and utilizing Nautical Charts, stereoscopic viewing and interpretation of air photos, and using hand-held GPS units in the field.

Prerequisites: None.

CGW 106-2: Conflict Management

This course will use lectures and practical exercises to present contemporary conflict resolution theory and to teach skills necessary to understand and deal effectively with conflict in today's natural resource work places. Topics covered include dynamics of conflict, personal approaches to conflict resolution, communication skills, cross-cultural dimensions of conflict, dealing with anger, and the dynamics of power. Students will develop awareness of their own particular approaches to conflict and acquire skills and knowledge necessary to work collaboratively in interpersonal and work place conflict resolution and problem solving.

Prerequisites: None.

CGW 107-2.5: Coastal Guardian Legal Framework

This course is the first of two courses designed to take a learner from the definition of law and its governing bodies through to the elements and procedures of law enforcement and monitoring relating to protected areas on the central and north coasts of BC. Topics covered: introduction to law; code and statute offenses common to BC Parks; authorities and powers; duties and responsibilities; Land Use Planning; Land Claims & Treaty Rights.

Prerequisites: None.

CGW 108-2.5: Coastal Guardian Monitoring and Compliance

This is the second of two courses designed to take the learner from the definition of law and its governing bodies through to the elements and procedures of law enforcement within a protected area/park environment. Topics covered: investigations, preventative law, emergencies, investigative report writing and statements.

Prerequisites: CGW 107.



CGW 109-2.0: Computer Skills for the Workplace

This module includes the knowledge and skills required to perform functions common to all Microsoft Windows applications with an emphasis on the common functionality between the three Microsoft Office applications: Microsoft Word, Excel, and PowerPoint. Students will learn how to edit, print and file documents, use online help, navigate the Internet, use e-mail and attachments, and deliver their own PowerPoint presentation.

Prerequisites: None.

CGW 112-0.5: Time Management

Our Time Management Skills workshop teaches participants how to become proactive rather than reactive, to external demands and pressures. Through stimulating and interactive participation and analysis of their own data, participants learn a set of tools which they can apply on a continuing basis. In this high-powered one-day working session, you will identify and overcome barriers to effective time management issues. Proven time management and prioritizing skills will help you to concentrate on how to help determine how much time, energy and resources is needed.

Prerequisites: None.

CGW 113-1: Marine Advanced First Aid

This Red Cross course prepares you for the tasks, duties and responsibilities of providing first aid for an accident or illness at sea. Approved by Transport Canada Marine Safety, this course is a must for anyone who works in a marine environment, or spends a lot of time around water.

Prerequisites: None.

CGW 114-0.5: Marine Emergency Duties A3

This one-day course is designed for crew members on small commercial vessels, including smaller fishing vessels, operating near the coast. Topics include: common hazards and emergency responses, fire-fighting, and use of life saving appliances.

Prerequisites: None.

CGW 115-2.5: Wilderness and Remote First Aid

This course is a Red Cross course designed for when 911 is not available, e.g., for hiking, boating, hunting, fishing, and farming. Certification period is 3 years.

Prerequisites: None.

CGW 116-1: Wilderness Safety & Survival

This course will build on Wilderness & Remote First Aid and include advanced topics and field demonstrations such as; enemies of survival, survival philosophy, preparation of a personal first aid kit, dangers of exposure, need for water, craft skills, and shelter making and signalling.

Prerequisites: None.

CGW 117-1.5: Small Vessel Operator

This course for operators of small commercial vessels focuses on charts and navigation, Collision Regulations, seamanship, marine weather and small vessel stability. It includes information on buoyage, electronics for position fixing, departure preparation, safety on the job and Transport Canada's Small Vessel Inspection and Monitoring Program. A Transport Canada EXN 24 Training Certificate will be issued to participants by the approved course provider.

Prerequisites: None.

CGW 118-0.5: Outboard Motors Repair & Troubleshooting

This course will prepare students for troubleshooting and emergency repair of outboard engines.

Prerequisites: None.

CGW 119-0.5: Bear Aware

Bear Aware is designed to prevent and reduce conflicts between people and bears in our communities. This course introduces the habits and behaviour of bears. The course will also instruct students on how to deal with bear encounters.

Prerequisites: None.

CGW 120-0.5: Chainsaw Safety

Combining theory and hands-on practice the course includes personal protection, chainsaw maintenance and handling, and safe falling and bucking.

Prerequisites: None.

The world of Information Technology is one of constant change. The NWCC Computer Technology program is under ongoing review to respond to that change. The program will soon be adding a second-year diploma option. Details will be available on the College Web site as soon as they are available.

Program Overview

The Computer Technology Certificate program provides a well-equipped technical environment with hands-on training and experience in the use of industry-standard hardware, application software, operating systems, networking, and programming tools. The program also helps you enhance and develop math and technical writing skills.

The Computer Technology program at NWCC provides advanced computer training in the following areas:

- Networking
 - Internet Web Programming/Web site development
 - Computer Programming
 - Hardware
 - Database Construction/Application
 - Advanced Office Applications (Word, Excel and Access)
 - Computer Support: Help Desk and Training
- Students successfully completing the Computer Technology Certificate program will be able to challenge the following external certification exams:
- CompTIA A+ - A+ Core Hardware; A+ Operating System Technologies
 - Microsoft Office User Specialist - Word 2003 Expert; Excel 2003 Expert; Access 2003 Expert
 - CompTIA Network+ Certification Exam
 - INET+ Certification Exam

Note that these certificates are not required to receive the NWCC Computer Technology Certificate.

Computer Systems Specialist Certificate - NWCC & BCcampus

NWCC Computer Technology has developed in collaboration with a group of post secondary institutions in BC an on-line Computer Systems Specialist Certificate. The courses for this certificate can be taken through NWCC & other institutions through BCcampus. Development of this program and on-line course offerings are expected to occur incrementally over the next two years. Check NWCC Web site or contact the coordinator for more information.

Program Outline

Fall Semester

CPTÉ 101-4	Computer Hardware and Operating Systems
CPTÉ 121-4	Introduction to Networking
CPTÉ 131-3	Introduction to VB .NET
CPTÉ 165-3	Database Fundamentals
CPTÉ 181-3	Web Development Foundation or
CPTÉ 183-3	Web Publishing
MATH 251-3	Statistics

*CPSC 123-3 Computer Programming

Winter Semester

BENG 150-3	Business Communications or
ENGL 151-3	Technical Writing
CPTÉ 122-4	Advanced Networking
CPTÉ 134-4	VB .NET Advanced
CPTÉ 142-4	Advanced Office Applications
CPTÉ 182-3	Web Development Advanced Skills
CPTÉ 190-3	IT Client Support Systems
CPTÉ 198-1	Job Search

* Students must take CPTÉ 131 or CPSC 123

** Students must take CPTÉ 134 or CPSC 124

MAY

CPTÉ 199-3	Practicum
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Admission Requirements

Prerequisites to the program are on a course-by-course basis, however, in order to satisfy all the prerequisites in the proposed program, the student requires: Computer skills (see below), English 12 (or NWCC ENGL 045 or 050), and Principles of Mathematics 11 (or NWCC MATH 0401/0402 or 045).

(Note: Those students wishing to continue to the diploma may require Math 12. Once again, students interested in continuing to diploma and degree programs are strongly advised to speak to the program coordinator as well as the receiving institution.)

Prerequisites for individual courses are outlined in the course descriptions. Computer skills prerequisite could be met by one of the following courses: Information Technology 11, Business Computer Applications 11, NWCC CPST 040, BCPT 150 or CPSC 111.

Those students who do not have any formal computer training may meet the computer skill prerequisites of the program through prior learning assessment, and must be able to demonstrate the following:

- Word Processing – basic operations of word processing (copy, paste, moving and entering text), formatting documents, spell check, saving and retrieving documents, inserting graphics
- Spreadsheets – formatting spreadsheets, entering formulas, creating charts
- Operating System – File Management – creating, saving, deleting files and folders, finding files.
- Internet Use – email familiarity, using a browser to navigate the internet, find web sites using a search engine.

Course Descriptions

CPSC 123-3: Computer Programming

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)

Prerequisites: Principles of Math 12 or MATH 0501/0502.

CPSC 124-3: Data Structures

Using the programming skills acquired in CPSC 123 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)

Prerequisites: Minimum grade of C in CPSC 123.

CPTE 101-4: Computer Hardware and Operating Systems

This course provides an introduction to the structures and services of PC operating systems and current microcomputer hardware. The course emphasizes the installation, testing and diagnosis of hardware and operating systems. Emphasis will be placed on laboratory work with attention to the use of various operating systems DOS, MS Windows, and UNIX (using LINUX) and on the diagnosis and repair of faulty components as well as the complete assembly of a functional PC. Lecture topics include: process management, memory management, device management, operating system interaction with hardware components, system management and utilities, basic system security, disaster prevention, and recovery. At the end of this course, students will be prepared to challenge the CompTIA A+ certification exams. (A+ Core Hardware and A+ Operating Systems Technologies). A+ certification is the first step toward professional certifications such as MCSE (Microsoft Certified Systems Engineer) MCSA (Microsoft Certified Systems Administrator) CNE (Certified Netware Engineer). (4,0,0)

Prerequisites: Computer Skills (See above).

CPTE 121-4: Introduction to Networking

This course will introduce the student to the theory and practice of computer networking, with emphasis on Local Area Networks. This course provides students with an introduction to computer networks from the perspectives of user and network administrator. The student will demonstrate familiarity with many hardware and software features that are common in Local Area Networks (LAN), and will research current topics relating to Local Area Networks. Additionally, the student will be able to install and configure various network operating systems and client workstations. This course will focus primarily on Windows 2000 and Novell 5 network operating systems.

This course will be taught using CompTIA approved courseware. After completion of this course and CPTE 122 – Advanced Networking, the student will be able to challenge the CompTIA Network+ Certification exam. The Network+ certification is a standard that is seen as a good indication of technical networking knowledge. Unlike vendor-sponsored certifications, such as those offered by Microsoft or Novell, the Network+ certification is based on knowledge of a variety of network operating systems instead of only one, and is recognized as a good entry-level certification. More information on this certification can be obtained from the CompTIA Network+ web page <http://www.comptia.com/certification/network/default.asp> (4,0,0)

Prerequisites: Computer Skills (See above).

CPTE 122-4: Advanced Networking

The course will continue from CPTE 121, with more advanced topics relating to Local Area Networks, focusing on the Open Systems Interconnection (OSI) Model and how the OSI model applies to real-world networks. The student will learn advanced network administration skills, and will also demonstrate knowledge of network / information security which is a vital part of the daily operations of a LAN. This course will focus primarily on Windows 2000 and Novell 5 network operating systems, with an introduction to Linux and Windows NT.

This course will be taught using CompTIA approved courseware. At the end of CPTE 121 Introduction to Networking and this course, the student will be able to challenge the CompTIA Network+ Certification exam. The Network+ certification is a standard that is seen as a good indication of technical networking knowledge. Unlike vendor-sponsored certifications, such as those offered by Microsoft or Novell, the Network+ certification is based on knowledge of a variety of network operating systems instead of only one, and is recognized as a good entry-level certification. More information on this certification can be obtained from the CompTIA Network+ web page <http://www.comptia.com/certification/network/default.asp> (4,0,0)

Prerequisites: CPTE 121-4.

CPTE 131-3: Introduction to VB .NET

The Introduction to VB .Net course introduces students to structured programming, functional programming and event driven programming. Programming assignments will require the use of three control structures and various modes input and output. Students will demonstrate the use of arrays, functions, procedures and subroutines as well as applying these concepts in an event driven (GUI) environment. Students will implement solutions to programming problems with VB .NET intrinsic controls using the Visual Studio.NET IDE.

Prerequisites: CPSC 111 or BCPT 150 or CPTE 100 or CPST 040 and Principles of Math 11 or MATH 0401/0402.

CPTE 134-4: VB .NET Advanced

This is a second course in event driven programming using VB .NET. Students will demonstrate and implement Object Oriented Programming (OOP) concepts, implement web services and I/O to a database using ADO.NET. Students will apply the concepts of program development life cycle, structured programming, control structures (sequence, selection and repetition), variable types, procedures, functions and arrays to programs and classes in VB .NET. Students will create multiple for VB .NET programs using intrinsic controls and menus and OOP concepts.

Prerequisites: CPTE 131 or CPSC 123

CPTE 142-4: Advanced Office Applications

Students will develop an advanced ability to utilize and support MS Word 2000 (word processing) and MS Excel 2000 (spreadsheets). This course will prepare students for the Microsoft Office Specialist Exams in Word (expert) and Excel (expert). Students will become skilled at using/supporting intermediate to advanced functions in both applications. (4,0,0)

Prerequisites: Computer Skills (See above).

CPTE 165-3: Database Fundamentals

This course covers the basic concepts of database technology, with the major emphases on the relational model and database design. QBE, Relational Algebra and SQL. Projects and assignments provide an opportunity to apply these concepts. The problems of security, integrity and concurrency are introduced.

Prerequisites: CPTE 131 or CPSC 123.



CPTe 181-3: Web Development Foundation

This course introduces the fundamental skills and knowledge to develop Web applications. Topics include: Internet Clients, HTML, graphic creation and manipulation, introduction to web programming languages (server-side and client-side), and basic hosting concepts and ebusiness models.

Completion of this course along with CPTe 182 Web Development Advanced Skills and CPTe 121 Introduction to Networking will prepare the student to successfully challenge the INET+ Certification Exam. (3,0,0)

Prerequisites: Computer Skills (See above).

CPTe 182-3: Web Development - Advanced Skills

An elaboration and extension of the topics presented in CPTe 181 Web Development Foundation. Topics will include an advanced application of WWW programming languages, application/ web page design platforms and servers, graphic and multimedia design programs, file formats, and fundamental ebusiness concepts.

Completion of this course along with CPTe 121 Introduction to Networking will prepare the student to successfully challenge the INET+ Certification Exam. (3,0,0)

Prerequisites: CPTe 181-3.

CPTe 183-3: Web Publishing

The objective of this course is to teach students how to design, organize, and maintain the documents and data that make up a website. Students will learn about HTML programming, style sheets, JavaScript programming, data linking, and multimedia web pages. It is intended that much of the work produced will be done using HTML source code and HTML accessories. Note: The main emphasis in this course will be on HTML 4.0, concentrating on hard coding HTML using a text editor, rather than using graphic tools such as Front page or Netscape Composer. Course will cover HTML, Cascading Style Sheets (CSS), JavaScript. DHTML may be covered time permitting.

Prerequisites: Computer Skills (See above).

CPTe 190-3: IT Client Support Systems

This course introduces the field of computer user support. Key aspects of the training and support functions within Information Systems are examined, specifically, Help Desk and end user training. Students will learn the role of Help Desk personnel, operation procedures, technologies, performance measurements, environments, professionalism, policies and issues in the work place, and general customer support concepts. Students will examine existing models and complete projects that demonstrate their understanding of planning, developing, implementing and evaluation information systems training and support systems.

Prerequisites: CPTe 142 and ENGL 151 or BENG 150.

CPTe 198-1: Job Search

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. (3,0,0)

Prerequisites: None.

CPTe 199-3: Practicum (May)

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 are designed to give practical experience at the end of the program. (30,0,0)

Prerequisites: Completion of all courses in the program.

ENGL 151-3: Technical Writing

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)

Prerequisites: English 12 OR ENGL 050.

BENG 150-3: Business Communications

The student will develop expertise in the communication skills, both written and oral, and an awareness of the protocol used in business.

Prerequisites: English 12, or ENGL 050, 055.

MATH 251-3: 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.

The Culinary Arts program is available at the Terrace Campus and starts in August.

Program Overview

Northwest Community College is currently the only public post-secondary institution in BC offering a two-year Culinary Arts program. The first-year Culinary Arts Certificate and the second-year Culinary Arts Diploma are starting points from which students can begin their career in the food service industry and work as Apprentices toward Journeyman status.

From the first day of class students are fully integrated into the operations of the Campus Cafeteria. They practice skills and classroom theory in the fast-paced environment of a working industrial kitchen, preparing and serving meals to students, staff and community patrons. Each level of the program contains a work practicum that provides students with work experience and networking opportunities.

Program Outline

CULINARY ARTS CERTIFICATE

The Culinary Arts Certificate program provides students with the skills and knowledge for employment as an apprentice cook, or entrance into the Culinary Arts Diploma Program at NWCC. Professional level communication skills, ethics, interpersonal skills, and decorum are instituted and practiced to ensure students are able to adapt to the expectations and demands of today's hospitality industry.

Emphasis is placed on Health and Safety practices. The practical aspects and fundamental skills of professional cooking include preparing and presenting vegetables, starches, meats and poultry, seafood, stocks, soups and sauces. Food Services, Kitchen Management and Safety, Sanitation and Equipment skills round out this comprehensive, work-ready program.

The certificate credential is comprised of three levels of training.

- **Level 1 Basic Core** (400 hours)
- **Level 2 Advanced Cooking** (400 hours)
- **Level 3 A la Carte, Banquet and Specialty Cooking** (400 hours)

All levels will include training in the areas of:

- Vegetables and Starch Cookery
- Meats and Poultry Cookery
- Seafood Cookery
- Stocks, Soups and Sauces Cookery
- Meat, Poultry and Seafood Cutting
- Cold Kitchen
- Baking and Desserts
- Basic Food Service and Kitchen Management
- Egg and Breakfast Cookery
- Safety, Sanitation and Equipment - Level 1 only
- Health Care/Cook Chill

CULINARY ARTS DIPLOMA

The Culinary Arts Diploma program develops more specialized skills in food preparation and delivery. Focus is on improving culinary skills while introducing the management, supervision, and business applications associated with restaurant operations. The preparation and creation of traditional First Nations cuisine is a signature feature of the diploma program and provides graduates with unique skills and knowledge to take into the work place.

- CLAR 200 Food and Beverage Cost Control
- CLAR 201 International Cuisine
- CLAR 202 Cold Buffet/Culinary Design
- CLAR 203 Patisserie I
- CLAR 204 Food and Beverage Service I
- CLAR 205 Culinary Leadership
- CLAR 206 Culinary Management
- CLAR 207 Culinary Computer Applications
- CLAR 208 Contemporary Cuisine
- CLAR 209 First Nations Cuisine
- CLAR 210 Patisserie II
- CLAR 211 Food and Beverage Service II
- CLAR 212 Work Practicum
- CLAR 214 Interprovincial Red Seal Journeyman Exam Preparation
- CLAR 215 English for Careers
- CLAR 216 Interpersonal Communications



Career Opportunities

Successful graduates of NWCC's Culinary Arts program are in high demand – nationally and internationally – in the tourism and hospitality industries, hospitals and in industry and resource companies. NWCC grads have found employment in local restaurants, five-star tourist lodges, logging camps, on cruise ships, and with catering companies. Visit BC Industry Training Authority at www.itabc.ca and BC Work Futures at www.workfutures.bc.ca for more career opportunity information.

Successful completion of the Culinary Arts Certificate is the first step in securing Journeyman status, and will allow students to indenture with a qualified Journeyman as an Apprentice in the food service industry.

Successful Culinary Art Diploma graduates are equivalent to a 3rd Year Apprentice. They are able to write the Journeyman Interprovincial Exam that, coupled with the completed additional work-experience hours, will enable them to become a Journey Chef and obtain their Interprovincial Standard Endorsement (Red Seal).

Visit www.red-seal.ca for more information.

Admission Requirements

Certificate Certification Admission Requirements

- English 10 or ENGL 030
- Math 10 or Math 0301 or MATH 091 or satisfactory placement on CAT III Math
- Food Safe Level 1*
- Occupational First Aid Level 1*
- Completed Medical form
- Completed Immunization Form

Diploma Certification Admission Requirements

- Northwest Community College Culinary Arts Certificate
- Food Safe Level 2*

* Northwest Community College's Continuing Education Department offers Food Safe Levels 1 and 2, and Occupational First Aid Level 1 in August. Students are responsible for enrolment and related costs.

Fees

In addition to Tuition and Program Fees (refer to the NWCC Web site: www.nwcc.bc.ca), the following additional costs may apply:

- Clothing and Equipment
- Shoes that conform to Workers' Compensation Board regulations
- Set of knives
- Books
- Uniforms
- Required supplies
- Weekly cleaning fee
- Food Safe Level 1 and 2
- Occupational First Aid Level 1
- Work Practicum expenses*

* Practicum travel, accommodation, meals and other expenses are not included in the program costs and are the responsibility of the student.

Course Descriptions

CULINARY ARTS DIPLOMA

CLAR 200-1.5: Food and Beverage Cost Control

This course provides a systematic process of resource control used to reduce costs in food and beverage operations. The principles and procedures involved in an effective food and beverage control system will be examined in detail, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, theft prevention, and labor cost control. Computerized food cost control methods will also be examined.

Prerequisites: Culinary Arts Certificate.

CLAR 201-3: International Cuisine

This is an advanced course in food preparation that focuses on our ever-changing world through the exploration of several diverse ethnic groups. Preparation of authentic and modified food products will provide opportunities for students to attain skill mastery, address nutritional aspects of different cuisines, examine food industry trends, and develop broader insights and understanding of groups different from themselves.

Prerequisites: Culinary Arts Certificate.

CLAR 202-3: Cold Buffet/Culinary Design

This is an advanced course in food preparation that focuses on the preparation and presentation of specialty foods and garnishes from the cold kitchen. Content includes specialty salads and dressings, specialty sandwiches, canapés, hors d'oeuvres, and charcuterie. Special emphasis will be placed on modern food decorating and arranging techniques as they apply to everyday food presentation, buffet presentation and show platters.

Prerequisites: Culinary Arts Certificate.

CLAR 203-1.5: Patisserie I

This is an advanced course in food preparation that focuses on the detailed methods and creative design concepts for preparing classical and contemporary desserts and pastries. Skill is gained in mixing, making up, baking and finishing of traditional and modern products. Lab experiences include marketing, merchandising, and service of baked goods.

Prerequisites: Culinary Arts Certificate.

CLAR 204-1.5: Food and Beverage Service I

This course provides culinary students with the basic skills, knowledge and attitudes required of food and beverage servers. Students will perform a wide range of service tasks required in most food and beverage establishments as well as interacting and communicating with guests. Manual and computerized cash systems will also be introduced.

Prerequisites: Culinary Arts Certificate.

CLAR 205-1.5: Culinary Leadership

This advanced course provides students with the opportunity to learn and practice fundamental leadership skills as they apply to a modern industrial kitchen. The student gains experience in the daily supervision and leadership of the kitchen and servery under the Instructor's supervision. Methods of recruiting, selecting, and evaluation personnel are covered, as well as communication and team building.

Prerequisites: Culinary Arts Certificate.

CLAR 206-2: Culinary Management

This course focuses on the fundamental managerial processes essential to a smooth-running profitable food service facility. The student gains realistic experience by writing foodservice specifications based on general purchasing methods, requirements, procedures and ethics. The importance of controlling portions, inventories and costs and their affect on menu pricing are also explored. Hands-on training in menu planning/costing and a basic understanding of fundamental supervisory skills are included, as are computerized inventory and costing method.

Prerequisites: Culinary Arts Certificate.

CLAR 207-1.5: Culinary Computer Applications

This course provides an introduction to computers and the most commonly used computer applications. The computer is a tool that is being used in almost every job in the information age, and the food and beverage sector of the economy is no exception. This course will assist students in understanding how computers can be used to automate some tasks done on a routine basis.

Prerequisites: Culinary Arts Certificate.

CLAR 208-3: Contemporary Cuisine

This is an advanced course in food preparation that focuses on modern restaurant cookery and presentation techniques. Students will learn to utilize concepts of classical cooking to meet today's lighter dining requirements using a traditional brigade system. Emphasis is placed on creativity, timing, organization, and teamwork.

Prerequisites: Culinary Arts Certificate.

CLAR 209-3: First Nations Cuisine

This is an advanced course in food preparation that celebrates the unique cuisine of local First Nations peoples. Areas studied include cultural food customs, flavoring principles, and cookery styles. Typical First Nations food products and dishes will be prepared within the context of classical cookery methods. Indigenous plant identification, harvesting, and preparation techniques will be explored through field trips with expert First Nations guides. Students will also learn traditional methods of cutting, processing, curing and smoking game and seafood from local First Nations experts.

Prerequisites: Culinary Arts Certificate.

CLAR 210-1.5: Patisserie II

A continuation of Patisserie I (CLAR 203), this advanced course in food preparation focuses on the detailed methods and creative design concepts for preparing classical and contemporary desserts and pastries. The student learns to prepare and garnish restaurant and component style desserts. Chocolate work and sugar showpieces are also covered. Lab experiences include marketing, merchandising, and service of baked goods.

Prerequisites: Culinary Arts Certificate.

CLAR 211-1.5: Food and Beverage Service II

A continuation of Food & Beverage Service I (CLAR 204), this course reinforces necessary front-of-the-house service skills that heighten the dining experience of customers. Practical experience in merchandising and customer relations is gained through actual servery assignments. Students will also operate a basic computerized cash (POS) system to order food, handle guest payments and cash out.

Prerequisites: Culinary Arts Certificate.



CLAR 212-3: Work Practicum

This course provides on-the-job experiences designed to assist the student in developing occupational effectiveness. Under a qualified journeyman cook, students perform assigned responsibilities as an employee, follow employer's policies, keep a record of time worked, and secure an employee evaluation.

Prerequisites: Culinary Arts Certificate.

CLAR 214-0.5: Journeyman Exam Preparation

This course provides guidance that will prepare students to challenge the B.C. Journeyman Cook Trade Qualification exam. While essentially a self-study course, lecture time will be spent reviewing essential technical terms and procedures covered in Levels I, II and III.

Prerequisites: Culinary Arts Certificate.

CLAR 215-2: English for Careers

English for Careers is an applied English course intended to prepare students to communicate accurately and grammatically, both orally and in writing. Reading materials and writing assignments will be selected for their relevance to the career students are studying for.

Prerequisites: Culinary Arts Certificate.

CLAR 216-2: Interpersonal Communications

This course is designed to prepare students to communicate effectively with supervisors, colleagues and customers at work. In a workshop setting, students will learn about, practice and apply appropriate body language, oral communication, response to criticism, assertiveness techniques, cross-cultural awareness, instruction clarification, etc. Learning will be facilitated through presentation, modeling, group discussion, instructor and peer feedback, video playback, etc.

Prerequisites: CLAR 215.

This program is offered at the Terrace Campus and starts in September.

Program Overview

The Early Childhood field is an exciting and rewarding profession. There is a great demand in the Northwest for qualified and dedicated Early Childhood Educators that can provide quality care and education for children from birth to school age.

Program Outline

Early Childhood Education - Basic Level Certificate Program

The Basic program is the first level of education for those wishing to work in childcare in BC. These courses prepare the student to work with children between the ages of 32 months and 6 years. This level of the program prepares students for employment in group daycare, preschool, Head Start, nursery school and family day care.

Fall Semester (September - December)

- LPAT 100-1 Student Success
- ECE 104-3 Health, Safety and Nutrition
- ECE 125-3 Practicum I
- ECE 141-3 Environments I
- ECE 162-3 Curriculum I
- ECE 165-3 Child Development I

Winter Semester (January - April)

- ECE 124-3 Interpersonal Communication
- ECE 126-3 Practicum II
- ECE 142-3 Environments II
- ECE 163-3 Curriculum II
- ECE 164-3 Curriculum III
- ECE 166-3 Child Development II
- ECE 167-3 Guiding Young Children
- ECE 169-3 Working with Families I

Spring Semester (May - June)

- ECE 127-3 Practicum III
- ECE 168-3 Professional Development I

Students must complete the ECE Basic Level Certificate before entering the Post Basic program.

Early Childhood Education - Post Basic Certificate Program

The Post Basic program is the second level of education that branches into two areas of study: Infant/Toddler and Special Needs. This level prepares students for employment in infant/toddler centres or in programs that have children requiring extra support.

