

# 2004 – 2006 ADMISSIONS PACKAGE

## Welcome

Congratulations on your decision to further your education at Northwest Community College. Time spent here will provide you with the skills and training you need to launch into the career of your choice or to develop a strong base for your future education.

This guide will help answer questions about NWCC's educational opportunities, admission requirements, how to apply and register, and become a part of our College community. For more detailed information refer to the NWCC Web site at [www.nwcc.bc.ca](http://www.nwcc.bc.ca).

Northwest Community College has a lot to offer you. We provide a wide variety of program and course options that are recognized by employers and professional associations and are transferable to educational institutions throughout BC and Canada.

Our dedicated and talented faculty and staff put the learning needs and success of our students first. We are a College that values diversity. We strive to provide high quality educational outcomes, and a positive and memorable College experience.

Whether your educational goals are about personal fulfillment or professional pursuits, NWCC can start you on your path to a rewarding future. We know you'll enjoy your time with us, and we wish you every success!



Stephanie Forsyth, President

## About Northwest Community College

NWCC has approximately 7,500 students registered in full- and part-time courses and programs. The College generally operates on a semester system. This means that most courses are taught in four month (15 week) periods or terms. The fall semester runs from September to December, and the winter semester runs from January to April. The spring semester is a shorter, compressed eight-week semester that runs in May and June. Some programs continue year-round, and some have a work practicum added to the end of the second semester.

NWCC offers hundreds of courses that are combined into different programs of study, many of which begin in September. Some programs also accept students in January or May and others admit students continuously throughout the year as space becomes available. Consult the Web site at [www.nwcc.bc.ca](http://www.nwcc.bc.ca) for more details relating to your particular program of interest.



**NORTHWEST**  
COMMUNITY COLLEGE

*Take a closer look.*



Program	Admission Requirements (BC High School Minimum)	Admission Requirements (Alternate Minimum)	Notes
Adult Special Education	Open	Open	Students must have learning difficulties that prevent them from taking part in mainstream courses.
Automotive Repair Technician	English 10 & Math 10 Essentials, Principles or Applications	English 030 & Math 0301/0302	Many employers require Grade 12 completion.
Business Administration	Principles of Math 11 or Applications of Math 12 & English 12	English 050 & Math 0401/0402	
Business Technology	English 10 & Math 10 Essentials	English 030 & Math 0301/0302	
Carpentry – ELTT/ Apprenticeship Training	English 10 & Math 10 Essentials, Principles or Applications	English 030 & Math 0301/0302	Many employers require Grade 12 completion.
Career & College Preparation (ABE)	At least 18 years of age or have already earned Grade 12 graduation	17 years of age and out of public school for at least one year. An assessment in Math and English is required.	The equivalent of lower levels of these courses are required to enroll in higher levels. Assessment will determine start level.
Coastal Integrated Resources Management	Biology 11, Chemistry 11, English 12 & Principles of Math 11	Biology 040, Chemistry 040 or 0401/0402, English 050 & Math 0401/0402	
Computer Technology	English 12 & Principles of Math 11. Computer skills (see Web site)	English 045 or 050 & Math 0401/0402. Computer skills.	
Culinary Arts	English 10, Applications or Principles of Math 10, Food Safe Level 1 & Occupational First Aid 1	English 030 & Math 0301/0302	Many employers require Grade 12 completion.
Early Childhood Education	English 12 with Grade 12 recommended	English 045 or 050	Minimum 45 hrs of satisfactory work or volunteer experience; Criminal Record Check.*
English as a Second Language	Open	Open	
Entrepreneurial Tourism Management	English 12 & Applications of Math 12 or Principles of Math 11	English 050 & Math 0401/0402	
First Nations Land Stewardship	English 10 & Principles of Math 10	English 030 & Math 0301/0302	Completion of assessment may be required.
First Nations Public Administration	English 12	English 050	Letter from a First Nations organization granting permission to use organization for case.
Heavy Duty/Commercial Transport Repair Mechanic	English 10 & Math 10 Essentials, Principles or Applications	English 030 & Math 0301/0302	Many employers require Grade 12 completion.
Home Support/Resident Care Attendant	Principles of Math 10 or Applications of Math 10	Math 0301/0302	Current immunizations and a satisfactory medical report. Criminal Record Check.*
Integrated Human Service Social Service Worker	English 12	English 050 or 055	Two references from employers, supervisors, teachers, or human service professionals. Written resumé of related experience. Minimum 45 hours of satisfactory work or volunteer experience; Criminal Record Check.*
Millwright/Industrial Mechanic	English 10 & Math 10 Essentials, Principles or Applications	English 030 & Math 0301/0302	Many employers require Grade 12 completion.
Outdoor Power Equipment Technician	English 10 & Math 10 Essentials, Principles or Applications	English 030 & Math 0301/0302	Many employers require Grade 12 completion.
Practical Nursing	Grade 12 graduation with "C" or better in Biology 12, English 12, & Principles of Math 10	BC Adult Graduation Diploma with "C" or better in Biology 050 or 0501/0502, English 045 or 050 and Math 0301/0302. GED plus specific courses listed.	CPR level C; Occupational First Aid Level 1 or Standard First Aid; Criminal Record Check*; medical report; all immunizations up-to-date; TB test; Hepatitis B series; influenza injection; 30 hours related work or volunteer experience. All eligible candidates must successfully undertake an English and Math assessment test to be administered by the College.
University Credit	Grade 12 graduation	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 & Math 10 Essentials, Principles or Applications	English 030 & Math 0301/0302	Many employers will require Grade 12 completion.
Wilderness Guiding Skills	English 10 & Math 10 Essentials, Principles or Applications	English 030 & Math 0301/0302	Applicants should be 19 or older, competent swimmers & physically fit.

Program admission requirements are subject to change. Check [www.nwcc.bc.ca](http://www.nwcc.bc.ca) for the most current information.  
 \*Where a Criminal Record Check is required, applicants are advised that the presence of certain crimes on the record would make practicum placement, graduation and subsequent employment impossible.

## The Admission Process

There are 3 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 documentation necessary for admission. Use the attached Application for Admission form or apply online from our Web site at [www.nwcc.bc.ca](http://www.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 register in the courses you want. You are able to register online for many programs. Registration instructions, dates and options will be explained to you in your acceptance letter.

