



# PROGRAMS & COURSES GUIDE

2011-2012

Here's Northwest Community College's (NWCC) **Programs & Courses Guide 2011-12**. It contains NWCC program descriptions, program course listings, program costs, admissions requirements and other helpful information. Once you've chosen the NWCC program that's right for you, the Admissions Process section is a step-by-step guide to apply for admission, register in courses and pay your fees. An Application for Admission form is provided for your convenience. Go to the NWCC Web site for more information and learn how NWCC can help you get the education you want.

## CONTINUING EDUCATION & INDUSTRY TRAINING

Whether you're looking to learn a new skill, discover a new hobby, advance in your career or start a new one – NWCC's Continuing Education & Industry Training Department offers a wide range of courses, certificates and lecture series to meet your needs.

Topic areas include...

**Career & Professional Development**

**Computer Skills**

**Culinary Arts**

**Exploration & Mining**

**First Aid, Health & Safety**

**General Interest**

**Health & Wellness**

**Marine Training**

**Oil & Gas Industry Training**

**Outdoor Recreation & Safety**

**Teaching**

**Trades**

**Workforce & Industry Training**

### ONLINE TRAINING

Choose from thousands of web-based courses and a broad range of certificates at:  
[ed2go.com/nwcc](http://ed2go.com/nwcc)

### CONTRACT TRAINING

Our flexible delivery methods allow training to be customized to your needs and delivered on site. Whether it's a program listed in the Continuing Education & Industry Training course calendar or a specialized course specific to your workplace, we can create a training solution for you. All of our campuses are ready to meet your contract training needs.

### FOR MORE INFORMATION

Call the Continuing Education & Industry Training department at your local campus or go to:  
[ceit.nwcc.bc.ca](http://ceit.nwcc.bc.ca)

The Programs & Courses Guide is not intended to be a complete statement of all procedures, policies, rules and regulations at Northwest Community College. The College reserves the right to change or cancel any provision or requirement at any time. The College does not accept responsibility for the cancellation or discontinuation of any program, course or class of instruction that may be necessary as a result of an act of God, fire, labour issues, lack of funds or other similar causes. All course/program information including content, cost, length, prerequisites, start/end dates, postponements and/or cancellation is subject to change without notice. Educational Advisors and Student Services personnel may assist in planning programs, but the final responsibility for meeting the requirements for program completion rests with each student.

The College endeavours 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, it is the responsibility of all students who are seeking transfer to other institutions to always verify the advice we offer them with the receiving institution.

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Information contained in this Guide is subject to change and revision. While every effort is made to ensure that the content remains valid for the period covered, the reader should recognize that changes may occur. The College Web site is the official Calendar and should be referred to for the most up-to-date information.

| Program  | Admission Requirements (BC High School Minimum)   | Admission Requirements (Alternate Minimum)   | Additional Requirements  |
|--|---|--|--|
| Access to Practical Nursing                              | BC Grade 12; Biology 12 within 5 years with a C grade or better; English 12 within 5 years with a C grade or better; Principles of Mathematics 10 with a C grade or better                                    | GED plus BIOL 050 or BIOL 0501/0502 (or equivalent) within 5 years with a C grade or better; ENGL 055 or ENGL 050 (or equivalent) within 5 years with a C grade or better; Math 0301/0302 (or equivalent) with a C grade or better | Acceptable RCA or HSA/RCA Certificate (certificates issued prior to 1993 also require a Caring for Persons with Dementia course); Minimum 600 hours as Resident Care Attendant in a facility working with a group of patients at the same time (confirmed by employer's letter) within the past two years or RCAC 100 within the past year or RCAC 100 co-requisite with Dean's approval. All eligible candidates must successfully undertake a VCC English assessment and VCC PN Math assessment to be administered by the college. CPR Level C certification, OFA Level One or Standard First Aid, Criminal Record Review. Up to date TB and Hep B immunizations and flu vaccine required for clinical placements. |
| Adult Special Education Workplace Skills Training        | Open  | Open   | Students must have learning difficulties that prevent them from taking part in mainstream courses and must complete an interview with the instructor/coordinator.  |
| Applied Business Technology                              | English 10 and Math 10 Essentials   | ENGL 030 and MATH 0301/0302 or GED or CAT 3 Assessment test  | Grade 12 recommended. (Many employers require Grade 12 completion.)  |
| Applied Coastal Ecology                                  | Prerequisites on a course-by-course basis   | Prerequisites on a course-by-course basis  | Prerequisites on a course-by-course basis.   |
| Automotive Service Technician                            | English 10 and Math 10 Essentials, Principles   | ENGL 030 and MATH 0301/0302 or GED or Applications and CAT 3 Assessment test   | Grade 12 recommended. (Many employers require Grade 12 completion.)  |
| Northern Collaborative Baccalaureate Nursing Program     | English 12, Foundations of Math 11, Pre-Calculus 11 or Principles of Math 11, Chemistry 11 with a minimum 65% (C+) in each course, Biology 12 with a minimum of B (70%) current within 5 years of application | Students must also meet UNBC Admission requirements. See UNBC Web site www.unbc.ca   | Priority Admission is granted to students who have the highest averaged GPA based on the four prerequisite courses or their equivalents. Self-identified Aboriginal applicants who meet or exceed the minimum requirements for admission will be given priority for 20% of 1st year seats.   |
| Business Administration                                  | English 12 or First People's English 12 and Principles of Math 11 or Applications of Math 12  | ENGL 050 or 055 and MATH 0401/0402 or MATH 046   | Grade 12 recommended. (Many employers require Grade 12 completion.)  |
| Career & College Preparation                             | At least 18 years of age or have already earned Grade 12 standing   | 17 years of age and out of public school for at least one year   | An assessment in Math and English is required.   |
| Carpentry  | English 10 and Math 10 Essentials, Principles or Applications   | ENGL 030 and MATH 0301/0302 or MATH 032 or GED or CAT 3 Assessment test  | Grade 12 recommended. (Many employers require Grade 12 completion.)  |
| Community, Crime & Social Justice                        | English 12, Grade 12 preferred  | ENGL 050, Grade 12 preferred   | Students must obtain a minimum GPA of 2.0 in each and every course to receive the CCSJ Certificate; completed Criminal Record Review.*   |
| Community Mental Health Worker                           | English 12 effective September 2011   | ENGL 050 or ENGL 053 and ENGL 055 and CAT 3 Assessment test effective September 2011   | Grade 12 recommended.  |
| Computer Technology                                      | English 10, Math 10 and Information Technology 11 or Business Computer Applications 11  | ENGL 030 or 032, MATH 0301/0302 or 032 or 033 and CPST 040 or BCPT 150 or CPSC 111   | Grade 12 recommended. (Students continuing to the Diploma program may require Grade 12).   |
| Early Childhood Education                                | English 12 or First People's English 12   | ENGL 050 or 055 or equivalent and CAT 3 Assessment test  | 3 current letters of reference, satisfactory work or volunteer experience resume, minimum 45 hours of satisfactory work or volunteer experience in the ECE field resume and a written statement (300-500 words) outlining career goals and reasons for seeking entrance into the ECE program; completed current Criminal Record Review.*   |
| Electrical   | English 10 and Math 10 Principles   | ENGL 030 or 032 and MATH 0302 or CAT 3 Assessment test   | Grade 12 recommended. (Many employers require Grade 12 completion.)  |
| English as a Second Language                             | Open  | Assessment test or interview   | No TEOFL score is required to enrol.   |
| Essential Skills for Mining                              | BC Grade 8  | An assessment is required. Placement at ENGL 026 and MATH 0202 Level.  |  |
| Essential Skills for Work - Fundamental and Intermediate | BC Grade 8  | An assessment is required. Placement at 020 level  |  |
| First Nations Fine Arts                                  | English 10 and Math 10 Essentials, Principles or Applications   | ENGL 030 and MATH 0301/0302 or GED or CAT 3 Assessment test  | Grade 12 recommended. Self-declared First Nations descent and at least 16 years old. Open to beginner and advanced carvers. A current portfolio/samples of artwork and a successful interview with instructional team.   |

| Program   | Admission Requirements (BC High School Minimum)                                      | Admission Requirements (Alternate Minimum)   | Additional Requirements  |
|---|--|--|--|
| Guardian Watchmen                                     | Math 10 and English 10   | ENGL 030 or 032 and MATH 0301/0302 or MATH 031 or 032 or 033   | Grade 12 recommended. Grade 10 Math & English or completion of program Personal Profile and permission of program coordinator (based on interview and/or recommendation from employer or local Education Coordinator).   |
| Health Care Assistant                                 | English 11   | ENGL 040 or 043 or 045 and CAT 3 Assessment test   | Grade 12 recommended. Occupational First Aid (OFA) Level 1, CPR 'C', Foodsafe, WHMIS, current immunizations and Criminal Records Review.*  |
| Heavy Duty Equipment Technician/ Commercial Transport | English 10 and Math 10 Essentials, Principles or Applications                        | ENGL 030 and MATH 0301/0302 or GED or successful completion of an NWCC Trades Assessment test  | Grade 12 recommended. (Many employers require Grade 12 completion)   |
| Heavy Equipment Operator Technician                   | English 10 and Math 10   | ENGL 030 or 032 and MATH 0301/0302 or MATH 032 and successful completion of Road Builder & Heavy Construction Foundation Program or successfully pass the ITA assessment exam or have acceptable field experience signed for by their employer/sponsor and documented by their apprenticeship registration application | Grade 12 recommended.  |
| Log Builder   | English 10 and Math 10   | ENGL 030 or 032 and MATH 0301/0302 or MATH 032 or equivalent or GED or CAT 3 Assessment test   | Grade 12 recommended.  |
| Millwright/Industrial Mechanic                        | English 10 and Math 10 Essentials, Principles or Applications.                       | ENGL 030 and MATH 0301/0302 or GED or CAT 3 Assessment test  | Grade 12 recommended. (Many employers require Grade 12 completion).  |
| Professional Cook                                     | English 10 and Math 10   | ENGL 030 or 032 and MATH 0301 or MATH 032 or 091 or CAT 3 Math   | Grade 12 recommended. Food Safe Level I, Occupational First Aid Level I, completed Immunization form (TB). Many employers require Grade 12 completion.   |
| Residential Building Maintenance Worker               | English 10 and Math 10 Essentials, Principles or Applications.                       | ENGL 030 or 032 & MATH 0301/0302 or 032 or GED or successful completion of a NWCC Trades Assessment  | Grade 12 recommended. (Many employers require Grade 12 completion.)  |
| Road Builder and Heavy Construction                   | English 10 and Math 10   | ENGL 030 or 032 and MATH 0301/0302 or MATH 032 or CAT 3 Assessment test  | Grade 12 recommended. Program will include a safety module with certification courses: OFA Level 1, Transportation Endorsement, Traffic Control Flagging, WHMIS, and Transportation of Dangerous Goods.  |
| Social Service Worker                                 | English 12   | ENGL 050 or 055 or CAT 3 Assessment test; all admitted students will be required to take the CAT 3 English Placement Test  | 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 resume and a written statement describing career goals, special interests and reasons for seeking entrance to the program; Documentation of a minimum 45 hours of satisfactory work or volunteer experience in a human service agency related to the training program within the last three years; completed current Criminal Record Review.* |
| Sustainable Tourism                                   | Grade 12 completion; Math 11 and English 12  | MATH 0401/0402 and ENGL 050 or 055 or CAT 3 Assessment test  |  |
| Timber Frame Craftsman                                | Math 10 and English 10 or equivalent   | Carpentry Foundations (minimum), MATH 0301 or 032, ENGL 030 or 032 or equivalent   |  |
| University Credit                                     | Grade 12 graduation preferred; individual course prerequisites.                      | Mature students, 19 and over and students entering from Career and College Prep may be admitted without Grade 12 graduation  | Most science and math courses have specific course prerequisites that must be met by prospective students. Most first year Social Science and Humanities courses do not have specific prerequisites.   |
| Welding   | English 10 and Math 10 Essentials, Principles or Applications. Grade 12 recommended. | ENGL 030 and MATH 0301/0302 or GED, successful completion of an NWCC Trades Assessment.  | Grade 12 recommended. (Many employers require Grade 12 completion.)  |

\* Students should be aware that a Criminal Record Review will be required. Conditional acceptance may be granted to students whose Criminal Record Review is still in process and who have met all other program admission requirements. Certain crimes on the record would make practicum placement, graduation and subsequent employment impossible.

## Adult Special Education Workplace Skills Training (ASEWST) Certificate

The Adult Special Education Workplace Skills Training (ASEWST) program is for adults with special learning needs. ASEWST program staff and faculty prepare students for the responsibilities of independent living and the demands of entry-level employment.

In-class instruction and practical work experience focus on developing and maintaining the skills required in employment situations. Students explore their interests and aptitudes while developing social, interpersonal and practical skills needed in the workplace. A work-experience placement in a community workplace environment gives students the opportunity to develop and practise necessary employment skills.

Graduates are prepared for entry-level employment in various industry and retail sectors.

### CAMPUS LOCATIONS

Prince Rupert & Terrace campuses

### TUITION

\$2,469 (plus fees, books, supplies and software for online learning options).

See page 34. See Web site for cost per course.

### ADMISSION REQUIREMENTS

Admission to the program is open to students with learning difficulties that prevent them from taking part in mainstream courses and includes an interview with the instructor/coordinator.

### WORKPLACE SKILLS TRAINING CERTIFICATE

#### Fall Semester (September – December)

|         |                                     |
|---------|-------------------------------------|
| WST 100 | Personal Profile & Career Planning  |
| WST 101 | Managing Your Money                 |
| WST 102 | Introduction to Workplace Safety    |
| WST 104 | Basic Computer Skills               |
| WST 105 | Survival Math                       |
| WST 111 | Job Search Techniques               |
| WST 118 | Pre FoodSafe                        |
| WST 119 | FoodSafe Level 1                    |
| WST 120 | Serving It Right                    |
| WST 121 | Developing a Positive Work Attitude |

#### Winter Semester (January - May)

|         |   |
|---------|---|
| WST 107 | Work Experience Practicum               |
| WST 113 | WorldHost                               |
| WST 114 | Developing Social Skills for Employment |
| WST 115 | Interpersonal Skills                    |
| WST 116 | Interacting With Others at Work         |
| WST 117 | Rights & Responsibilities               |

Literacy classes are self-paced and may be taken in conjunction with or independently of WST. Functional literacy instruction is available on a part-time basis.

While students are required to take all the WST courses, the successful completion of WST 105, 113, 118, 119 and 120 is not required in order to receive the WST Certificate.

## Career & College Preparation (CCP) Certificate & Diploma

The Career and College Preparation (CCP) program provides literacy and high school level courses for adult students in an adult environment. Students learn basic skills to prepare for further education and training or can take specific courses required to enter university, career, technical, trades, health and/or business programs at NWCC or other post-secondary institutions.

The CCP program has four levels. Students earn a NWCC Certificate when they successfully complete each of the first three CCP levels — Fundamental, Intermediate and Advanced. CCP Certificate graduates can earn a BC Adult Graduation Diploma (Adult Dogwood) by completing the fourth CCP (Diploma) level.

CCP students can obtain course requirements needed to complete Grade 12 high school graduation or the BC Adult Graduation Diploma (Adult Dogwood). If you are 19 years of age or older you may be able to fast-track to graduation. This option requires only five courses to get your Grade 12 diploma. Students can also improve their knowledge in preparation for the GED Grade 12 equivalency exam.

CCP offers Learning Skills Development courses so you can discover how you learn, and Education and Career Planning courses to help you plan your future. Qualified CCP instructors offer tutorial and selected studies support and resources for self-guided or distance education courses.

CCP courses are offered one-on-one, self-paced and in group-lecture/lab formats, daytime and evening, with distance and online options. Some courses may not be available at all campuses. Contact an Educational Advisor for more information.

### CAMPUS LOCATIONS

Most NWCC campuses, plus online options

### TUITION

Tuition free. (Fees apply, plus books and supplies)

See page 34.

## Career & College Preparation (CCP) Certificate & Diploma continued...

### CCP FUNDAMENTAL LEVEL

|                    |  |
|--------------------|--|
| CPST 020           | Fundamental Computer Studies             |
| CPST 021           | Artists Computer Studies                 |
| EDCP 020           | Fundamental Education & Career Planning  |
| ENGL 010           | Fundamental English                      |
| ENGL 020           | Fundamental English                      |
| ENGL 021           | Fundamental English                      |
| ENGL 022           | Fundamental English                      |
| ENGL 023           | Fundamental English                      |
| ENGL 024           | Fundamental English                      |
| ENGL 025           | Fundamental English                      |
| ENGL 026           | Fundamental English                      |
| MATH 0201/<br>0202 | Fundamental Math                         |
| SCIE 020           | Fundamental Science                      |
| SKDV 010           | Cognitive Learning Skills Development I  |
| SKDV 012           | Cognitive Learning Skills Development II |
| SKDV 020           | Perceptual Skills Development I          |
| SKDV 022           | Perceptual Skills Development II         |

The Fundamental Certificate requires completion of both ENGL 026 and MATHS 0201/0202, or completion of ENGL 026 or MATH 0201/0202 and placement at a higher level in the other course.