POST BASIC CERTIFICATES REQUIRED COURSES

(Note: Not all Post Basic Course are offered each semester.)

Infant/Toddler Certificate	Supported Child Care Certificate
ECE 220-3 Infant/Toddler Programs Settings	ECE 240-3 Inclusion in Early Childhood Settings
ECE 221-3 Infant/Toddler Environments	ECE 241-3 Supporting Children with Special Needs
ECE 222-6 Infant/Toddler Practicum	ECE 242-6 Special Needs Practicum
Plus	
Certificate Core Courses	
<i>Courses required for both Infant/Toddler and Supported Child Care Certificates</i>	
ECE 205-3	Advanced Child Development
ECE 206-3	Working with Families II
ECE 208-3	Professional Development II

Post Basic and Diploma Course Timetable - Terrace Campus

Post Basic Certificate - Infant/Toddler and Special Needs:

Fall Semester (September - December)

ECE 242-3 Special Needs Practicum

Winter Semester (January - April)

ECE 208-3 Professional Development II*

Post Basic Certificate — Infant/Toddler:

Winter Semester (January - April)

ECE 208-3 Professional Development II*

Spring/Summer Semester

ECE 220-3 Infant/Toddler Programs
ECE 221-3 Infant/Toddler Environment

Fall Semester (September - December)

ECE 222-3 Infant/Toddler Practicum

* Core courses, required for both Infant/Toddler and Special Needs.



EARLY CHILDHOOD EDUCATION DIPLOMA

Students who complete all the Post Basic courses required for both Infant/Toddler and Special Needs Certificates will earn an NWCC ECE Diploma.

Career Opportunities

Graduates from the Early Childhood Education program have found employment in a variety of settings: day cares, preschools, Head Start programs, Supported Child Development programs, Out of School Care programs, and Family Child Care programs. Some have utilized their ECE education to obtain employment as Special Education Assistants in the school system. Others have continued their studies in ECE to acquire Post Basic certification in Infant/Toddler Care or Special Needs. Graduates have also continued their studies at college and at a university in order to obtain a BA in related fields, utilizing their ECE courses for transfer credits in some programs.

Admission Requirements

BASIC EARLY CHILDHOOD EDUCATION

Students are accepted for the September and January semesters. There is limited enrolment in courses so it is advisable that you complete the admission requirements and register for the scheduled courses well in advance - at least two months for admission and one month for course registration. All students will be required to complete LPAT100 during the first semester or prior to.

- English 12, ENGL 045 or ENGL 050 or satisfactory performance on the CAT III English placement test
- Three current letters of reference
- Minimum 45 hours of satisfactory work or volunteer experience in the ECE field
- Résumé, plus a written statement (300 - 500 words) outlining career goals and reasons for seeking entrance into the ECE Program
- Successful Criminal Record Review
- Submission of a medical certificate attesting to

good physical and mental health

- Proof of immunization.

NOTE: All admitted students will be required to take the CAT III English Placement test. Those who do not receive a satisfactory score will be advised on upgrading options.

POST BASIC EARLY CHILDHOOD EDUCATION

- ECE certificate, Basic Level or BC registered Early Childhood Educator License to Practice.
- Official transcript of your Basic Level ECE. If you are a Northwest Community College graduate you do not have to submit a transcript.
- Brief resume that highlights your work in the Early Childhood field with at least one reference letter from the child care field (educator, parent, instructor, supervisor).
- Completed College application form (download from College Web site or contact Admissions Office).
- Interview that focuses on the student's career goals, program information and field placement arrangements is required.

Students should be aware that a Criminal Record Review is required for anyone working with children in a child care centre. The presence of certain crimes on the record would make practicum placement, graduation and subsequent employment impossible.

Course Descriptions

ECE 104-3: 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 and injury prevention, emergency preparedness, signs of abuse and neglect and assessing a facility for safety. This course will encourage a holistic approach to health by encouraging the provision of a healthy and safe environment for young children and by reflecting on personal health and nutritional issues as they apply to early childhood educators. (45 hours)

Prerequisites: English 12, ENGL 045 or 050 or satisfactory performance on the CAT III English Placement test.
Corequisites: Access to a Licensed Child Care Centre.

ECE 124-3: Interpersonal Communication

This course provides a foundation in effective communication knowledge and skills. Basic communication theory as well as receptive and responsive communication

skills will be explored. A practical focus will be utilized to engage ECE students in the development of critical skills that are necessary for communication across cultures and working effectively in a team setting. (45 hours)

Prerequisites: English 12, ENGL 045 or 050 or satisfactory performance on the CAT III English Placement test.
Corequisites: Access to a Licensed Child Care Centre.

ECE 125-3: Practicum I

This practical course provides students with the opportunity to work as a team in a licensed childcare setting. During this practicum students will develop positive relationships with children and adults, prepare simple materials, assist children in routines and utilize their observations to implement activities that reflect emergent curriculum principles. (120 hours)

Prerequisites: Minimum GPA of 2.0 or higher in all previously completed ECE courses.
Corequisites: Access to a Licensed Child Care Centre.

ECE 126-3: Practicum II

This course provides the ECE student with practical opportunities to develop skills in observing, planning, implementing and evaluating learning experiences that respond to children's interests and developmental needs. The student is also required to demonstrate the ability to effectively communicate with adults and children and apply positive guidance strategies consistent with the role of an assistant. (150 hours)

Prerequisites: with completed practicum portfolio, minimum GPA of 2.0 or higher in all previously completed ECE courses.
Corequisites: Access to a Licensed Child Care Centre.

ECE 127-3: Practicum III

This course provides the ECE student with the practical opportunity to develop and demonstrate the ability to carry out a range of program responsibilities as an 'acting' supervisor. While under the direction of a licensed supervisor the student will demonstrate competency in program and curriculum planning, communication, positive child guidance, supporting safe and healthy environments for children and their professional role. (180 hours)

Prerequisites: with completed practicum portfolio, minimum GPA of 2.0 or higher in all previously completed ECE courses.
Corequisites: Access to a Licensed Child Care Centre.

ECE 141-3: Environments I

This course provides the necessary introductory level knowledge and practical skills to effectively set up and facilitate developmentally appropriate environments that encourage play as a means of learning. The student will develop skills in observing, documenting, planning, creating, facilitating and evaluating quality program environments. (45 hours)

Prerequisites: English 12, ENGL 045 or 050 or satisfactory performance on the CAT III English Placement test.
Corequisites: Access to a Licensed Child Care Centre.

ECE 142-3: Environments II

This course follows ECE 141, and continues to provide the necessary knowledge and skills to effectively set up and facilitate developmentally appropriate environments that encourage play as a means of learning. The student will develop skills in observing, documenting, planning, creating, facilitating and evaluating quality program environments. Attention will also be paid to identifying and responding to challenging play needs arising in a play environment. (45 hours)

Prerequisites: ECE 141.
Corequisites: Access to a Licensed Child Care Centre.

ECE 162-3: Curriculum I

This course provides the knowledge and skills to develop a meaningful and varied curriculum for young children that supports their social and emotional growth. In addition the student will examine a developmentally appropriate arts curriculum exploring their own artistic style and methods in order to effectively support and enhance children's artistic expression. (45 hours)

Prerequisites: English 12, ENGL 045 or 050 or satisfactory performance on the CAT III English Placement test.
Corequisites: Access to a Licensed Child Care Centre.

ECE 163-3: Curriculum II

This course examines current research and theories as well as practical strategies that support the creation of interesting and varied language arts curriculum for young children. While exploring developmentally appropriate language and literacy goals and experiences the student will be developing their resources in reading children's literature, storytelling, group times, poetry, puppetry, drama, and music. (45 hours)

Prerequisites: English 12, ENGL 045 or 050 or satisfactory performance on the CAT III English Placement test.
Corequisites: Access to a Licensed Child Care Centre.

ECE 164-3: Curriculum III

This course provides the knowledge and skills to develop meaningful and varied curriculum for young children that fosters their physical and cognitive growth. While exploring emergent curriculum the student will develop resources, such as outdoor play designs and experiences, math and science experiences found in the everyday life of a child, creative movement experiences. (45 hours)

Prerequisites: English 12, ENGL 045 or 050 or satisfactory performance on the CAT III English Placement test.
Corequisites: Access to a Licensed Child Care Centre.



ECE 165-3: Child Development I

This course provides students with a knowledge base in early childhood development, focusing on prenatal to preschool development. The student will begin with an overview of the young child - how they learn and grow, developmental and learning theories and how to study young children. Course emphasis is on connecting child development theory and research to practice through child study in inclusive settings, field work, reflection and discussion. (45 hours)

Prerequisites: English 12, ENGL 045 or 050 or satisfactory performance on the CAT III English Placement test.
Corequisites: Access to a Licensed Child Care Centre.

ECE 166-3: Child Development II

This course follows Child Development I, providing students with a knowledge base in early childhood development, focusing on the preschool through primary years. The student will explore cognitive and affective growth and development from ages three to six as well as the growth and development of the primary child. The course ends with students examining the whole child within a contextual framework in order to support optimal child development and inclusive, best practices. (45 hours)

Prerequisites: ECE 165.
Corequisites: Access to a Licensed Child Care Centre.

ECE 167-3: Guiding Young Children

This practical course provides the essential components of a positive guidance relationship. The student will understand how to establish an emotionally safe and nurturing climate and learn to develop genuine and trusting relationships with children and other adults. A range of guidance techniques will be practiced that support children's healthy development of self concept and self esteem. (45 hours)

Prerequisites: English 12, ENGL 045 or 050 or satisfactory performance on the CAT III English Placement test.
Corequisites: Access to a Licensed Child Care Centre.

ECE 168-3: Professional Development I

This course introduces the student to the Early Childhood profession in Canada: the history, program models, regulations, standards, organizations, educator roles and dispositions, ethics and responsibilities that guide the Early Childhood profession. The student will develop skills and strategies to work effectively as a team with staff, families and community. Throughout the course students will have the opportunity to explore professional practice, accountability and ethics while developing skills in self-reflective practice, assessing and developing professional goals. (45 hours)

Prerequisites: English 12, ENGL 045 or 050 or satisfactory performance on the CAT III English Placement test.
Corequisites: Access to a Licensed Child Care Centre.

ECE 169-3: Working With Families I

This course provides the early childhood education student with the necessary knowledge and skills to work within a family-centered context. Students will examine and practice strategies for establishing and maintaining effective partnerships with families. (45 hours)

Prerequisites: English 12, ENGL 045 or 050 or satisfactory performance on the CAT III English Placement test.
Corequisites: Access to a Licensed Child Care Centre.

ECE 205-3: Advanced Child Development

This course provides students with a knowledge base in early childhood development as it relates to including children with diverse abilities. Organized around the developmental domains of a child, the course focuses on the diverse abilities that most frequently require adaptations and accommodations. Students will understand the process of assessment and early intervention and will develop strategies for adapting the program, the environment and specific curriculum activities in order to support children with diverse abilities. (45 hours)

Prerequisites: ECE Basic Level Certificate or Certificate of License to Practice in BC.

ECE 206-3: Working With Families II

This course is a continuation of Working With Families I which provided early childhood educators with the necessary knowledge and skills to work within a family-centered context. Students will develop the knowledge and skills to effectively collaborate and communicate with diverse families. Emphasis will be to examine current practices, moving from family-centered rhetoric to effective collaborative approaches to working with family diversity. (45 hours)

Prerequisites: ECE Basic Level Certificate or Certificate of License to Practice in BC.

ECE 208-3: Professional Development II

This course is a continuation of Professional Development I, focusing on the administrative and management knowledge and skills necessary for operating quality early childhood centres. The student will examine the organization of their current child care program in order to develop effective strategies to improve centre operations and professional practice. (45 hours)

Prerequisites: ECE Basic Level Certificate or Certificate of License to Practice in BC.

ECE 220-3: Infant/Toddler Programs

This course provides a theoretical and practical foundation for organizing quality Infant and Toddler care programs. The student will examine the characteristics of quality care; care that involves the child's total development, the child's family and positive, nurturing caregiver relationships. (45 hours)

Prerequisites: ECE Basic Level Certificate or Certificate of License to Practice in BC.

ECE 221-3: Infant/Toddler Environments

This course provides the practical strategies for creating a quality learning environment for Infants and Toddlers, utilizing an observation and assessment process. The student will learn how to effectively respond to children's emerging developmental needs, play themes and interests by carefully planning the environment, experiences and activities and by encouraging the involvement of families. (45 hours)

Prerequisites: ECE Basic Level Certificate or Certificate of License to Practice in BC.

ECE 222-6: Infant/Toddler Practicum

This field based course provides opportunity for the student to observe, assess, plan, practice and evaluate: infant and toddler learning experiences, guidance approaches and collaborative team work with families and caregivers. The student will also job shadow the program supervisor in order to develop and practice necessary administrative and management skills for quality Infant and Toddler centres. (240 hours)

Prerequisites: ECE 205, ECE 206 and ECE 208.
Corequisites: ECE 220 and ECE 221.

ECE 240-3: Inclusion in Early Childhood Settings

This course provides a theoretical and practical foundation for organizing quality supported child care programs. The student will examine and reflect on supported child care philosophy, models, government legislation, historical trends and societal values. Specific attention will be given to the planning of a supported child care program along with problem solving strategies for guiding children's behaviour. (45 hours)

Prerequisites: Admittance to Post Basic Program.
Corequisite: Child Care Field Placement or Work Site.

ECE 241-3: Supporting Children with Special Needs

This course provides the practical strategies to create quality inclusive learning environments for young children. The student will develop the necessary observation and problem solving skills in order to effectively respond to individual children's needs within a group play-centred environment. Specific attention will be paid to facilitating young children's communication. (45 hours)

Prerequisites: Admittance to Post Basic Program.

ECE 242-6: Special Needs Practicum

This field based course provides opportunity for the student in an integrated setting to observe, assess, plan, practice and evaluate learning experiences and environments for children requiring extra support. The student will also practice appropriate guidance strategies and work collaboratively with families who have children requiring extra support. In order to develop and practice necessary administrative and management skills for running quality supported child care programs the student will job shadow the program supervisor. (240 hours)

Prerequisites: ECE 240 and ECE 241.



Prince Rupert Campus, September to June (may be offered on a rotating basis depending on funding and demand)

Students can join the ESL program at any time.

Program Overview

The English as a Second Language program helps students develop speaking, listening, reading, and writing skills needed for everyday life in Canada. Activities include conversation, pronunciation and listening exercises, reading, writing and field trips.

Students may be accepted at the Beginner, Intermediate or Advanced Level.

Beginner level students practice speaking, listening, reading, writing, grammar and vocabulary.

Intermediate Level students expand their speaking, listening, reading, writing skills, grammar and vocabulary. At this level reading and writing practice is designed to help students prepare for further academic study and/or job training.

Students with advanced speaking and listening skills may enroll in a combination of ESL and CCP courses. For example, students may take some Business Administration or University Credit courses, while developing pronunciation, speaking and listening skills in the ESL class.

Advanced level ESL students may wish to prepare for high-level English tests such as TOEFL or IELTS. Test preparation classes may be offered upon demand, or students can have extra practice in special tutorial classes.

ESL learners who are unable to attend regular classes can be matched with a volunteer tutor. Volunteer Tutor Training is offered each term for free so that community members can learn the basics of teaching an ESL learner.

Admission Requirements

Students are given an informal assessment by the instructor and are then placed at beginner, intermediate or advanced levels. No TOEFL or IELTS score is required.

Terrace campus has two intake periods: September and February.

Program Overview

Entering the world of work means being able to function and succeed in a professional business environment. This requires a set of skills that differ from those we may use in our personal, everyday lives.

The new Essential Skills for Office Careers Certificate program has been developed through consultation with local employers and includes training in basic employability skills as outlined in the Conference Board of Canada's Employability Skills 2000+.

Training is focused on the professionalism of business support workers and integrates three key personal skill areas (fundamentals, teamwork, and personal management) with the technical skills appropriate to working in a business setting. The addition of the Online Learner Success course helps foster the aptitude for life-long learning.

Students are taught in a professional setting that recreates the work environment and reinforces the skills being learned. The Job Shadowing/ Mentoring part of the program places students in a real working environment, providing them with valuable experience and reinforcement.

Graduates will have the skills required for entry level employment or continuation into other NWCC business programs such as:

Business Technology - Office Assistant Certificate, Accounting Certificate or Administrative Assistant Certificate (offered online).

Program Outline

The Essential Skills for Office Careers Certificate is an 18 week program.

ESOC 110-1	Introduction to Business Calculators
ESOC 115-0.5	Intro to Business Machines and Forms
ESOC 120-0.5	Communicating with Technology
ESOC 122-0.5	Introduction to Operating Systems
ESOC 125-2	Intro to Office Software
ESOC 129-1	Keyboarding Speed
ESOC 130-0.5	Job Search Techniques
ESOC 135-3	Personal Management
ESOC 137-1	Workplace Transitions
ESOC 151-3	Business English
ESOC 153-1	Communications Development
ESOC 155-0.5	Critical Thinking
ESOC 157-0.5	Telephone Communications
BTEC 101-0	On-Line Learner Success

Career Opportunities

No matter what the business setting - office or retail, working alone or as part of a team - through Essential Skills for Office Careers students will gain the employability skills, attitudes and behaviours that are needed to participate and progress in today's ever changing world of work.

Admission Requirements

English 10 or ENGL 030 & Math 10 Essentials or Math 0301/0302 or GED or successful completion of CAT III Assessment test.

Course Descriptions

ESOC 110-1: Introduction to Business Calculators

This course is designed to equip the learner with the necessary techniques to key accurately using the touch method. The course will also introduce the learner to some basic business math calculations.

Prerequisites: Essentials of Math 10 or MATH 0301/0302, or GED or satisfactory performance on the CAT III Assessment Test.

ESOC 115-0.5: Intro to Business Machines and Forms

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

Prerequisites: ESOC 110.

ESOC 120-0.5: Communicating with Technology

This course is designed to provide learners with the skills necessary to operate in a team oriented workplace.

Prerequisites: English 10 or ENGL 030, or GED or satisfactory performance on the CAT III Assessment Test.



ESOC 122-0.5: Intro to Operating Systems

This course has been designed to give the learner a basic introduction to computers, and an operating system. Students will learn essential terms and concepts file and disk management for Windows and Office Software.

Prerequisites: English 10 or ENGL 030, or GED or satisfactory performance on the CAT III Assessment Test.

ESOC 125-2: Intro to Office Software

This course is designed to teach you the basic function of a word processing program, a spreadsheet program, and a database program. As well as how to properly format documents.

Prerequisites: English 10 or ENGL 030 or GED or satisfactory performance on the CAT III Assessment Test.

ESOC 129-1: Keyboarding Speed

This course provides the learner with the necessary techniques to keyboard accurately at a minimum of 20 nwpm (net words per minute) in a 3-minute timing using the alpha keyboard.

Prerequisites: None.

ESOC 130-0.5: Job Search Techniques

Job Search Techniques will assist you in developing successful job search strategies for today's competitive and changing job market. Topics will include self-assessment, employability skill testing, job search strategies and research, using the internet for job search and career planning, networking, resumes, employment related communications, application forms, portfolios and interviews.

Prerequisites: English 10 or ENGL 030, or GED or satisfactory performance on the CAT III Assessment Test.

ESOC 135-3: Personal Management

This course is designed to provide learners with the skills necessary to know and believe in themselves, set and achieve goals, display positive attitudes and behaviours, be responsible and adaptable and appreciate the value of life long learning. The learner will also learn the importance of first impressions, as well as developing their own unique professional image. This course will incorporate techniques necessary for learners to apply skills learned.

Prerequisites: English 10 or ENGL 030, or GED or satisfactory performance on the CAT III Assessment Test.

ESOC 137-1: Workplace Transitions

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 20 to 30 hours.

Prerequisites: English 10 or ENGL 030, or GED or satisfactory performance on the CAT III Assessment Test.

ESOC 151-3: Business English

This course is intended to help you refine your everyday language and make it effective for business purposes.

Prerequisites: English 10 or ENGL 030, or GED or satisfactory performance on the CAT III Assessment Test.

ESOC 153-1: Communications Development

This course is designed to help learners build and improve their vocabularies.

Prerequisites: English 10 or ENGL 030, or GED or satisfactory performance on the CAT III Assessment Test.

ESOC 155-0.5: Critical Thinking

This course will provide the learner with the ability to define and solve problems both independently and in teams using a variety of creative problem solving approaches.

Prerequisites: English 10 or ENGL 030, or GED or satisfactory performance on the CAT III Assessment Test.

ESOC 157-0.5: Telephone Communications

This course will provide the learner with the ability to practice and perfect telephone etiquette skills.

Prerequisites: English 10 or ENGL 030, or GED or satisfactory performance on the CAT III Assessment Test.

BTEC 101-0: (15 hours) Online Learner Success

This course is designed to introduce the learner to the skills necessary to be a successful learner in the environment. Upon completion of the course the learner will: create, send, and reply to emails; use basic internet skills; access WebCT; use the bulletin board and chat in WebCT.

Prerequisites: None.

Program intakes vary.
Program begins in September at various locations.

Program Overview

The Essential Skills for Work Certificate program is a unique community-based program which integrates employment exploration and preparation skills with personal self-investigation and development with a strong cultural component, all of which contribute to learners' increased capacity for personal development and satisfying employment. Practical skills in computer competency and effective and solution-based communication are also integral components of the program. A significant aspect of the program is the opportunity for students to practice newly acquired or enhanced skills and behaviors in both typical and atypical work environments.

The program is based on a holistic perspective and is committed to working with adults who have a genuine interest in self-development and developing skills for both meaningful employment and community participation. Learners will also be able to address issues that can act as barriers to employment.

The Essential Skills for Work program combines in-class instruction with practical work experience, emphasizing the development and maintenance of skills which may be used in employment situations or continued education and training. The program is designed to permit and encourage learners to incorporate additional upgrading courses such as Mathematics and English into their program schedule.

Program Outline

ESSENTIAL SKILLS FOR WORK FUNDAMENTAL CERTIFICATE

CPST 020-4	Fundamental Computer Studies
CREX 070-1	Career Explorations
EDCP 020-4	Fundamental Education and Career Planning
EMOP 070-1	Employment Options
INAS 070-1	Individual Assessment
WEXP 070-3	Work Experience

The student must be enrolled in both a Math and English CCP course and complete 150 hours of work per course. Completion of a level is not required for an ESWK Certificate.

ESSENTIAL SKILLS FOR WORK INTERMEDIATE CERTIFICATE

CPST 030-4	Intermediate Computer Studies
CREX 070-1	Career Explorations
EDCP 030-4	Intermediate Education and Career Planning
EMOP 070-1	Employment Options
INAS 070-1	Individual Assessment
WEXP 070-3	Work Experience

The student must be enrolled in both a Math and English CCP course and complete 150 hours of work per course. Completion of a level is not required for an ESWK Certificate.

Career Opportunities

This program provides students with hands-on experiential learning. The life skills and work experience gained helps prepare them for entry into the workforce or for continued academic upgrading.

Admission Requirements

Admission level for the Fundamental Certificate is placement at the English 020 level.

Admission level for the Intermediate Certificate is placement at the English 030 level.

Course Descriptions

FUNDAMENTAL LEVEL

CPST 020-4: Fundamental Computer Studies

This course provides learners with a basic knowledge of computers and computer terminology. Learners 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 Fundamental Level or higher. Corequisite: ENGL 020.

CREX 070-1: Career Exploration

Learners will devise a realistic employment plan for themselves with clearly stated and achievable preliminary and intermediate goals.

Prerequisites: None.



EDCP 020-4: Fundamental Education and Career Planning

The learners in this course will meet learning outcomes by completing projects that pertain to their lives. Learners will need to be willing to look at their lives and lifestyles critically and be motivated to make adjustments in order to achieve their objectives. All learners are encouraged to use a variety of methods to attain information that they are most comfortable with, depending on learning style, interests and personality. Learners will learn how and where to get the information they need to make informed decisions for the course and for their individual lives. Topics covered in class include the following: living and personal skills; time management; budgeting; investigating community resources; appreciating diversity; communication skills; identifying personal strengths, values and interests; career exploration and job search. Upon completion of the course, students will have developed their own realistic career and education plan.

Prerequisites: Placement at the ENGL 020 reading level or higher.

EMOP 070-1: Employment Options

Learners will gain experience in identifying both traditional and non-traditional employment opportunities and employ strategies in finding appropriate potential work places to suit their specific situation.

Prerequisites: None.

INAS 070-1: Individual Assessment

Learners will develop an inventory of personal strength, barriers, skills, values and interests. They will begin to identify and develop a stronger and broader skill base.

Prerequisites: None.

WEXP 070-1: Work Experience

Learners will get practical exposure to a work environment of interest and apply learned skills in the work environment. The course is designed to support increased participation in community activities and initiatives that are not necessarily viewed as traditional wage-labour work places, but engage the student in meaningful and practical work nonetheless. The course is designed to serve as a lab in which learners can practice theoretical learning in work-related environments and activities.

Prerequisites: None.

INTERMEDIATE LEVEL

CPST 030-4: Intermediate Computer Studies

The goal of this course is to introduce learners to the use of the computer as a tool so that they will become more comfortable and self-confident and therefore able to function more effectively in a computerized school and/or work environment. This course will also prepare learners for further studies at the Advanced Level.

Prerequisites: CPST 020 or placement at the Intermediate Level.

CREX 070-1: Career Exploration

Learners will devise a realistic employment plan for themselves with clearly stated and achievable preliminary and intermediate goals.

Prerequisites: None.

EDCP 030-4: Education and Career Planning

The learners in this course will meet learning outcomes by completing projects that pertain to their lives. Learners will need to be willing to look at their lives and lifestyles critically and be motivated to make adjustments in order to achieve their objectives. All learners are encouraged to use a variety of methods to attain information that they are most comfortable with, depending on learning style, interests and personality. Learners will learn how and where to get the information they need to make informed decisions for the course and for their individual lives. Topics covered in class include the following: living and personal skills; time management; budgeting; investigating community resources; appreciating diversity; communication skills; problem-solving and goal-setting; identifying personal strengths, values and interests; career exploration and job search. Upon completion of the course, learners will have developed their own realistic career and education plan.

Prerequisites: ENGL 020 or placement in ENGL 030 or placement at the Intermediate Level.

EMOP 070-1: Employment Options

Learners will gain experience in identifying both traditional and non-traditional employment opportunities and employ strategies in finding appropriate potential work places to suit their specific situation.

Prerequisites: None.

INAS 070-1: Individual Assessment

Learners will develop an inventory of personal strength, barriers, skills, values and interests. They will begin to identify and develop a stronger and broader skill base.

Prerequisites: None.

WEXP 070-1: Work Experience

Learners will get practical exposure to a work environment of interest and apply learned skills in the work environment. The course is designed to support increased participation in community activities and initiatives that are not necessarily viewed as traditional wage-labour work places, but engage the student in meaningful and practical work nonetheless. The course is designed to serve as a lab in which learners can practice theoretical learning in work-related environments and activities.

Prerequisites: None.

Based on demand, the FNLS program will be offered throughout the College region, dependent upon a specified number of student enrolments.

Program Overview

Northwest Community College, in co-operation with northwestern First Nations Communities has developed a certificate program in First Nations Land Stewardship.

The program incorporates traditional and contemporary approaches to land use planning and resource management for First Nations. The First Nations Land Stewardship Program will provide participants with entry-level skills and means of protecting and restoring their local resources. Elders, community leaders and instructors will combine their knowledge and experience to provide students with an understanding of public service, a sense of pride in community, practical skills and the combined traditional and contemporary knowledge regarding environment, land management and ecology.

Program Outline

Italics indicate University Credit Courses.