### 3. Payment of Fees

Your registration is complete once your full fees have 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

For some programs with limited class size an early application will increase your chances of being accepted because most offers of admittance are made according to the "application date" (the date your complete application is received.)

### Specific Date Applications

For most programs, you apply on, or after a certain date for entry to a specific semester. If you are not accepted into the program, and wish to try again for a later date, you must re-apply.

Semester	You should apply before
Fall (September)	May 31*
Winter (January)	September 30*
Spring (May)	January 31*

\*Some programs may reach capacity before this date. Programs with seats available may accept applications after this date, but applicants should check with Admissions and Records before sending an application. Please note that applicants who apply after these dates, or who do not provide all the required documents by these dates, will generally be scheduled to register later than other applicants.

### Continuous Applications

Programs with "continuous application" accept applications continuously, at any time throughout the year. Applicants are placed on a waitlist according to the date of application (provided the application is complete) and notified when a seat becomes available. The length of time you 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 for the start date you preferred, but you may periodically be asked to confirm that you remain interested in the program.



## How to Apply — Submitting Required Documents

### Gather all necessary documents

Check the NWCC Web site for the program you are interested in to determine all the documents required for a complete application. Depending on what is required order official transcripts for courses completed, obtain any additional application forms from Admissions and Records, update your resumé, arrange to get letters of reference, etc. You should write any required placement tests as directed by the Admissions Office.

### About High School Transcripts

If you are applying as a high school graduate you will have to provide NWCC with an official high school transcript showing you graduated. High school students can arrange to have their final transcripts transmitted directly from the Ministry of Education — please be sure to include your BC Provincial Education Number (PEN) on your NWCC application form.

Many programs have entrance requirements that include proof of high school graduation and/or completion of high school courses. For these programs, your transcript is required as evidence that you have completed these courses.

Grade 12 students are required to submit an official transcript of any Grade 11 or 12 courses completed and interim grades for any courses in progress.

If you graduated in BC after 1974, you can contact the high school you attended for a transcript. BC high school graduates from any year can also contact the BC Ministry of Education for transcripts:

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

If you know your Personal Education Number (PEN), include it with your transcript request. Send (or fax) a written request with a \$10.00 fee (made out to the Minister of Finance) and make payment by certified cheque, money order, Visa, or Mastercard to the above address.

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



### Submission of Post-Secondary Transcripts

If you have applied for a program that requires completion of previous post-secondary work, you must submit your official transcripts in order for your application to be considered complete. Official transcripts are transcripts that arrive at the Admissions Office in a sealed envelope from the sending institution, and that 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) and include a note with your application stating they are being sent directly to NWCC.

If you still have some courses in progress, provide an official transcript of all the courses completed, 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.

### Transfer Credit

Applicants or continuing students who wish to have courses from other institutions evaluated for transfer credit at NWCC must submit an Application for Transfer Credit along with official transcripts from each institution attended. Transfer credit can be useful if you have taken courses elsewhere that might be equivalent to required courses in a program, or equivalent to prerequisites for other courses you wish to take. You do not need to have all your transfer credits assessed if your plan is to transfer to and graduate from another institution, but you may want certain courses reviewed in order to meet course prerequisites at NWCC.

For further information about transferring credit, please contact an Educational Advisor.

### Prior Learning Assessment (PLA)

Prior Learning Assessment is a process that can allow you to earn credit for skills and knowledge you already possess, regardless of how and where your learning took place. For more details, contact an Educational Advisor or the Coordinator of the appropriate program.

## Completing the Application for Admission Form

When you have gathered all the documentation about your previous education, complete and submit the Application for Admission form and attach all the documentation required for your program. If you are currently enrolled in a prerequisite course, include proof of enrollment. Students who apply online still need to mail or bring these documents to the Admissions Office at the campus closest to their home. See back cover for campus contact information.

Indicate the program of your choice on the Application for Admission form, and if you want to apply to a second program, complete a separate form. Your application date for the second program will be based on the date the complete application for that program is received. If you are not sure what program you want to pursue, consult an Educational Advisor in Student Support Services. The Educational Advisor will help you develop your educational plan.

Please let the Admissions Office know if you are no longer interested in a program.

### Evaluation of Applications

Once we have received your application you should expect to receive an acknowledgement letter within two to three weeks. Your student number will usually be included with this letter.

Your application will be checked for completeness and we will contact you regarding any missing documents or information. If there are missing requirements in your application, your application date will be changed to the date it is considered complete.

We will assess your complete application and send you a letter telling you whether you have been accepted into your chosen program. Information regarding registration dates and procedures will be included.

For continuous application programs you may be told you have met entrance requirements but are on a wait list, waiting for a seat to become available. If you are waitlisted you may apply to other programs in the meantime.

Your acceptance to a program may be conditional. Final acceptance will be made upon proof you have successfully completed all entrance requirements for the program (this may include an interview or orientation session.) You will be given a deadline to submit this information to the Admissions Office.

For new students — once accepted you will be sent registration information and a timetable with the date/time when you can select and register for your courses.

For continuing students — your registration dates will be posted at your campus. The Admissions Office will answer any questions you may have about registration dates.





## Step 2 — Registration in Courses

Congratulations, you have been accepted to NWCC. Now comes the exciting part — selecting and registering for your courses.

### Choose your Courses

You will need to know which courses to take in order to plan your schedule before you register. Students accepted into programs such as Business Administration, Social Services, etc. can choose their courses using the program outline on the Web site under their specific program. Read the NWCC Web site at [www.nwcc.bc.ca](http://www.nwcc.bc.ca) carefully for the courses required for your program and their prerequisites. You should also read the Course Description sections for details about course content. Course and timetable information can also be searched on the College Web site. Look for the "Northwest Connect" link on the Home page.

You can also contact Program Coordinators or Educational Advisors for more information. If you have questions, make sure you see an Educational Advisor in advance of course registration.

### Plan your Timetable

At NWCC students set up their own timetable, or they can be assisted by an Educational Advisor. You cannot register until you have selected your courses and planned a conflict-free timetable. The Fall/Winter Timetable is usually available in May. You can pick up a timetable at the Admissions Office or find it online at [www.nwcc.bc.ca](http://www.nwcc.bc.ca). Ensure you set up a conflict-free timetable.