### CCP INTERMEDIATE LEVEL (GRADE 10)

|                      |  |
|----------------------|--|
| CPST 030             | Intermediate Computer Studies  |
| CPST 0301            | Culinary Arts Computer Studies   |
| CPST 031             | Artists Computer Studies   |
| EDCP 030             | Intermediate Education & Career Planning   |
| ENGL 030             | Intermediate English   |
| ENGL 032             | English for Trades   |
| ENGL 0351            | Culinary Arts English  |
| FNST 033             | Intermediate First Nations Studies –<br>Introduction to Aboriginal Health Care (Health Access) |
| MATH 0301-3/<br>0302 | Intermediate Math  |
| MATH 032             | Math for Trades  |
| MATH 033             | Intermediate Math (Health Access)  |
| MATH 091             | Cook Training Math (Not eligible for Math requirement<br>for Intermediate Level Certificate)   |
| SCIE 030             | Intermediate Science   |
| SCIE 033             | Intermediate Science (Health Access)   |
| SOSC 035             | 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)

|                          |   |
|--------------------------|---|
| BIOL 040                 | Advanced Biology                        |
| CHEM 040 OR<br>0401/0402 | Advanced Chemistry                      |
| CPST 040                 | Advanced Computer Studies               |
| CPST 0401                | Culinary Arts Advanced Computer Studies |
| ENGL 040                 | Advanced English                        |
| ENGL 043                 | Advanced English (Health Access)        |
| ENGL 045                 | Advanced English for Careers            |
| ENGL 0451                | Culinary Arts Advanced English          |
| MATH 0401/<br>0402       | Advanced Math                           |
| MATH 043                 | Advanced Math (Health Access)           |
| MATH 046                 | Advanced Business/Technical Math        |
| PHYS 040                 | Advanced Physics                        |
| SOSC 040                 | Advanced Social Sciences                |

The Advanced Certificate requires completion of an English, a math and a science or computer science or computer studies course, plus one option at the Advanced Level or higher.

### CCP PROVINCIAL LEVEL (GRADE 12)

|                          |   |
|--------------------------|---|
| BIOL 050 OR<br>0501/0502 | Provincial Human Biology  |
| CHEM 050                 | Provincial Chemistry  |
| CPST 050                 | Provincial Computer Studies                                       |
| EDCP 050                 | Education & Career Planning                                       |
| ENGL 050                 | Provincial English  |
| ENGL 053                 | Provincial English (Health Access)                                |
| ENGL 055                 | Provincial Technical English                                      |
| ENGL 056                 | Provincial Essential English                                      |
| FNST 050                 | Provincial First Nations Studies<br>(plus Online delivery option) |
| GEOG 050                 | Provincial Geography  |
| MATH 0501/<br>0502       | Provincial Math   |
| MATH 053                 | 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.

The English as a Second Language program offers Beginner, Intermediate and Advanced levels. ESL helps students develop the speaking, listening, reading and writing skills needed for everyday life in Canada. Program activities include conversation, pronunciation and listening exercises, reading, writing and field trips.

Beginner Level students practise speaking, listening, reading, writing, grammar and vocabulary.

Intermediate Level students expand their speaking, listening, reading, writing skills, grammar and vocabulary. Intermediate 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 other NWCC programs and courses.

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

TOEFL or IELTS scores are not required to enrol in the ESL program.

#### CAMPUS LOCATIONS

Prince Rupert and other campuses on demand.

#### TUITION

Tuition free. (Fees apply, plus books and supplies)  
See page 34.

## Essential Skills for Work (ESWK) & Mining (ESMN) Certificates

Essential Skills for Work Certificate (ESWK) is a unique community-based program with a strong cultural component that integrates employment exploration and preparation skills with personal self-investigation and development. Math, English, and practical computer skills and effective, solution-based communication are integral program components. Students practise newly acquired or enhanced skills and behaviours in work environments.

ESWK combines in-class instruction with practical work experience, emphasizing the development and maintenance of skills that may be used in employment situations or continued education and training.

Students who successfully complete the 25-week (600 hours) ESWK program are encouraged to apply to complete the requirements for their BC Adult Dogwood Diploma or meet with an advisor for information about entry requirements for other NWCC training and career programs.

**NEW! The Essential Skills for Mining (ESMN) program** teaches essential skills necessary for work in the mining industry. The curriculum was designed by the Mining Industry Human Resource Sector and includes employment skills as well as a good overview of the Canadian mining industry. Students also engage in hands-on learning through simulators, field trips and other mining related activities. Industry guest speakers are a key program component.

The 15-week program comprises 360 hours, plus a two-day orientation.

#### CAMPUS LOCATIONS

Various communities. See Web site for current locations.

#### TUITION

Tuition free. (Fees apply, plus books and supplies) See page 34.

#### ESSENTIAL SKILLS FOR WORK FUNDAMENTAL CERTIFICATE

|          |   |
|----------|---|
| CPST 020 | Fundamental Computer Studies            |
| CREX 070 | Career Explorations                     |
| EDCP 020 | Fundamental Education & Career Planning |
| EMOP 070 | Employment Options                      |
| INAS 070 | Individual Assessment                   |
| WEXP 070 | Work Experience                         |

#### ESSENTIAL SKILLS FOR WORK INTERMEDIATE CERTIFICATE

|          |  |
|----------|--|
| CPST 030 | Intermediate Computer Studies            |
| CREX 070 | Career Explorations                      |
| EDCP 030 | Intermediate Education & Career Planning |
| EMOP 070 | Employment Options                       |
| INAS 070 | Individual Assessment                    |
| WEXP 070 | Work Experience                          |

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

#### ESSENTIAL SKILLS FOR MINING CERTIFICATE

|          |                    |
|----------|--------------------|
| ESMN 021 | Mining Essentials  |
| ESMN 022 | Mining Connections |

The Business Administration program consists of a one-year Certificate and a two-year Diploma with concentrations in accounting, human resources or general management. These programs prepare students to pursue a range of careers in accounting and financial management, banking, insurance, purchasing, entrepreneurship, marketing, tourism, government, not-for-profit and international business.

Students can opt for the one-year Certificate program, complete the two-year Diploma and continue into a degree program or professional designation. Business Administration program courses ladder directly into third year of degree programs at various universities, can be used as credit towards many professional management organizations, and transfer to professional accounting associations including CA, CGA, and CMA.

#### BUSINESS ADMINISTRATION CERTIFICATE

The one-year Certificate program covers the theory and practices of management, marketing, accounting, economics, business law, computer applications, communications, and financial mathematics.

#### BUSINESS ADMINISTRATION DIPLOMA

The two-year Diploma program is open to students who have completed the Business Administration Certificate. The 10-course, 30-credit program offers more focused studies, and students choose concentrations that specialize in accounting, general management and/or human resources.

#### CAMPUS LOCATIONS

Prince Rupert and Terrace campuses, and videoconference options

#### TUITION

\$2,629 per year (plus fees, books and supplies).  
See page 34.

#### FURTHER EDUCATIONAL OPPORTUNITIES

Courses are transferable to various universities and colleges in BC. Block transfer agreements with numerous partner institutions allow NWCC Business Administration Diploma holders to enter directly into the third year of Bachelor Degree programs. Or students can earn a three-year Athabasca University Bachelor of General Studies Degree upon completion of the NWCC BADMIN Diploma program and 10-12 additional Business Administration and University Credit courses at NWCC. Courses may also be used as credit toward professional designations in organizations such as Canadian Purchasing Managers Association, Canadian Payroll Association, and Credit Union Institute of Canada, and to transfer to professional accounting association designations including CA, CGA and CMA.

#### BUSINESS ADMINISTRATION — First Year Certificate

##### 10 courses, two 4-month semesters

|   |                            |
|---|----------------------------|
| ACCT 150                                  | Financial Accounting I     |
| BCPT 150                                  | Business Computers         |
| BENG 150                                  | Business Communications    |
| BLAW 152                                  | Business Law               |
| ECON 150                                  | Microeconomics             |
| ECON 151                                  | Macroeconomics             |
| MARK 150                                  | Introduction to Marketing  |
| MATH 150                                  | Mathematics of Finance     |
| MGMT 150                                  | Introduction to Management |
| Plus one Business Administration elective |                            |

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

#### BUSINESS ADMINISTRATION DIPLOMA —

##### 10 courses, two 4-month semesters

##### Second Year Concentrations – Accounting

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

*Plus One elective from the following list:*

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

##### Second Year Concentrations – General Management

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

*Plus Six additional Business Administration electives  
(See comprehensive list of electives on Web site)*

##### Second Year Concentrations – International Business

|          |   |
|----------|---|
| ACCT 252 | Management Accounting I                 |
| BFIN 250 | Business Finance I                      |
| BPOL 250 | Business Policy OR                      |
| BSIM 250 | Business Management Simulation          |
| INTB 200 | International Business                  |
| INTB 201 | International Marketing                 |
| INTB 202 | International Management                |
| INTB 203 | International Human Resource Management |
| MGMT 251 | Organizational Behaviour                |

*Plus Two additional Business Administration electives  
(See comprehensive list of electives on Web site)*

The cultural and natural diversity of the Northwest environment make it an ideal area as a sustainable tourism destination. The Sustainable Tourism program will appeal to students interested in learning about the potential of Aboriginal tourism in combination with adventure and natural tourism.

Sustainable Tourism is a full-time program with a first-year Sustainable Tourism Certificate and a second-year Sustainable Tourism Diploma (in development) credential. The first of its kind in Western Canada, the program helps students take part in the growing trend towards cultural, adventure, natural, educational, and low impact tourism. This kind of tourism industry offers exciting adventures and challenges, and contributes to the health and sustainability of our communities and ways of life.

#### SUSTAINABLE TOURISM CERTIFICATE

The Sustainable Tourism Certificate program focuses on entrepreneurship, guiding and interpretation, and business skills related to the building of a sustainable tourism industry—an industry committed to creating positive experiences for tourists that have a low impact on the environment and local cultures.

#### SUSTAINABLE TOURISM DIPLOMA

The Sustainable Tourism Diploma (Year 2) curriculum is under development.

#### CAMPUS LOCATIONS

Terrace Campus

#### TUITION

\$2,629 (plus fees, books and supplies). See page 34.

#### SUSTAINABLE TOURISM CERTIFICATE

|          |   |
|----------|---|
| TOUR 100 | Tourism Customer Service                      |
| TOUR 101 | Introduction to Tourism                       |
| TOUR 103 | Tourism Special Events & Festivals Management |
| TOUR 108 | Cross Cultural Tourism                        |
| TOUR 109 | Cultural Heritage Tourism                     |
| TOUR 110 | First Nations Cultural Communication          |
| TOUR 111 | Entrepreneurship                              |
| TOUR 112 | Introduction to Sustainable Tourism           |
| TOUR 113 | Work Experience Practicum                     |
| TOUR 119 | BC Natural History Interpretation             |

## NW CONNECT

### Northwest Connect - Puts You In Control

Northwest Connect is quick, convenient access to:

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

Northwest Connect is accessed via the home page.  
For assistance, please contact your local campus.

The eight-month Access to Practical Nursing program has been initiated in response to the need for recognizing the past education, training and work experience of Resident Care Attendant (RCA), Home Support/Resident Care Attendant (HSA/RCA) or Home Care Assistant (HCA) Certificate graduates applying to the Practical Nursing program.

The underlying assumption for the Access to Practical Nursing program is that potential students have an educational background equivalent to current provincial standards.

Program graduates will be able to obtain a Practical Nursing Certificate at NWCC, which is being revised.

#### CAMPUS LOCATIONS

Terrace Campus – January 2012

#### TUITION

\$3,364 (plus fees, books and supplies). See page 34.

#### ACCESS TO PRACTICAL NURSING

|          |                           |
|----------|---------------------------|
| PNAC 100 | Professional Growth A     |
| PNAC 102 | Health A                  |
| PNAC 104 | Healing A                 |
| PNAC 106 | Pharmacology A            |
| PNAC 108 | Anatomy & Physiology      |
| PNAC 110 | Human Relationships A     |
| PNAC 112 | Nursing Arts/Clinical A   |
| PNAC 114 | Health III                |
| PNAC 116 | Healing III               |
| PNAC 118 | Professional Growth II    |
| PNAC 125 | Practicum A               |
| PNAC 126 | Nursing Arts/Clinical III |
| PNAC 127 | Clinical Placement III    |
| PNAC 128 | Preceptorship             |
| LPAT 100 | Student Success           |

The Practical Nursing program is being revised through a province-wide effort to create a program that meets all new educational competencies required for future Practical Nursing graduates.

The new program is being designed to cover two years or four semesters of study to help prepare graduates to give professional care to individuals and families in a variety of settings. Graduates will be eligible to apply to write the Canadian Practical Nurse Examination (CPNRE) for licensure as a Licensed Practical Nurse. LPNs are hired in the community, continuing care and acute care hospital settings. For more information, go to [www.clpnbc.org](http://www.clpnbc.org)

The new Practical Nursing program is expected to be offered in Terrace in September 2012.

#### CAMPUS LOCATIONS

Terrace Campus

In order to meet requirements for practicum and placement, students may be required to travel to areas outside of Terrace, but within the region.

The Early Childhood Education program prepares graduates for an exciting and rewarding profession. There is a great demand in the Northwest for qualified and dedicated early childhood educators who can provide quality care and education for children from birth to school age. NWCC's Early Childhood Education (ECE) program offers two levels of learning, ECE Basic and ECE Post Basic, taught in a bicultural atmosphere with a First Nations perspective in all courses.

### EARLY CHILDHOOD EDUCATION – BASIC LEVEL CERTIFICATE DISTANCE EDUCATION PROGRAM

ECE Basic Level is the first level of education for aspiring childcare workers in BC. Students are prepared to work with children from 32 months to six years.

Basic Level Certificate graduates find work in group daycare, preschool, Head Start, nursery school and family daycare.

NWCC offers the ECE Basic Level Certificate program by distance education only. Students can complete the program in 12 or 24 months, with the majority of their studies taking place in their own community. ECE Basic Level Certificate graduates can choose to obtain continue their studies to an ECE Post Basic Certificate or ECE Diploma.

### EARLY CHILDHOOD EDUCATION – POST BASIC CERTIFICATE PROGRAM

ECE Post Basic is the second level of education and offers three specialized certificates:

- **INFANT/TODDLER POST BASIC CERTIFICATE**  
— prepares students for employment in childcare, caring for infants and toddlers
- **SPECIAL NEEDS POST BASIC CERTIFICATE**  
— prepares students to establish and work in programs for infants to school-age children who require extra support
- **FIRST NATIONS POST BASIC CERTIFICATE**  
— reflects First Nations cultural values and attitudes. Graduates with a Post Basic Certificate find employment in infant/toddler centres, in programs for children requiring extra support and in First Nations childcare programs.

### EARLY CHILDHOOD EDUCATION DIPLOMA

Students who complete two of three Post Basic program certificates earn a Northwest Community College Early Childhood Education Diploma.

#### CAMPUS LOCATIONS

Distance delivery and Terrace Campus

#### TUITION

\$3,943 Basic, \$1,840 Post Basic (plus fees, books and supplies). See page 34.

### EARLY CHILDHOOD EDUCATION – BASIC LEVEL CERTIFICATE PROGRAM

#### Fall Semester 2011

|         |   |
|---------|---|
| ECE 104 | Health, Safety & Nutrition                |
| ECE 120 | Introduction to Early Childhood Education |
| ECE 125 | Practicum I                               |
| ECE 141 | Environments I                            |
| ECE 162 | Curriculum I                              |
| ECE 165 | Child Development I                       |

#### Winter Semester 2012

|         |                        |
|---------|------------------------|
| ECE 126 | Practicum II           |
| ECE 142 | Environments II        |
| ECE 163 | Curriculum II          |
| ECE 166 | Child Development II   |
| ECE 167 | Guiding Young Children |

#### Spring/Summer 2012

|         |                             |
|---------|-----------------------------|
| ECE 124 | Interpersonal Communication |
| ECE 127 | Practicum III               |
| ECE 164 | Curriculum III              |
| ECE 168 | Professional Development I  |
| ECE 169 | Working with Families I     |

You can take the above courses on a full-time or part-time basis, completing in one year or more.

### POST BASIC CERTIFICATE REQUIRED COURSES

#### Infant/Toddler Certificate

|         |                             |
|---------|-----------------------------|
| ECE 220 | Infant/Toddler Programs     |
| ECE 221 | Infant/Toddler Environments |
| ECE 222 | Infant/Toddler Practicum    |

#### Special Needs Certificate

|         |  |
|---------|--|
| ECE 240 | Inclusion in Early Childhood Settings  |
| ECE 241 | Supporting Children with Special Needs |
| ECE 242 | Special Needs Practicum                |

#### First Nations Programs Specialization Certificate

|         |                            |
|---------|----------------------------|
| ECE 260 | First Nations Programs     |
| ECE 261 | First Nations Environments |
| ECE 262 | First Nations Practicum    |

Note: Not all Post Basic courses are offered each semester.