Term 1

- ACE 121-1 Fisheries Management and Coastal Policy
- FET 100-3 Guiding and Outdoor Skills
- FET 126-3 Maps & Air Photos
- FET 141-3 Fish/Habitat Identification
- FET 199-1.5 Community Practicum
- GEOG 110-3 People and the Environment*

Term 2

- CPSC 141-3 Integrated Software Tools*
- or
- BCPT 150-3 Business Computers
- ENGL 045-6 Advanced English for Careers
- FET 103-3 Introduction to Ecological Knowledge
- FET 104-3 Current Issues
- FET 142-3 Wildlife/Habitat Identification
- FET 154-3 Introduction to Forest Ecology

Students will also complete 60 hours of field work at an organization/agency in the community.

Career Opportunities

Students completing the program will earn a First Nations Land Stewardship Certificate from NWCC, recognizing their achievements and the ecological knowledge, technical and practical skills they have gained. They will have the skills needed to contribute to their communities in a positive and progressive way, and to increase their opportunities for employment with First Nations governments and other land stewardship organizations.

Admission Requirements

English 10 or ENGL 030, and Principles of Math 10 or MATH 0301/0302.

Additional Costs

In addition to tuition, students are responsible for additional expenses including textbooks, photocopying, field trip costs and field supplies.

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 "Admissions and Registration" section for details on this policy.

BCPT 150-3: 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.

Prerequisites: English 12 or ENGL 050, 055, Math 11 or Application of Math 12, Principles of Math 11 or MATH 0401/0402 or MATH 041 or enrolment in Pre-Business Administration with MATH 149 to be taken concurrently.



ACE 121-1: Fisheries Management and Coastal Policy

This course focuses on the management, regulation and enforcement of the fishing industry by Federal/Provincial/Territorial and First Nations governing bodies, and covers a range of global to local marine and coastal policy and planning issues. Topics include the management of regulated fish and mammal species in BC including tidal/non-tidal, fishing boundaries, openings and closures, acts and regulations and the general legal context within which the natural resources of the coast are managed. This course would be useful for both those entering technology level positions and those aiming for managerial positions.

Prerequisites: English 11, or ENGL 040, or ENGL 045.

CPSC 141-3: Integrated Software Tools

This integrated lecture/lab course focuses on the utility of the most common software applications in capturing, processing and presenting data. Software packages include databases, spreadsheets, graphing programs, word processing and presentation software. All classes will be held in the computer lab and will cover topics that pertain to both the underlying principles of software operation and the practical uses. (2,2,0)

Prerequisites: English 10, or ENGL 030, Principles of Math 11, Applications of Math 11 or MATH 0401/0402.

ENGL 045-6: 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.

Prerequisites: ENGL 030 or placement at the Advanced Level.

FET 100-3: Guiding and Outdoor Skills

Outdoor & Guiding Skills introduces students to the entrepreneurial potential in the fields of eco/adventure tourism and wilderness guiding. Topics will include outdoor safety (boat, bears, survival, communications, etc.), guiding skills (personal relations, fishing, photography, hiking, cultural tourism, kayaking, etc.) and introductory business potential in this area.

Prerequisites: None.

FET 103-3: Introduction to Ecological Knowledge

The course will introduce students to Traditional Environmental Knowledge (TEK). Students will be able to describe the differences in worldview of First Nation's traditional knowledge and that of Western scientific knowledge. The importance of mutual respect and use of the two knowledge systems as a key to sustainable resource management will be emphasized. Local examples of traditional knowledge and resource use by First Nation's communities will be used.

Prerequisites: None.

FET 126-3: Maps & Air Photos

Introduction to uses of various maps and to air photo interpretation. Topographic, forest cover, and TRIM maps are used both in Lab and field exercises. Air photos are interpreted to determine forest cover types and landforms.

Prerequisites: None.

FET 141-3: Fish/Habitat Identification

This course includes identification of major taxa of fishes; the use dichotomous keys to identify freshwater to species, with a focus on the identification of fishes commonly captured in the Skeena and Nass watersheds. Topics also include the distribution and habitat requirements of freshwater fishes with a focus on salmon, trout and char.

Prerequisites: None.

FET 142-3: Wildlife/Habitat Identification

This 45-hour course trains students to identify local wildlife species and their preferred habitats over the course of a year. Identification of special habitats (winter range, birthing grounds, etc.) will be emphasized for purposes of protection of the species.

Prerequisites: None.

FET 154-3: Introduction to Forest Ecology

This 45-hour course emphasizes native tree, shrub, and important indicator species identification. Other topics include: structural and functional attributes and autecology of woody dicots and conifers, the application of autecological knowledge for site condition estimates, concepts of plant associations and indicator species, forest types and ecological classification, and an introduction to forest stand dynamics.

Prerequisites: None.

FET 199-1.5: Community Practicum

The community practicum is designed to make students, during the course of their first year of study, active in their home communities. Students in consultation with the course instructor will decide on a practicum placement that will lead to a final presentation of work accomplished over the course of a year.

Prerequisites: None.

FET 104-3: Current Issues

The course will present current issues in Aboriginal Rights and Title with particular reference to land and natural resources in the local First Nation's territories.

Prerequisites: None.

GEOG 110-3: People 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.

Prerequisites: Grade 12 or Adult Dogwood with English 12 (or ENGL 050 or ENGL 055 or satisfactory performance on CAT III English placement) with Geography 12 recommended.



Based on student demand, the First Nations Public Administration program may be offered full-time or part-time in workshop format at times convenient to working people. Program delivery location is dependent upon a specified minimum number of student enrollments.

Program Overview

The First Nations Public Administration (FNPA) Certificate program is an innovative part-time, 30-credit program.

This certificate program offers individuals working in the administration of First Nations organizations the opportunity to improve their professional skills with strategic management and leadership training, business computer applications, foundations and structures of Canadian and First Nations governance, aboriginal and business law, and effective business communication skills.

FNPA combines business and management courses within a curriculum designed specifically for and with First Nations administrators to provide the theoretical framework on which to base job practice for effective and responsible management in First Nations governments and aboriginal organizations.

Program Outline

- FNPA 201-3 First Nations and Canadian Government
- BENG 150-3 Business Communications
- FNPA 202-3 Leadership and Strategic Management
- BCPT 150-3 Business Computers
- FNPA 103-3 Aboriginal and Commercial Law
- MGMT 150-3 Introduction to Management
- FNPA 204-3 External and Internal Communications
- MGMT 255-3 Human Resource Management
- MGMT 251-3 Organizational Behaviour

Plus 1 elective (3 credits) from Business Administration or a University level course with substantial First Nations Content.

Career Opportunities

The program is designed to provide a solid theoretical base for the practice of people working in management in First Nations organizations. It is intended to prepare learners for career advancement within First Nations administrative offices.

Admission Requirements

English 12 or English 050, 055, and the applicants to the program must provide a letter from a First Nations organization granting them permission to use the organization for case studies, applied research, etc.

Course Descriptions

BCPT 150-3: Business Computers

See Business Administration section for course description.

BENG 150-3: Business Communications

See Business Administration section for course description.

FNPA 201-3: First Nations and Canadian Government

In this course students will study both the foundation and structures of the Canadian government system and fundamental aspects of First Nations governance systems. Particular attention will be paid in the Canadian government structure - political and bureaucratic - to those areas relating to aboriginal peoples such as pertinent areas in the Constitution Act, the Department of Indian Affairs, the Indian Act, BC provincial ministries and municipal government. The course will also consider aboriginal governance by taking a case study approach to examples in Northwest BC including hereditary systems and self-government practices.

Prerequisites: English 12 or ENGL 050, or ENGL 055, and the applicants to the program must provide a letter from a First Nations organization granting them permission to use the organization for case studies, applied research, etc.

FNPA 202-3: Leadership and Strategic Management

This course is intended to increase the leadership and management skills of students who have worked in First Nation organizations or in remote rural community organizations. Starting with a review of the fundamentals of management, students will then conduct an analysis of leadership styles and then study the practice of management in areas such as problem solving, planning, strategic management, motivation, teamwork and organizational change. Case studies specific to First Nation organizations in remote rural areas will form an important component of the course work.

Prerequisites: English 12 or ENGL 050, or ENGL 055, and the applicants to the program must provide a letter from a First Nations organization granting them permission to use the organization for case studies, applied research, etc.

FNPA 103-3: Aboriginal and Commercial Law

An introduction to the general principles of commercial law especially as it relates to First Nations interests. Commercial law will be discussed in the context of on-reserve and off-reserve initiatives and joint ventures. Application of recent court decisions on aboriginal cases and how they relate to commercial development will also be reviewed.

The course is not designed to turn you into a lawyer or to teach you to resolve all your organization's legal problems. You should, however, by understanding the legal principles presented in this course, become aware of approaching commercial legal pitfalls and be alerted to situations in which it is essential for your organization to consult a lawyer. Review of First Nation commercial law case studies will also provide ideas regarding approaches First Nations have taken to commercial development.

Prerequisites: English 12 or ENGL 050, or ENGL 055, and the applicants to the program must provide a letter from a First Nations organization granting them permission to use the organization for case studies, applied research, etc.

FNPA 204-3: External and Internal Communications

This course explores both external and internal communication strategies, and the related implementation skills, from a remote, rural northern community perspective using a case-study approach. The internal part of the course focuses on ways and means of improving communication of political, social, cultural and economic information at the grassroots level. Traditional and contemporary methods for communicating information will be explored. Community-based information strategies, organization and delivery requirements will be identified and discussed. The focus of the external part of the course will be effectively communicating an indigenous message and perspective through mass media avenues. Once students gain an understanding of how mass media operates, they will move on to acquiring skills pertinent to attracting mass media coverage, organizing mass media around a crisis event, developing relationships with those employed in mass media, and creating a structure to deal with mass media within First Nations government administrations.

Prerequisites: English 12 or ENGL 050, or ENGL 055, and the applicants to the program must provide a letter from a First Nations organization granting them permission to use the organization for case studies, applied research, etc.

MGMT 150-3: Introduction to Management

See Business Administration section for course description.

MGMT 255-3: Human Resource Management

See Business Administration section for course description.

MGMT 251-3: Organizational Behaviour

See Business Administration section for course description.

Prerequisites: None.



The program is offered throughout the region on a rotating basis. Contact NWCC for current campus location.

Program Overview

An aging population and a shortage of care workers make graduates of the Home Support/Resident Care Attendant program in high demand. The 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 their basic needs and to achieve the highest possible quality of life.

This six-month full-time dual certificate program combines class lectures with hands-on practicum sessions allowing students to begin learning and practicing personal care skills. What is taught and practiced in class mirrors what will be done on the job. This ensures students can transfer skills they have learned directly into the work setting.

Program Outline

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

Please note: a new provincial curriculum is to be implemented in 2008/2009.

HSRC 132-1	Work Role: Introduction to Home Support and Resident Care Attendant Practice
HSRC 133-1	Health: lifestyles and choices
HSRC 134-1	Human Relations: Interpersonal Communications
HSRC 135-3	Health and Healing: Concepts for practice
HSRC 136-4	Personal Care Skills Lab; Part 1 & 2
HSRC 137-1.5	Healing: Special Needs in HS/RCA
HSRC 138-3	Home Support/ Community Experience
HSRC 139-2	Resident Care Attendant Clinical 1
HSRC 140-6	Resident Care Attendant Clinical 2

Career Opportunities

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.

Admission Requirements

1. English 11 or GED or ENGL 040 or ENGL 043 or ENGL 045, and successful placement on CAT III
2. Occupational First Aid (OFA) Level 1
3. CPR 'C'
4. Current immunizations

Students should be aware that a Criminal Record Search will be required before they can enter into the program and that the presence of certain crimes on the record would make practicum placement, graduation and subsequent employment impossible. Please contact the Dean of Health Services if you have any concerns about the Criminal Record Search.

Course Descriptions

HSRC 132-1: Work Role: Introduction to Home Support and Resident Care Attendant Practice

This course provides an introduction to community and residential care, the home support and long term care industry and the role of the Home Support Worker and Resident Care Attendant. Standards of care, legal and ethical issues, policies and procedures, the client care team, personal accountability and professionalism are covered.

Prerequisites: English 11 or GED or ENGL 040 or ENGL 043 or ENGL 045 or successful placement on CAT III.

HSRC 133-1: Health: Lifestyles and Choices

This course provides an introduction to the concept of health and the components of health-enhancing lifestyles. Participants explore their own experiences related to health, recognize challenges and resources that may impact on their lifestyle choices, and consequently, their health. Physical, psychological, social and environmental influences on health are explored.

Prerequisites: English 11 or GED or ENGL 040 or ENGL 043 or ENGL 045 or successful placement on CAT III.
Corequisites: HSRC 134, 135, 136, 137.

HSRC 134-1: Human Relations: Interpersonal Communications

This course focuses on the development of self-awareness and increased understanding of others. Participants explore basic verbal and non-verbal communication concepts and learn practical skills which contribute to effective interpersonal relationships. Participants are prepared to interact with a variety of individuals and groups in a caring and effective manner. Terminology and abbreviations will be introduced. Written communication applicable to the work place will be discussed.

Prerequisites: English 11 or GED or ENGL 040 or ENGL 043 or ENGL 045 or successful placement on CAT III.
Corequisites: HSRC: 133, 135, 136, 137.

HSRC 135-3: Health & Healing: Concepts for Practice

This course provides the opportunity to develop a theoretical framework for practice. Participants examine significant philosophical beliefs and theoretical understandings underlying competent practice. Content includes basic human needs, human growth and development, body structure and function within normal aging, and common challenges to health and healing.

Prerequisites: English 11 or GED or ENGL 040 or ENGL 043 or ENGL 045 or successful placement on CAT III.
Corequisites: HSRC: 132, 133, 134, 136, 137.

HSRC 136-4: Personal Care Skills Lab, Parts 1 & 2

Part 1 provides participants the opportunity to acquire personal care skills aimed at maintaining and promoting the comfort, safety and independence of older adults in continuing care settings. Part 2 provides the opportunity to acquire the basic skills in personal assistance, home maintenance and cleaning, meal planning, preparation and service, and problem-solving within a home environment. Successful completion of Part 1 is required before starting Part 2.

Prerequisites: English 11 or GED or ENGL 040 or ENGL 043 or ENGL 045 or successful placement on CAT III.
Corequisites: HSRC 132, 133, HSRC 134, HSRC 135 & HSRC 137.

HSRC 137-1.5: Healing: Special Needs in HS/RCA

This course builds upon other courses to provide an introduction to the basic concepts and approaches involved in the care of clients experiencing changes in mental functioning. Participants explore their role in direct care of the client's experiences sensory and affective changes, memory loss, confusion, and disorientation. Specific focus is placed on the special needs of family members.

Prerequisites: Prerequisites: English 11 or GED or ENGL 040 or ENGL 043 or ENGL 045 or successful placement on CAT III.
Corequisites: HSRC 132, 133, HSRC 134, HSRC 135 & HSRC 136 Part 1.

HSRC 138-3: Home Support Community Experience

The community experience is an integral component of the Home Support/Resident Care Attendant program. The practical application of theory, skills and values is necessary for students to meet program goals and to be successful in this field. This community-based experience encourages self-direction, independent planning, observation and an opportunity to explore community support services.

During this experience, students develop an awareness of community support systems that promote and maintain wellness for the citizens in the community. The concepts of caring, independence, advocacy and diversity are explored. Students will integrate knowledge and skills from other courses during this practicum experience.

Prerequisites: English 11 or GED or ENGL 040 or ENGL 043 or ENGL 045 or successful placement on CAT III & HSRC 136 Part 1.
Corequisites: HSRC 132, 133, 134, 135, 136, 137.

HSRC 139-2: Resident Care Attendant Clinical I

This instructor led practicum provides an opportunity to apply the caring philosophy with older adults in an intermediate and/or extended care facility. Select supervised experiences will emphasize the application and integration of knowledge and skills learned in all other courses.

Prerequisites: English 11 or GED or ENGL 040 or ENGL 043 or ENGL 045 or successful placement on CAT III & HSRC 136 Part 1.
Corequisites: HSRC 132, 133, 134, 135, 136, 137.

HSRC 140-6: Resident Care Attendant Clinical II

This instructor led practicum provides an opportunity to apply the caring philosophy with older adults in an intermediate and/or extended care facility. Select supervised experiences will emphasize the application and integration of knowledge and skills learned in all other courses.

The final transitional practice experience provides an opportunity for the learner to gain increased self-confidence in the work setting and to become socialized into the work role.

Prerequisites: HSRC 132, 133, 134, 135, 137 with a minimum B- grade. HSRC 136, 139.
Corequisites: HSRC 138.



Northern Collaborative Baccalaureate Nursing Program (NCBNP)

BACHELOR OF SCIENCE IN NURSING (BScN)

The program begins in September of each year and is offered at the Terrace campus. Work experience/practicum portions of the program will include placements throughout the northwest region. Travel, accommodation, meals and other expenses are not included in the program costs and are the responsibility of the student and may be configured for weekends, evenings and 4- or 6-week blocks outside sessional dates.

The program application deadline is March 31.

Program Overview

The Northern Collaborative Baccalaureate Nursing Program (NCBNP) is a four-year program providing entry into the registered nursing profession. The program is offered collaboratively with Northwest Community College (NWCC), the College of New Caledonia (CNC) in Prince George and Quesnel and the University of Northern British Columbia (UNBC).

Students entering the NCBNP at Northwest Community College continue directly (after 2nd year), to the UNBC campus in Terrace for completion of third and fourth years, or may transfer to another partner site if space allows.

The integrated, practice-based program of studies leads to a Baccalaureate of Science in Nursing (BSN), awarded by UNBC. Graduates are eligible to write the Canadian Registered Nurse Examination and to apply for registration with College of Registered Nurses of British Columbia (CRNBC) after passing the exams.

Graduates are prepared for the changing context of health care and health care delivery and will be well grounded in current nursing practice with an emphasis on one of the following: acute care nursing, rural nursing, community health, or Aboriginal health.

Program Outline

Northern Collaborative Baccalaureate Nursing (Bachelor of Science in Nursing) program consists of 134 credits, with required credits in nursing. In order to meet the UNBC graduation requirements for a BScN, the student must successfully complete the following courses.

Please note the curriculum is currently under review and changes may occur.

Year One

Fall Term (September - December)*

ANTH 102-3 Introduction to Social & Cultural Anthropology
BIOL 131-3 Human Anatomy & Physiology I
NURS 101-3 Art & Science of Nursing
PSYC 101-3 Introduction Psychology 1
Plus 1 elective**

Winter Term (January - April)*

BIOL 132-3 Human Anatomy & Physiology II
BIOL 133-3 Applied Microbiology
NURS 102-3 Communication Theory
Plus 2 electives**

Year Two

Fall Term (September - December)*

BIOL 220-3 Pathophysiology
BIOL 222-3 Human Nutrition
NURS 205-3 Introduction to First Nations Health
NURS 201-4 Introduction to Health Assessment
Plus 1 elective**

Winter Term (January - May)*

BIOL 221-3 Pharmacology for Nurses
NURS 203-3 Health Promotion in Families
NURS 210-3 Nursing Practice with the Adult
NURS 211-5 Clinical Practicum: Adult
Plus 1 elective**

Spring/Summer Term

NURS 220-5 Extended Clinical Practicum

* Schedule subject to change.

**Check with a NWCC Educational Advisor for elective options.

Note: Admission to the NCBNP program does not guarantee registration in any specific course; early registration is advised.

For further information on the program philosophy, aims, and all nursing courses see UNBC's Web site

www.unbc.ca/nursing/collaborative.html
for course descriptions.

Northern Collaborative Baccalaureate Nursing Program (NCBNP)

BACHELOR OF SCIENCE IN NURSING (BScN)

Career Opportunities

Today, the opportunities for nurses are practically unlimited. The demand for nurses in all areas of hospital and ambulatory settings is creating opportunities for employment in this secure, well-paid, challenging and rewarding profession. Demands for community nursing, focusing on health promotion, education and illness prevention, are increasing. And, for self-directed individuals who enjoy the challenge of independent practice, nursing positions can be found in the North and abroad with international health organizations. Nurses are respected professionals and valued members of health care teams everywhere.

Application

- Applications must be received by March 31.
- All supporting transcripts are due by April 25.
- Interim grades must be provided by the applicant's school by April 25 for students who are still completing prerequisite requirements. Students must have completed at least 50% of each of these courses by April 25.
- All prerequisites must be completed by September 1.

Admission Requirements

Students apply at NWCC but **must also meet UNBC admission requirements.**

For more information see:

http://www.unbc.ca/calendar/undergraduate/admissions/high_school.html

In addition to meeting the UNBC admission requirements, students also need 65% or better in:

- Biology 12
- Chemistry 11
- English 12
- Principles of Math 11

Self-identified Aboriginal applicants who meet or exceed the minimum requirements for the program will be given priority for up to twenty percent (20%) of the first-year seats for the Northern Collaborative Nursing Program (NCBNP).

Admission will be offered to the applicants with the highest GPA in the four specific prerequisite courses. In the event of a tie these courses will be weighted in the following priority: English, Biology, Mathematics then Chemistry.

Equivalent courses from Career and College Prep programs may be used as prerequisites. Equivalent courses have been identified at UNBC's "Additional Information for Applicants".

University transferable courses in English, Biology, Chemistry and Mathematics (not statistics) can be used in lieu of the prerequisite courses. Where an applicant has the high school prerequisite courses and more advanced courses, the courses with the higher grades will be used in determining the Admission GPA.

Qualification For Degree

It is the responsibility of the student to ensure that his/her degree requirements are met.

Graduation requirements are found in the Regulations and Policies section of the UNBC Calendar. To fulfill the requirements of graduation, the student must:

- Attain a minimum cumulative GPA of 2.33 (C+) on courses for credit toward the degree
- Obtain a minimum passing grade of 2.0 (C) in all nursing courses for credit toward the degree
- Complete all requirements for the BScN program within eight years of admission into the program or from the first nursing course used for credit toward the degree.



Northern Collaborative Baccalaureate Nursing Program (NCBNP)

BACHELOR OF SCIENCE IN NURSING (BScN)

ACADEMIC POLICIES FOR NURSING STUDENTS

Immunization and CPR Certification

All students accepted into the undergraduate nursing program will be sent documentation and information regarding immunization policies. Prior to registration in courses, all students must submit:

- Evidence of current immunization status for diphtheria, tetanus, poliomyelitis, measles, mumps, and rubella; Mantoux test (PPD) for tuberculosis and Hepatitis B and Varicella
- Documentation of CPR certification, level C, which must be maintained throughout the program.

CRIMINAL RECORDS SEARCH

Students are required to undergo a Criminal Records Search prior to being admitted.

Under the requirements of the Criminal Records Review Act (1996), NWCC requires, as part of the application process, criminal records searches for applicants to program areas that involve working with children or other vulnerable persons. The cost of this search is the responsibility of the student.

Criminal Records Search forms will be sent to applicants to the program. Results which identify relevant criminal convictions may disqualify an applicant from admission into a program. Submission of a Criminal Records Search at the point of admission does not preclude either the program or provincial certification bodies from requesting a subsequent Criminal Records Search prior to field placement or professional registration. Please speak with the Dean, Health and Human Services if you have any concerns.

STANDARDS OF PROFESSIONAL CONDUCT

In addition to all University, College, and Program expectations, all students are expected to abide by professional standards as set forth in the CRNBC Professional Standards for Registered Nurses and Nurse Practitioners and the Canadian Nurses Association (CNA) Code of Ethics for Registered Nurses (2002). Violation

of professional standards may result in suspension or dismissal from the program or the educational institution.

Program Costs

Costs associated with study in the BScN program are the responsibility of the individual student, including transportation costs and any expenses involved in academic studies, lab, and clinical practicums. Students will be required to complete clinical experiences at sites other than Terrace. Provision for all travel, accommodation, and living expenses associated with required clinical practicums is the sole responsibility of the student.

Course Descriptions

ANTH 102-3: 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)

Prerequisites: None.

BIOL 131-3: Human Anatomy & Physiology I

Examination of the principles of biology with reference to the human body. The structural organization of the body starting with cells and tissues proceeding to the major body systems including nervous, muscle, skeletal, and integumentary system is examined. (3,3,0)

Prerequisites: Chemistry 11 or CHEM 040 or CHEM 0401/0402 and Biology 12 or BIOL 050 or BIOL 0501/0502.

BIOL 132-3: Human Anatomy & Physiology II

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. (3,3,0)

Prerequisites: BIOL 131.

Northern Collaborative Baccalaureate Nursing Program (NCBNP)

BACHELOR OF SCIENCE IN NURSING (BScN)

BIOL 133-3: Applied Microbiology

The course covers the biology involved in the study of microorganisms and their relation to human health and disease. The topics include bacteria, fungi, algae, protozoa and helminthes as well as viruses and disease causing prions. Microbial genetics, recombinant DNA and biotechnological applications are examined. The epidemiology of disease and the role of the immune system and antibiotic drug therapy will be emphasized. Microbial diseases affecting all major human organs and tissues are covered. The lecture course is accompanied by a weekly 3-hour laboratory course exposing students to modern techniques of microbial and cellular/molecular Biology. (3,3,0)

Prerequisites: Chemistry 11 or CHEM 040 or CHEM 0401/0402 and Biology 12 or BIOL 050 or BIOL 0501/0502.

BIOL 220-3: Pathophysiology

This is an introductory course to human pathophysiology. The basic principles of human disease processes are reviewed. Fundamentals of cell biology, inflammation, the immune system and cancer biology are covered. Diseases caused by genetic defects and developmental aberrations are discussed. The specific part covers diseases of all major organ systems of the human body: Blood, the cardiovascular and lymphatic systems, respiratory, gastrointestinal, urogenital, and endocrine systems. Diseases of the skin, bone, muscle and of the eyes and ears complete the pathophysiological survey. This course will prepare the student to make a more informed connection between the subjects of anatomy, physiology and pharmacology. (3,0,0)

Prerequisites: BIOL 131, 132 and 133.

BIOL 221-3: Pharmacology for Nurses

This is an introductory course of pharmacology. Students will study the principle of drug interaction. Basic principles of pharmacokinetics and mechanisms of drug action are examined. Specific coverage will include drugs affecting the nervous system such as local anesthetics, muscle relaxants, autonomous nervous system-acting drugs, opioids, sedatives, anti-psychotics and anti-depressants. Compounds altering lipid metabolism, cardiovascular function and inflammatory/allergic reactions are covered. Medications affecting the function of major endocrine systems and chemotherapeutics are introduced. For all these drug groups the mechanism of their action and therapeutic application is studied, including possible side effects, toxicities and drug interaction. (3,0,0)

Prerequisite or Corequisite: BIOL 220.

BIOL 222-3: Human Nutrition

This is an introductory course to human nutrition. The basic principles of human physiological processes are reviewed as far as they relate to nutrition. This includes an overview of carbohydrate, lipid and protein metabolism. The water and fat-soluble vitamins and their role in metabolism are examined. The mechanisms and nutritional aspects of water, electrolyte and mineral balances are covered. Integration of these basic concepts are applied in the study of energy balance, weight control and its relation to physical exercise. Special topics include alcohol, food additives, eating disorders, pregnancy and breast feeding; nutrition for infancy and adolescence, food preservation and safety. (3,0,0)

Prerequisites: None.

NURS 101-3: The Art and Science of Nursing

This course introduces the beginning student to the dimensions of nursing practice and to individuals accessing health care. Through group and individual learning activities, the student is introduced to concepts, practices, issues and trends in nursing and health care. Observational experience with a nurse is incorporated within the course.

Prerequisites: None.

NURS 102-3: Communication Theory and Practice

This course provides a foundation in therapeutic communication in nursing practice. Communication skills are fundamental in any helping relationship to facilitate the health and well-being of clients. Attitudes, values, and personal and professional philosophies are reflected in communication and affect the therapeutic nature of relationships. Topics will include theories and models of interpersonal communication, verbal and non-verbal communication, and the art of effective communication including authentic presence, empathy, opening space, and assertive interactions. The affect of developmental stages on interpersonal relationships will be addressed including helping relationships and communication with First Nations and other cultural groups.