Be sure you read the essential information about scheduling courses, important dates and deadlines, withdrawing from courses, waitlisting, refund policies, etc.

### Consider your Course Load

Each credit course has a credit value related to the number of hours per week you will spend in the class. For example, a three-credit course means that you will spend approximately three to six hours per week in class. Don't forget about all the reading, studying, and essay writing that you will have to do as well. Count on spending two to three hours outside of the class for every hour you spend in class, and plan your timetable accordingly, considering other things in your life like employment and family obligations that may impact your time.

Expect to spend an average of 8 to 10 hours per week in total per three-credit course. For five courses

(approximately 15 credits) you would spend about 30 hours per week on homework and studying, and 15 – 20 hours in class. That is a total of 45 – 50 hours per week, a little more than a full-time job!

Normally, a full-time (100% course load) student would take five courses each semester; however, for other purposes, such as financial aid, "full-time" may mean three courses or more. See an Educational Advisor for details.

Often, courses that begin in May are intensive — rather than being offered over a four-month (15 – 16 week) semester, spring semester courses usually run for 8 weeks. This means that you will have twice the amount of class work per week, for half the number of weeks you would normally attend and therefore you should plan to take fewer courses.

### Plan Alternative Courses

There is no guarantee that the courses you want will still have space available when you come to register. Choose alternate courses before you register. Use any lists you received from your advisor and check program outlines on the Web site to help you make your selections. Make sure you have completed all the necessary prerequisites for your alternative courses as well.



## Step 3 — Paying your Fees

Here are some typical course costs for the school year:

### Credit Programs

- One three-credit course (e.g., English 101) costs \$239.67
- Most full-time students register for 15 or more credits each semester and many programs have a semester maximum charge of 18 credits.

### Vocational Programs

- Four weeks of Vocational training (one month) costs \$250.64
- Fees for the full fall semester are \$1000.84

### Additional Estimated Expenses

In addition to tuition (see Expenses table, next page) *pro-rated* fees are included to cover:

- Student Association and Canadian Federation of Students Fees of \$35.85 per semester for full-time students.
- A Technology Fee of \$50.00 per semester for full-time students.
- An Infrastructure Fee of \$7.50 per semester.
- A Registration Fee of \$25.00 per semester.
- A "consumables" fee is added to the assessment for some courses and programs to reflect course delivery costs. These fees vary from \$12.00 per credit for laboratory courses to \$15.00 per week for Welding. Details on these fees will be included with acceptance and registration information.

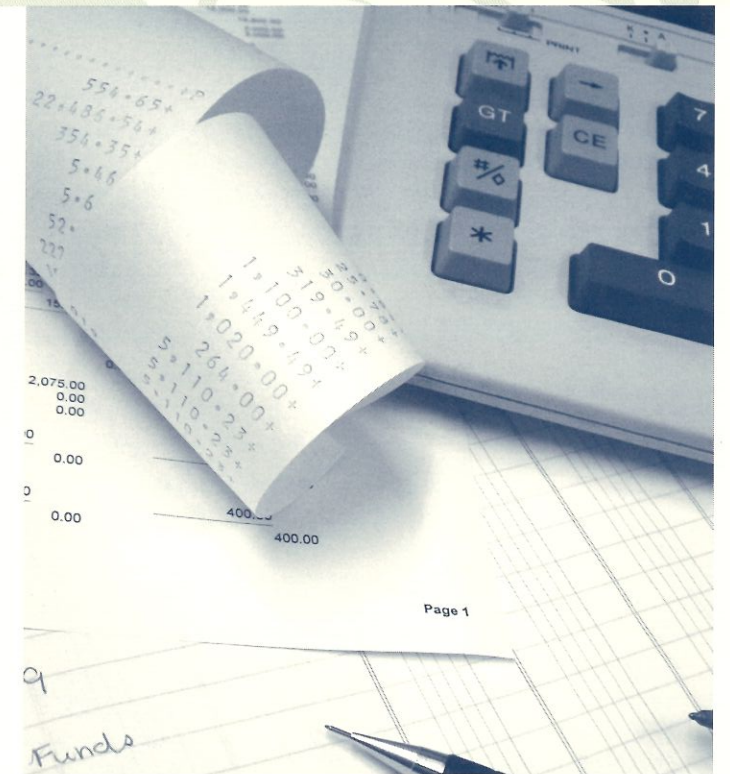
Books cost approximately \$75 – \$150 per course. If you attend NWCC full-time you will probably spend \$2000 – \$5000 per year for fees and books depending on the program.

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 Expenses table as a guideline only.

### Payment Options

There are lots of ways to help pay for your education. More details on each of the options listed below can be obtained from an Educational Advisor. You can also check out our financial aid section under "Student Support Services" on the Web site at [www.nwcc.bc.ca](http://www.nwcc.bc.ca).

- **Loans** – government-sponsored loans given to eligible students with financial need (Canada Student Loans, Provincial Student Loans.)



- **First Nations financial support** — contact the NWCC First Nations Access Coordinator, and/or your band office.
- **Human Resources and Skills Development** — limited sponsorship for students in certain programs, usually less than one year long. Contact your local HRSD centre for more information.
- **Scholarships** — money awarded based on academic achievement (usually grade point average), and/or in recognition of community service work. You are not required to pay this back.
- **Bursaries** — money awarded on the basis of demonstrated financial need. You are not required to pay this back.
- **Cooperative Education** — you can alternate work terms with academic semesters, and gain paid work experience in an area directly related to your program of study. This option is only available in the Business Administration Program at this time.
- **Adult Basic Education Student Assistance Program** — some students in Adult Special Education, Career and College Preparation, and English as a Second Language programs may qualify for assistance.