#### Post Basic Certificate Core Courses

|   |                             |
|---|-----------------------------|
| Core courses are required for Infant/Toddler, Special Needs Certificates. |                             |
| ECE 205   | Advanced Child Development  |
| ECE 206   | Working with Families II    |
| ECE 208   | Professional Development II |

### EARLY CHILDHOOD EDUCATION DIPLOMA

Early Childhood Education Diploma Students who complete all the Post Basic courses required for Infant/Toddler, Special Needs and First Nations Programs Specialization Certificates will earn an NWCC ECE Diploma.

Community Mental Health Worker program graduates are prepared to function as valuable members of a community mental health care team assisting those who face various mental health issues. Students study and practise how to apply the principles used in recovery and psychosocial rehabilitation to assist individuals with mental health issues to maximize their independence.

Students develop the skills to run group sessions on health, wellness, symptom management and assertiveness. They learn the fundamental skills and knowledge to effectively respond to clients who are experiencing co-existing drug/alcohol addiction and mental illness.

This 15-week program combines class, lab and practicum experience in a clinical setting.

The Community Mental Health Worker Certificate program provides the basis for entry-level employment in the mental health field.

#### CAMPUS LOCATIONS

Prince Rupert Campus

#### TUITION

\$1,582 (plus fees, books and supplies). See page 34.

### COMMUNITY MENTAL HEALTH WORKER CERTIFICATE

|          |  |
|----------|--|
| CMHW 100 | Concepts for Mental Health Practice I      |
| CMHW 101 | Concepts for Mental Health Practice II     |
| CMHW 102 | Therapeutic Relationships in Mental Health |
| CMHW 103 | Recovery in Mental Health                  |
| CMHW 104 | Addictions & Mental Health Issues          |
| CMHW 105 | Cultural Influences on Mental Health       |
| CMHW 106 | Community Mental Health Clinical Practice  |
| LPAT 100 | Student Success                            |

### Health Care Assistant Certificate

The Health Care Assistant (HCA) program prepares students to function as a valuable member of the health care team. HCAs are able to provide care, under supervision, to assist clients in meeting their basic needs and achieve the highest possible quality of life. This six-month, full-time, certificate program combines class lectures with hands-on practicum sessions allowing students to learn and practise personal care skills. What is taught and practised in class mirrors the work done by HCAs on the job.

An aging population and a shortage of qualified care workers puts graduates of the Health Care Assistant program in high demand. Successful HCA program graduates find work as health care assistants in clients' homes, adult daycare, multi-level care facilities and group homes. They are prepared to provide front-line continuing care services from personal care through to more complex care.

HCA program graduates are eligible to enter the First Nations Access to Practical Nursing or Access to Practical Nursing Certificate programs, both of which ladder to the Practical Nursing (PN) Certificate program\*.

\*The Access to Practical Nursing program will be offered in January 2012 and the Practical Nursing (PN) program is expected to be offered in September 2012. See page 11 for information.

#### CAMPUS LOCATIONS

Kitimat, Prince Rupert and Terrace campuses.

See Web site for current locations.

#### TUITION

\$1,661 (plus fees, books and supplies). See page 34.

### HEALTH CARE ASSISTANT CERTIFICATE

|          |  |
|----------|--|
| HCAS 101 | Health Care Assistant: Introduction to Practice                                |
| HCAS 102 | Health: Lifestyles & Choices   |
| HCAS 104 | Health and Healing: Concepts for Practice                                      |
| HCAS 105 | Healing I: Caring for Individuals Experiencing Common Health Challenges        |
| HCAS 106 | Healing II: Caring for Individuals Experiencing Cognitive or Mental Challenges |
| HCAS 107 | Healing III: Personal Care Assistance  |
| HCAS 108 | Practice Experience in Home Support and/or Assisted Living                     |
| HCAS 109 | Practice Experience in Multi-Level and/or Complex Care I                       |
| HCAS 110 | Transition Practice Experience   |
| HCAS 113 | Human Relations I: Interpersonal Communication                                 |
| HCAS 114 | Human Relations II: Communication Skills in Health Care                        |
| LPAT 100 | Student Success  |

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 the College of New Caledonia (CNC) and the University of Northern British Columbia (UNBC). After completing two years of study at NWCC Terrace Campus, NCBNP students continue at UNBC Terrace Campus (or transfer to a partner site) to complete third and fourth year.

The integrated, practice-based program 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. In addition, they are well grounded in current nursing practice, with an emphasis on one of the following: acute care nursing, rural nursing, community health or Aboriginal health.

#### CAMPUS LOCATIONS

Terrace Campus

#### TUITION

Year One: \$2,629, Year Two: \$3,330  
(plus fees, books and supplies). See page 34.

### Northern Collaborative Baccalaureate Nursing

#### YEAR ONE

##### Fall Semester

|          |  |
|----------|--|
| ANTH 102 | Introduction to Social & Cultural Anthropology |
| BIOL 131 | Human Anatomy & Physiology I                   |
| BIOL 133 | Applied Microbiology                           |
| NURS 101 | Art & Science of Nursing                       |
| PSYC 101 | Introduction Psychology I                      |

##### Winter Semester

|                       |                               |
|-----------------------|-------------------------------|
| BIOL 132              | Human Anatomy & Physiology II |
| NURS 102              | Communication Theory          |
| Plus three electives* |                               |

#### YEAR TWO

##### Fall Semester

|                    |                                      |
|--------------------|--------------------------------------|
| BIOL 220           | Pathophysiology                      |
| BIOL 222           | Human Nutrition                      |
| NURS 201           | Introduction to Health Assessment    |
| NURS 205           | Introduction to First Nations Health |
| Plus one elective* |                                      |

##### Winter Semester

|                    |                                 |
|--------------------|---------------------------------|
| BIOL 221           | Pharmacology for Nurses         |
| NURS 203           | Health Promotion in Families    |
| NURS 210           | Nursing Practice with the Adult |
| NURS 211           | Clinical Practicum: Adult       |
| Plus one elective* |                                 |

##### Spring/Summer Term

|          |                             |
|----------|-----------------------------|
| NURS 220 | Extended Clinical Practicum |
|----------|-----------------------------|

*Schedule subject to change.*

*\*Check with a NWCC Educational Advisor for elective options.*

Years Three and Four schedule determined by UNBC.

Third and fourth year courses will be taken at the Terrace campus of UNBC. See UNBC's Web site for nursing course descriptions and information about the Program's philosophy and aims.

#### IMPORTANT!

Students who apply for admission in the NCBNP at NWCC must also meet UNBC admissions requirements. Visit UNBC's Web site: [www.unbc.ca/calendar/undergraduate/admissions/high\\_school.html](http://www.unbc.ca/calendar/undergraduate/admissions/high_school.html)

The NCBNP begins at NWCC in September of each year. The application deadline is March 31. For further information about the NCBNP program philosophy, aims and all nursing course descriptions, visit UNBC's Web site: [www.unbc.ca/nursing/collaborative.html](http://www.unbc.ca/nursing/collaborative.html)

Social Service Worker programs are designed for students wishing to obtain training and skills in social services. The curriculum integrates University Credit courses with social service career courses, and combines classroom theory with the practical skills necessary for helping and supporting people with different social needs. Practicum opportunities allow students to practise what they learn in workplace settings and gain valuable practical experience.

#### SOCIAL SERVICE WORKER CERTIFICATE

SSW Certificate graduates are prepared to work at the para-professional level, or continue their education to diploma and degree levels of professional education.

#### SOCIAL SERVICE WORKER DIPLOMA

The SSW Diploma program is open to students who have successfully completed the SSW Certificate and want to pursue more focused studies. Social Service Worker Diploma program graduates can either work at the para-professional level or continue their education to a degree level of professional education.

#### CAMPUS LOCATIONS

Terrace Campus

#### TUITION

\$3,417 (plus fees, books and supplies). See page 34.

#### FURTHER EDUCATIONAL OPPORTUNITIES

Turn the SSW Certificate or SSW Diploma into a degree. SSW programs include university credit courses that can transfer to university undergraduate programs. If you plan to apply to a School of Social Work or Child and Youth Care, contact the institution directly for admission requirements and information on required or recommended course work. Visit the Web site for details.

#### SOCIAL SERVICE WORKER CERTIFICATE

##### Fall Semester

|          |  |
|----------|--|
| ENGL 101 | Introduction to Composition                      |
| ENGL 190 | Introduction to University Writing (if required) |
| LPAT 100 | Student Success                                  |
| PSYC 101 | Introductory Psychology I                        |
| SOCI 101 | Introductory Sociology I                         |
| SSW 109  | Computers in Human Services I                    |
| SSW 112  | Interpersonal Communication                      |
| SSW 191  | Introduction to Social Service Agencies          |

##### Winter Semester

|          |   |
|----------|---|
| ANTH 112 | First Nations of BC                     |
| PSYC 102 | Introductory Psychology II              |
| SOCI 102 | Introductory Sociology II               |
| SSW 110  | Computers in the Human Services II      |
| SSW 113  | Helping Skills                          |
| SSW 192  | Introduction to Social Service Practice |

##### Spring/Summer Semester

|         |                                   |
|---------|-----------------------------------|
| SSW 197 | Social Service Worker Practicum I |
|---------|-----------------------------------|

#### SOCIAL SERVICE WORKER DIPLOMA

##### Fall Semester

|  |                             |
|--|-----------------------------|
| ENGL 151   | Technical Writing I         |
| PSYC 201   | Developmental Psychology I  |
| SOCI 205   | Sociology of the Family     |
| SSW 213  | Group Work                  |
| SSW 295  | Introduction to Social Work |
| Plus any one University Credit and/or SSW elective |                             |

##### Winter Semester

|  |  |
|--|--|
| PSYC 202   | Developmental Psychology II              |
| SOCI 206   | The Family in Cross Cultural Perspective |
| SSW 290  | Community Development                    |
| SSW 296  | Social Policies                          |
| Plus any two University Credits and/or SSW electives |  |

##### Winter Semester

|         |                                    |
|---------|------------------------------------|
| SSW 298 | Social Service Worker Practicum II |
|---------|------------------------------------|

#### COMMUNITY COLLEGE GIFT CERTIFICATES

GIVE THE GIFT OF LEARNING – NWCC Gift Certificates are a great way to support the educational pursuits of family and friends. Certificates can be used toward the costs of all College programs, courses, and bookstore purchases.



The Applied Business Technology program prepares graduates for general and specialized administrative support positions in a variety of business and office settings. Students use popular software and technology to learn new skills and become proficient at managing information, solving problems and producing professional documents.

The program offers provincially-accredited training in business communications, computer applications, human relations, and accounting methods from College instructors online. Online learning is convenient, supportive and flexible.

Applied Business Technology offers three certificate programs each focusing on specialized skills. Earn one or all three of these industry-recognized credentials or choose from individual courses. Certificates can be completed through full- or part-time studies, or one course at a time.

## OFFICE ASSISTANT CERTIFICATE

Students train in current office software and procedures, business communications and human relations.

## ADMINISTRATIVE ASSISTANT CERTIFICATE

Administrative assistants contribute to the efficient day-to-day operations of businesses and organizations, and perform administrative duties for executive management. Students learn the advanced technical, administrative and human relations skills required for success in today's workplace.

## ACCOUNTING CERTIFICATE

This certificate focuses learning in specialized accounting and book-keeping skills.

## CAMPUS LOCATIONS

Available online

## TUITION

\$1,139 (Office), \$1,314 (Accounting),  
\$1,227 (Administrative)  
(plus fees, books and supplies). See page 34.

## OFFICE ASSISTANT CERTIFICATE

|         |  |
|---------|--|
| ABT 101 | Online Learner Success                   |
| ABT 111 | Keyboarding I                            |
| ABT 121 | Introduction to Computers & the Internet |
| ABT 125 | Outlook                                  |
| ABT 131 | Word Processing Level I                  |
| ABT 136 | Administrative Procedures                |
| ABT 151 | Business English                         |
| ABT 171 | Human Relations                          |
| ABT 177 | Job Search Techniques                    |
| ABT 181 | Records & Management                     |
| ABT 191 | Business Calculators & Mathematics       |

## ACCOUNTING CERTIFICATE

|         |                         |
|---------|-------------------------|
| ABT 101 | Online Learner Success  |
| ABT 221 | Accounting I            |
| ABT 226 | Accounting II           |
| ABT 251 | Business Communications |
| ABT 256 | Database*               |
| ABT 273 | Spreadsheets I          |
| ABT 274 | Spreadsheets II*        |
| ABT 281 | Computerized Accounting |

\*To obtain an Accounting Certificate, students can choose to take either ABT 256 or ABT 274.

## ADMINISTRATIVE ASSISTANT CERTIFICATE

Completion of the Office Assistant Certificate and:

|         |                        |
|---------|------------------------|
| ABT 221 | Accounting I           |
| ABT 228 | Desktop Publishing     |
| ABT 229 | Integrated Projects    |
| ABT 236 | Wordprocessing II      |
| ABT 251 | Business Communication |
| ABT 256 | Database               |
| ABT 266 | Presentations          |
| ABT 273 | Spreadsheets I         |
| ABT 286 | Keyboarding II         |

The Computer Technology program uses popular CISCO, open source and Microsoft hardware and software in a cyberstructure model combining web-conference and online delivery to prepare graduates for a future in Information Technology (IT), a sector full of career opportunities. The CPTe Certificate program gets you job-ready in as little as one year.

The Computer Technology Certificate program is available throughout NWCC's region, offering access to provincially accredited college courses, taught by college instructors. Learning online is convenient and supportive.

Students can accommodate learning into their personal schedule and collaborate online with other students. Certificates can be completed full- or part-time, or one course at a time. Courses are scheduled throughout the year and are available to students with a high-speed internet connection.

## COMPUTER TECHNOLOGY CERTIFICATE

Students learn programming, scripted and markup languages hands-on using various applications including game development and social media. They learn to understand information technology as a business, examine its role in a business environment, and develop the customer service attitudes and skills that are critical in today's IT world. CPTe Certificate program graduates have detailed knowledge of several PC applications and operating systems and are able to install, configure and troubleshoot software in both standalone and networked environments.

## CAMPUS LOCATIONS

Virtual classrooms.

## TUITION

\$2,629 per year (plus fees, books and supplies). See page 34.

## ED2GO.COM

NWCC's Continuing Education & Industry Training department offers thousands of online and interactive short-term courses and longer-term certificate programs through ed2go.com. Choose from a variety of topics including: healthcare and fitness; business and professional; IT and software development; management and corporate; skilled trades and industrial; media and design; and hospitality and gaming. Go to [ed2go.com/nwcc](http://ed2go.com/nwcc) to search and register for the courses and certificates of your choice.

## COMPUTER TECHNOLOGY CERTIFICATE

|          |                                    |
|----------|------------------------------------|
| NCIT 100 | Business of Information Technology |
| NCIT 102 | Computer Hardware                  |
| NCIT 106 | Introduction to Programming        |
| NCIT 108 | Operating Systems I                |
| NCIT 110 | Professionalism & Customer Service |
| NCIT 112 | Foundations of Web Development     |
| NCIT 114 | Networking                         |
| NCIT 118 | Operating Systems II               |
| NCIT 120 | Foundations of Systems Development |
| NCIT 122 | Foundation Project                 |

University Credit (UC) programs help meet educational goals, whether the goal is to pursue a university degree, enter the workforce, prepare for another NWCC career program or continue personal and professional development.

Courses are generally one semester in length, are available full- and part-time and via distance learning options and earn three transferable credits. Credits apply to two-year NWCC Associate Degrees, as electives or prerequisites for NWCC career programs or can transfer to universities and other post-secondary institutions. Students intending to pursue an undergraduate degree at a university can complete their first two years of study at NWCC before transferring to the third year of an undergraduate program at other post-secondary institutions.

### UNIVERSITY CREDIT (UC)

With Associate Degrees and more than 220 transferable credit courses, the UC program can help you meet your educational goals, whether it's pursuing a Bachelor's Degree, entering the workforce, laddering to a NWCC career program or continuing professional development and life-long learning.

### UNIVERSITY CREDIT COURSES

NWCC offers first- and second-year UC courses in 19 different disciplines. Many UC courses have an applied focus and incorporate both indigenous and traditional methods of learning. For course descriptions and timetables, please refer to the Web site.

### ARTS & HUMANITIES

|                       |                 |
|-----------------------|-----------------|
| Art                   | French          |
| Art History           | History         |
| English               | Journalism      |
| Film                  | Philosophy      |
| First Nations Studies | Women's Studies |

### SCIENCES

|                      |              |
|----------------------|--------------|
| Biology              | Geology      |
| Chemistry            | Math         |
| Computer Science     | Oceanography |
| Geography (Physical) | Physics      |

### SOCIAL SCIENCES

|               |                   |
|---------------|-------------------|
| Anthropology  | Education         |
| Archaeology   | Geography (Human) |
| Asian Studies | Political Science |
| Criminology   | Psychology        |
| Economics     | Sociology         |

### Distance Education

Selected University Credit courses are available online, by teleconference or videoconference.