Prerequisites: None.

NURS 201-4: Introduction to Health Assessment

Introduction to Health Assessment provides the basis to gather a health history and to assess the functioning of individuals through the proper use of physical examination techniques. Psychological and cultural assessment is included. The emphasis is on recognition and identification of normal findings. Recognition and identification of common variations for generally healthy people and selected abnormal findings will be introduced.

Prerequisites: NURS 101, NURS 102, BIOL 131 and BIOL 132.



Northern Collaborative Baccalaureate Nursing Program (NCBNP)

BACHELOR OF SCIENCE IN NURSING (BScN)

NURS 203: Health Promotion in Families

Introduces theory related to families across the lifespan within the context of primary health care in the North. Emphasis is on family assessment skills and working in partnership with families in the development of health promotion and illness and injury prevention strategies. Holistic care for families during transitions such as normal childbearing, child rearing, and caring for an elderly parent is included. (3,0,0)

Prerequisites or Corequisites: NURS 101, NURS 102, BIOL 131 & BIOL 132.

NURS 205-3: Introduction to First Nations Health

This course provides an overview of First Nations health, factors influencing health status, and issues arising from Northern and remote living. Historical events and their impact on health are introduced. Current barriers to health are explored. Culturally sensitive nursing implications are explored.

Prerequisites: ANTH 102

NURS 210-3: Practice with Adults

Examines principles and practices of nursing adults with health problems. Focus is on the application of knowledge in planning nursing care of clients requiring medical and surgical intervention. Holistic health care of individuals is highlighted. (3,0,0)

Prerequisites or Corequisites: NURS 201, NURS 203, BIOL 220, BIOL 221 and BIOL 222.

NURS 211-5: Clinical Practicum: Adult

This practicum course enables the student to apply previously learned theory and skills in practice and acquire basic psychomotor skills needed to provide nursing care. This course provides the opportunity to care for the adult with health problems requiring hospitalization. The course includes laboratory instruction in psychomotor skills necessary to provide nursing care. (0,2,12)

Prerequisites or Corequisite: NURS 203, NURS 205, NURS 210, BIOL 220, BIOL 221 and BIOL 222.

NURS 220-5: Extended Clinical Practicum I

This course provides the opportunity for consolidated clinical nursing practice, with adults who have health problems. It builds on previous clinical practice with adults and may occur in various practice settings in northern BC. The practicum is restricted to students in the NCBNP. (0,0,32.5)

Prerequisites: NURS 201, 203, 205, 210, 211, BIOL 220, BIOL 221 and BIOL 222.

PSYC 101-3: 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)

Prerequisites: None.

Please contact the Educational Advisor at your local campus for further information.

Program Overview

In order to meet the changing demands of the industry, this program continues to develop. Please refer to the NWCC Web site for the most current program and course information.



The SSW program is offered at Terrace campus, September start, and throughout the region on a rotating basis. Contact NWCC for more information.

Program Overview

The Social Service Worker Certificate and Diploma program are designed for students who wish to obtain training and skills in social services. The program integrates university credit courses with social service career courses.

Practicum opportunities available in northwest communities combine the theory learned in the classroom with the practical skills necessary for employment in social services helping and supporting people with different social needs.

On completion of the certificate, graduates are prepared to work at the para-professional level, or continue their education to diploma and degree levels of professional education.

Program Outline

The Social Service Worker program is offered on a full- and part-time basis.

The one-year Social Service Worker certificate includes two semesters plus practicum.

The two-year Social Service Worker diploma includes four semesters plus practicum.

SOCIAL SERVICE WORKER CERTIFICATE

Fall Semester

- ✓ LPAT 100-1 Student Success
- ✓ ENGL 190-3 Introduction to University Writing
- ✓ ENGL 101-3 Introduction to Composition
- ✓ SSW 109-3 Computers in Human Services I
- ✓ SSW 112-3 Interpersonal Communication
- ✓ SSW 191-3 Introduction to Social Service Agencies
- ✓ PSYC 101-3 Introductory Psychology I
- ✓ SOCI 101-3 Introductory Sociology I

Winter Semester

- ✓ ANTH 112-3 First Nations of B.C.
- ✓ SSW 110-3 Computers in the Human Services II
- ✓ SSW 113-3 Helping Skills
- ✓ SSW 192-3 Introduction to Social Service Practice
- ✓ PSYC 102-3 Introductory Psychology II
- ✓ SOCI 102-3 Introductory Sociology II

SOCIAL SERVICE WORKER DIPLOMA

Fall Semester

- ✓ ENGL 151-3 Technical Writing I
 - SSW 295-3 Introduction to Social Work
 - SSW 213-3 Group Work
 - ✓ PSYC 201-3 Developmental Psychology I
 - ✓ SOCI 205-3 Sociology of the Family
- Plus any 1 University Credit and/or SSW Electives.

Winter Semester

- SSW 296-3 Social Policies
 - SSW 290-3 Community Development
 - ✓ PSYC 202-3 Developmental Psychology II
 - ✓ SOCI 206-3 The Family in Cross Cultural Perspective
- Plus any 2 University Credit and/or SSW Electives.

Spring Semester

- SSW 298-3 Social Service Worker Practicum II

Career Opportunities

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. All university transfer courses in the program will be transferable. In addition, the University of Victoria and University of Northern British Columbia award, on an individual basis, additional transfer credit for SSW courses.

Admission Requirements

CERTIFICATE LEVEL

Admission to this program is on a course-by-course basis. Applicants to this program must meet the prerequisites for the individual courses in which they wish to enrol. Applicants with English 12, ENGL 050, ENGL 055 or satisfactory placement on the CAT III test will meet the prerequisites for SSW 109 and 112.

All students admitted to the SSW Certificate program will be required to take the CAT III English Assessment test. Students who do not receive a satisfactory score will be required to take and pass ENGL 190.

For SSW 191, in addition to this English prerequisite, applicants must also supply:

- two reference forms from an employer, volunteer supervisor, teacher or human service professional, attesting to the applicant's personal suitability for work in human services; a work/volunteer experience resumé and a written statement describing career goals, special interests and reasons for seeking entrance to the program;
- documentation of a minimum of 45 hours of satisfactory work or volunteer experience in a human service agency related to the training program within the last three years;
- completed criminal record check.

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. (CRS may take up to eight weeks.)

- 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.

DIPLOMA LEVEL

Successful completion of a certificate in a social service worker program or related certificate with the completion of SSW 112 and 113.

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.

Course Descriptions

ENGL 101-3: Introduction to Composition

See the University Credit section for course description.

ENGL 151-3: Technical Writing I

See the University Credit section for course description.

ENGL 190-3: Introduction to University Writing

See the University Credit section for course description.

LPAT 100-1: Student Success

This 15 hour course is designed to introduce students to strategies and concepts to successfully complete a college program of studies. The course is designed to complement other courses within college program content.

Prerequisites: None.

SSW 109-3: 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.

Prerequisites: English 12, ENGL 050, ENGL 055, or satisfactory placement on the CAT III test.

SSW 110-3: 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.

Prerequisites: SSW 109.

SSW 112-3: 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.

Prerequisites: English 12, ENGL 050, ENGL 055, or satisfactory performance on the CAT III test.

SSW 113-3: 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.

Prerequisites: SSW 112.

SSW 191-3: 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.

Prerequisites: English 12 or ENGL 055 or ENGL 050 or satisfactory placement on CAT III test; 45 hours of satisfactory work/volunteer experience in a human services agency within the last three years; 2 satisfactory references, and criminal record check.



SSW 192-3: Introduction to Social Service Practice

This course is designed to continue the preparation of the SSW 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.

Prerequisites: Successful completion of all course work from the fall semester of the Social Service Worker Certificate Option - ENGL 101, SSW 109, SSW 112, SSW 191, PSYC 101, SOCI 101, with a minimum GPA of 2.0.

SSW 197-3: Social Service Worker 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.

Prerequisites: Successful completion of all course work from winter semester of the Social Service Worker Certificate Option - ANTH 112, SSW 113, SSW 110, SSW 192, PSYC 102, SOCI 102 with a minimum GPA of 2.0. Students must be registered as full time students in the Social Service Worker option or be completing the Social Service Worker option in the current academic year.

SSW 213-3: 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.

Prerequisites: Successful completion of a certificate in SSW program or related certificate with completion of SSW 112 and 113.

SSW 290-3: 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.

Prerequisites: Successful completion of a certificate in SSW program or related certificate with completion of SSW 213.

SSW 295-3: Introduction to Social Work

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.

Prerequisites: ENGL 101 or ENGL 151, PSYC 101, PSYC 102, SOCI 101, and SOCI 102.

SSW 296-3: 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.

Prerequisites: SSW 295.

SSW 298-3: Social Service Worker 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.

Prerequisites: SSW 290, SSW 213, ENGL 151, SSW 295, SSW 296, SOCI 205, SOCI 206, PSYC 201, PSYC 202 with an overall minimum GPA of 2.0.

PSYC 101-3: Introductory Psychology I

See the University Credit section for course description.

PSYC 102-3: Introductory Psychology II

See the University Credit section for course description.

PSYC 201-3: Developmental Psychology I

See the University Credit section for course description.

PSYC 202-3: Developmental Psychology II

See the University Credit section for course description.

SOCI 101-3: Introductory Sociology I

See the University Credit section for course description.

SOCI 102-3: Introductory Sociology II

See the University Credit section for course description.

SOCI 205-3: Sociology of the Family

See the University Credit section for course description.

SOCI 206-3: The Family in Cross-Cultural Perspective

See the University Credit section for course description.

Based on demand, the SEA program will be offered throughout the College region, dependant upon a specified number of student enrolments.

Program Overview

The Special Education Assistant (SEA) certificate is a part-time program that prepares students to work at the para-professional level in the field of education. Special Education Assistants work under the supervision of classroom or resource teachers to support students with special needs in elementary and secondary education settings. The program builds the knowledge and skills students need to work as part of an educational team, supporting the integration and education of students with special needs into a regular school classroom.

The SEA program includes 2 work-experience practicums that combine the theory learned in the classroom with the practical skills needed to work in the field of Special Education. There are also 90 hours of Teaching and Learning workshops taught by industry professionals to provide practical hands-on information/experience in current Special Education trends, issues and practices.

Program Outline

This nine-course, 2-practicum certificate program is offered over 16 months. Courses run consecutively and classes are scheduled in the evenings and on weekends to accommodate working students. The exception to evening scheduling is the practicum; students must complete 2 practicums (90 hours each) during regular school district hours.

SEA 115-3	Understanding Family Dynamics
SEA 121-3	Child and Adolescent Development
SEA 117-3	Introduction to Disabilities and Inclusion
SEA 155-3	Teaching and Learning I
SEA 156-3	Teaching and Learning II
SEA 112-3	Interpersonal Communication
SEA 153-3	Supporting Responsible Behaviour (in the classroom)
SEA 157-3	Special Education Assistant - Practicum 1
SEA 114-3	Augmentative Communication
SEA 107-3	Understanding Curriculum in the Inclusive Classroom
SEA 158-3	Special Education Assistant - Practicum II

Career Opportunities

In BC and across Canada the need for well-trained Special Education Assistants is increasing in positions such as Special Education Assistant, Special Needs Support Worker, and Personal Care Attendant.

Admission Requirements

- English 12 or ENGL 045, 050 or 055 or successful completion of the CAT III English placement test.
- Current immunizations and a satisfactory Medical Report.
- Reference letter from a supervisor documenting 45 hours of volunteer/work experience.
- Two character reference forms from an employer, teacher or human service professional.
- Résumé of work and/or volunteer experience.
- Criminal Record Review (CRR).

Where a Criminal Record Review is required, applicants are advised that the presence of certain crimes on the record would make practicum placement, graduation and subsequent employment impossible.

Course Descriptions

SEA 107-3: Understanding Curriculum in the Inclusive Classroom

This course provides students with an understanding of the team process for adapting, modifying and (strategies for) implementing K-12 curriculum in the core areas, personal planning and physical education. The student will learn about the types of curriculum adapted, modified and individualized and their implications for students with disabilities. The students will learn about individualized education planning (IEP) for children and youth with special needs and how to implement adapted and/or modified curriculum.

Prerequisites: SEA 117.



SEA 112-3: Interpersonal Communication

This course introduces the student to the basic process and content of effective interpersonal communication and provides a foundation in effective communication knowledge and skills. Basic communication theory as well as receptive and responsive communication skills will be explored. A practical focus will be utilized to engage SEA students in the development of critical skills that are necessary for communication across cultures and working effectively in a team setting.

Prerequisites: English 12, ENGL 045, 050, 055 or completion of CAT III English placement test.

SEA 114-3: Augmentative Communication

This course introduces language and speech development in children with a focus on difficulties associated with specific disability types. Contemporary assessment and instructional strategies for enhancing the communication skills of children and adolescents with special needs will be emphasized.

Prerequisites: SEA 117.

SEA 115-3: Understanding Family Dynamics

This course examines the patterns and structures of family life, the influences on family and the diversity of family life, the influences on family and the diversity of family from one culture and class to another. The course focuses on providing an understanding of how different family dynamics create variability in individual children's social and emotional development. The purpose of this course is to increase student awareness regarding the diversity of families, which in turn will influence their ability to provide relevant family support to children and families. The course includes a special focus on First Nations families.

Prerequisites: English 12, ENGL 045, 050, 055 or successful placement on the CAT III English placement test.

SEA 117-3: Introduction to Disabilities and Inclusion

This course explores personal and societal values and attitudes towards persons requiring extra support in education. The principles of inclusion will be examined in relation to its contributions to the field of special needs services. Various disabilities, their causes, and their impact on children in schools will be examined. A basic understanding of strategies, both environmental and interactive, which facilitate child development, will be provided.

Prerequisites: SEA 121.

SEA 121-3: Child and Adolescent Development

This course provides students with an introduction to theories, methods, concepts, and research findings relevant to human development from prenatal through adolescence. The importance of individual differences, the effects of heredity and environment, and the ethical issues involved in the research are discussed. Application to child care situations are explored in lectures in reference to children and their families, including children with disabling conditions. Students will be required to read from the text and other references as required.

Prerequisites: English 12, ENGL 045, 050, 055 or successful placement on CAT III English placement test.

SEA 153-3: Supporting Responsible Behaviour

This course takes a positive approach to managing challenging behaviours of children with special needs in the classroom through effective assessment, intervention and guidance strategies. The characteristics and needs of children with health related disabilities are identified, and methods to promote physical and emotional well-being for children with special needs are explored, including ways of enabling them to deal effectively with conflicts and challenges. Students learn about functional assessments and appropriate interventions. Special education policies and procedures in BC and in local school districts are covered, including provincial special education categories.

Prerequisites: SEA 117.

SEA 155-3: Teaching and Learning I

This three-credit course, consisting of four hands-on workshops taught by industry professionals, will assist students in developing a paraprofessional "toolkit" for working with children with special needs in the school system. Workshops include: Roles and Responsibilities of Special Education Assistants, Time and Stress Management, Overview of Assistive Technology and Teaching Strategies for the Classroom.

Prerequisites: None.

SEA 156-3: Teaching and Learning II

This three-credit course focuses on methods of effective practice for paraprofessionals in special education. Consisting of six hands-on workshops taught by industry professionals, the course assists student in developing a paraprofessional "toolkit" for working with children with special needs in the school system. Workshops include: Autism Spectrum Disorder, Fetal Alcohol Syndrome Disorder, First Nations Culture, Transitions, Ethics of Care and Observing and Recording.

Prerequisites: None.

SEA 157-3: Special Education Assistant - Practicum I

This 90-hour practicum prepares students for work as special education assistants in the school system by integrating theory with practical experience. Practicum I emphasizes beginning competencies for SEA's working in the classroom environment including skills in observing and recording, guiding and caring, and collaboration. Nine hours of practicum seminars, held at the beginning, middle and end of practicum, provide students with support and guidance for their field practice. Students will create individual Professional Development Plans and record progress toward their practicum goals through various assignments and activities.

Prerequisites: SEA 115, SEA 117, SEA 155, SEA 156, SEA 112.

SEA 158-3: Special Education Assistant - Practicum II

This 90-hour practicum continues to prepare students for work as special education assistants in the school system by integrating theory with practical experience. Practicum II emphasizes competencies for SEA's working in the classroom environment with a focus on augmentative communication and curriculum modification and adaptation skills. More advanced skills in data gathering and writing, guiding and caring, and collaboration will also be emphasized. Nine hours of practicum seminars, held at the beginning, middle and end of practicum, provide students with support and guidance for their field practice. Students will create individual Professional Development Plans and record progress toward their practicum goals through various assignments and activities.

Prerequisites: SEA 115, SEA 117, SEA 155, SEA 156, SEA 157, SEA 112, SEA 153, SEA 114.
Corequisite: SEA 107.



Foundation Training

Foundation programs are designed to prepare students with entry-level skills required for employment in the trade.

Trades programs provide the solid groundwork for careers and students may receive credit for the first level Apprenticeship technical training. For complete program information visit www.nwcc.bc.ca.

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.

Apprenticeship Training

Indentured apprentices combine on-the-job training with formal classroom technical training at Northwest Community College to earn journeyman classification.

To be eligible for apprenticeship training you must be registered as an apprentice with the Industry Training Authority.

Registration can be completed at www.itabc.ca

Sponsors can include industry, training institutions, village governments, and Band Councils.

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.



The program begins in September 2008 at the Terrace Campus.

Program Overview

The Automotive Repair Technician Foundation program gives students the technical skills and knowledge to repair, adjust and replace mechanical parts in autos and light trucks. Graduates can expect to find employment as automotive service tech apprentices, lube techs, tire repair techs, parts persons, brake and muffler installers, or other entry-level positions in the Automotive Sales and Service industry.

Program Outline

The 30-week program is competency based, and runs Monday through Friday for 6 hours per day. In addition to covering all the theory and practical components necessary for the 1st year Automotive Service Technician certificate, the program provides a complement of additional valuable skills.

Career Opportunities

Graduates can expect to find employment as automotive service technician apprentices, lube technicians, tire repair technicians, parts persons, brake and muffler installers, or other entry-level positions in the Automotive Sales and Service Industry.

Admission Requirements

1. English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED
2. Successful completion of a Northwest Community College Trades assessment, or
3. Permission of Instructor.

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 and Registration" section on the Web site for details on this policy.

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

Fees

In addition to Tuition and Program Fees (refer to the NWCC Web site), the following costs may apply:

- C.S.A. approved safety footwear (WorkSafeBC regulations)
- Eye, hearing and head protection
- Tools
- Classroom supplies
- Appropriate clothing

Course Descriptions

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



There are two intakes per year at the Terrace Campus in September and February. Please go to the NWCC Web site for specific dates. Program may be offered at other locations depending on demand.

Program Overview

Carpentry Foundation students learn to read plans and use instruments, assemble and erect forms for concrete, wood and metal frame construction, and install interior and exterior finishing for residential, commercial and industrial projects. Skills are practiced on practical projects, like constructing a foundation and frame for a house. Carpenters find employment in the residential, commercial, light industry or heavy construction fields doing new construction, renovations, or maintenance.

Program Outline

The 20-week program is based on a major practical project, such as the building of a foundation and a frame for a house. The frame in this project may be either standard platform or timber frame construction. The program may also include building of garden sheds, garages, small cabins etc, and as such, must be prepared to participate in class projects in an outdoor environment.

Career Opportunities

The work of a carpenter includes concrete formwork, wall and roof framing, and interior and exterior finishing. Carpenters have opportunities to work in residential, commercial, light industrial or heavy construction fields in the areas of new construction, renovations and maintenance. Carpenters can go on to become foremen, estimators, building inspectors, site superintendents or instructors.

Admission Requirements

1. English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED
2. Successful completion of a Northwest Community College Trades assessment, or
3. Permission of Instructor.

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

Fees

In addition to Tuition and Program Fees (refer to the NWCC Web site), the following costs may apply:

- C.S.A. approved safety footwear (WorkSafeBC regulations)
- Eye, hearing and head protection
- Tools
- Classroom supplies
- Appropriate clothing

Course Descriptions

- 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
- Introduction to Computers
- Technical Communications
- Interpret Drawings and Specifications.

The program is offered at the Prince Rupert campus in September. Please go to the NWCC Web site for specific dates.

Program Overview

The Electrical Foundation program prepares students for entry-level positions as "Electrical Work" apprentices with electrical contracting companies involved in residential, commercial and industrial construction and maintenance. Students learn to access and utilize resource materials, follow procedures and make sound decisions while installing and maintaining electrical equipment. Graduates find employment as electrical apprentices installing and maintaining lighting, heating, control, alarm, data and commercial systems in residential, commercial and industrial settings and numerous other related fields.

Program Outline

The 24 week program is competency based and classes and shop time are scheduled Monday - Friday for 6 hours/day. The program delivers the complete theoretical and practical outcomes of the provincially accredited Level 1 Electrical Work apprenticeship program.

Career Opportunities

A growing need for electricians has been identified in northwestern BC as resource development opportunities increase and older workers begin to retire from existing positions in established industries.

Admission Requirements

1. English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED
2. Successful completion of a Northwest Community College Trades assessment, or
3. Permission of Instructor.

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 and Registration" section on the Web site for details on this policy.

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

Fees

In addition to Tuition and Program Fees (refer to the NWCC Web site), the following costs may apply:

- C.S.A. approved safety footwear (WorkSafeBC regulations)
- Eye, hearing and head protection
- Tools
- Classroom supplies
- Appropriate clothing

Course Descriptions

ELTR 100-10: Electrical Fundamentals

This course will cover topics on the concepts of work, power and energy, machine applications, electrical circuit components and principles of electricity.

Prerequisites: Essentials of Math 10 or MATH 0301 and English 10 or ENGL 030 or GED or successful completion of the CAT III Assessment Test.

ELTR 101-10: DC Circuit Analysis

This course will cover the analysis of different types of circuits and conductors.

Prerequisites: Essentials of Math 10 or MATH 0301 and English 10 or ENGL 030 or GED or successful completion of the CAT III Assessment Test.

ELTR 102-7: Electromagnetism and Applications

This course will cover the principles and applications of electromagnetism.

Prerequisites: Essentials of Math 10 or MATH 0301 and English 10 or ENGL 030 or GED or successful completion of the CAT III Assessment Test.

ELTR 103-10: Meters and Test Equipment I

This course will cover the features of analytical meters and the use of meters for measurement.

Prerequisites: Essentials of Math 10 or MATH 0301 and English 10 or ENGL 030 or GED or successful completion of the CAT III Assessment Test.



Electrical Foundation Training

ELTR 104-7: Prints and Drawings

This course will cover the reading and interpretation of working drawings and sketches, and electrical drawings.

Prerequisites: Essentials of Math 10 or MATH 0301 and English 10 or ENGL 030 or GED or successful completion of the CAT III Assessment Test.

ELTR 105-7: AC Motor Controls I

This course will cover the connection and testing of the manual and magnetic motor starters.

Prerequisites: Essentials of Math 10 or MATH 0301 and English 10 or ENGL 030 or GED or successful completion of the CAT III Assessment Test.

ELTR 106-10: Electrical Code and Wiring I

This course will cover the Canadian Electrical Code, Safe Work practices and residential wiring practices.

Prerequisites: Essentials of Math 10 or MATH 0301 and English 10 or ENGL 030 or GED or successful completion of the CAT III Assessment Test.

ELTR 107-7: Industrial Electronics I

This course will cover the connecting and testing of semiconductor diodes and the features of junction transistor.

Prerequisites: Essentials of Math 10 or MATH 0301 and English 10 or ENGL 030 or GED or successful completion of the CAT III Assessment Test.



Heavy Duty/Commercial Transport Repair Mechanic Foundation Training

The program is offered at the Terrace Campus in September. Please go to the NWCC Web site for specific dates.

Program Overview

The Heavy Duty/Commercial Transport Repair Mechanic Foundation program is designed to prepare students with the entry-level skills required for employment in the trade. The curriculum provides a solid foundation for career advancement and specialization in this field and is equivalent to the first level apprenticeship technical training.

Heavy Duty Mechanics and Commercial Transport Mechanics trade designations are best separated by identifying Heavy Duty Mechanics as off-road mobile equipment mechanics, and Commercial Transport Mechanics as on-road mobile equipment mechanics. Both trades are required to be able to troubleshoot, repair and maintain all aspects of mobile equipment.

Thorough knowledge of electronics, hydraulics and mechanical components are necessary to be a qualified mechanic.

Program Outline

The 37-week, foundation program is competency based, and runs Monday to Friday from September to May. In addition to covering all the theory and practical components necessary for the 1st year Heavy Duty and Commercial Transport Apprenticeship certificate, the program provides a complement of additional valuable skills.

Career Opportunities

Graduates of this program could find employment as apprentices and helpers in mobile equipment dealerships and industry of any kind.

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.

Admission Requirements

1. English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED
2. Successful completion of a Northwest Community College Trades assessment, or
3. Permission of Instructor.

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 and Registration" section on the Web site for details on this policy.

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

The program will give access and advanced standing to secondary school graduates of Career Preparation programs, and students with prior learning and relevant experience.

Fees

In addition to Tuition and Program Fees (refer to the NWCC Web site), the following costs may apply:

- C.S.A. approved safety footwear (WorkSafeBC regulations)
- Eye, hearing and head protection
- Tools
- Classroom supplies
- Appropriate clothing



Course Descriptions

- Applied Math
- Technical Communications
- Introduction to Computers
- Use Safe Work Practices
- Describe the Heavy Duty Mechanics Trade
- WHMIS
- 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 and Seals
- Service Track Type Equipment
- Service Wheel Type Equipment
- Service Pneumatic Systems

The program is offered at the Terrace Campus in September. Please go to the NWCC Web site for specific dates.

Program Overview

The Millwright/Industrial Mechanic Foundation program is designed to prepare students with the entry-level skills required for employment in the trade.

The curriculum provides a solid foundation for career advancement and specialization in this field and is equivalent to the first level apprenticeship technical training.

Millwrights are highly skilled people who are responsible for the installation, maintenance and repair of a variety of stationary machinery. Their workplace is generally within industrial settings such as pulp mills, mines and manufacturing plants. A qualified millwright is responsible for the installation, maintenance and repair of machinery and heavy mechanical equipment. They read diagrams and schematic drawings to determine work procedures, comprehend and trouble-shoot mechanical systems, perform preventative and operational maintenance, and repair or replace parts.

The program will give access and advanced standing to secondary school graduates of Career Preparation programs, and learners with prior learning and relevant experience.

Program Outline

The program runs for approximately 20 weeks. In addition to covering all the theory and practical components necessary for the 1st year apprenticeship theory, the program provides a complement of additional valuable skills.

MILLW 100-4: Introduction to Trade and Safe Work Practices

MILLW 101-2: Measurement and Layout

MILLW 102-6: Hand Tools and Shop Equipment

MILLW 103-6: Trade Math and Science

MILLW 104-2: Fasteners and Fittings

MILLW 105-1: Metallurgy

MILLW 106-8: Cut, Weld, Braze and Solder Metals

MILLW 107-1: Lubrication

MILLW 108-6: Support Machines

MILLW 199-0: Final Exam Theory.

Career Opportunities

A career as a Millwright has a promising future. Millwrights are highly skilled people sought by industrial mining, manufacturing, processing, and forestry employers. There is an expected significant increase in employment over the next ten years due to growth in industry and the retirement of older workers.

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 of any kind.

Admission Requirements

1. English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED
2. Successful completion of a Northwest Community College Trades assessment, or
3. Permission of Instructor.

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 and Registration" section on the Web site for details on this policy.