## Northwest Community College Program Expenses<sup>▲</sup>

Program	Tuition & Added	Books	Materials / Lab	Supplies Clothing	Tools	Fieldwork Practicum Exams	Student Association CFS	Total
Adult Special Education	2,175.12	150.00		35.00			80.64	2,440.76
Automotive Repair Technician	1,933.44	450.00	320.00	250.00	800.00		71.68	3,825.12
Business Administration	2,325.00	1,000.00		100.00			71.70	3,496.70
Business Technology – Office Assistant	1,356.25	860.00		100.00			41.83	2,358.08
Business Technology – Accounting Specialty	1,317.50	700.00		150.00			40.63	2,208.13
Business Technology – Word Processing Specialty	1,240.00	350.00		150.00			38.24	1,778.24
Carpentry Apprentice (each level)	362.52		90.00				13.44	465.96
Carpentry ELTT	966.72	850.00	160.00	200.00	500.00		35.84	2,712.56
Career & College Prep (ABE) (tuition free)	210.80	200.00*		50.00			89.60	550.40
Coastal Integrated Resources Management ***	2,790.00	1,600.00	***	400.00	345.00	150.00	86.04	5,371.04
Computer Technology	2,790.00	970.00		200.00			86.40	4,046.04
Culinary Arts Level 1 – Certificate	2,416.80	435.00	400.00	370.00	320.00		89.60	4,031.40
Culinary Arts Level 2 – Diploma	2,054.28	600.00	340.00				76.16	3,440.44
Early Childhood Education (per course) **	232.50	150.00		50.00			7.17	439.67
English as a Second Language (tuition free)	210.80	75.00		50.00			89.60	425.40
Entrepreneurial Tourism Management	2,325.00	1,100.00		100.00			71.70	3,596.70
First Nations Artist in Residence	1,450.08	70.00		****	****		53.76	1,573.84
First Nations Land Stewardship **	2,480.00	350.00					76.48	2,906.48
First Nations Public Administration **	2,325.00	600.00					71.70	2,996.70
Food Service Worker	1,389.66	250.00	230.00	370.00	320.00		51.52	2,611.18
Heavy Duty Mechanics ELTT	1,933.44	810.00	320.00	350.00	860.00		71.68	4,345.12
Home Support/ Resident Care Aide	1,450.08	150.00	240.00	300.00		200.00	53.76	2,393.84
IHS Social Service Worker	2,790.00	1,200.00		200.00		800.00	86.04	5,076.04
Millwright ELTT	1,933.44	250.00	320.00	350.00	700.00		71.68	3,625.12
Outdoor Power Equipment	1,691.76	550.00	280.00	350.00	740.00		62.72	3,674.48
Practical Nursing	3,720.00	1,180.00	360.00	800.00		975.00	114.72	7,149.72
University Credit ***	2,325.00	1,000.00	***	150.00			71.70	3,546.70
Welding (8 months)	1,933.44	170.00	480.00	580.00	500.00		71.68	3,735.12
Wilderness Guiding Skills	2,175.12			2,834.00			80.64	5,089.76

<sup>▲</sup> Expenses are an estimate only, based on a two-semester, full-time course load and are subject to change. \*CCP book costs vary. More advanced courses have higher book costs. \*\*Fees shown are for full-time attendance, some offerings are only available part-time. \*\*\* Add \$36.00 per semester for each Lab course undertaken. \*\*\*\*Costs vary according to medium used. Amounts shown for textbooks, supplies and other costs are estimates only.

## Program Descriptions

### Adult Special Education

#### Workplace Skills Training Program (WST)

Prince Rupert, Smithers and Terrace Campuses

The Workplace Skills Training program is an employment exploration program with a unique focus and approach. The program is based on a developmental perspective and is committed to working with adults who have special learning needs. Students are prepared for the responsibilities of independent living, as well as the demands of entry-level employment. Students will also be able to address issues that can act as barriers to employment.

The WST program combines in-class instruction with practical work experience, emphasizing the development and maintenance of skills, which may be used in employment situations. Students meet with faculty to discuss a course plan that best fits their needs. Personal goals will be set and monitored throughout the year. Instructors enable students to explore their interests and aptitudes while they develop the social, interpersonal and practical skills needed in the workplace. Students will practice skills, hands-on, in a community workplace environment.

**Apprenticeship Training** - see Trades

**Automotive Repair Technician** - see Trades



### Business Administration Program

Prince Rupert and Terrace Campuses

The Business Administration program provides students with a solid background for careers in the public, private and not-for-profit sectors.

The certificate and diploma programs prepare students to pursue a wide range of careers in such fields as accounting and financial management, banking, insurance, purchasing, entrepreneurship, marketing, government, tourism, and international business.

The curriculum covers all major organizational activities including the theory and practices of management, marketing, accounting, economics, business law, computer applications, communications and financial math.

#### Business Administration Certificate

These foundation courses cover the theory and practices needed to develop essential business skills and knowledge.

#### Business Administration Diploma

This program is of interest to those students who have completed the Business Administration Certificate and would like to pursue more focused studies. In-depth courses include intermediate and management accounting, human resources management, business statistics, management information systems, marketing and management, international business and finance.

Specialize in one of three areas:

- General Management
- Accounting
- International Business

#### Bachelor of General Studies (BGS)

(Athabasca University and NWCC) Earn a three-year BGS Degree from Athabasca when you complete the Diploma Program and additional courses at NWCC.

Business Administration courses are transferable to other BC Colleges, University Colleges and Universities. Transfer agreements allow you to begin third year of these four-year bachelor programs at various post-secondary institutions. Diploma graduates may be eligible to complete a Bachelor of Commerce degree in one year at Royal Roads University in Victoria. Diploma holders may also apply for the third year of BCIT's Bachelor of Technology Degree.

Courses also transfer to the three Accounting Associations: CA, CMA and CGA. Athabasca's BGS Degree meets the entrance requirements for the Certified General Accountants and Chartered Accountants Associations. Certificate and Diploma courses also transfer to various professional management associations such as Canadian Purchasing Managers, Canadian Payroll Association and Credit Union Institute of Canada.





**Business Technology Program**

*Terrace Campus, plus online availability throughout the region*

Northwest Community College's Business Technology program prepares students for general and specialized administrative support positions in a variety of business and office settings. Graduates of the Office Assistant Certificate program will have up-to-date skills in current office software and procedures, business communications, and human relations training.

NWCC also offers two specialty options – Accounting Specialty Certificate (available online) and Word Processing Specialty Certificate (available in Terrace.) The Office Assistant Certificate courses form the core of the Business Technology program and are required to advance to the Accounting Specialty Certificate and/or Word Processing Specialty Certificate. Each certificate prepares students with job-ready skills and is equivalent to five months of full-time study.

Online Learning is a viable alternative for students who wish to complete college courses from their homes/offices or who are unable to attend classes in person. Using a personal computer with (minimum) Windows 98, course appropriate software and Internet connection, you can take these self-paced classes full- or part-time with the support of online instructors. The online option is designed to provide the student with the knowledge and skills necessary to function effectively in an entry-level office position.