### Spring and Summer Courses

Selected University Credit courses are available in the Spring and Summer at Prince Rupert, Smithers and Terrace campuses.

## Associate Degrees in Arts & Science

An Associate Degree is a two-year academic credential program that prepares students for employment or transfers to a Bachelor's Degree program. Learners complete a broad range of university-level courses in a variety of academic subject areas, balanced with in-depth study in specific disciplines. An Associate Degree is equivalent to the first two years of a four-year Bachelor Degree (BA) and may transfer\* directly to the third year of an undergraduate degree program at other post-secondary institutions.

NWCC Associate Degree programs have been designed to facilitate maximum transferability to university undergraduate degree programs. Graduates with an Associate Degree who do pursue further study receive priority admission at some BC universities and a guarantee of 60 transfer credits at universities in BC – even if all the courses taken towards the degree do not transfer individually to that institution.



### CORE COURSE GUARANTEE

Northwest Community College offers a core set of first-year courses that allows students to complete year one of an Associate of Arts Degree (AA) in one academic year and a core set of second-year courses required to complete a two-year Associate of Arts or Science Degree in two academic years at some campuses. See Web site for details.

### ASSOCIATE DEGREE IN ARTS

An Associate Degree in Arts is a key pathway to social services and humanities degrees such as English, history, psychology and anthropology. A minimum of 60 credit hours (20 specific University Credit [UC] courses) are required for an Associate Degree in Arts. This must include a minimum of 18 credit hours in Arts at the second year level in two or more subject areas. The Associate Degree in Arts has been designed to facilitate maximum transferability to a B.A. Degree program or to conclude after two years at NWCC.

### ASSOCIATE DEGREE IN SCIENCE

An Associate Degree in Science is a key pathway into biological, health and medical degrees. A minimum of 60 credit hours (20 UC courses) is required for an Associate Degree in Science. This must include a minimum of 18 credits in Sciences at the second year level in two or more subject areas. 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 who plan to transfer to another post-secondary institution, should contact that institution directly for their admissions requirements and required or recommended course work.

### ASSOCIATE DEGREE IN ARTS —

#### NEW! ARCHAEOLOGICAL & CULTURAL RESOURCE SPECIALIZATION

The Archaeological & Cultural Resource Management Specialization emphasizes field-based learning where students gain valuable applied research skills and experience in the growing field of archaeology and cultural resource management. The Northwest region and First Nations communities provide the rich environment to learn about cultural heritage and interpretation, archaeological and cultural assessment, and how that applies to tourism, museums and curation, and community cultural resource management.

#### CRIMINOLOGY SPECIALIZATION

Associate Degree in Arts — Criminology Specialization focuses on the study of criminology and criminal justice. The program is designed for maximum transferability to a B.A., Criminology Degree program or to complete an Associate Degree after two years at NWCC.

#### FIRST NATIONS SPECIALIZATION

Associate Degree in Arts — First Nations Studies Specialization focuses on the study of First Nations peoples' from their voices, perspectives and worldviews. Students gain an understanding of the diversity among First Nations peoples' cultures, values, beliefs, traditions, protocols, history, languages and relationship with the land.

#### SUSTAINABLE COMMUNITIES SPECIALIZATION

Associate Degree in Arts — Sustainable Communities Specialization focuses study on environmental sociology and sustainable communities, while students receive the benefits of an Associate Degree. This program is designed to facilitate maximum transferability to a degree program or to conclude after two years at NWCC.

### ASSOCIATE DEGREE IN SCIENCE —

#### ENVIRONMENTAL GEOSCIENCE SPECIALIZATION

Associate Degree in Science — Environmental Geoscience Specialization is geared toward students with an interest in the natural sciences and love of the outdoors. Graduates can transfer to a degree program or may find work in a variety of fields, such as mining and mineral exploration, fisheries, wildlife and freshwater management, climate modelling and wind and solar energy production.

#### CAMPUS LOCATIONS

Prince Rupert, Smithers and Terrace campuses, plus distance learning options

#### TUITION

\$2,629 per year (plus fees, books and supplies).  
See page 34.

### ASSOCIATE DEGREE IN ARTS — ARCHAEOLOGICAL & CULTURAL RESOURCE MANAGEMENT SPECIALIZATION

|          |   |
|----------|---|
| ANTH 101 | Human Origins                                       |
| ANTH 102 | Introduction to Social & Cultural Anthropology      |
| ANTH 111 | First Nations of Canada OR                          |
| ANTH 112 | First Nations of BC                                 |
| ANTH 201 | World Cultures OR                                   |
| ANTH 202 | Indigenous Cultures in Transition OR                |
| ANTH 211 | Understanding Theory in Anthropology                |
| ANTH 205 | Archaeology of Northern BC                          |
| ANTH 212 | Cultural Resource Management                        |
| ANTH 240 | Introduction to Archaeology                         |
| ANTH 270 | Traditional Knowledge in Practice                   |
| CPSC 101 | Introduction to Computer Science                    |
| FNST 101 | Introduction to First Nations Studies OR            |
| FNST 110 | Ethnobotany: Plants & First Peoples OR              |
| FNST 120 | Aboriginal Languages: Preservation & Revitalization |
| GEOG 204 | Spatial Analysis & Geographic Information Systems   |
| SOCI 101 | Introduction to Sociology I                         |
| SOCI 102 | Introduction to Sociology II                        |

Plus two first-year English courses, six UC anthropology/geography field school (dept. approved) credits and six social science credits. See Web site for further details.

### ASSOCIATE DEGREE IN ARTS — CRIMINOLOGY SPECIALIZATION

|          |   |
|----------|---|
| CRIM 101 | Introduction to Criminology                 |
| CRIM 103 | Psychology of Crime & Deviance              |
| CRIM 131 | Introduction to the Criminal Justice System |
| CRIM 135 | Introduction to Canadian Law                |
| CRIM 210 | Law, Youth & Young Offenders OR             |
| CRIM 213 | Women & Crime                               |
| CRIM 230 | Criminal Law in Canada                      |
| ENGL 101 | Introduction to Composition                 |
| ENGL 102 | Introduction to Literature                  |
| MATH 131 | Introduction to Statistics                  |
| PHIL 102 | Moral Philosophy                            |
| POLI 101 | Introduction to Political Science           |
| PSYC 101 | Introduction to Psychology I                |
| PSYC 102 | Introduction to Psychology II               |
| PSYC 219 | Research Methods in Psychology              |
| SOCI 101 | Introduction to Sociology I                 |
| SOCI 102 | Introduction to Sociology II                |
| SOCI 250 | Sociology of Deviance                       |
| SOCI 251 | Crime & Society                             |

Plus a lab science course; a science course; and a second-year humanities course (other than English).

**ASSOCIATE DEGREE IN ARTS — FIRST NATIONS STUDIES SPECIALIZATION****YEAR ONE – First Semester**

|          |                                     |
|----------|-------------------------------------|
| ANTH 112 | First Nations of BC                 |
| ENGL 101 | Introduction to Composition         |
| FNST 101 | Ethnobotany: Plants & First Peoples |

Plus one First Nations Studies course

**YEAR ONE – Second Semester**

|          |  |
|----------|--|
| ANTH 111 | First Nations of Canada                              |
| ENGL 102 | Introduction to Literature                           |
| FNST 120 | Aboriginal Languages – Preservation & Revitalization |

Plus one first-year First Nations Studies course (UC Arts) and one UC Arts course

**ASSOCIATE DEGREE IN ARTS — SUSTAINABLE COMMUNITIES SPECIALIZATION**

|              |  |
|--------------|--|
| ANTH 102     | Cultural Anthropology OR   |
| ANTH 111     | First Nations of Canada OR                                       |
| ANTH 112     | First Nations of British Columbia                                |
| ANTH 205     | Archaeology of Northern British Columbia OR                      |
| ANTH 215     | Archaeology of the Americas OR                                   |
| ANTH 240     | Introduction to Archaeology OR                                   |
| ANTH 245     | Archaeological Field Studies OR                                  |
| GEOG 221     | Social Geography (Space & Society)                               |
| ANTH 270     | Traditional Knowledge in Practice OR                             |
| SOCI 270     | Rural Sociology  |
| GEOG 110     | People & the Environment OR                                      |
| GEOG 210     | Environments & Society OR  |
| GEOG (Field) | Any UC Geography Field School                                    |
| GEOG 112     | Environments & Planning  |
| GEOG 150     | Physical Geography I: Biogeography, Meteorology & Climatology OR |
| GEOG 201     | Environmental Climatology OR                                     |
| GEOG 202     | Geography of Ecosystems  |
| GEOG 160     | Physical Geography II: Geology, Geomorphology & Soils OR         |
| GEOG 203     | Geomorphology OR   |
| GEOL 157     | Introduction to Northwest Geology                                |
| GEOG 204     | Spatial Analysis & Geographic Information Systems (GIS)          |
| GEOG 210     | Environments & Society OR  |
| ANTH (Field) | UC Anthropology Field School                                     |
| GEOG 222     | Economic Geography OR  |
| ANTH 202     | Indigenous Cultures in Transition OR                             |
| ECON 112     | Principles of Macroeconomics OR                                  |
| ECON 151     | Macroeconomics   |
| HIST 209     | History of Native People of Canada OR                            |
| HIST 210     | History of Western Canada OR                                     |
| HIST 213     | History of British Columbia                                      |
| MATH 131     | Introduction to Statistics OR                                    |
| MATH 251     | Statistics   |
| POLI 102     | Canadian Politics & Government OR                                |

Any three-credit 100-level Political Science course

|          |                              |
|----------|------------------------------|
| SOCI 101 | Introduction to Sociology I  |
| SOCI 102 | Introduction to Sociology II |
| SOCI 261 | Sociology of Community       |
| SOCI 282 | Environmental Sociology      |

Plus any three-credit 100-level women's studies course, any three-credit 100-level political science course, any two first-year English courses and one statistics course.

**YEAR TWO – First Semester**

|          |  |
|----------|--|
| ARTH 201 | Contemporary First Nations Art of the Northwest Coast OR |
| ARTH 210 | Northwest Coast Art Museum & Gallery Studies OR          |
| HIST 209 | History of Native People of Canada                       |
| FNST 2xx | First Nations Health                                     |

Plus one second-year First Nations Studies course (Arts) and one first or second-year First Nations Studies course (Arts or Science)

**YEAR TWO – Second Semester**

|          |                                  |
|----------|----------------------------------|
| FNST 2xx | First Nations Community Research |
|----------|----------------------------------|

Plus one Science course; one second-year First Nations Studies course (Arts); one second-year First Nations Studies course (Arts or Science); and one Arts or Science course.  
See Web site for most current list of UC courses.

**ASSOCIATE DEGREE IN SCIENCE — ENVIRONMENTAL GEOSCIENCE SPECIALIZATION**

|          |  |
|----------|--|
| BIOL 101 | Introductory Biology I: Cells, Diversity & Physiology  |
| BIOL 102 | Introductory Biology II: Genetics, Evolution & Ecology |
| BIOL 211 | Principles of Ecology OR                               |
| GEOG 202 | Geography of Ecosystems                                |
| CPSC 111 | An Introduction to Computers OR                        |
| CHEM 230 | Organic Chemistry I OR                                 |
| MATH 235 | Linear Algebra OR                                      |

Any science course

|          |  |
|----------|--|
| ECON 111 | Principles of Microeconomics OR                                  |
| ECON 112 | Principles of Macroeconomics OR                                  |
| ECON 150 | Microeconomics OR  |
| ECON 151 | Macroeconomics   |
| GEOG 112 | Environments & Planning  |
| GEOG 150 | Physical Geography I: Biogeography, Meteorology & Climatology OR |
| GEOG 110 | People & the Environment   |
| GEOG 160 | Physical Geography II: Geology, Geomorphology & Soils OR         |
| GEOL 157 | Introduction to Northwest Geology                                |
| GEOG 201 | Environmental Climatology OR                                     |
| GEOG 210 | Environments & Society OR  |

Any two second-year science courses

|          |   |
|----------|---|
| GEOG 203 | Geomorphology   |
| GEOG 204 | Spatial Analysis & Geographic Information Systems (GIS) |
| GEOG 207 | Hydrology/Soils   |
| MATH 101 | Calculus I: Differential Calculus                       |
| MATH 131 | Introduction to Statistics OR                           |
| MATH 251 | Statistics  |
| PHYS 102 | Introduction to Physics II                              |

Any two of:

|          |                                |
|----------|--------------------------------|
| CHEM 101 | Introductory Chemistry I       |
| CHEM 102 | Introductory Chemistry II      |
| MATH 102 | Calculus II: Integral Calculus |
| PHYS 101 | Introduction to Physics I      |
| PHYS 102 | Introduction to Physics II     |

Plus any second-year biology course or any second-year oceanography course and two English courses and any two of: a three-credit Arts course; any UC Arts geography course with a field school or any UC anthropology course with a field school.  
Visit the Web site for complete Associate Degree program details. For more information on BC Associate Degrees visit [www.bctransferguide.ca/associate/](http://www.bctransferguide.ca/associate/)

**Community, Crime & Social Justice (CCSJ) Certificate**

The Community, Crime & Social Justice Certificate is a fully-accredited, 10-month program that prepares graduates with a solid grounding in criminology/criminal justice issues, particularly as they pertain to northern and First Nations residents.

The comprehensive CCSJ Certificate program includes a unique, supervised work placement in a criminal justice (or related) agency, allowing students to gain valuable employment experience. Graduates find entry-level jobs in criminal justice agencies, including policing, corrections and the courts, and in related agencies, such as residential treatment facilities, shelters for victimized women and restorative justice.

**CAMPUS LOCATIONS**

Terrace Campus, and Smithers Campus via videoconference option.

**TUITION**

\$2,629 per year (plus fees, books and supplies). See page 34.

**FURTHER EDUCATIONAL OPPORTUNITIES**

CCSJ Certificate courses ladder directly into second year of the Associate Degree in Arts - Criminology Specialization, and the credits earned can transfer to other University Credit and Health & Human Services programs. To complete a Bachelor's Degree (BA) in Criminology, third- and fourth-year courses can be taken online. This convenient way to get a BA means substantial savings in living and travel expenses.

**COMMUNITY, CRIME & SOCIAL JUSTICE (CCSJ) CERTIFICATE****Fall Semester**

|          |   |
|----------|---|
| CRIM 101 | Introduction to Criminology                     |
| CRIM 103 | The Psychology of Crime & Deviance <sup>^</sup> |
| CRIM 210 | Law, Youth & Young Offenders*                   |
| ENGL 151 | Technical Writing                               |
| PSYC 101 | Introduction to Psychology I OR                 |
| SOCI 101 | Introduction to Sociology I                     |

**Winter Semester**

|          |   |
|----------|---|
| CRIM 131 | Introduction to the Criminal Justice System |
| CRIM 135 | Introduction to Canadian Law*               |
| CRIM 213 | Women & Crime*                              |
| PSYC 102 | Introduction to Psychology II OR            |
| SOCI 102 | Introduction to Sociology II                |
| SOCI 251 | Crime & Society*                            |

**Spring/Summer Semester**

|          |                  |
|----------|------------------|
| CRIM 198 | CCSJ Practicum** |
|----------|------------------|

\*Course available by videoconference to Smithers Campus, on a rotational basis.

\*\* The number of seats in this six-week work practicum placement is limited. Registration requires permission of the CCSJ program coordinator. Students must obtain a minimum GPA of 2.0 in each and every course to receive the CCSJ Certificate. Note: In addition to regular fees for this course, students should expect to pay up to \$1,500 in food and lodging expenses if the practicum is outside of the student's home area.

<sup>^</sup> Open to high school students registered in the Concurrent Credit Program authorized by the BC Ministry of Education to obtain credit toward both their high school diploma and a university degree at the same time.

**DISTANCE DELIVERY**

Many NWCC courses and programs are available by alternate delivery formats, either over the internet, with its virtual classrooms and discussions, or networked via video or the telephone. Contact your local campus to find out what's available.

The Applied Earth & Environmental Studies Certificate—with Geostudies or Geoscience options—is a one-year program that emphasizes the practical application of earth and environmental studies. Designed specifically for the Northwest learner, the hands-on curriculum includes community-based projects and field-based studies, building valuable skills and knowledge to meet employment and career needs.

The program's key objective is to provide both academic and applied skills relevant for entry-level employment in the natural resource, mining, mineral exploration and environmental industries. The knowledge and skills acquired can also be applied to many different employment opportunities in the outdoor or adventure tourism industry.