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



Fees

In addition to Tuition and Program Fees (refer to the NWCC Web site), the following costs may apply:

- C.S.A. approved safety footwear (WorkSafeBC regulations)
- Eye, hearing and head protection
- Tools
- Classroom supplies
- Appropriate clothing

Course Descriptions

Millwright Foundation

MILLW 100-4: Introduction to Trade and Safe Work Practices

Millwrights are exposed to many hazards that can cause injury. The ultimate goal of safety in the workplace is to eliminate personal injury and health problems. This course will focus on the use of safe work practices, including general safety, WHMIS, Fire Safety and the safe usage of ladders and scaffolding.

Prerequisites: English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED or successful completion of the CAT III Assessment Test.

MILLW 101-2: Measurement and Layout

The millwright is often asked to assemble and fit or interface parts together to form a complex assembly. In order to accomplish this task, the millwright must understand the terminology associated with limits and fits and apply this knowledge to the assembly of components. Knowing how to use precision and non-precision measuring tools reliably is essential for a millwright. Layout work requires a combination of skills; interpreting blueprints, selection and usage of the appropriate layout tool.

Prerequisites: English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED or successful completion of the CAT III Assessment Test.

MILLW 102-6: Hand Tools and Shop Equipment

The millwright is required to work with both non-cutting hand tools and cutting hand-held tools. The safe and effective use of these tools is an important part of the millwright's hand skills. In order to successfully maintain and repair equipment within a plant, the learner must understand the application of all shop tools.

Prerequisites: English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED or successful completion of the CAT III Assessment Test.

MILLW 103-6: Trade Math and Science

This course will cover the math and science concepts that are required by the millwright trade. The learner will solve problems using whole numbers, fractions, decimal fractions, percentages and understand the concept of ratio and proportion. The learner will also be able to solve problems with the use of mathematical functions and trigonometry. In addition, force, work, power and speed ratios will be calculated by the learner using metric and imperial units.

Prerequisites: English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED or successful completion of the CAT III Assessment Test.

MILLW 104-2: Fasteners and Fittings

There are many different fasteners and locking devices used in industry. Each has a standard of performance and recommended methods of installation and removal. A thorough knowledge of the installation and removal of fasteners and locking devices is required to produce work that is easier, faster, safer, more reliable and to a higher standard.

Prerequisites: English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED or successful completion of the CAT III Assessment Test.

MILLW 105-1: Metallurgy

Metals are the raw material of the millwright trade. A millwright must know the type and characteristics of a piece of metal before using it. The learner will be required to describe the five physical and mechanical properties of metal and why they must be considered when selecting a piece of metal for a job.

Prerequisites: English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED or successful completion of the CAT III Assessment Test.

MILLW 106-8: Cut, Weld, Braze and Solder Metals

A millwright must be able to cut and join metals by the use of oxyacetylene and the arc welding process. The learner will also be required to cut material and assemble metal components using welding equipment.

Prerequisites: English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED or successful completion of the CAT III Assessment Test.

MILLW 107-1: Lubrication

This course will cover the identification and selection of proper lubrication products for the lubrication of moving parts in all types of machinery. As machines are made of moving parts, friction creates wear that can be kept at a minimum by choosing the proper lubricant. The choice of the optimum lubricant depends on the temperature, speed, load and environment of the machine.

Prerequisites: English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED or successful completion of the CAT III Assessment Test.

MILLW 108-6: Support Machines

A millwright must be proficient in the safe and effective use of support machines. The learner will be able to demonstrate the proper usage, applications, and safe operation of all types of grinders, power saws, drilling machines and engine lathes.

Prerequisites: English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED or successful completion of the CAT III Assessment Test.

MILLW 199-0: Millwright Final Exam

Comprehensive exam on all modules taken in the program.

Prerequisites: Successful completion of all Millwright Foundation courses.



This program begins in April at the Terrace Campus. Please go to the NWCC Web site for specific dates.

Program Overview

An Automotive Service Technician is a person who repairs, adjusts and replaces mechanical and electrical parts of automobiles and light trucks. They must repair damaged components or perform preventative maintenance, inspect the completed work, and test that the vehicle's performance meets required standards. They must also be able to communicate with customers about what has been done and why, and advise customers on general vehicle conditions and future repair requirements.

Program Outline

Level 2 apprenticeship training consists of 6 weeks of instruction. Classes run Monday through Friday for 6 hours a day.

Career Opportunities

Automotive Service Technicians can find employment in automotive repair shops, specialty repair shops, service stations, car and truck dealerships, and large organizations that own fleets of vehicles. An experienced Automotive Service Technician may advance to a service manager or shop foreman position. Some may open their own garages, service stations or automotive performance shops. With additional training, Automotive Service Technicians can transfer their skills to related occupations such as automotive instructor, partsperson, farm equipment mechanic or heavy duty equipment mechanic.

Admission Requirements

Students entering Automotive Apprenticeship classes must be registered as an apprentice and submit a Trades Worker Identification (TWID) # upon registration.

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

Fees

In addition to Tuition and Program Fees (refer to the NWCC Web site), the following costs may apply:

- C.S.A. approved safety footwear (WorkSafeBC regulations)
- Tools
- Classroom supplies
- Appropriate clothing

Course Descriptions

- Engines (EG2)
- Intermediate Electricity (IE2)
- Starter/Charging Systems (SCS2)
- A/C Handling (ACH2).

Programs start at various times of the year. Please go to the NWCC Web site for more information and specific dates.

Program Overview

A carpenter performs work in such areas as; assembly and erection of forms for concrete, wood and metal construction framing, and installation of interior and exterior finishing materials. The apprenticeship process requires time spent on the job supplemented by in-school training. Apprentices who have completed Carpentry Foundation Training receive credit for the first level of the apprentice training.

Apprentices complete a 4-year, 4-level program that includes 5,000 workplace and 720 school training hours. After successful completion of the program, the apprentice is issued the BC Certificate of Apprenticeship, BC Certificate of Apprenticeship, and the Interprovincial Standard Endorsement (Red Seal).

Program Outline

Each academic year the college offers the four levels (6 weeks of instruction in each level) of Carpentry Apprenticeship. Levels 3 & 4 are offered each fall - Level 3 begins in late September and Level 4 begins in early November. Levels 1 & 2 are offered in the winter term - Level 1 beginning in early January and Level 2 beginning in mid-February. Additional classes may be offered each year should demand be sufficient. Please contact the college for start dates and class times.

Career Opportunities

The work of a carpenter includes concrete formwork, wall and roof framing, and interior and exterior finishing. Carpenters have opportunities to work in residential, commercial, light industrial or heavy construction fields in the areas of new construction, renovations and maintenance. Carpenters can go on to become foremen, estimators, building inspectors, site superintendents or Instructors.

Admission Requirements

Students entering Carpentry Apprenticeship classes must be registered as an apprentice and submit a Trades Worker Identification (TWID) # upon registration.

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

Fees

In addition to Tuition and Program Fees (refer to the NWCC Web site), the following costs may apply:

- C.S.A. approved safety footwear (WorkSafeBC regulations)
- Tools
- Classroom supplies
- Appropriate clothing.

Course Descriptions

LEVEL 1

- Safe Work Practices
- Read Drawings
- Materials
- Use Hand Tools
- Portable Power Tools
- Use Shop Equipment
- Use Site Layouts
- Concrete Formwork
- Frame Housing

LEVEL 2

- Safe Work Practices
- Read Drawings
- Materials
- Portable Power Tools
- Use Survey Instruments
- Rigging and Hoisting
- Concrete Formwork

LEVEL 3

- Safe Work Practices
- Read Drawings
- Materials
- Portable Power Tools
- Use Shop Equipment
- Use Survey Instruments
- Frame Housing
- Construction Features
- Finishing

LEVEL 4

- Read Drawings
- Materials
- Use Shop Equipment
- Use Survey Instruments
- Rigging and Hoisting
- Use Site Layout
- Concrete Formwork
- Frame Housing
- Construction Features
- Finishing
- Apply Building Science



These programs are offered at the Prince Rupert Campus. Please go to the NWCC Web site for specific dates.

Program Overview

An Electrician is a person who installs, constructs, alters, repairs, maintains, commissions, tests, and services, calibrates, and operates related electrical and electronic systems in any premise, place, building or structure. They ensure that all electrical connections are safe and meet the electrical code. Because electricity is used for a variety of purposes including climate control, security and communications, Electricians need to be proficient in many applications of electricity. Students will receive Provincial Apprenticeship Curriculum pertinent to the apprenticeship level in which they are enrolled.

Upon successful completion of all four levels and appropriate time in the trade, the student may be eligible to write the Inter-provincial exam in Electrical.

Program Outline

Levels 1 & 2 apprenticeship training are being offered concurrently. Each level consists of 10 weeks of instruction. Classes run Monday through Friday for 6 hours a day.

Career Opportunities

There are three main settings in which electricians typically work:

- Construction – electricians work either as employees who are part of a contractor's team, on both residential and commercial construction projects or as independent electrical contractors on such projects.
- Industrial – electricians are typically employed on staff at large-scale industrial facilities such as pulp mills, hydroelectric dams, and mining and smelting operations.
- Institutional – most large institutions such as hospitals, school boards, universities and other public facilities have at least one electrician working as part of their maintenance department.

Admission Requirements

Students entering Electrical Apprenticeship classes must be registered as an apprentice and submit a Trades Worker Identification (TWID) # upon registration.

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

Fees

In addition to Tuition and Program Fees (refer to the NWCC Web site), the following costs may apply:

- C.S.A. approved safety footwear (WorkSafeBC regulations)
- Tools
- Classroom supplies
- Appropriate clothing

Course Descriptions

LEVEL 1

- Fundamentals
- CC Circuit Analysis
- Electromagnetism and Applications
- Meters and Test Equipment – Part 1
- Prints and Drawings
- AC Motor Controls
- Electrical Code and Wiring – Part 1
- Industrial Power Electronics – Part 1

LEVEL 2

- AC Fundamentals
- Meters and Test Equipment – Part 2
- Single Phase AC Circuit
- Circuit Protection Devices
- Single Phase Transformers
- AC Motor Controls – Part 2
- Lighting
- Industrial Power Electronics – Part 2
- Electrical Code and Wiring – Part 2

This program is offered at the Terrace Campus. Please go to the NWCC Web site for specific dates.

Program Overview

Millwrights install and maintain industrial equipment. They are the primary maintenance personnel in industrial settings such as mining, forestry, and energy sectors and are responsible for the mechanical maintenance on a day to day basis. As students progress through Millwright training they will be able to work competently in most industrial environments and can progress to becoming maintenance supervisors responsible for overall maintenance planning and execution. Completion of all four apprenticeship levels can lead to the Interprovincial Ticket.

Program Outline

Levels 1 - 3 apprenticeship training classes run Monday through Friday for 6 hours a day. Each level is 7 weeks in duration.

Career Opportunities

Journeyman millwrights find employment in construction, maintenance, machine shops and stock keeping and sales. They are employed by manufacturing, processing, and construction companies as well as amusement parks and ski hills. Millwrights are exposed to the duties involved in a variety of other trades, and therefore can be good candidates for promotion to supervisory and superintendent positions.

Admission Requirements

Students entering Millwright Apprenticeship classes must be registered as an apprentice and submit a Trades Worker Identification (TWID) # upon registration.

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

Fees

In addition to Tuition and Program Fees (refer to the NWCC Web site), the following costs may apply:

- C.S.A. approved safety footwear (WorkSafeBC regulations)
- Tools
- Classroom supplies
- Appropriate clothing

Course Descriptions

LEVEL 1

- Tools
- Trade Science
- Work Practices
- Cut, Fit and Fabricate
- Install Equipment

LEVEL 2

- Trade Science
- Power Transmissions
- Material
- Handling Systems
- Cut, Fit and Fabricate
- Install Equipment
- Lubricants, Seals and Bearings

LEVEL 3

- Pumps
- Fluid Power
- Power Transmissions
- Install Equipment



Residential Building Maintenance Worker – Apprenticeship Levels 1-3

This program is offered at various locations. Please go to the NWCC Web site for specific dates.

Program Overview

Residential Building Maintenance workers repair and maintain residential buildings (single family unit, multi-unit, high rise) including minor carpentry, electrical, plumbing, painting, drywall, refrigeration mechanic and roofing repairs, maintenance, installation, inspection testing and troubleshooting, performed in accordance with federal, provincial and local building codes and bylaws, and BC Safety Authority legislation and regulations.

Program Outline

The apprenticeship program is comprised of 3 levels of in-school and workbased training. Each in-school training requirement is 8 weeks in length.

Career Opportunities

The work of a Residential Building Maintenance worker is in repairing and maintaining residential and commercial buildings. The work will include carpentry, electrical, plumbing, roofing, heating and ventilation repairs and maintenance. Painting and drywall skills are also required. Residential Building Maintenance Workers have opportunities to work in the repair and maintenance of residential and commercial buildings such as homes, apartments, schools, government buildings, and etc.

Admission Requirements

Students entering Millwright Apprenticeship classes must be registered as an apprentice and submit a Trades Worker Identification (TWID) # upon registration.

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

Fees

In addition to Tuition and Program Fees (refer to the NWCC Web site), the following costs may apply:

- C.S.A. approved safety footwear (WorkSafeBC regulations)
- Tools
- Classroom supplies
- Appropriate clothing

Course Descriptions

LEVEL 1

- Describe Building Maintenance Work
- Use Safe Work Practices
- Perform Trade Math and Financial Calculations
- Use and Maintain Tools
- Describe Building Structure and Design
- Describe Mould Prevention and Remediation
- Perform Carpentry Repairs and Maintenance
- Perform Drywall Repairs
- Perform Public Relations

LEVEL 2

- Use Safe Work Practices
- Use and maintain Tools
- Describe Building Structure and Design
- Perform Public Relations
- Perform Plumbing Maintenance and Repairs
- Perform Roofing Repairs and Maintenance
- Perform Flooring Repairs and Maintenance
- Perform Heating and Ventilation Systems Repairs and Maintenance
- Perform General Contracting Duties

LEVEL 3

- Use and Maintain Tools
- Describe Building Structure and Design
- Perform Public Relations
- Perform Heating and Ventilation Systems Repairs and Maintenance
- Perform General Contracting Duties
- Describe Building Science
- Perform Electrical Repairs and Maintenance
- Perform Painting

Welding Apprenticeship Training – Provincial Welders' Training Program

This program begins in September and is offered at the Terrace and Prince Rupert Campuses. Please go to the NWCC Web site for specific dates. New students can start at other dates, depending on space availability.

Program Overview

The Provincial Welders Training Program is a competency based, directed learning program designed to provide learners with the skills required to function as safe and competent entry-level tradespersons. The training is divided into three levels, C, B, and A. Level C welders are restricted to structural and non-pressure applications. Level B welders are eligible to obtain pressure-welding certification. Certified A level welders are able to work throughout the welding industry.

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.

Program Outline

Students entering the Welding apprenticeship training program complete a 3-year, 4-level program including 4,680 workplace and 720 school training hours. After successful completion of the program, and the Interprovincial exam, the apprentice is issued the BC Certificate of Apprenticeship, BC Certificate of Qualification and the Interprovincial Standard Endorsement (Red Seal).

Students may enter and exit at anytime to re-enter the workforce. Level C is an entry-level course, which takes about 7 months. Level B will take 4 months, and Level A will take 3 months. NWCC also offers 1st to 4th year apprenticeship programs.

Career Opportunities

Graduates will find employment in fabrication shops, maintenance shops and manufacturing plants servicing the fishing, forestry, mining, petroleum, manufacturing and transportation industries.

Admission Requirements

- English 10 or ENGL 030 and Math 10 Essentials, Principles or Applications or MATH 0301/0302 or GED
- Successful completion of a Northwest Community College Trades assessment, or
- Permission from Instructor

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

Fees

In addition to Tuition and Program Fees (refer to the NWCC Web site), the following costs may apply:

- C.S.A. approved safety footwear (WorkSafeBC regulations)
- Tools
- Classroom supplies
- Appropriate clothing

Course Descriptions

LEVEL C

- 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
- RKI Material Handling
- RK2A Blueprint Reading I
- RK2B Mathematics
- RK3 Metallurgy I (Introduction Only)

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



LEVEL B

- P7 Shielded Metal Arc Welding II
- P8* 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 ITA qualification, learners must hold a C Level Ministry of Labour qualification, and successfully complete the B Level content (as above) and have nine months documented welding experience.

LEVEL A

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

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

Prince Rupert, Smithers, Terrace, in addition to online, video conference and teleconference options.

Most classes start in September and January of each year, but some courses are available in condensed and/or field formats in spring and summer. First year and selected second year courses are available in Terrace, Prince Rupert and Smithers. Some University Credit courses may be available at other College campuses.

Program Overview

Northwest Community College is your community college, offering a comprehensive range of Arts and Science courses and programs that earn Associate Degrees. These courses are also fully transferable to undergraduate degree programs in universities, university-colleges and other colleges in BC. Students intending to acquire an 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 campuses.

Program Outline

The classification of courses is as follows:

HUMANITIES

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

SOCIAL SCIENCES

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

SCIENCE

- Biology
 - Chemistry
 - Computer Science *
 - Environmental Sciences
 - Geography (Physical)
 - Geology
 - Mathematics and Statistics
 - Physics
- * Computer Science cannot be used as a laboratory science for the Associate Degree.

Core Course Guarantee

Northwest Community College guarantees to offer a core set of first-year courses that allow students to complete the first year of an Associate of Arts Degree in as little as one full academic year at Prince Rupert, Smithers and Terrace campuses.

NWCC also guarantees to offer a core set of second-year courses required to complete a two-year Associate of Arts Degree or Associate of Science Degree in as little as two full academic years at both Prince Rupert and Terrace Campuses, and those required to complete an Associate of Arts Degree in as little as three academic years at Smithers campus (this can be shortened if combined with online courses).

ASSOCIATE DEGREES IN ARTS AND SCIENCES

Northwest Community College offers two-year Associate Degrees in Arts and Sciences. Courses used to complete the Associate Degree requirement can transfer as first or second year course credits to most post-secondary institutions in BC including, UBC, SFU, UVIC or UNBC.

Associate Degrees can lead to undergraduate degrees in different specializations at other postsecondary institutions depending upon the requirements of that particular institution.

Transfer arrangements in BC can be viewed at the BC Council on Admissions and Transfer Web site at www.bccat.bc.ca.

No course can be used to meet more than one specific requirement. Students must achieve an average overall grade of "C" (cumulative GPA of 2.0) calculated on all courses counting toward the Associate Degree. Students must apply to the Registrar to obtain an Associate Degree.



University Credit/Associate Degrees

ASSOCIATE DEGREE IN ARTS

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

Subject Area	Year	#Courses	Credit
Arts Electives	*	8	24
Arts, Science or other electives	*	3	9
English	1	2	6
Humanities (other than English)	*	2	6
Laboratory Science	1 or 2	1	3
Mathematics, Computing Science or Statistics	1 or 2	1	3
Science	1 or 2	1	3
Social Sciences	*	2	6

*This must include a minimum of 18 credits in Arts at the second year level in two or more subject areas.

Other electives may include some SSW courses and some Business Administration courses.

Please check with the Educational Advisor to ensure the transferability of such courses.

ASSOCIATE DEGREE IN ARTS (CRIMINOLOGY SPECIALIZATION)

This specialization program allows students to focus on the area of criminal justice while still receiving the benefits of an Associate Degree.

This program has been designed to facilitate maximum transferability to a B.A., Criminology degree program or to conclude after two years at NWCC.

Subject	Course Title	Credit
CRIM 101	Introduction to Criminology	3
CRIM 103	Psychology of Crime and Deviance	3
CRIM 131	Introduction to the Criminal Justice System	3
CRIM 135	Introduction to Canadian Law	3
CRIM 230	Criminal Law in Canada	3
CRIM 2**	Second year CRIM Elective – Student Choice	3
CRIM 2**	Second year CRIM Elective or PSYC 232	3
ENGL 101	Introduction to Composition	3
ENGL 102	Introduction to Literature	3
Humanity	Second Year Humanity (Other than English)	3
Lab Science	Student Choice	3
MATH 131	Introduction to Statistics	3
PHIL 102	Moral Philosophy	3
POLI 101	Introduction to Political Science	3
PSYC 101	Introduction to Psychology I	3
PSYC 102	Introduction to Psychology II	3
Science	Student Choice	3
SOCI 101	Introduction to Sociology I	3
SOCI 102	Introduction to Sociology II	3
SOCI 250	Sociology of Deviance	3
SOCI 251	Crime and Society	3

ASSOCIATE DEGREE IN ARTS (First Nations Studies Specialization)

Courses required for this program were under development during publication of this calendar. Please see an Educational Advisor and the College Web site www.nwcc.bc.ca for more information.

ASSOCIATE DEGREE IN ARTS (Sustainable Communities Specialization)

This specialization program allows students to focus on Environmental Sociology and Sustainable Communities while still receiving the benefits of an Associate Degree.

This program has been designed to facilitate maximum transferability to a B.A. degree program or to conclude after two years at NWCC.

Subject	Course Title	Credit
ANTH 112	First Nations of British Columbia	3
ENGL 101	Introduction to Composition	3
ENGL 102	Introduction to Literature	3
or ENGL 151	Technical Writing I	3
GEOG 110	People and the Environment	3
GEOG 112	Environments and Planning	3
GEOG 150	Physical Geography I: Biogeography, Meteorology and Climatology	3
GEOG 160	Physical Geography II: Geology, Geomorphology and Soils	3
GEOG 204	Spatial Analysis and Geographic Information Systems (GIS)	3
GEOG 210	Environments and Society	3
GEOG 221	Social Geography (Space & Society)	3
GEOG 222	Economic Geography	3
HIST 209	History of Native People of Canada	3
or HIST 210	History of Western Canada	3
or HIST 213	History of British Columbia	3
MATH 131	Introduction to Statistics	3
or MATH 251	Statistics	3
POLI 102	Canadian Politics and Government	3
SOCI 101	Introduction to Sociology I	3
SOCI 102	Introduction to Sociology II	3
SOCI 261	Sociology of Community	3
SOCI 270	Rural Sociology	3
SOCI 282	Environmental Sociology	3
WMST 101	Women in Canada	3

University Credit/Associate Degrees

ASSOCIATE DEGREE IN SCIENCE

To obtain an Associate Degree in Science, a student must complete a minimum of 60 credit hours (20 courses).

Subject Area	Year	#Courses	Credit
English	1	2	6
Mathematics (including at least 3 credits in Calculus)	*	2	6
Science (including at least 3 credits in a laboratory science)	*	12	36
Arts (other than English)	1 or 2	2	6
Arts, Science or other electives	*	2	6

*These must include a minimum of 18 credits in Sciences at the second year level taken in two or more subject areas.

ASSOCIATE DEGREE IN SCIENCE (Environmental Geoscience Specialization)

This specialization program allows students to focus on the Environmental Geosciences while still receiving the benefits of an Associate Degree.

This program has been designed to facilitate maximum transferability to a B.Sc. degree program or to conclude after two years at NWCC. Most of the courses listed below can also be applied towards the Professional Geoscientist (P.Geo.) designation with the Association of Professional Engineers and Geoscientists of BC.

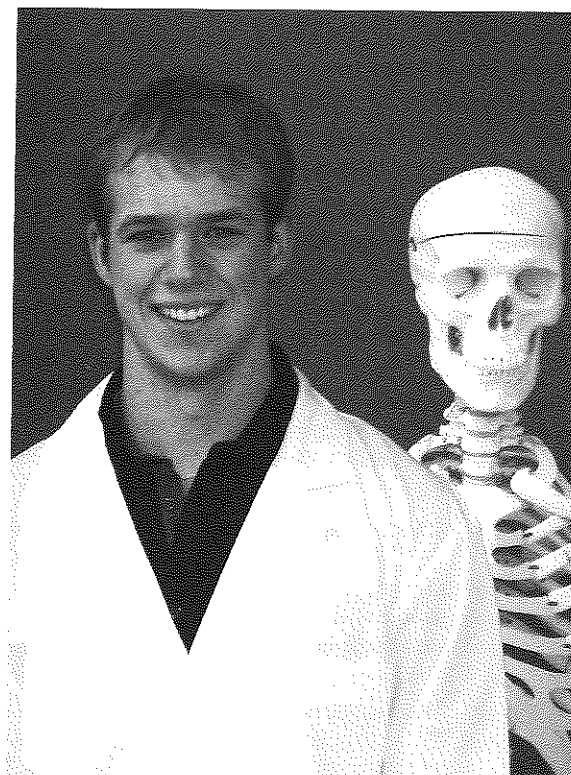
Subject	Course Title	Credit
BIOL 101	Introductory Biology I – Cells, Diversity and Physiology	3
BIOL 102	Introductory Biology II – Genetics, Evolution and Ecology	3
BIOL 2XX	Any second year Biology	3
BIOL 211	Principles of Ecology	3
or GEOG 202	Geography of Ecosystems	3
ECON 111	Principles of Microeconomics	3
or ECON 112	Principles of Macroeconomics	3
or ECON 150	Microeconomics	3
or ECON 151	Macroeconomics	3
CPSC 111	An Introduction to Computers	3
or CHEM 230	Organic Chemistry I	3
or MATH 235	Linear Algebra	3
ENGL 101	Introduction to Composition	3
ENGL 102	Introduction to Literature	3
or ENGL 151	Technical Writing I	3
GEOG 112	Environments and Planning	3
GEOG 150	Physical Geography I: Biogeography, Meteorology and Climatology	3
or GEOG 110	People and the Environment	3
GEOG 160	Physical Geography II: Geology, Geomorphology and Soils	3
or GEOL 157	Introduction to Northwest Geology	3
GEOG 201	Environmental Climatology	3
GEOG 203	Geomorphology	3
GEOG 204	Spatial Analysis and Geographic Information Systems (GIS)	3
GEOG 207	Hydrology / Soils	3
MATH 131	Introduction to Statistics	3
or MATH 251	Statistics	3
MATH 101	Calculus I: Differential Calculus	3

Any 2 of the following:

CHEM 101	Introductory Chemistry I	3
CHEM 102	Introductory Chemistry II	3
MATH 102	Calculus II: Integral Calculus	3
PHYS 101	Introduction to Physics I	3
PHYS 102	Introductory Physics II	3

One Elective:

Any 3 credit Arts course	3
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University Credit

UC course offerings can be transferred to universities, university colleges, and other colleges in British Columbia, as well as across Canada. Associate Degree graduates can transfer into third year studies at select post-secondary institutions. Students planning on continuing their education at another post-secondary institution are advised to consult with an Educational Advisor before registering to ensure course selections are in line with transfer agreements with the chosen institution. A listing of established equivalencies can be found in the BC Transfer Guide available through an NWCC Educational Advisor, the NWCC library, or the BC Council on Admissions & Transfer Web site at www.bccat.ca.

Admission Requirements

Many of the courses listed below have additional specific prerequisites, which must be met by prospective students. In some cases, instructors will conditionally admit students lacking formal prerequisites. Contact an Educational Advisor at your local NWCC campus to discuss your admission qualifications.

Distance Education

Selected University Credit courses are available online, by teleconference or videoconference.

Intersession and Summer Courses

Selected University Credit Courses are available in the spring and summer at the Prince Rupert, Smithers and Terrace campuses.

Kitlope Field School

Terrace Campus.

Intensive summer field studies. Classroom, field-work and multi-day case study on-site in the Kitlope Heritage Conservancy. Enrolment is limited. Contact NWCC for more information.

Program Outline

Northwest Community College, in partnership with the Haisla Elders, Hereditary Chiefs, the Na na kila Institute, and Alcan, offers two field-based, fully transferable university credit courses that integrate the disciplines of Anthropology and Geography, applying a holistic approach to the understanding of Northwest Coast First Nations culture and human geography. These courses incorporate a significant field-studies component, including a multi-day excursion case study, learning with Haisla Elders in the Kitlope Heritage Conservancy, the largest pristine temperate coastal rainforest in the world.