**Career and College Prep (Adult Basic Education)**

*Most NWCC campuses, with online option*

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

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

The CCP Program provides prerequisite courses for entry into all post-secondary programs offered at NWCC, as well as most programs at other institutions. The student-centred curriculum allows you to begin at your own level and proceed at your own pace.

**Carpentry - see Trades**



**Coastal Integrated Resources Management Program (CIRM)**

*Prince Rupert Campus*

The Coastal Integrated Resources Management program is designed to prepare students for technology-level positions in the field of natural resources management, in both land- and water-based ecosystems. It is also intended to allow students to transfer into a wide array of university degree programs.

The program focuses on the management of ecosystems ranging from coastal mountains to the edge of the continental shelf. Particular focus is given to the interaction of marine and terrestrial ecosystems, with courses focused on the study of these systems in an integrated fashion. The program combines a strong academic foundation with practical, hands-on courses, offered in an outdoor field-school setting, geared to prepare students with job-ready skills for a demanding work environment.

The Coastal Integrated Resources Management Program offers three credential options:

**CIRM Certificate** – One year program

**CIRM Diploma** – Two year program (three year option available to students simultaneously completing academic upgrading courses)

**CIRM Post-Degree Diploma** – One year program, for students with a university degree

Students complete university credit and technical courses for training and skills in:

- Coastal forest measurements
- Coastal wildlife management
- Conflict resolution and communications skills
- Fisheries management and regulations
- First Aid
- First Nations traditional, natural and heritage resources management
- GIS technology
- Mariculture technology
- Marine harvesting technologies

- Marine pollution and monitoring of the marine environment
- Navigation and small boat operation
- Oceanography
- Geomorphology, meteorology and statistics
- Outdoor skills
- Proposal writing
- Salmon, groundfish, & shellfish monitoring and management
- Scuba diving (optional)
- Seafood processing technology
- Stream and habitat restoration
- Surveying and mapping
- Temperate rainforest ecology

Visit the College Web site for a complete program outline and course descriptions.

**Culinary Arts Programs - see Trades**







**Early Childhood Education (ECE)**

*Distance education teleconference offering with one weekend workshop per course in Terrace*

Early Childhood Educators provide quality care and education for children from birth to school age. Graduates from the Early Childhood Education (ECE) program have found employment in a variety of settings: day cares, preschools, Head Start programs, Supported Childcare programs, Out of School Care programs, and Family Childcare programs. Some have utilized their ECE education to obtain employment as Special Education Assistants in the school system.

**Basic Level Certificate Program**

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

**Post Basic Certificate Program**

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

The ECE program is delivered in a flexible, innovative and responsive manner that encourages student success and effective practice in the field. It allows childcare centre staff to continue working while obtaining the necessary credentials required by Provincial Community Care Licensing.

**English As A Second Language (ESL)**

*Prince Rupert Campus, and other campuses as demand requires.*

The English as a Second Language (ESL) program helps students whose native language is not English develop speaking, listening, reading and writing skills. Program content and objectives are designed to help students acquire a comprehensive range of English language skills, and are based on the individual needs of the students.

International students are encouraged to apply and to take advantage of a true "English immersion" experience through joining our small classes and living in our small friendly communities.

ESL is taught in small classes with lots of teacher attention and class interaction. Students go through real life scenarios and learn everything from how to speak to a doctor to how to order pizza! Teachers take time to ensure students feel comfortable and understand the material. ESL training provides an easier integration into the community. Field trips introduce students to the various community facilities and amenities and they learn what services are offered and how to access them.

**Fundamental level ESL courses** focus on developing basic speaking and listening skills needed for daily life in Canada. Basic reading and writing skills are also taught.

**Developmental level ESL courses** help students develop the speaking and listening skills needed for more complex tasks, and also help students prepare for the higher level academic reading and writing skills needed in career training or university level courses.

Some students with advanced level speaking and listening skills may enroll in a combination of ESL and other college programs to improve their academic reading, writing, and comprehension skills.

**English Language Services for Adults program (ELSA)**

Some students may be eligible to enroll in ELSA classes. ELSA offers special tuition-free ESL programs for newly arrived immigrants and refugees.\* Canadian citizens who have not had the chance to study English before are also eligible to apply.

ELSA classes are dependent on funding and may not always be offered. Students should contact their local NWCC campus and ask if an ELSA class is available.

\*Other fees may apply.

**Entrepreneurial Tourism Management**

*Prince Rupert Campus*

The Entrepreneurial Tourism Management program provides students with a solid background for management careers in the tourism sector. Learners acquire the skills necessary to prepare detailed marketing and business plans for presentation to funding agencies and financial institutions.

The program consists of one year of university level education leading to a certificate in Entrepreneurial Tourism Management. The curriculum covers all major organizational activities including the theory and practices of management, marketing, accounting, computer applications and communications. Using case studies, group projects and tourism-specific content, learners acquire knowledge and skills in the field of tourism management. A strong focus on small business start-ups and management will help learners explore business opportunities and to prepare detailed business plans.

Tourism content is added to existing Business Administration courses, enabling learners to take advantage of university transferable courses while learning tourism-specific material.

Graduates of this one-year certificate program can continue their education toward NWCC's Business Administration Diploma, or a university degree in either business or tourism/hospitality management. Entrepreneurial Tourism Management courses are transferable to other BC Colleges, University Colleges and Universities.

**First Nations Artist in Residence**

*Offered on a rotating basis, contact NWCC for campus location*

The First Nations Artist in Residence program honors and supports the rich culture and tradition of First Nations art in the northwest. A local, master First Nations artisan mentors students wishing to learn particular forms of artwork. Each program offering focuses on a specific art form and medium. This can range from weaving and jewelry to petroglyph or wood carving. Each class is challenged to produce a legacy of art that is displayed at the College.



**First Nations Land Stewardship**

*Hazelton Campus*

Northwest Community College, in cooperation with northwestern First Nations communities, has developed a certificate program in First Nations Land Stewardship.

The program incorporates traditional and contemporary approaches to land use planning and resource management for First Nations. The First Nations Land Stewardship program will provide participants with entry-level skills and means of protecting and restoring their local resources.