### APPLIED EARTH & ENVIRONMENTAL STUDIES CERTIFICATE

Applied Earth & Environmental Studies Certificate students complete a set of seven core environmental science courses (in biology, geology, geography, oceanography and English) and then choose additional courses to complete a Geostudies or Geoscience option.

You can earn 24 (Geostudies Option) or 30 (Geoscience Option) University Transfer credits towards the NWCC Associate of Science Degree – Environmental Geoscience Specialization.

#### CAMPUS LOCATIONS

Prince Rupert, Smithers and Terrace campuses, plus online, videoconference and teleconference options

#### TUITION

\$1,629 (plus fees, books and supplies). See page 34.

### APPLIED EARTH & ENVIRONMENTAL STUDIES CERTIFICATE CORE COURSES

|          |   |
|----------|---|
| ENGL 101 | Introduction to Composition <i>OR</i>                           |
| ENGL 151 | Technical Writing   |
| GEOG 110 | People & the Environment <i>OR</i>                              |
| GEOG 150 | Physical Geography I: Biogeography, Meteorology & Climate       |
| GEOG 160 | Physical Geography II: Geology, Geomorphology & Soils <i>OR</i> |
| GEOG 203 | Geomorphology <i>OR</i>   |
| OCCY 208 | Introduction to Physical, Chemical & Geological Oceanography    |
| GEOG 204 | Spatial Analysis & Geographic Information Systems (GIS)         |
| MEFA 101 | Mining Exploration Field Assistant <i>OR</i>                    |

*A first-year geography course in Applied Field Studies in Earth & Environmental Sciences (under development) OR*

*Any course that is field-based with an applied component that is approved by the program coordinator.*

#### AND ONE OF:

|          |   |
|----------|---|
| BIOL 201 | Invertebrate Zoology                    |
| BIOL 203 | Non-Vascular Plants & Fungi             |
| GEOG 207 | Hydrology & Soils                       |
| OCCY 209 | Introduction to Biological Oceanography |

### GEOSTUDIES OPTION COURSES

|  |  |
|--|--|
| RAP 101  | Reclamation & Prospecting <i>OR</i>        |
| EMAP 101   | Environmental Monitoring Assistant Program |
| <i>Or any other field-based course as approved by the program coordinator.</i> |  |
| ANTH 112   | First Nations of BC <i>OR</i>              |
| ANTH 212   | Cultural Resource Management <i>OR</i>     |

*Any First Nations Studies course, any first-year geography course in ethnogeography (to be developed), or any course with equivalent First Nation content as approved by the program coordinator.*

### GEOSCIENCE OPTION COURSES

|          |  |
|----------|--|
| BIOL 101 | Introductory Biology I: Cells, Diversity & Physiology  |
| BIOL 102 | Introductory Biology II: Genetics, Evolution & Ecology |

#### AND ONE OF:

|          |                         |
|----------|-------------------------|
| BIOL 191 | Introduction to Ecology |
| BIOL 211 | Principles of Ecology   |
| GEOG 202 | Geography of Ecosystems |

#### AND ONE OF:

|          |                           |
|----------|---------------------------|
| GEOG 201 | Environmental Climatology |
| GEOG 210 | Environments & Society    |
| GEOG 212 | Environments & Planning   |

*Or any other environmental science course as approved by the program coordinator.*

Field Schools are intensive Spring/Summer semester field studies that incorporate a full semester of learning into just a few weeks. UC classroom studies—two or more transferable UC courses from different disciplines—are combined with significant cultural field trips and multi-day trips to create unique, life-enriching learning experiences in spectacular outdoor classrooms.

### HAIDA GWAII FIELD SCHOOL

This field school takes place in beautiful Haida Gwaii. Students will experience the unique and delicate ecology of the islands, and the rich history and culture of the Haida people. The 100-level courses will have an interdisciplinary focus, and will include perspectives of cultural landscapes, and Haida relationship to the land and nature. Students will be guided by Haida Elders, and/or other key Haida people. Significant sites in Haida Gwaii will be explored, including a special field trip to Gwaii Haanas National Park Reserve. In Gwaii Haanas, students may partake in kayaking and boat trips to significant archaeological and cultural sites in the area.

Six university credits in geography and anthropology

#### LOCATION

Haida Gwaii

#### DATES

See Web site for dates

### NEW! ART OF THE NORTHWEST COAST FIELD SCHOOL

The focus of this unique Field School on the Art of the Northwest Coast is to provide the learners an overview of Northwest Coast First Nations art and culture through lectures, images, guest presentations and field trips. Specific field trips take students, for example, to Ksan Historical Village and Musuem, Kitselas Canyon, the Museum of Northern BC, and the Centennial Museum in Kitimat.

Six university credits in art history

#### LOCATIONS

Terrace Campus

#### DATES

See Web site for dates

### KITLOPE FIELD SCHOOL

NWCC—in partnership with the Haisla Elders, Hereditary Chiefs, the Na Na Kila Institute, and Rio Tinto Alcan—offers the Kitlope Field School. Students integrate the disciplines of anthropology and geography, achieving 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 five-day excursion case study, learning with Haisla/Henaaksiala Elders in the Kitlope Heritage Conservancy, the largest pristine temperate coastal rainforest in the world.

Six university credits in geography and anthropology

#### LOCATION

Terrace Campus and the Kitlope Valley

#### DATES

See Web site for dates

### STEWART/TELEGRAPH CREEK FIELD SCHOOL

This field school is field-based and explores significant local sites, including Stewart and Telegraph Creek. Students are introduced to the region's amazing geology, geography and anthropology, including Mt. Edziza and the ancient and extensive obsidian trade. The field school takes place at the end of August, and includes the grizzly bear viewing platform in Hyder, Alaska. A special field trip will be taken to Telegraph Creek, where students will be guided by Tahltan Elders, and/or other key Tahltan people.

Six university credits in anthropology and geology lab science

#### LOCATION

Terrace Campus, Stewart and Telegraph Creek

#### DATES

See Web site for dates

## FREDA DIESING

### SCHOOL OF NORTHWEST COAST ART

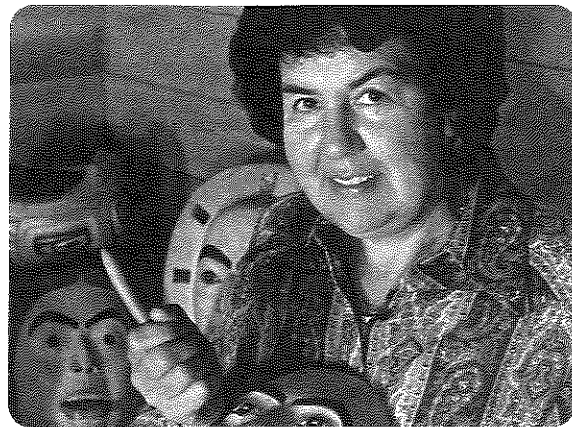
Northwest Community College created the Freda Diesing School of Northwest Coast Art in 2006 to honour, recognize and continue the legacy of Haida artist Freda Diesing – a master carver, painter, tireless educator and champion of First Nations art and culture.

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 Gitanmaax School of Northwest Coast Indian Art at 'Ksan Village. She and a handful of other artists are credited with the reawakening of Northwest Coast art and culture in the 1960s.

Freda exhibited her work locally, nationally and internationally, bringing awareness and appreciation of her culture's art to the world.

The Freda Diesing School offers the First Nations Fine Arts program, instructed and mentored by world-renowned artists. The instructors play the important role of passing on Freda's legacy to their students and brings all nations together in the pursuit of higher education, while setting new standards for aspiring artists.

It is the only school of its kind in Canada, focused on traditional First Nations Pacific Northwest Coast art with the view of developing skills into fine art.



Marie Alfreda "Freda" Johnson Diesing (1925-2002)  
© Photo courtesy of Vickie Jensen

## First Nations Fine Arts (FNFA) Certificate & Diploma

First Nations Fine Arts is a two-year diploma program that seeks to honour and support the rich culture and tradition of First Nations art in the Northwest. Students of Aboriginal descent develop a solid foundation in First Nations Northwest Coast art while they learn and practise the traditional art of woodcarving alongside world-renowned artists/instructors Dempsey Bob (Tahltan/Tlingit), Stan Bevan (Tahltan/Tlingit/Tsimshian), Ken McNeil (Tahltan/Tlingit/Nisga'a) and Dean Heron (Kaska/Tlingit).

### FIRST NATIONS FINE ARTS CERTIFICATE & DIPLOMA

Students begin with the fundamentals of two-dimensional Northwest Coast art design and drawing and painting basics, followed by building and using traditional tools, and the use of traditional wood carving techniques. Students carve a number of projects to build their proficiency. These include small to medium-sized plaques, spoons, portrait masks and bowls. All students are expected to participate in carving the program legacy projects.

### FUTURE OPPORTUNITIES

Students who complete the First Nations Fine Arts Diploma with a GPA of B or better will be eligible for acceptance into year three of the Bachelor of Fine Arts (Visual or General Fine Arts major) Degree program at Vancouver's Emily Carr University.

### CAMPUS LOCATIONS

Terrace Campus

### TUITION

\$3,997 (Certificate), \$4,255 (Diploma)  
(plus fees, books and supplies). See page 34.

### FIRST NATIONS FINE ARTS CERTIFICATE

|          |   |
|----------|---|
| ARTH 101 | First Nations Art of the Pacific Northwest I  |
| ARTH 108 | First Nations Art of the Pacific Northwest II |
| CPST 020 | Fundamental Computer Studies                  |
| FNFA 110 | Shop Safety Basics                            |
| FNFA 112 | Two Dimensional Design - Basic Form           |
| FNFA 113 | Two Dimensional Design                        |
| FNFA 114 | Tool Making                                   |
| FNFA 116 | Fundamentals of Wood Carving & Design I       |
| FNFA 124 | Fundamentals of Wood Carving & Design II      |
| FNFA 126 | Wood Carving & Design - Traditional Spoon     |
| FNFA 127 | Wood Carving & Design - Traditional Bowl      |
| FNFA 128 | Wood Carving & Design - Portrait Mask         |

### FIRST NATIONS FINE ARTS DIPLOMA

|          |  |
|----------|--|
| ARTH 201 | Contemporary First Nations Fine Arts of the Northwest Coast      |
| ARTH 210 | Northwest Coast Art Museum & Gallery Studies                     |
| CPST 030 | Intermediate Computer Studies                                    |
| FNFA 200 | Intermediate Elements of Two Dimensional Design I                |
| FNFA 213 | Intermediate Elements of Two Dimensional Design II - Small Panel |
| FNFA 226 | Intermediate Wood Carving & Design - Intermediate Crest Spoon    |
| FNFA 228 | Intermediate Wood Carving & Design - Intermediate Portrait Mask  |
| FNFA 230 | Intermediate Wood Carving & Design - Moon Mask                   |
| FNFA 232 | Intermediate Wood Carving & Design - Crest Bowl                  |
| FNFA 234 | Intermediate Wood Carving & Design - Crest Mask                  |
| FNFA 240 | Legacy Project   |

Applied Coastal Ecology is a unique applied biology and ecology program that combines practical technical skills with the academic theory needed to protect and restore coastal ecosystems. Hatcheries, shorelines, estuaries and rainforests are the classrooms where students apply their newly acquired knowledge and skills to real-world projects and gain valuable employment-ready experience.

The ACE program balances foundational biology, geology and oceanography with the practicality of applied courses in rainforest ecology, First Nations studies, stream assessment and wildlife management. Students develop the technical writing, surveying, computer database management and mapping skills necessary for working in the field of coastal ecology. The ACE program trains students for rewarding careers that make a real difference in coastal communities.

Students learn first-hand how coastal ecosystems react to the stresses imposed on them by human activity, and how to apply specific procedures to mitigate those impacts to restore healthy ecosystems. Students practise the methods for collecting biological samples, learn a variety of approaches to managing and enhancing forests, soils, fish and wildlife populations, complete habitat assessments and ecosystem classifications, and make remediation/mitigation recommendations.

### Applied Research Projects

Applied Coastal Ecology students employ their knowledge and skills to identify, research and participate in real-world community-based projects.

### Great Blue Heron Research Project

On BC's South Coast, the survival rate of the iconic Great Blue Heron recently declined by 50 per cent. Applied Coastal Ecology students posed the question: "Is a similar decline in Blue Heron populations occurring on the North Coast?" ACE students researched the problem and launched the ongoing Great Blue Heron Research Project. Each year, ACE students collect and contribute data on local herons including discoveries made from a live streaming video camera mounted near a heron rookery. The camera allows a close-up view of the nesting and rearing habits of a family of herons. ACE students then help to educate others by sharing their knowledge of Great Blue Herons through presentations for school and community groups.

### Abalone Reconnaissance Project

Declines in Abalone populations led to a province-wide moratorium on harvesting in 1990. The expected result of the prohibition—a revitalization of the stock—has not occurred. To help discover why, ACE students are working with local groups to set up and maintain live-streaming video cameras overlooking important abalone habitat. The remote locations of these sites pose a number of challenges for ACE students. Overcoming these challenges gives ACE students the opportunity to develop unique skills and contribute to valuable research.

### CAMPUS LOCATIONS

Prince Rupert Campus

### TUITION

\$2,804 (Certificate), \$3,855 (Diploma)  
(plus fees, books and supplies) See page 34.

### APPLIED COASTAL ECOLOGY CERTIFICATE AND DIPLOMA

#### Term 1

|          |  |
|----------|--|
| ACE 101  | Applied Service Learning                               |
| ACE 134  | Salmon ID, Life Cycles & Hatchery Rearing              |
| ACE 182  | Stream Habitat Assessment & Restoration                |
| ACE 190  | Temperate Rainforest Ecology                           |
| BIOL 101 | Introductory Biology I - Cells, Diversity & Physiology |
| ENGL 151 | Technical Writing I                                    |

Plus three credits from a list of electives. See Web site.

#### Term 2

|          |   |
|----------|---|
| ACE 121  | Fisheries Management & Coastal Policy                   |
| BIOL 102 | Introductory Biology II - Genetics, Evolution & Ecology |
| CPSC 141 | Integrated Software Tools                               |
| ENGL 152 | Advanced Technical Writing II                           |

Plus five credits from a list of electives. See Web site.

#### Term 3

|         |   |
|---------|---|
| ACE 130 | Shellfish ID & Enumeration  |
| ACE 132 | ID of Groundfish & Other Non-salmonid Fishes of the Northwest Pacific |
| ACE 154 | Surveying   |

Plus 15 credits from a list of electives. See Web site.

#### Term 4

|         |  |
|---------|--|
| ACE 141 | Foreshore & Aquatic Population Monitoring                |
| ACE 142 | Coastal Forest Measurements                              |
| ACE 170 | Introduction to Mariculture Species & Techniques         |
| ACE 175 | Wildlife Identification, Habitat & Population Management |

Plus 12 credits from a list of electives. See Web site.

Diploma completed after 76 credits of course work as shown above\*\*

Certificate completed after 32 credits of course work, including at least 10 credits of ACE courses.

\*\*Students holding a related BSc Degree, which includes six credits of first year chemistry, six credits of first year biology and six credits of second year biology, will be recognized as Post-Degree students and may attain an ACE Diploma by completing the following:

GEOG 204, OCGY 208, OCGY 209 and:

A minimum of 14 credits of ACE courses and:

Any six credits of the following: all other ACE courses, BIOL 211, BIOL 235, GEOG 150, GEOG 160, ANTH 111, ANTH 112, ANTH 212, ANTH 240, ANTH 250, ANTH 245

Coastal Eco-Adventure Tourism is an innovative program designed to address the growing demand for trained tourism professionals and to give students the opportunity to promote environmental stewardship as they create enriching adventures for travellers. More than ever before, travellers are seeking enriching adventures in nature, opportunities to experience cultures different from their own, personal challenges and new discoveries. Eco-tourism, adventure travel, nature tourism, or sustainable tourism – these new areas are the fastest growing segments of the tourism industry and BC's West Coast provides an unparalleled setting for adventure.

Learn about industry professional standards, safety, risk management, legal and ethical issues. Students will be trained in interpersonal, organizational, customer service, and technical field skills necessary to secure employment in this field.

The program includes numerous field and base camp activities, allowing students to use and reinforce skills learned throughout the training period. Learn from experts in this field who are committed to the promotion of environmental stewardship, respect for biodiversity, sustainability and ecological integrity. The program incorporates available provincial and/or national certifications that exist within the industry.

#### CAMPUS LOCATIONS

Available throughout the College region.