When in the Kitlope, with the help of Na na kila Watchmen, students participate in short trips led by the Hereditary Chiefs and Haisla Elders who act as cultural guides for culturally significant sites. Students experience the privilege of sharing in the oral history and study of the area's geography, ecology and anthropology. This unique, first-hand glimpse into the region, as seen through the eyes of the Haisla, is the foundation of the field school.

Course Descriptions

HOW TO READ THIS SECTION

Each course is given an abbreviated name, a course number and credit value. For example ANTH 101-3. ANTH is the abbreviation for Anthropology, 101 is the course number, and 3 is the credit value. A series of numbers are included at the end of each course description.

For example (3,0,0). The 1st number is the number of lecture hours per week, 2nd number is the number of lab hours per week and 3rd number is the number of 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 prerequisites and/or does not attain the required threshold on entry assessments. See the "Admission & Registration" section on the Web site for details on this policy.

Note: Not all courses are offered each semester. Check with an Educational Advisor or the online timetable for current course offerings.

ANTHROPOLOGY

ANTH 101-3: Human Origins

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)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

ANTH 102-3: 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)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

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

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

ANTH 112-3: 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)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

ANTH 201-3: World Cultures

This course will provide a cross-cultural exploration of human cultures in the world. This will include an examination of the diversity of economic systems, social structures, kinship patterns, and political and religious systems. Students will apply anthropological analysis to selected cultural case studies in Canada and the world. (3,0,0)

Prerequisites: ANTH 102 (or SOCI 101 or SOCI 102).

ANTH 202-3: Indigenous Cultures in Transition

This course will provide a cross-cultural exploration of Indigenous cultures in the changing modern world. In particular, this course will review the history of the rise of industrialism and the spread of European colonialism, and the effects of these developments on Indigenous cultures of the world. Students will apply anthropological analysis to selected case studies of Indigenous cultures and modern complex societies. (3,0,0)

Prerequisites: ANTH 102 (or SOCI 101 or SOCI 102).

ANTH 203-3: Northern Nations of the Northwest Coast

This course is designed to introduce students to the First Nations cultures of the northern northwest coast. The course will review the principles and methods of anthropological understanding to utilize as a lens to interpret culture. The course will concentrate on the rich history and cultures of the Nations of this northern area and draw upon existing local material and ethnography. As a special case study, students will participate in field research and field excursion with Elders, Chiefs and Watchmen. This course format intends to provide students with a greater understanding and appreciation of the northern First Nations culture, oral histories, traditional ecological knowledge, territorial stewardship, and the struggle endured under colonialism. (3,0,0)

Prerequisites: ANTH 102 or (SOCI 101 and SOCI 102).



ANTH 204-3: Central and Southern Nations of the Northwest Coast

This course is designed to introduce students to the First Nation cultures of the central and southern northwest coast. The course will review the principles and methods of anthropological literature of this particular area. As a special case study, students will participate in field research and field excursion to the Kitlope with Elders, Chiefs, and Watchmen. Overall, the Hen'ak'sila people have a special relationship to the south, including a linguistic connection with the other Wakashan language speakers, and an important trade network with the people of Kimsquit and Bella Coola, and the Nuxalk Nation. This course format intends to provide students with a greater understanding and appreciation of the central and southern First Nations culture, oral histories, traditional ecological knowledge, territorial stewardship, and the struggle endured under colonialism. (3,0,0)

Prerequisites: Introductory Sociology or Cultural Anthropology.

ANTH 205-3: 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)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

ANTH 206-3: Anthropology of Religion

This course aims to cross-culturally explore some of the ideas surrounding the concept of religion. Definitions of religion, and other related concepts such as ritual, are explored in light of early and contemporary anthropological theory. The course examines broader theoretical issues within the context of living world religions, and a range of ethnographic material from various parts of the world. Anthropological approaches to theories of religion and belief - specifically religious thought, practice and 'spirituality', and their organization, significance and meaning - are also discussed. At the end of this course, students would have acquired a good sense of the ideological similarities and differences between people from different societies and cultures. (3,0,0)

Prerequisites: ANTH 102 (or SOCI 101 or SOCI 102).

ANTH 208-3: Indigenous Arts of North America, Oceania and Africa

This course is about 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. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

ANTH 209-3: 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. (3,0,0)

Prerequisites: ANTH 102.

ANTH 210-3: 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. (3,0,0)

Prerequisites: Any 100 or 200 Anthropology course.

ANTH 211-3: Understanding Theory in Anthropology

This course is an introduction to major issues in anthropological theory with focus on key concepts in the discipline, important authors and development of and debates over theoretical perspectives through time. (3,0,0)

Prerequisites: ANTH 101 (or ANTH 102).

ANTH 212-3: Cultural Resource Management

This course offers an introduction to the practice of cultural resource management in British Columbia. Major topics include: the nature of cultural resources in B.C., potential threats to those resources, the legislation protecting heritage sites in B.C. and the role of the B.C. Archaeology Branch in coordinating conservation efforts. The course also examines the ethics of archaeology and the steps that are being taken towards a greater participation of First Nations in the management and interpretation of heritage resources in B.C. (3,0,0)

Prerequisites: ANTH 112.

ANTH 215-3: Archaeology of the Americas

This course offers an introduction to the rich archaeological record of North and South America. The latest findings indicate that the Western Hemisphere was inhabited at least 14,000 years ago, and, during that time, a wide range of cultural adaptations emerged, including densely populated city states and empires. The goal is to explore these developments and so gain a deeper appreciation of First Nations culture history. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

ANTH 220-3: Visual Anthropology

This course examines various forms of visual documentation found in ethnographic films, videos, photographs 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. (3,0,0)

Prerequisites: ANTH 101 (or ANTH 102 or ANTH 111 or ANTH 112).

ANTH 240-3: Introduction to Archaeology

This course is an introduction to the methods and concepts that archaeologists use to explore the human past. It examines the nature of archaeological evidence, as well as the various methods employed in its recovery and analysis. Examples will be drawn from around the world, illustrating the international scope of modern archaeology. The course also includes weekly laboratory exercises designed to provide some practical experience in archaeological research. (3,1.5,0)

Prerequisites: ANTH 101 and ANTH 102.

ANTH 245-6: Archaeological Field Studies

This course offers a practical application of the methods and concepts that archaeologists use to examine the human past. Students will participate in a research-oriented archaeological field project and will develop skills in both archaeological site survey and excavation. These include an ability to recognize and record a variety of archaeological site types, basic techniques of site mapping using chain and compass as well as major survey instruments, techniques of excavation and record-keeping in the field, photography, and the initial processing of field data in a lab setting. Through lectures and discussions, students will also learn about the overall goals of the research project, the intended methods of analysis, and the ethics of modern archaeology. (3,3,0)

Prerequisites: ANTH 101 and ANTH 102.

Corequisites: ANTH 240.

ANTH 250-3: Intro to Biological Anthropology

This course is an introduction to the methods and concepts used in Biological Anthropology (also known as Physical Anthropology). Major topics include: the biological foundations of life; the classification of humans as members of the primate order; the comparative study of primate anatomy and behaviour; and the recovery and analysis of fossils relating to the evolution of our species. The course also covers the biological variations that exist within modern human population, as evidence of microevolution. Weekly laboratory exercises and occasional field trips provide students with a range of practical experience relating to these topics. (3,1.5,0)

Prerequisites: ANTH 101.

ANTH 260-3: Medical Anthropology

This course will introduce students to the field of medical anthropology, the study of relationship of human health and illness to cultures, biology, and environmental and social justice. This will include reviewing the major theoretical perspectives, the social construction of sickness and healing, cross-cultural examples and case studies, healing traditions,

biomedical knowledge and practice, and the politics of resource allocation. (3,0,0)

Prerequisites: ANTH 102 (or SOCI 101 or SOCI 102).

ANTH 270-3: Traditional Knowledge in Practice

This course will provide a unique blend of field studies, with readings from a cross-cultural and anthropological point of view. With a focus on traditional knowledge, students will review the development of this field of study within Anthropology, consider social applications, resource management, ethics, and be introduced to local systems of knowledge and practice. Overall, through this course, and the opportunity of experiential learning, students will become familiar with alternative cultural ways of viewing and relating to the environment. (3,0,0)

Prerequisites: ANTH 102 (or ANTH 111 or ANTH 112 or SOCI 101 or SOCI 102).

ART

ART 105-3: 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)

Prerequisites: None.

ART 106-3: Introduction to Painting II

ART 106 is a continuation of ART 105, a studio, "hands-on" course that will introduce the student to painting processes, materials, techniques, vocabulary and relevant current and historical works. (3,3,0)

Prerequisites: None.

ART HISTORY

ARTH 101-3: First Nations Art Pacific NW I

This is an introductory study in traditional First Nations art of the Pacific Northwest. The emphasis is on understanding the history of various art symbols and designs, and different approaches to art development. Specific topics include an introduction to the art of Freda Diesing, understanding basic Northwest Coast formal elements, and examining a broad range of historic and contemporary Northwest Coast art styles and artists. (3,0,0)

Prerequisites: None.

ARTH 108-3: First Nations Art Pacific NW II

Further study of traditional First Nations art of the Pacific Northwest. Emphasis is placed on understanding the history of various art symbols and designs, and different approaches to art development. Specific topics include examining historic and contemporary Northwest Coast art in the region and globally focusing on museum and gallery exhibitions about Northwest Coast art and the art of the Maori. (3,0,0)

Prerequisites: ARTH 101.



ARTH 151-3: History of World Art from Beginnings to 1400

Art History is the study of art forms, concepts and the visual language for understanding art in its social and political context. The course analyzes examples of paintings, sculptures, architecture and other art forms from the history of world art. Specific topics include art of prehistoric Europe, the ancient Near East and Greece, Roman art, the arts of Asia, the Americas and Africa before 1300 as well as Medieval and Gothic Art. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

ARTH 152-3: History of World Art Since 1400

Art History is the study of art forms, concepts and the visual language for understanding art in its social and political context. The course analyzes examples of paintings, sculptures, architecture and other art forms from the history of world art. Specific topics include art of the Renaissance, the Baroque, Neoclassicism, Realism, Modernism and contemporary art. The course also examines the arts of India, China, Japan, the Americas, Pacific and Africa. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

ARTH 201-3.0: Contemporary First Nations Art of the Northwest Coast

This course examines the major artists and art styles of the Northwest Coast especially since the 1960's. The course focuses on how the revival of Northwest Coast art and culture has stimulated broader political and economic developments including self-government, land rights, reclaiming of cultural property, and the role of the artist in that activity. (3,0,0)

Prerequisites: None.

ARTH 210-3.0: Northwest Coast Art Museum and Gallery Studies

This course examines the art museum and gallery system for promoting, displaying and selling Northwest Coast art focusing on the major museums and galleries of British Columbia and Washington State. The course will examine how cultural institutions and Northwest Coast artists have shaped artistic production and how this engagement develops concepts of culture and stimulates market value. The course includes a field trip to galleries and museums as part of the Diploma Show graduation requirement. (3,0,0)

Prerequisites: ARTH 201.

ASIAN STUDIES**ASIA 101-3: Imperial China**

This course traces the history and cultural traditions of Imperial China from the construction of the Great Wall to the last emperor. We will study the geography, imperial political system and cyclical nature of history in China while examining the underlying culture, religion, art, and lifestyle of the Chinese people over the last 2000 years. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

ASIA 102-3: 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 culture. We will see how traditional elements of Chinese society continue to exist and influence modern China. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

BIOLOGY**BIOL 101-3: 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)

Prerequisites: Biology 11 (or BIOL 040) and Chemistry 11 (or CHEM 040 or CHEM 0401/0402).

BIOL 102-3: 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)

Prerequisites: BIOL 101.

BIOL 131-3: Human Anatomy & Physiology I

Examination of the principals of biology with reference to the human body. The structural organization of the body starting with cells and tissues proceeding to the major body systems including nervous, muscle, skeletal, and integumentary system is examined. (3,3,0)

Prerequisites: Chemistry 11 (or CHEM 040 or CHEM 0401/0402) and Biology 12 (or BIOL 050 or BIOL 0501/0502).

BIOL 132-3: Human Anatomy & Physiology II

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. (3,3,0)

Prerequisites: BIOL 131.

BIOL 133-3: Applied Microbiology

The course covers the biology involved in the study of microorganisms and their relation to human health and disease. The topics include bacteria, fungi, algae, protozoa and helminthes as well as viruses and disease causing prions. Microbial genetics, recombinant DNA and biotechnological applications are examined. The epidemiology of disease and the role of the immune system and antibiotic drug therapy will be emphasized. Microbial diseases affecting all major human organs and tissues are covered. The lecture course is accompanied by a weekly 3-hour laboratory course exposing students to modern techniques of microbial and cellular/molecular Biology. (3,3,0)

Prerequisites: Chemistry 11 (or CHEM 040 or CHEM 0401/0402) and Biology 12 (or BIOL 050 or BIOL 0501/0502).

BIOL 201-3: 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. (3,0,0)

Prerequisites: BIOL 101 and 102.

BIOL 202-3: 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)

Prerequisites: BIOL 101 and 102.

BIOL 203-3: 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)

Prerequisites: BIOL 101 and 102.

BIOL 204-3: 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 and 102.

BIOL 205-3: 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 and BIOL 102 and CHEM 101 and CHEM 102 (or CHEM 121 and CHEM 122).
Corequisites: CHEM 230 or CHEM 231.

BIOL 206-3: Cell 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.

Corequisites: CHEM 230 (or CHEM 231).

BIOL 209-3: 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 and 102 or equivalent, and first year Chemistry.

BIOL 210-3: 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 211-0: 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 and BIOL 102.

BIOL 213-3: Microbiology I

This course introduces the biology and ecology of bacteria, viruses, protozoans, and fungi. Topics include requirements and control of bacterial growth; molecular genetics and biotechnology; and microbial ecology: methods, habitat, and nutrient cycles. The systematics of Domain Bacteria, Domain Archaea, the Protozoan Kingdoms and Kingdom Fungi are discussed. Labs will cover aseptic technique, media preparation, isolation of pure cultures; counting methods for bacteria and viruses; and identification of bacteria by simple and differential stains and biochemical tests. Students will learn the basic biology of microbial organisms, and will understand the role of microbes in ecosystems. (3,3,0)

Prerequisites: BIOL 101 and BIOL 102 with CHEM 101 and CHEM 102 (or CHEM 121 and CHEM 122) recommended.

BIOL 214-3.0: Microbiology II: Human/Microbial Interactions

This course introduces microbial/human interactions. Microorganisms are the tools for many profitable food and industrial applications and are central to modern biotechnology. Microbes are also the agents for most human diseases, and we will examine in detail such topics as major viral and bacterial diseases, fungal and protozoan diseases, helminthes parasitology, immunology, pathogenicity, clinical tests, antimicrobial drugs, and epidemiology. The historical and social impacts of human diseases will be discussed. (3,0,0)

Prerequisites: BIOL 101 and BIOL 102 with CHEM 101 and CHEM 102 (or CHEM 121 and CHEM 122) recommended.

BIOL 215-3: Genetics

This course introduces the student to transmission genetics. Coverage begins with the pattern of inheritance, chromosomes and the process of mapping via recombination analysis. All types of mutations, their causes and effects are discussed followed by a review of gene function. The genetics of Cancer and development are examined and the course concludes with the study of quantitative, population, and evolutionary genetics. (3,0,0)

Prerequisites: BIOL 205 and CHEM 101 and CHEM 102 (or CHEM 121 and 122).

Corequisites: BIOL 206.

BIOL 220-3: Pathophysiology

This is an introductory course to human pathophysiology. The basic principles of human disease processes are reviewed. Fundamentals of cell biology, inflammation, the immune system and cancer biology are covered. Diseases caused by genetic defects and developmental aberrations are discussed. The specific part covers diseases of all major organ systems of the human body: Blood, the cardiovascular and lymphatic systems, respiratory, gastrointestinal, urogenital, and endocrine systems. Diseases of the skin, bone, muscle and of the eyes and ears complete the pathophysiological survey. This course will prepare the student to make a more informed connection between the subjects of anatomy, physiology and pharmacology. (3,0,0)

Prerequisites: BIOL 101 and BIOL 102 (or BIOL 131 and BIOL 132) and Chemistry 11 (or CHEM 040 or CHEM 0401/0402).

BIOL 221-3: Pharmacology for Nurses

This is an introductory course of pharmacology. Students will study the principle of drug interaction. Basic principles of pharmacokinetics and mechanisms of drug action are examined. Specific coverage will include drugs affecting the nervous system such as local anesthetics, muscle relaxants, autonomous nervous system-acting drugs, opioids, sedatives, anti-psychotics and anti-depressants. Compounds altering lipid metabolism, cardiovascular function and inflammator /allergic reactions are covered. Medications affecting the function of major endocrine systems and chemotherapeutics are introduced. For all these drug groups the mechanism of their action and therapeutic application is studied, including possible side effects, toxicities and drug interaction. (3,0,0)

Prerequisites: BIOL 101 and BIOL 102 (or BIOL 131 and BIOL 132) and Chemistry 11 (or CHEM 040 or CHEM 0401/0402).

BIOL 222-3: Human Nutrition

This is an introductory course to human nutrition. The basic principles of human physiological processes are reviewed as far as they relate to nutrition. This includes an overview of carbohydrate, lipid and protein metabolism. The water and fat-soluble vitamins and their role in metabolism are examined. The mechanisms and nutritional aspects of water, electrolyte and mineral balances are covered. Integration of these basic concepts are applied in the study of energy balance, weight control and its relation to physical exercise. Special topics include alcohol, food additives, eating disorders, pregnancy and breast feeding; nutrition for infancy and adolescence, food preservation and safety. (3,0,0)

Prerequisites: BIOL 101 and BIOL 102 (or BIOL 131 and BIOL 132) and Chemistry 11 (or CHEM 040 or CHEM 0401/0402).

BIOL 235-3: Ichthyology

Ichthyology is the study of the biology of fishes. This course will cover morphology, physiology, development, behavior, evolution, diversity, and ecology of fishes. Fish species from throughout the world, both marine and freshwater, will be studied, with slide shows and local examples bringing color and interest to the classroom. Labs will involve dissections,

observation of living organisms, behavioral studies, and field trips. Wherever possible, local fish species will be examined. Field trips will allow you to see these organisms in their natural environments. (3,3,0)

Prerequisites: BIOL 101 and BIOL 102.

BIOL 270-3: Coastal Zone Conservation Biology

Conservation biology is the scientific study of biodiversity and its management for sustainable human welfare. Biodiversity includes species, population, genetic, and ecosystem variability among living organisms. This course explores the nature, causes, and implications of the current high rate of loss of biodiversity occurring throughout the world, with particular emphasis on coastal ecosystems. It will also cover some of the major efforts underway to reduce that rate of loss. Students will be introduced to the concepts of genetic, species, and ecosystem diversity, to specific conservation issues, and to some of the practices involved in preserving biodiversity. Extinctions will be analyzed from an ecological, economic, ethic, and esthetic perspective. All concepts will be illustrated using local coastal zone case studies. (3,0,0)

Prerequisites: BIOL 101 and BIOL 102.

CHEMISTRY**CHEM 101-3: 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: Chemistry 11 (or CHEM 040 or CHEM 0401/0402) and Principles of Math 11 (or MATH 0401/0402). Working knowledge of Math 12 (or MATH 0501/0502) strongly recommended.

Corequisites: MATH 101 (Calculus) would be an asset.

CHEM 102-0: 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: 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: Chemistry 12 (or CHEM 050) and Principles of Math 12 (or MATH 0501/0502 or MATH 111). High school pre-calculus or Calculus strongly recommended. *Corequisites:* MATH 101 (Calculus).

CHEM 122-3: 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)

Prerequisites: CHEM 121 and MATH 101. *Corequisites:* MATH 102.

CHEM 230-3: 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 and CHEM 102 (or CHEM 121 and CHEM 122).

CHEM 231-3: 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)

Prerequisites: CHEM 230.



COMPUTER SCIENCE

CPSC 111-3: 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)

Prerequisites: Principles of Math 11 or Applications of Math 11 (or MATH 0401/0402). 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 that 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)

Prerequisites: CPSC 111 with a minimum C+ or Principles of Math 12 (or Applications of Math 12 or MATH 0501/0502 or MATH 111 or CPSC 12).

CPSC 113-3: Computer Programming with Lego Robot

This course is intended to apply abstract computer science concepts through the Lego Mindstrom(r) robots. Using the Java programming language, the students will have the opportunity to apply their computing skills to build, design and program their robot. The course will introduce students to the basic elements of programming and robot control algorithms; exploring fundamental concepts such as data types, loops, decisions, arrays, classes and objects. It will also integrate other disciplines including team work, design, engineering and electronics. 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. No previous experience in programming is required and beginners are encouraged). (3,0,0)

Prerequisites: Principles of Math 11 (or MATH 0401/0402) and Info Tech 12 (or CPSC 111).

CPSC 123-3: Computer Programming

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)

Prerequisites: Principles of Math 12 (or MATH 0501/0502 or MATH 111).

CPSC 124-3: Data Structures

Using the programming skills acquired in CPSC 123 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)

Prerequisites: CPSC 123 and Principles of Math 12 (or MATH 111 or MATH 0501/0502).

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)

Prerequisites: Principles of Math 12 (or MATH 111 or MATH 0501/0502). Recommended: high school pre-calculus or calculus.

CPSC 141-3: Integrated Software Tools

This integrated lecture/lab course focuses on the utility of the most common software applications in capturing, processing and presenting data. Software packages include databases, spreadsheets, graphing programs, word processing and presentation software. All classes will be held in the computer lab and will cover topics that pertain to both the underlying principles of software operation and the practical uses. (2,2,0)

Prerequisites: English 10 (or ENGL 030) and Principles of Math 11 (or Applications of Math 11 or MATH 0401/0402).

CRIMINOLOGY*

CRIM 101-3: Introduction to Criminology

This course is an introduction to the multi-disciplinary field of criminology. Key concepts examined will include crime, delinquency, criminal law, offender, victim, crime prevention, and rehabilitation. Participants investigate the nature, extent, and correlates of violent, economic and public order crimes, and are introduced to a broad range of criminological theories. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

CRIM 103-3: Psychology of Crime and Deviance

This course introduces the field of criminology with a focus on psychological explanations of criminal and deviant

behaviour. Discussion, lecture and readings will allow the student to apply various perspectives (i.e., biological, psychoanalytic, learning/behavioural, cognitive, developmental), as well as situational dynamics, to explain criminal and deviant behaviour. This course discusses the similarities and differences across theories and research findings, and on the link between these and criminal justice policy and practice (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

CRIM 131-3: 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. (3,0,0)

Prerequisites: CRIM 101.

CRIM 135-3: Introduction to Canadian Law and Legal Institutions: a Criminal Justice Perspective

This course provides a general introduction to the fundamental and competing principles of jurisprudence and to the basic legal institutions of Canada. Class discussion, lectures and assigned readings will allow the student to consider the history of Canadian Law, the development of the Canadian Constitution, the system of Canadian courts and the rules and responsibilities of members of the legal profession. In addition, the course will consider the nature of legal reasoning and application, the doctrine of precedent and stare decisis, principles of statutory interpretation and will also introduce the fields of contract, torts, Aboriginal law, administration law and family law. Finally, the course will examine the process of law reform in Canada. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

CRIM 210-3: Law, Youth and Young Offenders

This course introduces students to the study of young offenders through a discussion of trends, patterns, and theories of behaviour. The course looks at the Youth Criminal Justice Act, its implications for young offenders and the public's growing concern about youth crimes. The main theories used to explain youth crime will be reviewed in conjunction with a review of the programs and services to deal with young offenders. We explore controversial issues, such as sexual abuse, prostitution, substance abuse, runaway and homeless youth, as well as and Aboriginal youth in the justice system. (3,0,0)

Prerequisites: any 100 or 200 Level CRIM course.

CRIM 213-3: Women and Crime

This course will examine the history of women and crime and consider crime as constructed discourse with particular gendered implications. An examination of the Canadian social control apparatus and how, historically it has been used in relation to women as both offenders and as victims. Finally, look at the criminal justice processing of women, with a focus on rural and Aboriginal peoples, to illustrate how the conceptualization and response to crime reflects and reproduces our stratified social order. (3,0,0)

Prerequisites: CRIM 101 or CRIM 131

N.B.: This is a First Nations elective for BSc in Nursing students.

CRIM 230-3: Criminal Law in Canada

This course introduces students to the nature, purpose, scope, sources and basic principles of criminal law in Canada. Topics include such fundamental legal concepts as mens rea, negligence, and strict liability. Students will learn how to read sections of the Criminal Code of Canada to determine the basic elements of a criminal offence - the elements that must be established of an individual to be convicted of a crime. Legal principles relating to specific crimes, such as first degree murder and break and enter, will be covered. Major defenses to criminal charges will be discussed, including the defense of "not criminally responsible by reason of mental disorder" (NCRMD). (3,0,0)

Prerequisites: CRIM 135.

**Students interested in the subject matter of crime or deviance should also see SOCI 250 and SOCI 251 under SOCIOLOGY.*

ECONOMICS

ECON 111-3: 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. (3,3,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

ECON 112-3: 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)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).



ECON 220-3: 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. (3,0,0)

Prerequisites: ECON 111 and ECON 112 (or ECON 150 and ECON 151).

ECON 222-3: 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)

Prerequisites: ECON 111 and ECON 112 (or ECON 150 and ECON 151).

ENGLISH**ENGL 100-3: Language Skills**

Learning to read and write at the university level demands much patience and repetition. English 100 intends to help students master the skills necessary for correct sentence and paragraph formation. There are weekly exercises on grammar and syntax, then on the paragraph and types of development. At the end of the term, there is also consideration of the formal essay, which is the standard writing format for university courses and taught in ENGL 101. (3,0,0)

Prerequisites: None.

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)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

ENGL 102-3: Introduction to Literature

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

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

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. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

ENGL 152-3: 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)

Prerequisites: ENGL 151.

ENGL 190-3: Introduction to University Writing

English 190 is designed to familiarize students with the academic skills necessary to be successful at the university level. Within a multicultural context, students will develop skills in the following areas: library research, editing, writing, studying, time management, word processing, interpersonal relationships, and oral presentations. By the end of the course, students will be able to produce a university-level, library-based research paper. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 055 or satisfactory performance in CAT III).

ENGL 201-3: 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)

Prerequisites: ENGL 101 and ENGL 102.

ENGL 202-3: 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 postmodernism to the present. (3,0,0)

Prerequisites: ENGL 101 and ENGL 102.

ENGL 203-3: 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)

Prerequisites: ENGL 101 and ENGL 102.

ENGL 204-3: 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)

Prerequisites: None.

ENGL 205-3: 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)

Prerequisites: ENGL 101 and ENGL 102.

ENGL 206-3: 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)

Prerequisites: ENGL 101 and ENGL 102.

ENGL 207-3: Introduction to First Nations Literature in Canada

Study of First Nations literature in Canada, from the beginnings with the oral tradition to the present literary production in poetry, novels, essays, 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)

Prerequisites: ENGL 101 and ENGL 102.

ENGL 208-3: 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. History, law, and ethics also direct this consideration of pluralism in literature. (3,0,0)

Prerequisites: ENGL 101 and ENGL 102.

ENGL 209-3: Creative Writing I

Reading and criticism of student writing. Lyric poetry, short fiction, myths, autobiography, local history and journalism. (3,0,0)

Prerequisites: ENGL 101 and ENGL 102.

ENGL 210-3: Creative Writing II

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

Prerequisites: ENGL 209.

ENGL 211-3: Creative Writing II - Fiction

This is an introductory creative writing course with a focus on fiction. It includes exploring creative techniques through writing exercises, developing a writing portfolio, examining representative examples of current fiction, and researching writing markets. Students writing practice will include three short stories, workshopping other students' work, and revising. (3,0,0)

Prerequisites: ENGL 101 and 102 (or equivalent) with ENGL 209 recommended.