Elders, community leaders and instructors combine their knowledge and experience to provide students with an understanding of public service, a sense of pride in community, practical skills and the combined traditional and contemporary knowledge regarding environment, land management and ecology.

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

With First Nations Communities regaining control over their lands and resources it becomes even more important for their people to have the skills and knowledge required to take on the tasks of resource management and sustainability. The First Nations Land Stewardship Program is an important step toward building and acquiring those skills so that future generations will enjoy and benefit from the legacy being built today.

**First Nations Public Administration**

*Offered in workshop format on a rotating schedule throughout the region*

The First Nations Public Administration Certificate program is an innovative part-time, 30-credit program offered by Northwest Community College in partnership with the College's First Nations Council.

This certificate program offers students working in the administration of First Nations the opportunity to improve their professional skills by providing them with training in management, computer applications, aboriginal and business law, strategic management and leadership and communications. It combines general business courses with a curriculum designed specifically for and with First Nations administrators to provide the theoretical framework on which to base job practice.



**Heavy Duty/Commercial Transport Repair Mechanic** - see Trades

**Home Support / Resident Care Attendant**

*Smithers Campus, and other campuses on a rotating basis*

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

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

Graduates are employable as Home Support Workers working in a client's home, or as Residential Care Assistants functioning as members of a team in facilities providing Personal Care, Intermediate Care, Extended Care and in Group Homes. Upon successful completion graduates receive a provincially recognized dual Home Support/Resident Care Certificate.

**Integrated Human Service Social Service Worker Program**

*Terrace and Smithers Campuses*

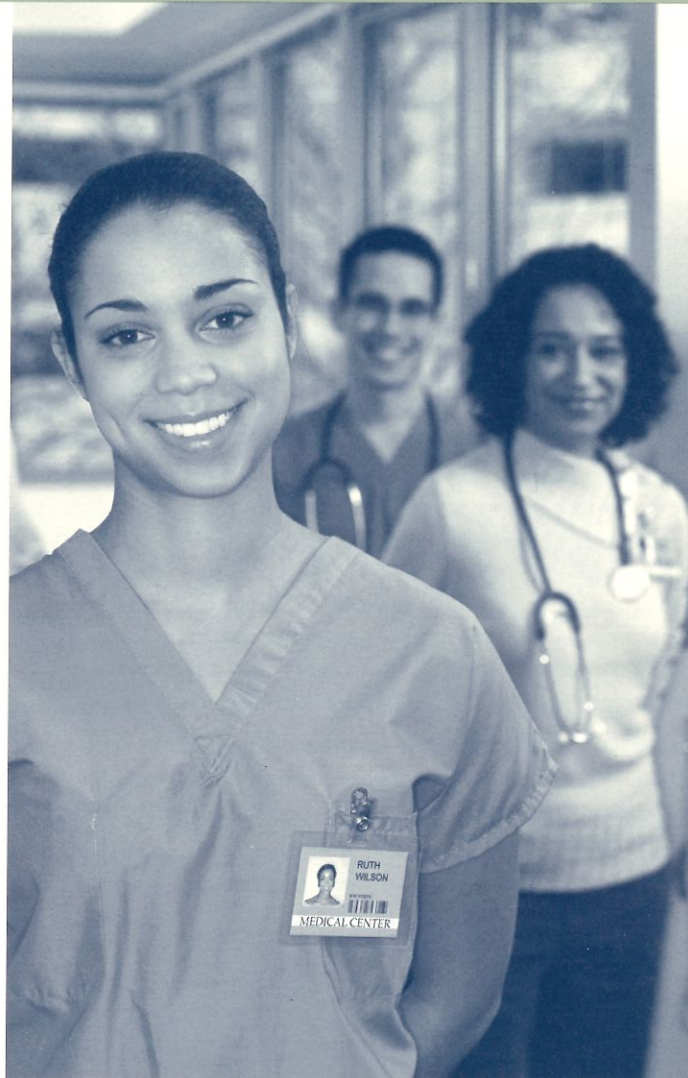
The Social Service Worker Certificate and Diploma programs are designed for students who wish to obtain training and skills in social services. The program integrates university credit courses with specialty career courses. Practicum opportunities available in northwest communities combine the theory learned in the classroom with the practical skills necessary for employment in social service fields helping and supporting people with various social needs.

**IHS Social Service Worker Certificate** program graduates can either work at the para-professional level, or continue their education to diploma and degree levels of professional education. The Certificate program is offered full- and part-time in Terrace and part-time in Smithers.

The **IHS Social Service Worker Diploma** program is of interest to those who have successfully completed a Social Service Worker Certificate and want to pursue more focused studies. The Diploma program is offered in Terrace on a full- and part-time basis.

**Millwright (Industrial Mechanic)** - see Trades

**Outdoor Power Equipment Technician** - see Trades



**Practical Nursing Program**

*Terrace Campus, with preceptorship placements throughout the region*

This 12-month full-time certificate program combines class lectures with hands-on lab work allowing students to put the theory to use and begin learning and practicing nursing skills. What is taught and learned in class mirrors what will be done on the job. This ensures students can transfer what they have learned directly into the work setting.

Part of the Practical Nursing Program involves a significant amount of on-the-job training. Work experience practicums take students into a variety of health care settings exposing them to the realities of each sector and introducing them to the variety of areas open for nursing professionals. A five-week preceptorship is also included. Students are placed in a one-on-one working relationship with a Nurse in the field. The student job-shadows their preceptor while progressively learning and performing the activities and duties of the preceptor.

**University Credit (UC) with Associate Degrees in Arts and Sciences**

*Prince Rupert, Smithers, Terrace, in addition to online and teleconference options*

Northwest Community College offers a comprehensive range of Arts and Sciences courses and programs. First and second year courses can be applied toward a two-year Associate Degree. Students intending to acquire an undergraduate degree at a university can complete their first two years of study at NWCC. First and second year courses are fully transferable to undergraduate degree programs in universities, university-colleges and other colleges in BC, as well as across Canada and can lead to university degrees in various specializations.

Studies have shown that students who transfer from community colleges to university do as well as, or better than, those who proceed directly from high school to university. Students who start at NWCC will realize significant financial advantages when compared to those attending university elsewhere, while enjoying excellent instruction from an award-winning faculty.