#### COASTAL ECO-ADVENTURE TOURISM

|          |   |
|----------|---|
| CECO 101 | Introduction to Tourism & Eco-Adventure Tourism |
| CECO 110 | Human Relations & Customer Service              |
| CECO 120 | Environmental Stewardship                       |
| CECO 130 | Coastal Heritage Interpretation                 |
| CECO 140 | Orienteering/Navigation Fundamentals            |
| CECO 142 | Sea Kayaking                                    |
| CECO 144 | Sport Fishing                                   |
| CECO 146 | Outboard Motors /Repair & Maintenance           |
| CECO 148 | Trip Planning & Preparation                     |
| CECO 150 | Power Boat Operations                           |
| CECO 162 | Work Experience/Practicum                       |
| FAID 110 | Occupational First Aid (OFA) Level 1            |
| FAID 125 | Transportation Endorsement                      |
| FAID 135 | Vital Link Standard First Aid                   |
| FAID 143 | Wilderness First Aid                            |
| NAUT 291 | Small Vessel Safety – MED A2                    |
| NAUT 330 | Restricted Radio Operator                       |
| TOUR 162 | Camp Setup & Management                         |
| TOUR 164 | Risk Management                                 |
| TOUR 168 | Foodsafe  |

*In addition, the following optional course(s) may be offered but are not required for the Coastal Eco-Adventure Tourism Certificate:*

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

*The program involves participation in both theoretical and practical learning environments. Theory classes are conducted in the classroom setting where most appropriate and classes are generally delivered over a six-hour day. Practical activities are taught in their natural environment and will require student participation 24 hours per day for up to three weeks at a time.*

#### SHORT-TERM MARINE TRAINING

NWCC's Continuing Education & Industry Training department offers short-term marine training courses. These include...

- Advanced Marine First Aid
- Basic Marine First Aid
- Boat Pro Seminar
- Canadian Power & Sail Squadron Boating Course
- Fishing Master IV
- Marine Emergency Duties (MED) – A2
- Marine Emergency Duties (MED) – A3
- Masters Limited
- Restricted Operator Certificate – Maritime (ROC-M)
- Restricted Operator Certificate – Maritime Commercial (ROC-MC)
- Simulated Electronic Navigation Limited (SEN LTD)
- Small Vessel Operator Proficiency

Guardian Watchmen programs provide First Nations students with the knowledge and skills to monitor and ensure that activities and practices within their territories are responsible and consistent with community plans and government regulations. Guardian Watchmen programs strengthen local peoples' capacity for direct and active involvement in monitoring and stewardship of their traditional lands and waters. Program graduates are better able to contribute to decisions and plans regarding the management and protection of important cultural and natural resources in their territories.

NWCC and First Nations communities on the Central and North Coast together created the Guardian Watchmen Training program to provide easily accessible, regionally appropriate training to help develop community-based resource practitioners (Watchmen). Trained Watchmen work as environmental stewards—on-the-ground eyes and ears—to ensure sustainable natural and cultural resource management practices (forestry, fisheries, tourism and parks) are implemented and adhered to on local lands and waters.

Guardian Watchmen Training is a field-based cultural, environmental stewardship program. Applied technical training and cultural knowledge is delivered in a flexible format, suited to the student's individual needs. The GWT program offers courses in natural and cultural resources management and includes certification courses in first aid, boat safety and firearms acquisition.

Northwest Community College is committed to delivering the program in local communities. Contact NWCC for Guardian Watchmen Training program delivery in your community.

#### CAMPUS LOCATIONS

Communities throughout northwestern BC.  
See Web site for current locations.

#### TUITION

\$4,352 (plus fees, books and supplies). See page 34.

#### GUARDIAN WATCHMEN TRAINING CERTIFICATE

##### Module One - Safety

|            |   |
|------------|---|
| CEFAID 705 | Marine Basic First Aid  |
| CEFAID 720 | Coastal Spill Response  |
| CEFAID 722 | Bear Awareness  |
| CEFAID 727 | Firearms Safety – Non-Restricted Possession Acquisition License (PAL) |
| CENAUT 709 | Marine Emergency Duties MED-A3  |
| CENAUT 713 | Restricted Radio Operator   |
| CENAUT 716 | Small Vessel Operator Proficiency                                     |
| CENAUT 745 | Wilderness Safety & Survival  |

##### Module Two

|          |   |
|----------|---|
| SENV 100 | Guardian Watchmen Stewardship Orientation |
| SENV 101 | Forest Ecology                            |
| SENV 102 | Maps, Charts, GPS                         |

##### Module Three

|          |                                  |
|----------|----------------------------------|
| SENV 103 | Traditional Ecological Knowledge |
| SENV 104 | BC Cultural Stewardship          |
| SENV 105 | Ethnobotany                      |

##### Module Four

|          |                                    |
|----------|------------------------------------|
| SENV 106 | Guardian Monitoring & Compliance   |
| SENV 107 | Guardian Watchmen Technical Skills |
| SENV 108 | Guardian Watchmen Office Skills    |

One-day courses offered in conjunction with the regular program:

|            |                                      |
|------------|--------------------------------------|
| CEFAID 706 | Occupational First Aid (OFA) Level 1 |
| CEFAID 707 | Transportation Endorsement           |



Since its inception in 2004, Northwest Community College's School of Exploration & Mining (SEM) has taken a leadership role in providing training for the minerals industry workforce in Northern BC communities.

In partnership with Smithers Exploration Group and the Province of BC, SEM develops and delivers essential courses and programs in a practical and applicable way. This means job-ready skills and employment for students – of more than 600 SEM graduates, greater than 70 per cent have found employment or returned to school.

SEM's innovative program design and delivery, strategic partnerships, and commitment to social and environmental responsibility have been recognized through several provincial, national and international awards.

## SEM Courses and Programs

### CAMP OPERATIONS

Camp Operations combines the practical and technical skills training necessary to build and maintain temporary camps that are used in remote work sites in industries such as exploration, forestry, and guide outfitting. Training consists of classroom learning and hands-on field experience where students work together to safely and efficiently build and maintain a fully operational camp.

### DRILL CORE TECHNICIAN TRAINING

This course provides graduates with the practical skills required to observe, measure and record information from diamond drill core. Upon graduation, students will know how to process and safely handle core boxes, how to operate and maintain a core-splitter, and the correct procedures for handling samples.

### ENVIRONMENTAL MONITOR ASSISTANT PROGRAM (EMAP)

Tailored to the needs of Northern BC, this eight-week training program prepares students for entry-level fieldwork with a focus on environmental monitoring. Based in a remote tent camp similar to those used in industry, the program features hands-on training delivered by industry-experienced instructors.

### INTRODUCTION TO METAL LEACHING & ACID ROCK DRAINAGE (ML/ARD)

Designed as a professional development course for individuals working in industry and with government agencies, this course provides a practical understanding of metal leaching and acid rock drainage, the major environmental and reclamation challenges faced by the mining industry. ML/ARD is a multi-disciplinary subject involving a large number of processes, each with demanding information requirements.

### MINING EXPLORATION FIELD ASSISTANT (MEFA)

The Mining Exploration Field Assistant course is taught outdoors in a remote tent camp. The course develops students' field skills such as GPS, sampling and grid layout. Safety training covers a variety of topics including helicopter safety, bear awareness and wilderness survival.

### PROSPECTOR BASIC TRAINING

This six-day course is for people interested in prospecting for fun and profit. The course provides the basic information required to become a successful prospector and may also be of interest to the amateur rock hound.

### SURFACE DIAMOND DRILLER'S HELPER

This program combines safety training with hands-on experience with an operating drill and diamond drilling equipment. Students will learn the basic drill maintenance skills required for new driller's helpers to prepare for entry-level employment in the drilling industry.

## Mining & Industry-Related Courses

Northwest Community College's Continuing Education and Industry Training (CEIT) Department and Trades Department also offer the following exploration and mining industry-related training:

- Mobile, Contract, and Campus-based Health and Safety Training (Occupational First Aid, WHMIS, TDG, Bear Awareness, Spill Response, Chainsaw Safety, Helicopter Safety, etc.)
- Job Search & Career Planning in Mining
- GPS, Compass & Notetaking
- Heavy Equipment Operator Technician Apprenticeship, as well as other Trades Foundation and Apprenticeship programs



## School Of Northwest Culinary Arts Professional Cook – Certificate, Diploma, Apprenticeship Level 1-3

Professional Cook programs offered by NWCC's School of Northwest Culinary Arts can earn you an industry recognized certificate or diploma and the apprenticeship technical training required for Inter-Provincial Red Seal examination preparation.

### PROFESSIONAL COOK CERTIFICATE — Professional Cook Apprenticeship Level 1 & Level 2

Successful completion of both Professional Cook Apprenticeship Level 1 and Professional Cook Apprenticeship Level 2 earns a NWCC Professional Cook Certificate, and marks the starting point of your career in the food service industry. In one year, the practice-based certificate program gives you the skills and knowledge required for employment as an apprentice cook or entrance into the Professional Cook Diploma program.

### PROFESSIONAL COOK DIPLOMA

Professional Cook Diploma program (Year 2) is for students who have completed the Professional Cook Certificate (Apprenticeship Level 1 & Level 2) program and want to develop more specialized skills in food preparation and delivery, and build the management, supervision and business applications associated with restaurant operations. The diploma program offers First Nations cuisine as a signature feature and provides graduates with the unique skills and knowledge to bring to the workplace.

### PROFESSIONAL COOK Apprenticeship Level 3

Professional Cook Apprenticeship Level 3 students complete the final six weeks of apprenticeship technical training and are prepared to write the Inter-Provincial (Red Seal) examination. Successful exam results, combined with practical and work-based hours can result in Inter-provincial Red Seal certification. For more information about Inter-Provincial Standard endorsement (Red Seal) visit [www.red-seal.ca](http://www.red-seal.ca)

### CAMPUS LOCATIONS

Terrace Campus

### TUITION

\$1,920 (Professional Cook 1), \$960 (Professional Cook 2), \$1,920 (Professional Cook Diploma), \$411 (Professional Cook Apprenticeship 3) plus fees, books and supplies. See page 34.

### PROFESSIONAL COOK APPRENTICE - LEVEL 1

|              |                                |
|--------------|--------------------------------|
| CLAR 216     | Interpersonal Communications   |
| LPAT 100     | Learning Pathways              |
| PCOOK1-18110 | Occupational Skills            |
| PCOOK1-18111 | Stocks, Soups & Sauces         |
| PCOOK1-18112 | Vegetables & Fruits            |
| PCOOK1-18113 | Starches                       |
| PCOOK1-18114 | Meats                          |
| PCOOK1-18115 | Poultry                        |
| PCOOK1-18116 | Seafood                        |
| PCOOK1-18117 | Garde Manger                   |
| PCOOK1-18118 | Egg, Breakfast Cookery & Dairy |
| PCOOK1-18119 | Baked Goods & Desserts         |
| PCOOK1-18120 | Beverages                      |

840 culinary hours; 400 practical work-based hours

### PROFESSIONAL COOK APPRENTICE - LEVEL 2

|              |                        |
|--------------|------------------------|
| PCOOK2-28121 | Occupational Skills    |
| PCOOK2-28122 | Stocks, Soups & Sauces |
| PCOOK2-28123 | Vegetables & Fruits    |
| PCOOK2-28124 | Starches               |
| PCOOK2-28125 | Meats                  |
| PCOOK2-28126 | Poultry                |
| PCOOK2-28127 | Seafood                |
| PCOOK2-28128 | Garde Manger           |
| PCOOK2-28129 | Baked Goods & Desserts |

450 culinary hours; 240 practical work-based hours

### PROFESSIONAL COOK DIPLOMA

|           |   |
|-----------|---|
| CLAR 200  | Food & Beverage Cost Controls                     |
| CLAR 201  | International Cuisines                            |
| CLAR 202  | Cold Buffet & Design                              |
| CLAR 203  | Patisserie I                                      |
| CLAR 204  | Food & Beverage Service I                         |
| CLAR 205  | Culinary Leadership                               |
| CLAR 206  | Culinary Management                               |
| CLAR 208  | Contemporary Cuisine                              |
| CLAR 209  | First Nations Cuisine                             |
| CLAR 210  | Patisserie II                                     |
| CLAR 211  | Food & Beverage Service II                        |
| CLAR 212  | Work Practicum                                    |
| CLAR 214  | Inter-provincial Red Seal Examination preparation |
| CPST 0401 | Computer Studies for Culinary Arts                |
| ENGL 0451 | English for Culinary Arts                         |

840 culinary hours

### PROFESSIONAL COOK APPRENTICE - LEVEL 3

|              |   |
|--------------|---|
| PCOOK3 31558 | Human Resource Development              |
| PCOOK3 31560 | Vegetable & Starch Cookery              |
| PCOOK3 31561 | Meat, Poultry & Game                    |
| PCOOK3 31562 | Seafood Cooking                         |
| PCOOK3 31563 | Stocks, Sauces & Soups                  |
| PCOOK3 31564 | Cutting Meat, Poultry & Seafood         |
| PCOOK3 31565 | Cold Kitchen                            |
| PCOOK3 31566 | Baking Pastry & Desserts                |
| PCOOK3 31567 | Basic Food Service & Kitchen Management |
| PCOOK3 31568 | Safety, Sanitation & Equipment          |
| PCOOK3 31569 | Health Care/Cook/Chill                  |
| PCOOK3 31570 | Egg & Breakfast Cooking                 |
| PCOOK3 32497 | Evaluation (Pre-test)                   |

180 culinary hours

Foundation programs are designed to prepare students with entry-level skills required for employment in the trades. Trades programs provide a solid foundation for careers and students may receive credit for the first level apprenticeship technical training.

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. NWCC's Continuing Education & Industry Training (CEIT) department offers First Aid courses throughout the year.

All successful Foundation Trades students\* will receive Level I technical credit, along with practical hours toward their apprenticeship (total hours vary for each Trades Foundation program). For more information about Trades Foundation programs and courses offered at NWCC, visit the Industry Training Authority (ITA) at [www.itabc.ca](http://www.itabc.ca)

\*expect Heavy Duty Equipment Technician/Commercial Transport

### ACE IT

ACE IT (Accelerated Credit Enrolment in Industry Training) is a dual-credit industry certification program that enables secondary school students to earn high school graduation credits and the opportunity to receive credit for the first level of the technical training in an Industry Training Authority (ITA) program or apprenticeship. ACE IT is a head start toward completion of an apprenticeship and career success. ACE IT programs are developed and offered as partnerships between school districts and post-secondary institutions. Local employers also get involved in the development of ACE IT programs, and students who complete these programs typically have very good success in finding employment.

Grade 11 or 12 high school students with good academic standing, who have not yet graduated, are ACE IT eligible. Once accepted, students spend one semester (or more) at NWCC receiving Level I training in a Trades program. Post-secondary institutions in BC that offer further technical training in the relevant trade recognize Level I credit, including NWCC.

### ACE IT @ NWCC

- Automotive Service Technician - Foundation
- Carpentry - Foundation
- Professional Cook - Level I
- Electrical - Foundation
- Heavy Duty Mechanic Equipment Technician/Commercial Transport - Foundation
- Millwright/Industrial Mechanic - Foundation
- Road Builder/Heavy Construction - Foundation
- Welder - Level C

Note: Not all ACE IT Trades programs are available at all campuses. Check the NWCC Web site for the most current ACE IT program locations. Fees/Tuition fees are paid by the Industry Training Authority (ITA) through your local school district. To apply for ACE IT, contact your high school counsellor.

### CAMPUS LOCATIONS

Regional communities. See Web site for current locations.

### AUTOMOTIVE SERVICE TECHNICIAN – Foundation Training

The Automotive Service Technician Certificate program gives students the technical skills and knowledge to repair, adjust and replace mechanical parts in automobile and light trucks. The full-time, 30-week program is competency based. In addition to covering all the theory and practical components necessary for the first-year Automotive Service Technician Certificate, the program provides a complement of valuable industry skills.

Graduates can expect to find employment as automotive service technician apprentices, lube technicians, tire repair technicians, parts persons, brake and muffler installers, or other foundation positions in automotive service industries.

### CAMPUS LOCATIONS

Terrace Campus

### TUITION

\$2,057 (plus fees, books and supplies). See page 34.

### CARPENTRY – Foundation Training

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. Learners develop carpentry skills while working on practical projects, such as constructing a foundation and frame for a house. The full-time, 20-week program is based on a major practical project. Students must be prepared to participate in class projects in an outdoor environment.

Carpenters perform concrete formwork, wall and roof framing, and interior and exterior finishing. They 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, building inspectors, site superintendents or instructors.

### CAMPUS LOCATIONS

Most NWCC campuses. See Web site for current locations.

### TUITION

\$1,371 (plus fees, books and supplies). See page 34.

### ELECTRICAL – Foundation Training

The Electrical Foundation program prepares students for entry-level positions as electrical 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. The full-time, 24-week program is competency based. The program delivers the complete theoretical and practical outcomes of the provincially accredited Level I Electrical Work Apprenticeship program.

Electricians are in high demand northwestern BC as resource development opportunities increase and as older workers begin to retire from existing positions in established industries. 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.

### CAMPUS LOCATIONS

See Web site for current locations.

### TUITION

\$1,646 (plus fees, books and supplies). See page 34.