ENGL 213-3: Creative Writing II - Non-Fiction

ENGL 213 is a creative writing course that provides students with an opportunity to explore and develop their skills in writing major non-fiction forms such as features, memoir, travel, personal essay, history and social analysis. Students will develop creative techniques through writing exercises, examining representative examples of current non-fiction, and researching writing markets. As well as exercises, students will write, workshop other students' work, and revise their own writing. (3,0,0)

Prerequisites: ENGL 101 and ENGL 102 or equivalent.

ENGL 224-3: 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)

Prerequisites: ENGL 101 and ENGL 102.

ENGL 225-3: Women and Literature II

Continuation of ENGL 224. (3,0,0)

Prerequisites: ENGL 101 and ENGL 102.

ENGL 267-3: Canadian Literature in English

This course covers the history of the development of literature in English in Canada. Emphasis is on periods, movements, and writers, as well as issues of the times, both regionally, nationally, and internationally. All genres are introduced and surveyed, with representative readings. (3,0,0)

Prerequisites: ENGL 101 and ENGL 102.

ENGL 270-3: Introduction to Children's Literature

This course covers several periods, genres and critical issues within the field of children's literature. It begins with a study of folklore and fairytales and goes on to verse, short stories, and novels, primarily from Britain, Canada, and the United States. (3,0,0)

Prerequisites: ENGL 101 and ENGL 102.

ENGL 276-3: American Literature

The course introduces American literature to develop an understanding of its historical and current artistic, social, cultural, and political contexts and concerns. (3,0,0)

Prerequisites: ENGL 101 and ENGL 102.

FILM**FILM 101-3: 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: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

FILM 102-3: Modern American Cinema

The purpose of the course is to introduce students to the art and language of cinema. The overall goal is to teach students the styles and functions of various types of cinema, and to link the subject of art to the social, political, technological, cultural and economic movements of the late 20th century and early 21st century. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).



FRENCH

FREN 101-3: Introduction to French I

French 101 covers basic grammar, composition, reading, and oral communication. Together with French 102, it prepares students for university-level French or second-language requirements. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

FREN 102-3: Introduction to French II

French 102 continues from French 101, covering basic grammar, composition, reading, and oral communication, to prepare students for university-level French or second-language requirements. (3,0,0)

Prerequisites: FREN 101.

GEOGRAPHY

GEOG 110-3: People and the Environment

As an introduction to Environmental Studies, 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)

Prerequisites: Grade 12 or Adult Dogwood with English 12 (or ENGL 050 or ENGL 055 or satisfactory performance on CAT III English placement) with Geography 12 recommended.

GEOG 111-3: Introduction to Human Geography

This course provides an introduction of the various sub-fields 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)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

GEOG 112-3: Environments and Planning

Geography 112 is an introduction to the concepts and practices of community, regional, resource, environmental and land use planning. We will discuss what constitutes planning and will define its role in the development of sustainable communities and regions. The course will emphasize the participation of the public, politicians, resource managers and planners in the process of evaluation, decision-making, development and management of urban and rural communities and natural resources. The course will include field excursions and guest speakers to allow us to directly examine the planning process and its impacts on communities and sustainability of resources. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 190 or satisfactory performance on CAT III) with Geography 12 recommended.

GEOG 150-3: 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)

Prerequisites: Grade 12, Geography 12 recommended.

GEOG 160-3: Physical Geography II: Geology, Geomorphology and Soils

Geography 160 is the second half of an introductory course in physical geography. Subjects covered in this term include landforms, weathering, mass movement, plate tectonics, igneous processes, glaciers, river systems, coastal processes, and soils. Laboratories will include rock and mineral identification, plate tectonics, topographical and airphoto interpretation of landforms, hydrological measurement, landslide assessment, and identification of coastal landforms. (3,3,0)

Prerequisites: Grade 12 or Adult Dogwood, Geography 12 recommended.

GEOG 201-3: 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 and BIOL 102 and/or GEOG 150 and GEOG 160 or equivalent first year sciences.

GEOG 202-3: 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 and GEOG 160 and/or BIOL 101 and BIOL 102 or equivalent first year sciences.

GEOG 203-3: Geomorphology

Geomorphology is a one-semester course that examines the natural processes that shape the face of the Earth. It

develops on some of the material covered in NWCC Geography 160. The lecture part of the course will emphasize the fundamental principles that form the basis of geomorphology, in particular the processes that are active in the natural landscape and the landforms that are a consequence. A broad overview to all Earth surface process is given, with an emphasis on those processes that are relevant to Northwestern British Columbia. The lab component of this course is equally important and is based on fieldtrips. Basic fieldwork skills are emphasized and practical situations, where government of industry seeks a geomorphologist's opinion, are used. Topics that are covered include landform classification and interpretation, process measurements, slope stability & road engineering, and terrain stability analysis. (3,3,0)

Prerequisites: GEOG 150 (or GEOG 160 or GEOLOGY 157).

GEOG 204-3: 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: GEOG 150 (or GEOG 160 or GEOL 157) and CPSC 111 (or CPSC 141).

GEOG 207-3: Hydrology/Soils

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 (or GEOG 160 or GEOL 157).

GEOG 210-3: Environments and Society

Geography 210 allows students to examine the environmental problems of today's world in the context of different societies and societal responses. In this course, we will identify how individuals and cultures view key environmental issues, how we can objectively analyze these problems, and how solutions can be derived to mitigate or solve environmental issues at different scales, varying from site specific problems to the global biosphere. As a class, we

will learn to listen to and evaluate responses to environmental issues from individuals, special interest groups, the 'public', politicians, and government agencies. Students will develop skills in objective analysis and use them to undertake a community-based project that examines the relationships between environmental issues, the needs of different types of economic development, and the sustainability of communities. (3,0,0)

Prerequisites: 3 credits first year Geography or 30 UC transferable credits.

GEOG 221-3: Social Geography (Space & Society)

This course aims to explore the reflexive relationship between society and space. As the social organization of society has spatial consequences so, too, does the spatial organization affect our understanding of the relationships between social groups. These relations are negotiated and contested in different spaces at different times. This course critically examines the ways in which social relations, social identities, and social inequalities are produced, their special variations, and the role of space in constructing them. We will explore the geographic dimensions of various facets of identity (such as gender, ethnicity, "race", class, sexuality and ability) and the theoretical frameworks that geographers use to analyze them. (3,0,0)

Prerequisites: 3 credits first year Geography or 30 UC credits.

GEOG 222-3: Economic Geography

Economic Geography investigates the concepts, theories, and principles which determine the spatial arrangement and organization of economic activities and processes. A global approach is taken, emphasizing the interdependencies of local and regional economies within multinational settings, including the spatial patterns of economic success and the on-going processes of globalization. This course is set in the context of Northwest British Columbia, and examines the roles that corporations play in resource extraction and local economies. Globalization processes will be contrasted with traditional First Nations economies, and, using regional examples, how communities and First Nations groups relate to and interact with economic processes. This course may include a field study component, which examines local industries as well as traditional economies. (3,0,0)

Prerequisites: 15 first year University Credit credits.

GEOG 224-3: World Regional Geography

A regional geographical exploration of the people, places, and landscapes of the world's realms: Europe, Russia, Middle East, North Africa, Asia, Pacific, Sub-Saharan Africa, Latin America and North America. (3,0,0)

Prerequisites: 15 first year University Credit credits.



University Credit

GEOG 225-3: 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 University Credit credits.

GEOG 226-3: 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 University Credit credits, GEOG 225 strongly recommended.

GEOLOGY

GEOL 157-3: 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)

Prerequisites: None.

GEOL 158-3: 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)

Prerequisites: None.

HISTORY

HIST 103-3: 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. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

HIST 104-3: 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. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

HIST 105-3: Canada to the Mid-Nineteenth Century

In this course we will study the birth of the Canadian Nation up to the mid 1800s. We will attempt to make the more remote past of this country meaningful to us today. We will examine the interrelationship between native people and newcomers, the nature of French Canadian society and the politics of economic and social development in Quebec, Ontario, the Maritimes and the West. This course is both a political and social history of Canada. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

HIST 106-3: Canada Since the Mid-Nineteenth Century

In this course we will study the growth of the Canadian Nation from the mid 1800s to the present. We will examine some of the major events that affected the Canadian people and see how modern Canadian society developed. As well, we will look at some global events such as the World Wars, the Great Depression, the Cold War and the advent of the technological age and see how these events were experienced in Canada. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

HIST 201-3: 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: First Year History (6 credits) or 15 first year University Credit credits.

HIST 205-3: The History of Colonial Africa

This course traces the history of European colonization in Africa. Beginning with early exploration and the slave trade,

we will examine how the European powers slowly came to dominate the "Dark Continent". We will study how European colonization shaped Africa and assess the ultimate impact of colonization. We will spend some time studying the problems plaguing Africa today including the AIDS plague, lack of economic development, cyclical revolution and environmental depletion. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

HIST 209-3: 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: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

HIST 210-3: 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: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

HIST 213-3: 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)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

HIST 215-3: 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: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

HIST 216-3: 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: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

HIST 231-3: 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: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

University Credit

HIST 241-3: The Soviet Union, 1917-1990

In this course we will be studying the rise and fall of the Soviet Union. We will begin with World War One and examine the conditions that led to the Bolshevik revolution and the Russian Civil War. We will study the society created by Lenin and Stalin, assessing its impacts, achievements and failures. Finally, we will trace the decline of the Soviet Empire through the Cold War until its final collapse in 1990. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

HIST 250-3: History of Latin America

This course examines the history of Latin America from the voyages of Columbus to the modern era. Important topics include the collapse of the Aztec and Inca Empires, the establishment of the Spanish and Portuguese colonial systems, cultural collapse of the Latin American First Nations, the drive for independence and the development of Latin American countries. We will spend some time studying the challenges faced by modern Latin America including revolutions, slow economic development and the drug trade. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

JOURNALISM

JRNL 101-3: Introduction to Journalism

This course will present an overview of the history, ethics and practice of journalism by covering the interview, writing techniques and story structure, general assignments, business, sports, entertainment, crime and politics; and freelance writing and the nature of ethical reporting. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

MATHEMATICS

MATH 101-3: 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)

Prerequisites: C or better in Principles of Math 12 (or MATH 111 or MATH 0501/0502). Calculus 12 is recommended.



MATH 102-3: 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)

Prerequisites: A grade of C or better in MATH 101 or its equivalent.

MATH 103-3: Differential Calculus with Applications

Mathematics 103 is a one semester differential calculus course with special emphasis on function properties, function sketching and applications. Topics in this course include: limits, first and second derivatives, implicit derivatives, L'Hopital's rule and differentials. The emphasis in the discussion of these topics is on function properties and function sketching. Function properties emphasized include domain, range, symmetry, periodicity, intercepts, asymptotes, slope and curvature. Function types considered in this course include: linear, quadratic, polynomial, rational, root, exponential, logarithm, trigonometric, inverse trigonometric, elliptic and hyperbolic. Applications will be taken from Physics, Chemistry, Biology and the Earth Sciences depending upon the background and interests of the student body and will include optimization, related rates and linear approximations. (4.5,0,0)

Prerequisites: Principles of Math 12 (or MATH 111 or MATH 0501/0502) with Calculus 12 recommended.

MATH 111-3: 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)

Prerequisites: Principles of Math 11 (or MATH 0401/0402).

MATH 112-3: 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)

Prerequisites: C or better in MATH 111.

MATH 115-3: Pre-Calculus

This is a one-semester course designed to prepare students to take Calculus I. The content of the course includes topics from a typical Math 12 course which are the most relevant to Calculus. (3,0,0)

Prerequisites: Principles of Math 11 (or MATH 0401/0402 with a minimum grade of B, or Principles of Math 12 or MATH 0501).

MATH 131-3: 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)

Prerequisites: Principles of Math 11 (or Applications of Math 11 or MATH 0401/0402).

MATH 140-3: Finite Mathematics

Includes linear programming, matrix algebra, mathematics of finance, basic probability and statistics. (3,0,0)

Prerequisites: Applications of Math 12 (or MATH 0501/0502, or "C+" in Principles of Math 11 or MATH 111 or MATH 0401/0402).

MATH 141-3: 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, anti-derivatives. Not eligible for science credit. Students may not obtain credit for both MATH 101 and MATH 141. (3,0,0)

Prerequisites: Principles of Math 12 (or MATH 111 or MATH 0501/0502).

MATH 145-3: Calculus II for Social Sciences

Integral calculus and its application, including differential equations and application to business and economics. Introduction to multi-variable calculus. (3,0,0)

Prerequisites: Calculus 12 (or MATH 101 or MATH 141).

MATH 190-4: 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: Principles of Math 11 (or MATH 0401/0402). Students may not take this course for Science credit.

MATH 235-3: Linear Algebra

Mathematics 235 is an introductory course on vectors, matrices and linear equations with special emphasis on engineering applications. Topics in this course include: systems of linear equations, vector and matrix notation and operations, Gaussian elimination, determinants, vectors in n-dimensional space, dot and cross products, linear combinations of vectors, independence, subspaces, the concepts of basis and dimension, orthonormal bases for subspaces, the Gram-Schmidt algorithm, orthogonal matrices, eigenvalues, and eigenvectors, diagonalizable matrices, and symmetric matrices. Applications discussed include: least square, the pseudo-inverse, Linear

transformations, change of basis, application to computer graphics and application to stochastic matrices. (3,0,0)

*Prerequisites: MATH 101.
Corequisites: MATH 102.*

OCEANOGRAPHY

OCGY 208-3: Introduction to Physical, Chemical and Geological Oceanography

This course introduces the history, methodology and fundamental principles of physical, chemical and 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: Introduction to Biological Oceanography

This course introduces the history, methodology and fundamental principles of biological oceanography. Some of the topics covered include: phytoplankton; zooplankton; benthic organisms; fisheries and aquaculture; marine sediments; marine resource and pollution of the sea. (3,0,0)

Prerequisites: BIOL 101 and BIOL 102.

OCGY 210-3: Methods of Monitoring the Marine Environments

Introduction of the study of marine water quality monitoring and the problems associated with different types of marine pollution. Students will select a local marine site for study, and will plan, organize, and execute a short study of the site. Students develop the analytical laboratory skills essential in the field of water quality analysis. Emphasis will be placed on the use of instruments and other sampling equipment, sampling techniques, and basic analytical procedures in the laboratory. Students will write a concise technical report at the end of the course summarizing the findings of their project. (3,0,0)

Prerequisites: OCGY 208 and OCGY 209 and CHEM 101 and CHEM 102.

PHILOSOPHY

PHIL 101-3: 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 human rights. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

PHIL 102-3: Moral Philosophy

Study of some of the basic writings in historical and contemporary moral philosophy. A major consideration is the development of human rights. Two fundamental

questions guide this course: what is the good life; and, how do we decide that? (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

PHIL 203-3: Philosophy and Literature

A consideration of how philosophy and literature connect. This course emphasizes how literature is read philosophically, especially with regard to ethics. Historical and contemporary fiction is read together with theory on reading philosophically. (3,0,0)

Prerequisites: PHIL 101.

PHIL 204-3: Philosophy and Social Sciences

An examination of the philosophical foundations of the social sciences. The course surveys the history of thought that has shaped and continues to influence the development of the social sciences, including, social, economic, and scientific topics, ideas of methodology; and leading figures such as Comte, Marx and Weber. (3,0,0)

Prerequisites: PHIL 101.

PHIL 205-3: Philosophical Struggle in Religion

The course contains the arguments around the existence of God and the formation, continuation, and occasional disintegration of religion. The context is historical, contemporary, and global, examining various philosophical and cultural responses to divinity. (3,0,0)

Prerequisites: PHIL 101 or PHIL 102.

PHIL 206-3: Philosophy of Science

We see how philosophers and scientists think about the principles and work of science, and how the ethical background of the sciences (a.k.a. "natural philosophy") complements and justifies the empirical background. The approach is historical and comparative in discussing both the faith and the skepticism over science. (3,0,0)

Prerequisites: PHIL 101 or PHIL 102.

PHYSICS

PHYS 101-3: 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: Physics 11 (or PHYS 040) and Principles of Math 11 (or MATH 111 or MATH 0401/0402). Principles of Math 12 or MATH 0501/0502 recommended.



PHYS 102-3: Introductory 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 103-3: Physics with Applications to Earth Science

Physics 103 is a one semester algebra based introductory survey Physics course with applications focusing on the Earth Sciences. The main topics covered are Materials, Energy Transfer and Forces. For Energy Transfer, three mechanisms are considered: Convection - Fluid Mechanics, Conduction - Waves, and Radiation - Light. Applications will be taken from the Earth Sciences. (3,0,0)

Prerequisites: Physics 11 (or PHYS 040) and Principles of Math 11 (or MATH 0401/0402). *Physics 12 or PHYS 050 and Principles of Math 12 or (MATH 0501/0502 or MATH 111) recommended.*

Corequisites: GEOG 160 or GEOL 157 recommended.

PHYS 121-3: 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 solution. (3,3,0)

Prerequisites: Physics 12 (or PHYS 050) and Principles of Math 12 (or MATH 111 or MATH 0501/0502). *High school pre-calculus or calculus recommended.*

Corequisites: MATH 101.

PHYS 122-3: 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.

Corequisites: MATH 102.

PHYS 135-3: Engineering Mechanics-Dynamics

This course is designed for (although not restricted to) students wishing to pursue an Engineering degree. Topics include vector algebra, static equilibrium of particles and rigid bodies, and dynamics of particles and rigid bodies. Included for consideration are friction, impulse, momentum, work, and energy. Emphasis is placed throughout on the analysis of practical mechanics problems using free-body diagram techniques. (3,0,0)

Prerequisites: PHYS 121 and MATH 101.

Corequisites: PHYS 122 and MATH 102.

POLITICAL SCIENCE

POLI 101-3: Introduction to Political Science

This course is an introduction to the study of Political Science. We will study political concepts such as power, democracy and "politics" itself. We will trace history of political science and study the contributions of political philosophers from the ancient Greeks to the modern era. We will examine the political spectrum and the range of ideologies including liberalism, conservatism, communism and fascism. We will demonstrate how these concepts and ideologies are (or are not) relevant to Canada today. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

POLI 102-3: Canadian Politics and Government

In this course, we will study the Canadian political landscape and system. We will examine structures of the system including the Constitution, the electoral system, and Legislative procedures. As well, we will study the current Canadian political landscape including parties, recent election results and ongoing political issues. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

POLI 203-3: International Politics

An introduction to the study of international politics. We will examine the existing international political system through the study of such topics as alliance systems, diplomacy, international norms and methods of negotiation. We will analyze many security issues in the world today including warfare, arms buildup and control, weapons of mass destruction and terrorism. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

POLI 213-3: International Political Economy

This course continues the examination of international relations. We will discuss the international economic system, global economic development, currencies and trade. As well, we will study many international relations issues including population growth, environmental problems such as ozone

depletion and global warming, disparities of wealth and resources, and the struggle for and against globalization. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

PSYCHOLOGY

PSYC 101-3: 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)

Prerequisites: None.

PSYC 102-3: 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: 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 but growing some potential developmental problems will be discussed. Classes consist of lectures, discussions, audiovisual presentations and structured experiences. (3,0,0)

Prerequisites: PSYC 101 and PSYC 102.

PSYC 202-3: 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 and PSYC 102 and PSYC 201.

PSYC 203-3: Psychology of Gender and Gender Relations

This course introduces students to the psychology of gender, gender differences and differences in the experiences and behaviours of males and females. (3,0,0)

Prerequisites: PSYC 101 and PSYC 102.

PSYC 205-3.0: Psyc of Drugs & Chem Addiction

This course surveys topics related to the effects of drugs on behaviour and chemical addiction. Specific topics will include neurological effects of drugs, the causes and circumstances of addiction and the prevention and treatment of addiction. Classes of drugs studied will include alcohol, marijuana, stimulants, opiates, tranquilizer, nicotine, hallucinogens, antidepressants and antipsychotics. (3,0,0)

Prerequisites: PSYC 101 and PSYC 102.

PSYC 206-3: Intro to Health Psychology

This course introduces students to the psychology of health. Topics include health related behaviours like eating habits, smoking and drug use, the effects of stressful events on health, various methods of coping with stress, the impact of chronic illness on the family, and the role of social support systems. In addition, issues such as the mind-body relation; research methods in health psychology; pain and pain behaviour; the management of chronic and terminal illness; and death, dying and bereavement will be addressed. Diseases covered will include cancer, heart disease, AIDS, rheumatoid arthritis and Alzheimer's disease. (3,0,0)

Prerequisites: PSYC 101 and PSYC 102.

PSYC 207-3: Intro Mental Health Counseling

The most influential psychotherapies will be introduced with particular emphasis on behavioural and cognitive interventions. Issues of evidence based counseling, multicultural counseling, and legal-ethical obligations will also be introduced. (3,0,0)

Prerequisites: PSYC 101 and PSYC 102.

PSYC 215-3: Research Methods in Social Sciences I

An 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, behavioral 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. The work in class and the readings will introduce students to the logic and methodology of research. In addition, the student's research project will provide some direct experience in actually doing research. In general, this class provides an essential foundation for students undertaking, or critically evaluating, empirical research. (3,0,0)

Prerequisites: PSYC 101 and PSYC 102.



PSYC 216-3: Research Methods in Social Sciences II

This is a continuation of Research Methods in Social Sciences I for those students who need two courses in research methodology. In this course, we review other methods than that of experimental design. Topics in this course include quasi-experimental design, surveys and how to construct a survey, the relative advantages and limitations of quantitative and qualitative research strategies, and how to critically interpret research findings. (3,0,0)

Prerequisites: PSYC 101 and PSYC 102.

PSYC 221-3: 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 PSYC 102

PSYC 232-3: 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)

Prerequisites: PSYC 101 and PSYC 102.

PSYC 233-3: Historical and Conceptual Foundations 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)

Prerequisites: PSYC 101 and PSYC 102.

SOCIOLOGY

SOCI 101-3: 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)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

SOCI 102-3: 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)

Prerequisites: SOCI 101.

SOCI 205-3: 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)

Prerequisites: Introductory Sociology or Anthropology.

SOCI 206-3: 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)

Prerequisites: Introductory Sociology or Anthropology.

SOCI 207-3: Sociology of Labour

Analysis of how the Canadian working class has organized itself under capitalism in its various stages of development. This course will familiarize you with the impact of industrialization, uneven economic development, short and long term industrial growth. Quality of life, the Trade Union Movement and political consciousness will also be discussed. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

SOCI 209-3: 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)

Prerequisites: Introductory Sociology or Anthropology.

SOCI 210-3: Canada: Differing Perspectives II

This course emphasizes work patterns, incomes, education and levels of social and economic inequalities in Canada. (3,0,0)

Prerequisites: Introductory Sociology or Anthropology.

SOCI 250-3: 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 pre-scientific, modern, and post-modern perspectives on deviance. (3,0,0)

Prerequisites: SOCI 101 and SOCI 102.

SOCI 251-3: Crime and Society

This course examines criminal behaviour in Canadian society from both a sociological and historical framework. Students will assess and examine various research methodologies and the framework of the criminal justice system. Readings and discussion will encourage specific examination of areas such as violent, property and corporate crime. (3,0,0)

Prerequisites: SOCI 101 or SOCI 102.

SOCI 261-3: Sociology of Community

This course presents a sociological study of community. It will present some of the major theoretical approaches used in studying community and relate them to research and applied interests. Special attention is given to issues of gender, race, ethnicity and social class. A research component will be part of this course to assist students in exploring interests in a local community. (3,0,0)

Prerequisites: SOCI 101 and 102.

SOCI 270-3: Rural Sociology

This course is a sociological introduction to rural communities. Theoretical approaches to understanding rural communities are presented. One general emphasis will be on the sustainability of rural communities. This course will emphasize some local problems specific to rural communities in our region and explore possibilities for social change. (3,0,0)

Prerequisites: SOCI 101 and 102.

SOCI 282-3: Environmental Sociology

This course is an introduction to environmental sociology. Environmental sociology focuses on the interaction of human society with the natural environment. The course highlights the social organization involved in environmental problems and responses to them. Various sociological perspectives are used to analyze the social organization of environmental problems and responses. The analysis includes concerns of sustainability and distributive justice. (3,0,0)

Prerequisites: SOCI 101 and SOCI 102.

WOMEN'S STUDIES

WMST 101-3: Women in Canada

This is an introductory course focusing on Canadian experience. Examinations of what constitutes the sources of history, Eurocentric, and androcentric traditions. Consideration of scholarship by and about women of diverse backgrounds from pre-contact to contemporary society are covered in this course. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

WMST 102-3: Introduction to Women's Studies

This is an interdisciplinary course integrating topics concerning women, gender and differences throughout the humanities, social sciences and natural sciences. Introduction

to Women's Studies includes consideration of scholarship by and about women in the arts, literature, science, history, society, popular culture, politics and law. Examination and discussion of gender issues and construction of gender/roles will be emphasized. (3,0,0)

Prerequisites: English 12 (or ENGL 050 or ENGL 053 or ENGL 055 or satisfactory CAT III).

WMST 203-3: Women's Health Issues in Canada

This women's studies course provides an introduction to key issues in women's health in Canada with a global perspective. The first half of the course focuses on constructing a feminist framework for understanding women's health issues. The framework is introduced by looking at biological, socio-cultural, historical and political processes that shape and define women's health experiences, including ways in which medical knowledge has been constructed and applied to women's bodies. Starting with an overview of the current state of women's health in Canada and globally as a baseline, we look at how women's health is defined by the discourse of "gendered bodies." Women's unique biological functions are reviewed and then examined as they are reconstructed and represented as women's health issues by the medical community and media. The second part of the course engages the students in an exploration of four important topics in women's health: Sexual and reproductive health; illness; violence against women; and mental health. With a focus on these four topics, the feminist framework is used to understand women's experiences of health across differences of race, class, sexuality, culture, and ability, with special attention given to issues of concern to First Nations women of Canada. (3,0,0)

Prerequisites: Any one of WMST 101, WMST 102, ANTH 102, SOCI 101 or SOCI 102.





FREDA DIESING

SCHOOL OF NORTHWEST COAST ART

Northwest Community College created the Freda Diesing School of Northwest Coast Art to honour, recognize and continue the legacy of Haida artist Freda Diesing. She was a master carver, painter, tireless educator and champion of First Nations art and culture.

The Freda Diesing School of Northwest Coast Art brings nations together in the pursuit of higher education, and sets new standards for aspiring artists. It is the only School of its kind in Canada, focusing on traditional First Nations Pacific Northwest Coast art with the view of developing skills into fine art.

The School offers the First Nations Fine Arts program, instructed and mentored by world-renowned artists **Dempsey Bob** (*Tahltan/Tlingit*), **Stan Bevan** (*Tahltan/Tlingit/Tsimshian*), and **Ken McNeil** (*Tahltan/Tlingit/Nisga'a*).

The instructors play an important role in passing on Freda Diesing's legacy to their students. They instill in their students what's required to become a First Nations artist and an understanding of each one's responsibility to continue to share this valuable knowledge with others.

Marie Alfreda "Freda" Johnson Diesing (1925-2002)

Freda Diesing was a Haida artist from Prince Rupert, BC. She was given the Haida name Skil Kew Wat, 'magical little woman', a name that reflects the influence and power of her talent.

One of the first female carvers on the modern northwest coast, Freda began her carving career at the age of 42. She studied at the Vancouver School of Art and at the Gitanaax School of Northwest Coast Indian Art at 'Ksan Village.

In the 1960s, Diesing and a handful of other artists were responsible for the re-awakening of Northwest Coast art and culture. She worked with other master artists including Robert Davidson, Dempsey Bob, and Tony Hunt. In the 1980s, her work was included in the ground breaking exhibition "Legacy - Tradition and Innovation in Northwest Coast Indian Art", assembled by the Royal British Columbia Museum, and exhibited internationally, bringing awareness and appreciation to her culture's art and history to the world.