**University Credit Courses**

Northwest Community College offers over 150 university credit courses in specialized Arts and Sciences subject areas including:

- Anthropology
- Art
- Asian Studies
- Biology
- Chemistry
- Computer Science
- Criminology
- Economics
- English
- English Literature
- Environmental Studies
- Film
- Geography
- History
- Integrated Human Service
- Journalism
- Mathematics
- Oceanography
- Philosophy
- Physics
- Political Science
- Psychology
- Sociology
- Women's Studies

**Associate Degrees in Arts and Science**

Northwest Community College offers two-year Associate Degrees in Arts and Science. Courses used to complete the Associate Degree requirement can transfer as first or second year course credits to UBC, SFU, UVIC or UNBC. Associate Degrees can lead to undergraduate degrees in different specializations at other post-secondary institutions depending upon the requirements of that particular institution.

**Associate Degree in Arts**

To obtain an Associate Degree in Arts, a student must complete a minimum of 60 credit hours (20 courses.) This must include a minimum of 18 credits in Arts at the second year level in two or more subject areas.

**Associate Degree in Arts Criminology Specialization**

This specialized Associate Degree program allows students to focus on the area of criminal justice. It has also been designed to facilitate maximum transferability to an undergraduate degree in Criminology at various post-secondary institutions.

**Associate Degree in Science**

To obtain an Associate Degree in Science, a student must complete a minimum of 60 credit hours (20 courses.) 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.

See the College Web site for complete Associate Degree program details.

**Intersession and Summer Courses**

Selected University Credit Courses are available in the spring and summer at the Terrace, Hazelton, Prince Rupert and Smithers campuses.

**Distance Education**

Selected University Credit courses are available online and by teleconference. Please refer to the College Web site for a complete list of online and teleconference courses.





**Welding** - see Trades

**Wilderness Guiding Skills**

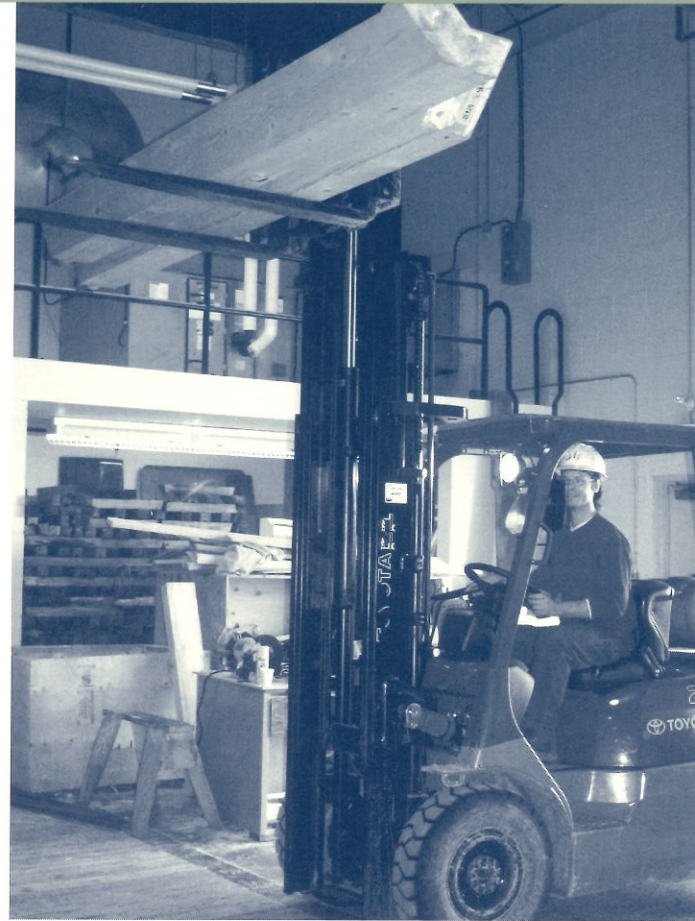
*Smithers Campus*

Beginning each year on April 2nd and continuing until late June, the Wilderness Guiding Skills program is designed and taught by experts who are active in the guiding industry. Students are introduced to basic guiding skills, consistent with the occupational standards of various wilderness guiding sectors. Skills taught include guest service, leadership, camp and trip operation, safety, survival and legal issues.

The early weeks of the program take place in an outdoor base camp. The camp provides an ideal setting for learning basic skills such as camp set-up, management and cooking. Practical skills to ensure comfort and safety are not only taught but also lived as students assume responsibility for all aspects of camp life.

As the program progresses, students move into the backcountry. In small groups they prepare for, conduct and conclude trips that simulate guiding excursions.

Graduates have found employment with traditional guide outfitters, and as angling, canoeing, eco-tourism and rafting guides. Some have ventured into their own business.



**Entry Level Trades Training (ELTT) Program Descriptions**

**Trades - ELTT and Apprenticeship Training**

*Terrace Campus, with preceptorship placements throughout the region*

Northwest Community College offers Trades Programs designed to maximize theoretical and practical skill applications in a variety of industries.

Entry Level Trades Training (ELTT) prepares students with the entry-level skills required for employment in specific trades. Completion of an ELTT program will prepare students to challenge first year technical training exams.

**Automotive Repair Technician**

The Automotive Repair Technician Certificate program is designed to prepare students with the entry-level skills required for employment in the automotive service industry. The curriculum provides a solid foundation for career advancement and specialization in the field and is equivalent to the first level apprenticeship technical training.

**Carpentry**

The Carpentry Certificate program is designed to prepare students with the entry-level skills required for employment in the carpentry 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 16-week program is based on a major practical project, such as the building of a foundation and a frame for a house. The frame in this project may be either standard platform or timber frame construction. The program may also include building of garden sheds, garages, small cabins etc, and as such, students must be prepared to participate in class projects in an outdoor environment.



**Culinary Arts Programs**

*Terrace Campus*

**Culinary Arts Certificate Program**

The Culinary Arts Certificate program provides students with the skills and knowledge needed for a career as a cook, or a foundation for further education in the culinary arts. Communications, interpersonal skills, decorum, professional ethics and standards will be a continuous goal throughout this program to ensure that Northwest Community College culinary students are adaptable to the many expectations of today's hospitality industry.

This program is ideal for individuals who wish to train for employment as cooks at a junior level in the food catering industry and for those who wish to begin working toward an apprenticeship in cooking.