### HEAVY DUTY EQUIPMENT TECHNICIAN/COMMERCIAL TRANSPORT – Foundation Training

Heavy Duty Equipment/Commercial Transport technicians are equipped with the skill and knowledge to troubleshoot, repair and maintain all aspects of mobile equipment. Thorough knowledge of electronics, hydraulics and mechanical components is necessary to be a qualified Heavy Duty Equipment/Commercial Transport Technician. The full-time, 30-week program is competency based, covering all theory and practical components for a complement of valuable technical skills.

Program graduates can find employment as apprentices and helpers in mobile equipment dealerships and industry of any kind. Possessing both a Heavy Duty Equipment Technician Certificate and a Commercial Transport Repair Technician Certificate enhances your employability. You can earn both certificates in one eight-month term at NWCC.

### CAMPUS LOCATIONS

Terrace Campus

### TUITION

\$2,056 (plus fees, books and supplies). See page 34.

### MILLWRIGHT/INDUSTRIAL MECHANIC – Foundation Training

Qualified millwrights/industrial mechanics are responsible for the installation, maintenance and repair of machinery and heavy mechanical equipment. Their workplace is generally within industrial settings such as pulp mills, mines and manufacturing plants. They read diagrams and schematic drawings to determine work procedures, comprehend and troubleshoot mechanical systems, perform preventative and operational maintenance, and repair or replace parts. The Millwright/Industrial Mechanic 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. The full-time, 20-week program is competency based, covering all the theory and practical components necessary for the first-year apprenticeship theory.

Millwright/industrial mechanics are increasingly in high demand, one expected to grow in the next decade because of industry growth and the retirement of older workers. Program graduates can 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.

### CAMPUS LOCATIONS

See Web site for current locations.

### TUITION

\$1,372 (plus fees, books and supplies). See page 34.

### ROAD BUILDER HEAVY CONSTRUCTION – Foundation Training

Road Builder Heavy Construction is Foundation training required for entry into the Heavy Equipment Operator Technician Apprenticeship program. In this six-week program, students learn correct industry terminology, how to identify and classify machines and processes, and general engineering principles related to road building and heavy construction. This includes training in: WHMIS, First Aid Level I, Transportation Endorsement, Transportation of Dangerous Goods (TDG) and Traffic Control Flagging.

The BC road builders and the heavy construction industry hold many career opportunities in a variety of areas. These include equipment operators, truck drivers, surveyor helpers, safety operators and labourers.

### CAMPUS LOCATIONS

Terrace Campus

### TUITION

\$900 (plus fees, books and supplies). See page 34.

### TIMBER FRAME CRAFTSMAN

The Timber Frame Craftsman program teaches the basics of timber frame construction. Timber frame construction is the craft of creating structures utilizing heavy timbers jointed with pegged mortise and tenon joints. Students receive practical training in power tool safety and usage, joinery, timber choice and orientation layout methods, building to plan and sketching details, working at height, rigging and raising, and estimating the cost of structures.

The full-time, 13-week Timber Frame Craftsman program combines practical training and theory in timber frame construction. The program's practical hands-on nature requires students be prepared to work in an outdoor environment in all types of weather.

Safety training is an important program curriculum component and students complete Occupation First Aid Level I, Transportation Endorsement, Fall Protection and Forklift Training certificates. Technical training includes reading blueprints, trade terminology, measuring, marking and layout techniques, understanding wood structure and its application to timber frame construction, and designing structures using Dietrich's computer-assisted drawing programs.

### CAMPUS LOCATIONS

Terrace Campus

### TUITION

\$4,091 (plus fees, books and supplies). See page 34.



Indentured apprentices combine on-the-job training with formal classroom technical skills at NWCC to earn journey person classification. Students receive provincial apprenticeship curriculum pertinent to the apprenticeship level in which they are enrolled. To be eligible for apprenticeship training, you must be registered as an apprentice with the ITA. Registration can be completed at [www.itabc.ca](http://www.itabc.ca)

Sponsors can include industry, training institutions, village governments and band councils. Apprenticeship training at NWCC includes: Automotive Level 2-4; Carpentry Level 1-4; Electrical Level 1-4; Heavy Duty Equipment Technician Level 1; Heavy Equipment Operator Technician Level 1; Log Builder Level 1; Residential Building Maintenance Worker Level 1-3; and Welder (Provincial Welders Training Program) Level C, B, A. Students entering NWCC Apprenticeship classes must submit a Trades Worker Identification (TWID) number and they are encouraged to enhance their employability by enrolling in Occupational First Aid (OFA) Level 1 and other Workforce & Industry training courses. OFA and Workforce & Industry training courses are scheduled throughout the year with NWCC's Continuing Education & Industry Training (CEIT) department.

#### **AUTOMOTIVE SERVICE TECHNICIAN – Apprenticeship Level 2-4**

Automotive service technicians repair, adjust and replace mechanical and electrical parts in automobiles and light trucks. They repair damaged components and perform preventative maintenance, inspect completed work and test that the vehicle's performance meets required standards. Technicians must communicate effectively with customers to explain service needs, provide advice on general vehicle conditions and future repair requirements.

Students will receive Provincial Apprenticeship curriculum pertinent to the apprenticeship level in which they are enrolled. Upon successful completion of all four apprenticeship levels and appropriate time in the trade, the student may be eligible to write the Inter-provincial exam in Automotive Service Technician.

#### **CAMPUS LOCATIONS**

Terrace Campus

#### **TUITION**

\$411 per level (plus fees, books and supplies). See page 34.

#### **CARPENTRY – Apprenticeship Level 1-4**

Carpenters assemble and erect forms for concrete, wood and metal construction framing, and install interior and exterior finishing materials. A Carpentry apprenticeship requires accumulating on-the-job work hours, combined with in-school technical training. Apprentices complete a four-year, four-level program that includes 5,000 workplace and 720 school training hours.

Each year, NWCC offers four levels of carpentry apprenticeship technical training. Each level of technical training is six weeks long. Visit the Web site for current start dates.

#### **CAMPUS LOCATIONS**

Terrace Campus

#### **TUITION**

\$411 (plus fees, books and supplies). See page 34.

#### **ELECTRICAL – Apprenticeship Level 1-4**

Electrical work requires skill and knowledge to install, construct, alter, repair, maintain, commission, test, service, calibrate and operate related electrical and electronic systems in any premise, place, building or structure. Electricians ensure that all electrical connections are safe and meet the electrical code. Level 1 - 4 apprenticeship technical training is offered concurrently, with 10 weeks of instruction per level. 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.

#### **CAMPUS LOCATIONS**

See Web site for current locations.

#### **TUITION**

\$686 per level (plus fees, books and supplies). See page 34.

#### **HEAVY DUTY EQUIPMENT TECHNICIAN – Apprenticeship Level 1**

Heavy Duty Apprenticeship Level 1 program gives apprentices the technical knowledge they need to work on off-road mobile equipment and commercial transport vehicles. Apprentices will gain knowledge on electrical systems, hydraulic systems and mechanical components in both the heavy duty and/or commercial transport fields.

#### **CAMPUS LOCATIONS**

Terrace Campus

#### **TUITION**

\$411 per level (plus fees, books and supplies). See page 34.

If you're interested in taking short-term trades course rather than a foundation or apprenticeship program, check out NWCC's Continuing Education and Industry Training Department. It offers basic one-day to one-week courses in a variety of subjects such as electrical, plumbing, drywall repair and more.

Go to [ceit.nwcc.bc.ca](http://ceit.nwcc.bc.ca) for more info.

#### **HEAVY EQUIPMENT OPERATOR TECHNICIAN – Apprenticeship Level 1**

Heavy Equipment Operator Technician – Level 1 program students log operator time on four pieces of heavy equipment: excavator, articulated rock truck, dozer and loader. These machines are used universally in construction, earth moving, road building, mining and forestry operations. The Heavy Equipment Operator Technician – Level 1 program consists of 150 hours of training over five weeks, combining in-school training and work-based, in-the-field practical experience. Students will be on-site, operating heavy equipment and logging hours towards their apprenticeship requirements. To qualify for the program, students must first complete Road Builder Heavy Construction Foundation program.

#### **CAMPUS LOCATIONS**

Terrace Campus

#### **TUITION**

\$9,000 per level (plus fees, books and supplies). See page 34.

#### **LOG BUILDER – Apprenticeship Level 1**

Log Builder Level 1 Apprenticeship is the first level of technical training in a four-year Log Builder apprenticeship. Using simple and complex joinery, log builders transform logs and timber into recreational, residential and commercial structures.

#### **CAMPUS LOCATIONS**

Terrace Campus

#### **TUITION**

\$686 per level (plus fees, books and supplies). See page 34.

#### **RESIDENTIAL BUILDING MAINTENANCE WORKER – Apprenticeship Level 1-3**

Residential Building Maintenance Workers repair and maintain residential buildings (single family units, multi-units, and highrises). This work includes minor carpentry, electrical, plumbing, painting, drywall, refrigeration and roofing repairs, maintenance, installation, inspection, testing and troubleshooting. Residential building maintenance workers perform these tasks in accordance with federal, provincial and local building codes and bylaws and BC Safety Authority Regulations.

The Residential Building Maintenance Worker (RBMW) Apprenticeship program comprises three levels of technical training, each eight weeks long. NWCC delivers this program in communities that express interest and have appropriate facilities and project opportunities.

#### **CAMPUS LOCATIONS**

Communities throughout Northwest BC contact NWCC for program details.

#### **TUITION**

\$548 (plus fees, books and supplies). See page 34.

#### **WELDER TRAINING PROGRAMS – LEVEL C, LEVEL B, LEVEL A — Modular & Apprenticeship**

NWCC offers BC Industry Training Authority (ITA) accredited Welder Programs and Welder Upgrading. The ITA accredited Welder program is offered in two formats – Modular and Apprenticeship. Although the training and work experience time vary, both formats earn the same Certificate of Qualification (CQ), Welder Level A.

The Welder program is offered as a continuous intake, competency based, self-directed learning program designed to provide learners with the skills required to function as safe, competent entry-level trades workers. Learners may enter and exit the program any time to re-enter the workforce. Welder Upgrading is available upon request and as space permits to those wishing to improve their techniques or become proficient in special processes. Welders requesting Boiler Pressure Vessel Certification can apply directly to the welding department at either Prince Rupert or Terrace campuses.

Welder Modular Training is for individuals who are not indentured into a formal welding apprenticeship with their employer through the ITA. Level C (initial level), Level B (intermediate level) and Level A (highest level) training are offered in the Modular Training format.

Welder Apprenticeship Training is for individuals working in the welding industry who are indentured through a formal agreement between themselves, their employer and the ITA as a Welder Apprentice.

After successful completion of the ITA accredited Welder program, participants will be issued an ITA Welder's Log Book and receive a NWCC Certificate. After completing both the in-school training and work experience, individuals will receive the BC Certificate of Qualification and Registration Seal for the level of certification they have completed. Level A welders are eligible to challenge the Inter-Provincial Standard Endorsement (Red Seal).

#### **CAMPUS LOCATIONS**

Prince Rupert & Terrace campuses

#### **TUITION**

\$1,920 (Welding C), \$1,096 (Welding B), \$548 (Welding A) plus fees, books and supplies. See page 34.

| Program  |                          | Tuition & Added | Books    | Materials / Lab | Supplies / Clothing | Shop Fees | Tools    | Fieldwork / Practicum | Total    |
|--|--------------------------|-----------------|----------|-----------------|---------------------|-----------|----------|-----------------------|----------|
| Access to Practical Nursing                          |                          | 3364.00         | 1300.00  |                 | 800.00              |           |          | 400.00                | 5864.00  |
| Adult Special Education Workplace Skills Training    |                          | 2,469.00        | 330.00   |                 | 35.00               | 184.00    |          |                       | 3,018.00 |
| Applied Business Tech –                              | Office Assistant         | 1,314.00        | 980.00   |                 | 100.00              |           |          |                       | 2,394.00 |
|  | Administrative Assistant | 1,227.00        | 800.00   |                 |                     |           |          |                       | 2,027.00 |
|  | Accounting               | 1,139.00        | 800.00   |                 |                     |           |          |                       | 1,939.00 |
| Applied Coastal Ecology                              | Certificate              | 2,804.00        | 1,600.00 | *               | 400.00              |           | 345.00   | 150.00                | 5,299.00 |
|  | Diploma                  | 3,855.00        | 1,600.00 | *               | 400.00              |           | 345.00   | 150.00                | 6,350.00 |
| Automotive Service Technician                        | Foundation               | 2,057.00        | 345.00   | 337.00          | 250.00              | 153.00    | 800.00   |                       | 3,942.00 |
|  | Apprentice - per level   | 411.00          | 170.00   | 67.00           |                     | 31.00     |          |                       | 679.00   |
| Business Administration                              | per year                 | 2,629.00        | 1,000.00 |                 | 100.00              |           |          |                       | 3,729.00 |
| Career & College Preparation                         |                          | 238.00          | 200.00   |                 | 50.00               |           |          |                       | 488.00   |
| Carpentry  | Foundation               | 1,371.00        | 700.00   | 408.00          | 200.00              | 102.00    | 650.00   |                       | 3,431.00 |
|  | Apprentice - per level   | 411.00          | 525.00   | 122.00          |                     | 31.00     |          |                       | 1,089.00 |
| Community, Crime & Social Justice                    | per year                 | 2,629.00        | 1,000.00 |                 | 150.00              |           |          | 150.00                | 3,929.00 |
| Community Mental Health Worker                       |                          | 1,582.00        | 425.00   |                 | 30.00               |           |          | 100.00                | 2,137.00 |
| Computer Technology                                  | Certificate              | 2,629.00        | 1,000.00 |                 | 100.00              |           |          |                       | 3,729.00 |
| Early Childhood Education                            | Basic                    | 3,943.00        | 1,500.00 |                 | 750.00              |           |          | 600.00                | 6,793.00 |
|  | Post Basic               | 1,840.00        | 900.00   |                 | 300.00              |           |          |                       | 3,040.00 |
| Electrical   | Foundation               | 1,646.00        | 780.00   | 269.00          | 250.00              | 122.00    | 350.00   |                       | 3,417.00 |
|  | Apprentice - per level   | 686.00          | 450.00   | 112.00          |                     | 51.00     |          |                       | 1,299.00 |
| English as a Second Language                         |                          | 230.00          | 50.00    |                 |                     |           |          |                       | 280.00   |
| Essential Skills for Mining                          |                          | 92.16           | 125.00   |                 |                     |           |          |                       | 217.16   |
| Essential Skills for Work                            |                          | 192.00          | 200.00   |                 |                     |           |          |                       | 392.00   |
| First Nations Fine Arts                              | Certificate              | 3,997.00        | 200.00   |                 | 200.00              |           | 800.00   |                       | 5,197.00 |
|  | Diploma                  | 4,255.00        | 200.00   |                 | 200.00              |           | 800.00   |                       | 5,455.00 |
| Guardian Watchmen                                    |                          | 4,352.00        |          |                 | Δ                   |           | Δ        |                       | 4,352.00 |
| Health Care Assistant                                |                          | 1,661.00        | 345.00   | 292.00          | 500.00              | 132.00    |          | 200.00                | 3,130.00 |
| Heavy Duty Equipment Technician/Commercial Transport | Foundation               | 2,056.00        | 1300.00  | 337.00          | 350.00              | 153.00    | 1,000.00 |                       | 5,196.00 |
|  | Apprentice               | 411.00          | 810.00   | 67.00           | 350.00              | 31.00     | 1,000.00 |                       | 2,669.00 |
| Heavy Equipment Operator Tech                        | Apprentice               | 9,000.00        |          |                 |                     |           |          |                       | 9,000.00 |
| Log Builder  | Apprentice               | 686.00          | 810.00   | 112.00          | 200.00              | 51.00     | 1,000.00 |                       | 2,859.00 |
| Millwright/Industrial Mechanic                       | Foundation               | 1,372.00        | 450.00   | 224.00          | 350.00              | 102.00    | 700.00   |                       | 3,198.00 |
| Northern Collaborative                               | Year 1                   | 2,629.00        | 1,180.00 | *               | 800.00              |           |          |                       | 4,609.00 |
| Baccalaureate Nursing Program                        | Year 2                   | 3,330.00        | 1,180.00 | *               | 800.00              |           | 975.00   |                       | 6,285.00 |
| Professional Cook                                    | Cook Apprentice 1        | 1,920.00        | 550.00   | 314.00          | 200.00              | 143.00    | 300.00   |                       | 3,427.00 |
|  | Cook Apprentice 2        | 960.00          | 80.00    | 157.00          | 200.00              | 71.00     | 300.00   |                       | 1,768.00 |
|  | Cook Diploma             | 1,920.00        | 1,000.00 | 314.00          | 370.00              | 143.00    | 320.00   |                       | 4,067.00 |
|  | Cook Apprentice 3        | 411.00          | 1,000.00 | 67.00           | 370.00              | 31.00     | 320.00   |                       | 2,199.00 |
| Residential Building Maintenance Worker              |                          | 548.00          |          | 90.00           |                     | 41.00     | 650.00   |                       | 1,329.00 |
| Road Builder Heavy Construction                      | Foundation               | 900.00          |          |                 |                     |           |          |                       | 900.00   |
| Social Service Worker                                | per year                 | 3,417.00        | 1,000.00 |                 | 200.00              |           |          | 200.00                | 4,817.00 |
| Sustainable Tourism                                  |                          | 2,629.00        | 1,000.00 |                 | 150.00              |           |          |                       | 3,779.00 |
| Timber Frame Craftsman                               |                          | 4,091.00        | 50.00    | 332.00          | 250.00              | 66.00     | 350.00   |                       | 5,139.00 |
| University Credit                                    | per year                 | 2,629.00        | 1,000.00 | *               | 150.00              |           |          |                       | 3,779.00 |
| Welding  | Welding C                | 1,920.00        | 305.00   | 857.00          | 580.00              | 143.00    | 500.00   |                       | 4,305.00 |
|  | Welding B                | 1,096.00        | 80.00    | 490.00          |                     |           | 82.00    |                       | 1,748.00 |
|  | Welding A                | 548.00          | 50.00    | 245.00          |                     | 41.00     |          |                       | 884.00   |

Δ Please see gear list on Web site. Most trades programs require students pay a \$250 refundable tool deposit.