Diesing was an exceptional carver, teacher and mentor. Her students include many of the most acclaimed artists working in First Nations art today. She generously contributed many works of art to local communities.

In 2000, she was awarded an honorary diploma from Northwest Community College. In 2002, she received a National Aboriginal Achievement Award and an honorary doctorate from the University of Northern British Columbia.

Classes start in September at the Terrace campus.

Program Overview

Traditional Learning

Students of First Nations descent will be given the opportunity to learn the art and craft of traditional woodcarving. Stan Bevan and Ken McNeil, two distinguished carvers, will serve as teachers and mentors to the students in the First Nations Fine Arts (FNFA) program. Dempsey Bob will lend his knowledge, experience and creative talents as the Senior Advisor to the FNFA program. Students share the instructors' knowledge and experience while working alongside them and other respected, visiting artists.

Program Legacies

The First Nations Fine Art program seeks to honour and support the rich culture and tradition of First Nations art in the northwest. Each class will be required to produce a substantive work of art. The art pieces will remain at Northwest Community College campuses as a legacy to enhance the learning environment and make our College campuses more welcoming and supportive of First Nations learners.

Program Outline

FNFA is a 2 year diploma program. In class, learn basic drawing and design techniques and the history of designs and crests. In the workshop, learn hands-on tool making and traditional wood carving techniques. All students are expected to participate in carving the program projects.

The FNFA program is comprised of courses that include:

- Toolmaking (carving tools: build and use traditional tools; metallurgy)
- Two Dimensional Design (Northwest Coast Art form fundamentals; design techniques; drawing and painting; developing visual literacy)
- Woodcarving (the property of wood and its uses; carving projects: small-medium sized

plaque, spoon, portrait mask, and canoe-shaped bowl; carving practice and proficiency).

First Nations Fine Arts Certificate

ARTH 101-3	First Nations Art of the Pacific Northwest I
FNFA 110-1	Shop Safety Basics
FNFA 112-3	Two Dimensional Design-Basic Form
FNFA 113-3	Two Dimensional Design
FNFA 114-3	Tool Making
FNFA 116-3	Elements of Wood Carving
ARTH 108-3	First Nations Art of the Pacific Northwest II
FNFA 123-3	Two Dimensional Design for Sculptures
FNFA 125-1	Tool Care and Use
FNFA 126-3	Wood Carving - Traditional Spoon
FNFA 127-3	Wood Carving - Traditional Bowl
FNFA 128-3	Wood Carving - Portrait Mask

First Nations Fine Arts Diploma

ARTH 201-3	Contemporary First Nations Fine Arts of the Northwest Coast
ARTH 210-3	Northwest Coast Art Museum and Gallery Studies
FNFA200-4	Two Dimensional Design for Traditional Structures
FNFA202-3	Specialty Tools
FNFA204-3	Wood Carving - Panel
FNFA206-3	Wood Carving - Moon Mask
FNFA207-3	Wood Carving - Crest Bowl
FNFA208-4	Wood Carving - Crest Mask
FNFA210-4	Totem Pole Model
FNFA212-3	Legacy Project

Admission Requirements

The FNFA Certificate program is open to beginner and advanced carvers. Applicants will be evaluated on a first applied basis and must:

- be of First Nations descent
- be at least 16 years old
- have successfully completed Principles, Applications or Essentials of Math 12, or MATH 0301/0302, and English 12 or ENGL 030, or GED, or CAT III Assessment Test
- present a portfolio/samples of the artwork undertaken to date
- complete a successful interview with the Instructional Team

To proceed to the diploma year, students must successfully complete the First Nations Fine Arts Certificate or First Nations Artists in Residence Levels 1 & 2, with a minimum grade of 'B' in all courses.

Application

Students are encouraged to submit a completed NWCC Application for Admission (available at your local NWCC campus or on the NWCC Web site) along with a current portfolio/samples to your local NWCC campus by March 31.

Applications will be evaluated on a first-applied basis and those chosen for an interview will be contacted regarding the time and date for their meeting with the Instruction Team. Interviews and offers of acceptance will be completed by May 1, with interviews ongoing until all seats are filled with qualified applicants.

Course Descriptions

ARTH 101-3: First Nations Art Pacific NW I

This is an introductory study in traditional First Nations art of the Pacific Northwest. The emphasis is on understanding the history of various art symbols and designs, and different approaches to art development. Specific topics include an introduction to the art of Freda Diesing, understanding basic Northwest Coast formal elements, and examining a broad range of historic and contemporary Northwest Coast art styles and artists.

Prerequisites: None.

ARTH 108-3: First Nations Art Pacific NW II

Further study of traditional First Nations art of the Pacific Northwest. Emphasis is placed on understanding the history of various art symbols and designs, and different approaches to art development. Specific topics include examining historic and contemporary Northwest Coast art in the region and globally focusing on museum and gallery exhibitions about Northwest Coast art and the art of the Maori.

Prerequisites: ARTH 101 or FNAR 101.

ARTH 201-3: Contemporary First Nations Art of the Northwest Coast

This course examines the major artists and art styles of the Northwest Coast especially since the 1960's. The course focuses on how the revival of Northwest Coast art and culture has stimulated broader political and economic developments including self-government, land rights, reclaiming of cultural property, and the role of the artist in that activity.

Prerequisites: Admission to the Second Year Program.

ARTH 210-3: Northwest Coast Art Museum and Gallery Studies

This course examines the art museum and gallery system for promoting, displaying and selling Northwest Coast art focusing on the major museums and galleries of British Columbia and Washington State. The course will examine how cultural institutions and Northwest Coast artists have shaped artistic production and how this engagement develops concepts of culture and stimulates market value. The course includes a field trip to galleries and museums as part of the Diploma Show graduation requirement.

Prerequisites: ARTH 201.

FNFA 110-1: Shop Safety Basics

This course will prepare students for learning in a practical workshop environment and will include Occupational First Aid Level One, shop safety including the safe use of shop tools, safe body mechanics, and personal safety equipment.

Prerequisites: Admission to the program.

FNFA 112-3: Basic Forms of Two Dimensional Design

This course will introduce the learner to the basic elements of form characteristic of Northwest Coast Art. Students will examine the forms and relationships that typify the Northwest Coast Art style using traditional materials to develop their visual literacy.

Prerequisites: Admission to the program.

FNFA 113-3: Two Dimensional Design

This course will introduce the learner to the application of the basic elements of body forms and colour characteristic of Northwest Coast Art as applied to traditional crests, designs, drawings, figures of the Northwest Coast Art style.

Prerequisites: Admission to the program.

FNFA 114-3: Tool Making

This course is designed to introduce the learner to the art of tool making resulting in the production of a series of metal carving tools to be used for their First Nations arts projects. Students will learn the proper care, maintenance and handling of their hook, knives, and adzes as part of the learning process.

Prerequisites: FNEA 110.

FNFA 116-3: Elements of Wood Carving

This course is designed to introduce the learner to various woods, their uses, and application. Practical application will enable the learners to become proficient in the use of various carving tools and will result in the production of a number of elementary projects.

Prerequisites: FNEA 110, FNEA 114.

FNFA 123-3: Two Dimensional Design for Sculptures

This course will assist the learner in developing a more in-depth understanding of Northwest Coast Art through the examination of the elements of two dimensional design of carving including colour, form, and textures through drawing exercises, painting techniques and carving on sculptures.

Prerequisites: FNEA 112, FNEA 113, FNEA 116.

FNFA 125-1: Tool Care and Use

Students will work on the use and care of advanced tools. Safe carving techniques will also be covered.

Prerequisites: FNEA 114.

FNFA 126-3: Wood Carving - Traditional Spoon

This course is designed to increase the learner's ability to work on a more complex and larger scale wood carving project - traditional spoon. Students will be required to participate in a legacy project to be showcased with Northwest Community College.

Prerequisites: FNEA 116.

FNFA 127-3: Wood Carving - Traditional Bowl

This course is designed to increase the learner's ability to work on a more complex and larger scale wood carving project - traditional bowl. Students will be required to participate in a legacy project to be showcased with Northwest Community College.

Prerequisites: FNEA 116.

FNFA 128-3: Wood Carving - Portrait Mask

This course is designed to increase the learner's ability to work on a more complex and larger scale wood carving project - portrait mask. Students will be required to participate in a legacy project to be showcased with Northwest Community College.

Prerequisites: FNEA 116.

FNFA 200-4: Two Dimensional Design for Traditional Structures

This course will introduce the learner to large scale designs adapted to traditional north coast structures.

Prerequisites: Completion of First Nations Fine Arts Certificate or First Nations Artists in Residence Levels 1 & 2, with a minimum grade of 'B' in all courses.

FNFA 202-3: Specialty Tools

This course will introduce the learner to larger and more specific knives and adzes for second year projects.

Prerequisites: Completion of First Nations Fine Arts Certificate or First Nations Artists in Residence Levels 1 & 2, with a minimum grade of 'B' in all courses.

FNFA 204-3: Wood Carving - Panel

This course will introduce the learner to laminating cedar, designing, painting & carving to create a carved panel.

Prerequisites: Completion of First Nations Fine Arts Certificate or First Nations Artists in Residence Levels 1 & 2, with a minimum grade of 'B' in all courses.

FNFA 206-3: Wood Carving - Moon Mask

This course is designed to increase the learner's ability to create a more complex traditional moon mask.

Prerequisites: Completion of First Nations Fine Arts Certificate or First Nations Artists in Residence Levels 1 & 2, with a minimum grade of 'B' in all courses.

FNFA 207-3: Wood Carving - Crest Bowl

This course is designed to increase the learner's ability to create a more complex traditional crest bowl.

Prerequisites: Completion of First Nations Fine Arts Certificate or First Nations Artists in Residence Levels 1 & 2, with a minimum grade of 'B' in all courses.

FNFA 208-4: Wood Carving - Crest Mask

This course is designed to increase the learner's ability to create a more complex traditional crest mask.

Prerequisites: Completion of First Nations Fine Arts Certificate or First Nations Artists in Residence Levels 1 & 2, with a minimum grade of 'B' in all courses.

FNFA 210-4: Totem Pole Model

In this course the student will create a traditional totem pole model applying the principles of three Dimensional design.

Prerequisites: Completion of First Nations Fine Arts Certificate or First Nations Artists in Residence Levels 1 & 2, with a minimum grade of 'B' in all courses.

FNFA 212-3: Legacy Project

This course will require students to participate in the Legacy Project to be show cased by the students and NWCC.

Prerequisites: Completion of First Nations Fine Arts Certificate or First Nations Artists in Residence Levels 1 & 2, with a minimum grade of 'B' in all courses.



NORTHWEST COMMUNITY COLLEGE SCHOOL OF **EXPLORATION & MINING**

In response to the training needs of industry, Northwest Community College has developed the School of Exploration & Mining. In partnership with Smithers Exploration Group, BC Ministry of Energy, Mines & Petroleum Resources, the School develops industry-related courses and programs and offers training in various areas of mining and exploration.

Northwest Community College offers pre-employment, professional development and general interest training.

School of Exploration and Mining courses and programs:

Mining Exploration Field Assistant (MEFA)

Hy-Tech Driller's Helper

Prospector Basic Training

Camp Manager Training

Introduction to Metal Leaching and Acid Rock Drainage (Field School)

Excavator Operator Training

Reclamation & Prospecting First Nations - Workforce Training Program

Occupational First Aid (OFA) Level 1

Transportation Endorsement 1

WHMIS

PITS (Enform) Chainsaw Safety.

Reclamation & Prospecting Program

Northwest Community College (NWCC) School of Exploration and Mining offers a new program that supports the development of leadership and employment skills in First Nations communities in northern British Columbia.

The Reclamation and Prospecting (RAP) Program is a comprehensive pre-employment training program that prepares learners with skills in mineral exploration and environmental monitoring. Living and learning in real camp settings, students are taught by First Nations and other industry instructors, as well as First Nations Team Leaders and Elders. The training covers a diverse range of skills, including navigation, first aid, wilderness safety, environmental sampling, basic prospecting, and First Nations culture.

The program offers two opportunities for training:

1. Team Leader Training Program

The Reclamation and Prospecting Team Leader Training is a 10-week program intended to provide First Nations individuals with specific mining-related leadership skills for possible employment as a Team Leader in the 2008 RAP First Nations Workforce Training Program.

2. First Nations Workforce Training Program

The Reclamation and Prospecting (RAP) First Nations Workforce Training Program is an 11-week bush-camp based program that focuses on employment skills for 50 First Nations youth aged 18-35 who are interested in working in the minerals industry.

CONTINUING EDUCATION & INDUSTRY TRAINING

Serving the Community

Northwest Community College strives to meet the educational needs of all residents in the communities served within our college region. The Continuing Education (CE) department plays a critical role in meeting those educational challenges. CE looks to local individuals, groups, organizations and industry for guidance on course ideas and program planning, ensuring program offerings are responsive and relevant.

Educational offerings can range from individual general interest to skill enhancement and growth. They also include programs and courses that are an outgrowth of the College's academic, career and vocational programs. Courses and programs are drawn from the areas of arts and language, business and computer technology, health and human sciences, natural resources, tourism, trades, university credit, and more.

Organizations, Industry and Workplace

The Continuing Education department is able to make available a broad range of instructional and professional expertise, on a cost-recovery basis to organizations, agencies and other clients within the Northwest Community College community whose special requirements cannot be met through our regular calendar offerings.

Instructional Excellence

Leading practitioners, experts in their chosen field, are drawn from the community at large to advise and to teach. Collaborative programs with community organizations and other training institutions further enrich the learning environment of the College.

Examples of training we can provide:

- Professional Development
- Management Skills
- Project Management

- Leadership Development
- Business Skills Training
- Computer Training
- Trades Training
- Occupational Health and Safety Training
- Exploration and Mining Training
- Customized training to meet industry needs.

Information

Each College campus publishes semi-annual departmental calendars before the beginning of each semester. These calendars contain information on semester offerings, fees, and registration. Most campuses deliver these calendars to your door. For copies of current brochures, please contact the Continuing Education department at the campus closest to you or call 1.877.277.2288. Check out the College Web site for more information.

Refunds for Continuing Education Programs & Courses

1. Withdrawal seven calendar days prior to the first class 100% of fees less a \$10.00 administration charge.
2. Withdrawal less than seven but more than three calendar days prior to the first class 50% of fees.
3. Withdrawal three calendar days or less prior to the first class - no refund.
4. Special registration and refund policies apply to courses designated as NO REFUNDS after a set date for pre-registration. Refunds are not made after the pre-registration date unless the space can be sold to another student in which case 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.
5. Full refund will be made only if the College cancels a course or if a student withdraws from a course for documented medical or bereavement reasons before the course starts.



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.

Board of Governors

The College Board is the legal entity, which makes the final decision on College financial and educational matters.

Tammy Bahm
Elected Student Member
Terrace

Glenn Bennett
Community Member
Kitselas

Harold Bent
Community Member
Smithers

Diane Collins
Chair, First Nations Council

Danielle Dalton
Elected Student Member
Prince Rupert

Penelope Denton
Chair, Board of Governors
Community Member
Prince Rupert

Claudette Lavoie
Community Member
Haida Gwaii

Dave McKeever
Chair, Education Council

Sharon Robertson
Community Member
New Hazelton

John Ross
Elected Support Member

Irene Seguin
Community Member
Gitwinksihlkw

David Try
Elected Faculty Member

Gerald Wesley
Community Member
Terrace

Terence Wright
Community Member
Terrace

Education Council

The Education Council is the main policy-recommending body for College-wide education issues such as grading, admission standards and curriculum. Its membership is comprised of elected representatives, four students, 10 faculty, two support staff, and four appointed educational administrators.

The Education Council is administered through the Office of the Registrar.

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 of Governors.

As advisors to the Board, the Council helps ensure First Nations communities are involved in the planning and decision-making processes of the College. The college region encompasses the Haida, Tsimshian, Nisga'a, Haisla, Gitksan and Wet'suwet'en Nations and the Council seeks to ensure representation from all of them.

The Council also serves as recognition that NWCC's College region has the largest geographic distribution of tribal organizations in the province and 39 percent of our college student population is of First Nations descent.

Examples of represented organizations are education societies, private educational institutions, village governments, Education Administrators, treaty organizations and friendship centres.

First Nations Council Aboriginal and Community Representatives (January 2008)

Dze L K'ant Friendship Society

First Nations Training and Development Centre

Friendship House Association

Gingolx Band Council

Gitanmaax Band

Gitanyow Band

Gitksan Wet'suwet'en Education Society

Gitsegukla Band

Gitwangak Education Society

Gitwinksihlkw Village Government

Glen Vowell Band

Hagwilget Village Council

Haida Heritage Centre

Haisla Capacity Development Society

Hartley Bay Village Government

Houston Friendship Centre

Iskut Band Council

Kermode Friendship Society

Kispiox Band Council

Kitimat Valley Institute Corporation

Kitasoo Education Authority

Kitkatla Band Council

Kitselas Band Council

Kitsumkalum Band Council

Kyah Wiget Education Society

Lax Kw'alaams Band

Laxgalts'ap Village Government

Metis Nation BC Northwest

Metlakatla Band Council

New Aiyansh Village Government

Nisga'a Lisims Government, Terrace Local

Old Massett Village Council

Skidegate Band Council

Tahltan Band Council

Wilp Wilxo'oskwhl Nisga'a



College Governance

College Administration

Stephanie Forsyth
President

Ali McDougall
Executive Assistant to the President

Diane Ready
Vice-President Finance & Administration

Arlene Herman
Dean of Student Services

Dave O'Leary
Dean of Trades & Technology

Diane Clements
Dean of Health & Human Services

Katherine McIndoe (until August 08)
Dean of University Credit Programs

Cathay Sousa
Director of Institutional Research and Registrar

Holly-Anne Burrows
Director, Communications & External Relations

Margo Van der Touw
Dean, Continuing Education & Industry Training

Andrea Kosalko
Manager, NWCC School of Exploration & Mining

Michael Schuster
Director, Human Resources

Sarah Loewen
Director of Education, Haida Gwaii

Jim McDonald
Executive Director, House of Learning & Applied Research

Tony Reddy
Director, Ancillary Services

Cindy Harmel
Director, Facilities & Maintenance

Clint Marshall
Manager, Facilities & Capital Projects

Cynthia Preyser
Controller

Linda McMurray
Manager, Human Resources

Tito Avila
Human Resources Assistant

Vacant
Campus Principal, Terrace

Alice Maitland
Campus Principal, Hazelton Campus

Debbie Stava
Campus Principal, Prince Rupert Campus

Kara Jenne
Campus Principal, Smithers/Houston Campus

College Services

Admission And Registration

Haida Gwaii
Kaay Llnagaay 250.559.7885 Ext 238
Masset 250.626.3670
Queen Charlotte 250.559.8222

Hazelton 250.842.5291

Houston 250.845.7266

Kitimat 250.632.4766 Ext 5600

Nass Valley 250.633.2292

Prince Rupert 250.624.6054 Ext 5703

Smithers 250.847.4461 Ext 5801

Terrace 250.635.6511 Ext 5204

Stewart 250.636.9184

Bookstore

Terrace Campus 250.638.5415

Cafeteria

Terrace Campus 250.638.5422

Continuing Education

Haida Gwaii
Kaay Llnagaay 250.559.7885 Ext 238
Masset 250.626.3670
Queen Charlotte 250.559.8222

Hazelton 250.842.5291

Houston 250.845.7266

Kitimat 250.632.4766

Prince Rupert 250.624.6054

Smithers 250.847.4461

Stewart 250.636.9184

Terrace 250.638.5473

Registrar's Office

Terrace Campus 250.635.6511 Ext 5412

Residence Office

Terrace Campus 250.635.6511 Ext 5415

Student Records

Terrace Campus 250.635.6511 Ext 5493

Student Support Services

HAZELTON CAMPUS 250.842.5291
Accessibility Coordinator
Educational Advisor
First Nations Access Coordinator
Learning Assistance Specialist

HOUSTON CAMPUS 250.845.7266
Accessibility Coordinator
Educational Advisor
First Nations Access Coordinator
Learning Assistance Specialist

KITIMAT CAMPUS 250.632.4766
Accessibility Coordinator
Educational Advisor

PRINCE RUPERT CAMPUS 250.624.6054
Accessibility Coordinator
Educational Advisor
First Nations Access Coordinator
Learning Assistance Specialist

SMITHERS CAMPUS 250.847.4461
Accessibility Coordinator
Educational Advisor
First Nations Access Coordinator
Learning Assistance Specialist

TERRACE CAMPUS 250.635.6511
Accessibility Coordinator
Educational Advisor
First Nations Access Coordinator
Learning Assistance Specialist

Student Association

Kitimat 250.632.4766

Prince Rupert 250.624.8328

Smithers 250.847.4461

Terrace 250.635.6511



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NOTES

Application For Admission

PERSONAL INFORMATION (Please Print Clearly)
 Have you previously registered in a credit course or program at NWCC? Yes No NWCC Student Number (if known): _____

Last name:		First name:		Middle name:	
List other surname name(s) you may have used when taking courses at NWCC:				E-mail Address:	
Permanent Address (mail will be sent to this address):			Local Address (while attending NWCC, if known):		
City:	Province:	Postal Code:	City:	Province:	Postal Code:
Home Telephone #:		Business Telephone #:		Other Telephone #:	
Social Insurance Number:	Date of Birth: (Yr/Month/Day) / /		<input type="checkbox"/> Female <input type="checkbox"/> Male		Voluntary Disclosure: Disability/medical condition? <input type="checkbox"/> Yes <i>NWCC will provide you with information about receiving supports/services</i>
BC Personal Education Number (if known):			Program for which you are applying:		
Optional statistical information: Do you identify yourself as an Aboriginal person? <input type="checkbox"/> Yes <input type="checkbox"/> No If you identify yourself as an Aboriginal person, are you (select one or more): <input type="checkbox"/> First Nations <input type="checkbox"/> Metis <input type="checkbox"/> Inuit <input type="checkbox"/> Canadian Citizen <i>Immigration papers must be attached</i> <input type="checkbox"/> Landed Immigrant <i>If applicant is not a Canadian Citizen</i> <input type="checkbox"/> Other			Date (year/month) you would like to start: 20__ / __ / __ Preferred Campus location: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Evening Only <input type="checkbox"/> Online If you know specific courses you wish to take, list them here:		
IN CASE OF EMERGENCY CONTACT:					
Name: _____					
Telephone: () _____					
Where do you currently get your information about Northwest Community College? (Check top 3 sources.)					
<input type="checkbox"/> At your high school	<input type="checkbox"/> From your parent/guardian	<input type="checkbox"/> NWCC poster, flyer, brochure, other			
<input type="checkbox"/> Local Media: newspaper, radio	<input type="checkbox"/> First Nations Education Coordinator	<input type="checkbox"/> NWCC Calendar			
<input type="checkbox"/> From a friend	<input type="checkbox"/> NWCC Web site	<input type="checkbox"/> Employment counselor			

EDUCATIONAL INFORMATION
Secondary (Submit an Official Transcript from your high school. Students who are currently attending high school must submit an Interim transcript.)

Last Secondary School	School District	Province (or Country)	Date Last Attended (Mo/Yr)	Last Grade Completed

Previous Post-Secondary (Submit Transcripts)

Institution(s)	Location	Program	Last Date(s) Attended



Some courses or programs require specific documentation in addition to this application. Check our Web site at www.nwcc.bc.ca

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

GENERAL INFORMATION

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

The College may announce the names of students and use their photographs in promotion and communication materials. Students with privacy concerns are urged to advise campus staff at the earliest possible time.

DECLARATION

1. The information in this application is, to the best of my knowledge, complete and correct.
2. I agree to follow the rules and regulations of the College as listed on the Northwest Community College Web site or as amended by the College Board.
3. I understand that personal information from this application will be used to verify my Personal Education Number (PEN) or one will be assigned to me for the purpose of research and evaluation. Any information released will be in a non-identifiable form.
4. I understand that both the information provided and any other information placed on my student record will be protected and used in compliance with *Bill 50 Freedom of Information and Protection of Privacy Act (1992)* and the operations of the College. Information collected and maintained as part of my student record is collected under the authority of the *Colleges and Institutions Act*.

SIGNED: _____ DATE: _____

Send to:

**Admissions Office
Northwest Community College
5331 McConnell Avenue
Terrace BC V8G 4X2**

Toll Free: 1-877-277-2288

Hazelton	4815 Swannell Drive, P.O. Box 338, Hazelton, BC V0J 1Y0	Tel: (250) 842-5291	Fax: (250) 842-5813
Houston	3221 - 14th Street, West, P.O. Box 1277, Houston, BC V0J 1Z0	Tel: (250) 845-7266	Fax: (250) 845-5629
Kitimat	606 Mountainview Square, Kitimat, BC V8C 2N2	Tel: (250) 632-4766	Fax: (250) 632-5069
Queen Charlotte	138 Bay Street, P.O. Box 67, Queen Charlotte, BC V0T 1S0	Tel: (250) 559-8222	Fax: (250) 559-8219
Prince Rupert	353 Fifth Street, Prince Rupert, BC V8J 3L6	Tel: (250) 624-6054	Fax: (250) 624-3923
Masset	1730 Hodges, P.O. Box 559, Masset, BC V0T 1M0	Tel: (250) 626-3670	Fax: (250) 626-3680
Smithers	3966 2nd Avenue, P.O. Box 3606, Smithers, BC V0J 2N0	Tel: (250) 847-4461	Fax: (250) 847-4568
Stewart	317A Fifth Avenue, P.O. Box 919, Stewart, BC V0T 1W0	Tel: (250) 636-9184	Fax: (250) 636-2770
Terrace	5331 McConnell Avenue, Terrace, BC V8G 4X2	Tel: (250) 635-6511	Fax: (250) 638-5432

For Office Use Only:

Operator:	Date:
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Campus Locations

Hazelton

4815 Swannell Drive,
P.O. Box 338
Hazelton, BC V0J 1Y0
Tel: (250) 842.5291
Fax: (250) 842.5813

Houston

3221 - 14th Street, West,
P.O. Box 1277
Houston, BC V0J 1Z0
Tel: (250) 845.7266
Fax: (250) 845.5629

Kaay Llnagaay

#2 Second Beach Road,
P.O. Box 1523
Skidegate, BC V0T 1S0
Tel: (250) 559.7885
Fax: (250) 559.4782

Kitimat

606 Mountainview Square
Kitimat, BC V8C 2N2
Tel: (250) 632.4766
Fax: (250) 632.5069

Queen Charlotte

138 Bay Street,
P.O. Box 67
Queen Charlotte, BC V0T 1S0
Tel: (250) 559.8222
Fax: (250) 559.8219

Prince Rupert

353 Fifth Street
Prince Rupert, BC V8J 3L6
Tel: (250) 624.6054
Fax: (250) 624.3923

Masset

1730 Hodges,
P.O. Box 559
Masset, BC V0T 1M0
Tel: (250) 626.3670
Fax: (250) 626.3680

Nass Valley

Wilp Wilxo'oskwhl Nisga'a
5130 Skateen Avenue,
P.O. Box 237
New Aiyansh, BC V0J 1A0
Tel: (250) 633.2292
Fax: (250) 633.2463



Smithers

3966 2nd Avenue,
P.O. Box 3606
Smithers, BC V0J 2N0
Tel: (250) 847.4461
Fax: (250) 847.4568

Stewart

317A Fifth Avenue,
P.O. Box 919
Stewart, BC V0T 1W0
Tel: (250) 636.9184
Fax: (250) 636.2770

Terrace

5331 McConnell Avenue
Terrace, BC V8G 4X2
Tel: (250) 635.6511
Fax: (250) 638.5432

Contact Us:

Call toll-free:
1.877.277.2288

E-mail:
info@nwcc.bc.ca

Web site:
www.nwcc.bc.ca



NORTHWEST
COMMUNITY COLLEGE

Take a closer look.