\* The fees listed in this guide are current as of the date of printing. All fees are subject to change without prior notice. Please refer to the NWCC Web site [nwcc.bc.ca](http://nwcc.bc.ca) for up-to-date information.

\* Add \$39.78 per semester for each Lab course

□ Calculator required for Office Assistant

### Admission Requirements

Admission requirements are program specific. Students should refer to their program of choice to determine eligibility requirements. Programs are listed on the Web site, and in the College calendar, available at all campuses.

### The Admission Process

There are three steps to becoming a student at NWCC:

#### 1. APPLYING FOR ADMISSION

You need to apply for admission to your program of choice and supply the required documents necessary for admission. Use the attached Application for Admission form or apply online from our Web site at [nwcc.bc.ca](http://nwcc.bc.ca).

#### 2. REGISTRATION IN COURSES

Once you are admitted to the College and receive notification from us that you have been accepted, you need to enrol in the courses you want, following the instructions regarding registration dates contained in the letter we send to you. You are able to register online for many programs.

#### 3. PAYMENT OF FEES

Your registration is complete once full payment of your fees has been received by NWCC.

### Step 1 — APPLYING FOR ADMISSION

To become a student at NWCC you need to apply and be accepted to a program before you register in your courses.

#### WHEN TO APPLY

Applications are accepted during the 12-month period preceding the start date of any program. Early application will increase your 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).

#### SPECIFIC DATE APPLICATIONS

Some programs (ie. Northern Collaborative Baccalaureate Nursing) have specific application dates. See the Web site for these dates.

#### CONTINUOUS APPLICATIONS

Programs with continuous application (ie. Career & College Preparation) accept applications 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 you may have to wait for a seat may vary greatly, depending on the program. You will not have to re-apply if you do not get a seat immediately, but you may occasionally be asked to confirm you are still interested in the program.

### How to Apply

#### SUBMITTING REQUIRED DOCUMENTS

Order official transcripts and obtain any additional application forms from Admissions, update your resumé, arrange to get letters of reference, etc. Write any required placement tests as directed by the Admissions Office.

#### ABOUT HIGH SCHOOL TRANSCRIPTS

Students are required to submit official transcripts (sealed and sent directly from the institution) from high school and any other post-secondary institutions at time of application. Other documents may be required. Please check specific admission requirements listed for your program on the Web site. You can obtain high school transcripts from your high school or the Ministry of Education.

Contact the BC Ministry of Education at:

Student Certification Branch  
Ministry of Education  
P.O. Box 9886 Stn Prov Govt  
Victoria, B.C. V8Y 9T6  
Fax: (250) 356-0171  
[www.bced.gov.bc.ca/transcript/](http://www.bced.gov.bc.ca/transcript/)

#### SUBMISSION OF POST-SECONDARY TRANSCRIPTS

Official transcripts from other post-secondary institutions you've attended should be submitted to NWCC. Official transcripts must arrive in the Admissions Office in a sealed envelope from the sending institution, and include the official seal or signature of that institution. Some institutions will only mail a transcript directly to the College – be sure you order them before you apply to NWCC (so they arrive within two weeks of your application).

If you still have some courses in progress, provide an official transcript of all completed courses, and proof of registration in the courses in progress. If you are accepted conditionally, pending completion of the specific course(s), you will have to provide an official transcript upon completion of the required courses.

#### PLACEMENT GUIDES

Some programs require that you submit placement guide results when you apply. Read the Admission Requirements section of your program on the Web site to find out if you need to complete a placement guide.

#### TRANSFER CREDIT

Transfer credit may be useful if you've taken courses elsewhere that might be equivalent to required courses in your chosen program, or equivalent to prerequisites for other courses you may wish to take. If you want to have transfer credit evaluated, you must submit a Transfer Credit Request Form (see Web site) along with official transcripts from each institution you've attended.

For more info about transferring credit, contact a NWCC Educational Advisor. Transfer agreements in BC are detailed at [www.bctransferguide.ca](http://www.bctransferguide.ca)

#### PRIOR LEARNING ASSESSMENT (PLA)

PLA is a process that may allow you to earn credit for skills and knowledge you already possess, regardless of how and where the learning took place. For details, contact an Educational Advisor. Check the Web site for the detailed PLA policy.

**PERMISSION OF INSTRUCTOR**

Permission of Instructor may be used to gain acceptance into a course or program when you can demonstrate to the instructor that you are likely to succeed in the course or program. Permission of Instructor may only be used if you do not meet the course or program prerequisites and/or you don't meet the course entry assessment.

**Completing the Application for Admission**

When you have gathered all the documentation, apply online at [nwcc.bc.ca](http://nwcc.bc.ca) or complete and submit the Application for Admission form and attach all documents required for your program. If you are currently enrolled in a prerequisite course, include proof of enrolment. Students who apply online must mail in or bring their documents to the Admissions Office of the nearest NWCC campus (see back cover for campus contact information).

Within days of receiving the application, NWCC will mail you an acknowledgement letter. Your application will be checked for completeness and we will contact you regarding any missing documents or information. Your completed application will be assessed and you will be sent a letter letting you know if you've been accepted into the chosen program. The letter will include info about how to register in your courses and pay your fees.

**Step 2 —  
REGISTRATION IN COURSES**

Congratulations, you have been accepted to NWCC. Now comes the exciting part – selecting and registering for your courses. A \$100 non-refundable tuition deposit is due and payable upon acceptance into a program. This deposit is applied toward your first semester tuition when you register. 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 your Courses**

You will need to know which courses to take before registering. For some programs, you will be given a predetermined set of courses that have already been arranged. In other programs, you will be required to choose appropriate courses. The NWCC Web site has the information you need to select courses in your chosen program. Read carefully for the courses required for your program and their prerequisites. It is your responsibility to ensure you have all necessary course prerequisites.

You should also read the course description sections for details about course content and prerequisites. Course and timetable information can also be searched on the Web site.

**Plan your Timetable**

At NWCC, most students create their own course timetable. If you need assistance, contact an Educational Advisor. You cannot register until you have selected your courses, planned a conflict-free timetable and paid your tuition deposit. All necessary prerequisites must be met before registering for courses.

All newly accepted students will be mailed their program schedule with a list of available courses to choose from. Continuing students can pick up their program schedule at the Admissions Office. Schedules can also be found online at [nwcc.bc.ca](http://nwcc.bc.ca)

Be sure to read the essential information about important dates and deadlines, withdrawing from courses, and refund policies on the Web site.

**Step 3 —  
PAYING YOUR FEES**

Your registration is complete once full payment of your fees has been received by NWCC. The amount owing will be calculated at the time of registration and will depend on the programs and course(s) that you have registered for. See the Program Expenses Table (page 38) for typical program costs. Current costs for each program are detailed on the Web site and payment due dates will be detailed in your acceptance letter.

**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)

Senior Citizens (age 65 and over) are eligible for tuition-free enrolment in many NWCC courses. This exemption applies to tuition only and not to any charges for materials, books or supplies that other students in the course are required to pay.

Many programs require additional equipment and clothing costs, above and beyond the tuition and fees you will pay. These costs are subject to change, and are included in the Program Expenses table as a guideline only.

**International Student****APPLICATION REQUIREMENTS**

Visit the Web site at [www.nwcc.bc.ca/Students/International.cfm](http://www.nwcc.bc.ca/Students/International.cfm) for more information or email [International@nwcc.bc.ca](mailto:International@nwcc.bc.ca)

To apply to Northwest Community College (NWCC) as an International Student you must meet the following requirements in addition to the requirements of your program of choice:

- 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. Students applying to enter English as a Second Language courses do not need to meet this requirement.
- Have a TOEFL score of 220 on CBT, 83 on IBT or 560 PBT or better for countries where English is not the language of instruction. See the TOEFL Web site [www.ets.org/bin/getprogram.cgi?test=toefl](http://www.ets.org/bin/getprogram.cgi?test=toefl) for more information. Students applying to enter English as a Second Language courses do not need to take the TOEFL.
- Submit official transcripts from all education institutions attended. (Official transcripts must be received by NWCC in a sealed envelope from the sending institution and include the official seal or signature of that institution.)
- Study Permit
- Canadian Student Visa

In order for your application to be considered you will be required to submit your application form along with your educational records and application fee (\$100 CDN - non-refundable) to Northwest Community College.

**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)<br>/ /                         |  | <input type="checkbox"/> Female<br><input type="checkbox"/> Male |                    | Voluntary Disclosure:<br>Disability/medical condition? <input type="checkbox"/> Yes<br><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:<br>Do you identify yourself as an Aboriginal person?<br><input type="checkbox"/> Yes <input type="checkbox"/> No                                   |  |  | Date (year/month) you would like to start: ____ / ____ / ____    |                    |  |
| 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 |  |  | Preferred Campus location:                                       |                    | <input type="checkbox"/> Full-time <input type="checkbox"/> Evening Only<br><input type="checkbox"/> Part-time <input type="checkbox"/> Online                         |
| <input type="checkbox"/> Canadian Citizen  |  | Immigration papers must be attached if applicant is not a Canadian Citizen |  |                    |  |
| <input type="checkbox"/> Landed Immigrant  |  |  |  |                    |  |
| <input type="checkbox"/> Other   |  |  |  |                    |  |
| <b>IN CASE OF EMERGENCY CONTACT:</b>   |  |  |  |                    |  |
| Name: _____  |  |  |  |                    |  |
| Telephone: (     ) _____   |  |  |  |                    |  |
| <b>Where do you currently get your information about Northwest Community College? (Check top 3 sources.)</b>   |  |  |  |                    |  |
| <input type="checkbox"/> At your high school   | <input type="checkbox"/> From your parent/guardian           | <input type="checkbox"/> NWCC Calendar                                     |  |                    |  |
| <input type="checkbox"/> Local Media: newspaper, radio   | <input type="checkbox"/> First Nations Coordinator           | <input type="checkbox"/> Employment counsellor                             |  |                    |  |
| <input type="checkbox"/> From a friend   | <input type="checkbox"/> NWCC Web site                       | <input type="checkbox"/> NWCC Programs & Courses Guide                     |  |                    |  |
|  | <input type="checkbox"/> NWCC poster, flyer, brochure, other | <input type="checkbox"/> NWCC Educational Advisor                          |  |                    |  |

**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 [nwcc.bc.ca](http://nwcc.bc.ca)

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



## Application for Admission

### 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

- The information in this application is, to the best of my knowledge, complete and correct.
- I agree to follow the rules and regulations of the College as listed on the Northwest Community College Web site or as amended by the College Board.
- 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.
- 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 |
| Kaay Lnagaay    | #2 Second Beach Road, P.O. Box 1523, Skidegate, BC V0T 1S1          | 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, Village of 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 Avenue, 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 |
| Terrace         | 5331 McConnell Avenue, Terrace, BC V8G 4X2                          | Tel: 250.635.6511 | Fax: 250.638.5432 |

### For Office Use Only:

|           |       |
|-----------|-------|
| Operator: | Date: |
|-----------|-------|

Program & Courses Guide 10.161

## Student Services Team

The Student Services Team is here to assist you from the time you show interest in NWCC until you complete your studies at the College. Current and future students are welcome to contact any Student Services Team member by calling, emailing or visiting a campus near you.

The Student Services Team consists of the Educational Advisors, First Nations Access Coordinators, Accessibility Services Coordinators and Learning Assistance Specialists. We provide a wide variety of supports to ensure your experience at NWCC is successful.

### EDUCATIONAL ADVISORS

Visiting an Educational Advisor is the first step in becoming a student at NWCC. Educational Advisors provide up-to-date information on College services, programs and courses, as well as financial aid. Advisors also help students determine their educational goals and assist them in reaching these goals. If you are interested in applying to the College, you are strongly encouraged to contact your local campus to make an appointment to speak with an Educational Advisor.

NWCC endeavours 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 another institution to contact that institution directly to verify the advice we offer them.

### FIRST NATIONS ACCESS COORDINATORS

Visit a First Nations Access Coordinator to ensure a successful transition to NWCC. First Nations students who want to access College programs or services are strongly encouraged to visit a First Nations Access Coordinator. First Nations Access Coordinators support First Nations students with personal and educational matters, create a welcoming environment, offer culturally appropriate events, and provide support throughout a student's educational journey.

### LEARNING ASSISTANCE SPECIALISTS

If you are having difficulty in your studies or would like to gain a deeper understanding of the process of learning, visit a Learning Assistance Specialist. Learning Assistance Specialists offer assessment and assistance to students. This assistance may include one-on-one tutoring, individualized training, development of educational plans, and academic accommodations for those with learning disabilities. Learning Assistance Specialists also offer student success courses that include topics like study strategies, active reading, note-taking, test-taking tips and time management. The Learning Assistance Specialist is a resource person for students seeking strategies to navigate through their courses.

### LEARNING PATHWAYS COURSES

|          |   |
|----------|---|
| LPAT 100 | Student Success                         |
| LPAT 101 | Journalism (student newspaper)          |
| LPAT 102 | Guiding Circles: Choosing a Career Path |
| LPAT 103 | Human Relations                         |
| LPAT 104 | Managing Your Money                     |
| LPAT 105 | Rising Stars                            |

### ACCESSIBILITY SERVICES COORDINATORS

Visit an Accessibility Services Coordinator if you have a disability, injury, or illness that may prevent you from succeeding in class. A range of individualized services and/or equipment is available to help you in pursuing your education. If you require these kinds of supports, please contact the Accessibility Services Coordinator at least eight weeks before the start of classes. If, during your studies at NWCC, you encounter problems that create a barrier to your learning, visit the Accessibility Coordinator to find out how you can be helped.

### ADDITIONAL SUPPORTS ASSESSMENT AND APPLICATION

Students without documentation of formal English and/or math prerequisites may do an entry assessment to find out if they are ready to begin their studies. Students who aren't yet ready will be helped to upgrade their skills.

### SUPPORT CHECKS

NWCC faculty, staff, and members of the Student Services Team monitor student performance and may offer assistance to students who seem to be struggling, missing classes or progressing more slowly than expected. Support checks are meant to provide students with the best possible chance of success in their studies. Students can get help with money, academic, and personal problems that may be affecting their studies.

### COLLEGE POLICIES

We provide information regarding College policies related to student complaints, academic appeals, harassment and discrimination, and more. Visit the College policies on the Web site – under *About NWCC*.

### COUNSELLING SERVICE

If you are having personal difficulties while attending the College and you wish to talk to a counsellor, a member of the Student Services Team can provide you with more information.

### LIBRARY

The Library at NWCC serves our students, as well as residents of BC's Northwest. We have a library or reading room at our campuses in Prince Rupert, Terrace, Kitimat, Smithers, Hazelton and Houston. We believe that all students deserve equal access to materials; to serve students in communities without a library or reading room, materials and services can be accessed electronically, by mail or by telephone.

The NWCC Library is an associate member of the North Coast Library Federation. This membership allows both public library and NWCC Library materials to be borrowed and returned to any campus library or public library in the Federation for no charge. Public Libraries in the Federation include Prince Rupert, Terrace, Kitimat, Smithers, Hazelton, Houston and Stewart.

More and more of the Library's services can be accessed electronically through our Web site - <http://library.nwcc.bc.ca/>

This allows students remote access to our databases, e-books, electronic documents, style guides and streamed video. In our campus libraries and reading rooms, we also have books, DVDs, videos, maps, literacy materials, posters and children's books. These items can be shipped between campuses at your convenience to better meet your information needs.

If we do not have the materials you are looking for, our interlibrary loan service allows you free access to all public and post-secondary library collections in the province.

Contact the NWCC Library  
 Phone: 1.877.277.2288 Ext. 5407  
 Fax: 250.635.1594  
 Email: [reference@nwcc.bc.ca](mailto:reference@nwcc.bc.ca)

## Campus Locations

### Hazelton

4815 Swannell Drive,  
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