**Culinary Arts Diploma Program**

The diploma program builds on the knowledge gained from the Culinary Arts Certificate program. Students will learn more specialized skills in food preparation and delivery. First Nations cuisine will be featured with students learning to make traditional meals and dishes. Focus will be on improving culinary skills while introducing the management, supervision, and business applications associated with restaurant operations. A significant work practicum component is included that will place students within food and beverage operations from within the Northwest and around the province.

**Heavy Duty / Commercial Transport Repair Mechanic**

The Heavy Duty / Commercial Transport Repair Mechanic Certificate program is designed to prepare students with the entry-level skills required for employment in the trade. The curriculum provides a solid foundation for career advancement and specialization in this field and is equivalent to the first level apprenticeship technical training.

Heavy-Duty Mechanics and Commercial Transport Mechanics trade designations are best separated by identifying Heavy Duty Mechanics as off-road mobile equipment mechanics, and Commercial Transport Mechanics as on-road mobile equipment mechanics. Both trades practitioners are required to be able to troubleshoot, repair and maintain all aspects of mobile equipment. Thorough knowledge of electronics, hydraulics and mechanical components are necessary to be a qualified mechanic.



**Millwright (Industrial Mechanic)**

The Millwright program is designed to prepare students with the entry-level skills required for employment in the trade. The curriculum provides a solid foundation for career advancement and specialization in this field and is equivalent to the first level apprenticeship technical training.

Millwrights are highly skilled people who are responsible for the installation, maintenance and repair of a variety of stationary machinery. Their workplace is generally within industrial settings such as pulp mills, mines and manufacturing plants. A qualified millwright will be required to read blueprints, perform welding operations, troubleshoot and repair all types of equipment.

**Outdoor Power Equipment Technician**

(Small Engine Repair)

The Outdoor Power Equipment Technician program is designed to give students the entry-level technical skills necessary to begin work as an apprentice diagnostic and repair technician within the outdoor power equipment trade. Students will use practical shop facilities to gain competence in a range of service operations for snowmobiles, outboard motors, lawnmowers, chainsaws, etc., with an emphasis on customer relations. Graduates are eligible for credit of their first year level of apprenticeship training if they are indentured within the first year of finishing the program.

**Welding**

The Provincial Welders Training program is a competency-based, directed learning program. There are three levels of training that, along with documented welding experience, prepare students for a career in manufacturing, fabrication and/or maintenance shops, servicing the fishing, forestry, mining, petroleum and transportation industries.

A Level C Welder is restricted to structural and non-pressure applications; Level B Welders qualify for pressure welding certification; while Level A Welders are employable throughout the welding industry.

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

Apprenticeship Training includes Carpentry Level 1 through Level 4 and Welding Level A & Level B.



**Apprenticeship Training**

**Carpentry Apprenticeship Training  
Level 1 - Level 4**

Apprentices complete a four-year, four-level program that includes 5,000 workplace and 720 school training hours. After successful completion of the program, the apprentice will be issued the BC Certificate of Apprenticeship, BC Certificate of Qualification, and the Interprovincial Standard Endorsement (Red Seal.)

**Welding Apprenticeship Training**

Welding apprentices complete a three-year, four-level program including 4,680 workplace and 720 school training hours. After successful completion of the program, and the Interprovincial exam, the apprentice will be issued the BC Certificate of Apprenticeship, BC Certificate of Qualification and Interprovincial Standard Endorsement (Red Seal.)

**Level 1-C** – Apprentices demonstrate the ability to weld various steel and aluminum parts using SMAW, GMAW and FCAW processes in fabrication, construction and erection, and repair components or structures in plate and structural applications.

**Level 2-C** – Further to Level 1-C training, apprentices demonstrate the ability to weld various steel and aluminum parts using SMAW, GMAW and FCAW processes in fabrication, construction and erection, and repair components or structures in plate and structural applications.

**Level 3-B** – Apprentices demonstrate the ability to weld ferrous and non-ferrous metals in all positions, on both plate and/or pipe using SMAW, GMAW and FCAW processes. After successful completion of Level 2, the apprentice qualifies to challenge the Prequalified Welding Procedures (PWP) exams in British Columbia.

**Level 4-A** – Apprentices possess advanced work experience, training and the ability to weld materials, including specialized alloys, by all manual welding processes.

**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: (Year/Month/Day) / /		Optional statistical information: Are you of First Nations or Metis ancestry? Yes ( ) No ( )	
Gender Male ( ) Female ( )		Program for which you are applying:			
Preferred Campus location				Date (month/year) you would like to start:	
I would prefer to study: Full-time ( ) Part-time ( ) Evening Only ( ) Online ( )				BC Personal Education Number (if known)	
Canadian Citizen ( )		Immigration papers must be attached if applicant is not a Canadian Citizen		Other ( )	
IN CASE OF EMERGENCY CONTACT: Name:				Telephone: ( )	
<b>HOW DID YOU HEAR ABOUT NORTHWEST COMMUNITY COLLEGE?</b> Check most appropriate one.					
1. At your high school ( )		4. From your parent/guardian ( )		7. NWCC promotional materials: poster, flyer, brochure, other( )	
2. Local Media: newspaper, radio ( )		5. First Nations Education Coordinator ( )		8. Employment counselor ( )	
3. From a friend ( )		6. NWCC Web site ( )			

**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
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**Previous Post-Secondary** (Submit Transcripts)

Institution(s)	Location	Program	Last Date(s) Attended

Some courses or programs require specific documentation in addition to this application. Check our Web site at [www.nwcc.bc.ca](http://www.nwcc.bc.ca)

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



# CAMPUS LOCATIONS

## Haida Gwaii

138 Bay Street  
P.O. Box 67  
Queen Charlotte City, B.C.  
V0T 1S0  
Tel: (250) 559-8222  
Fax: (250) 559-8219

## Hazelton

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

## Houston

3221 - 14th Street, West  
P.O. Box 1277  
Houston B.C. V0J 1Z0  
Tel: (250) 845-7266  
Fax: (250) 845-5629

## Kitimat

606 Mountainview Square  
Kitimat, B.C. V8C 2N2  
Tel: (250) 632-4766  
Fax: (250) 632-5069

## Nass Valley

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

## Prince Rupert

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

## Smithers

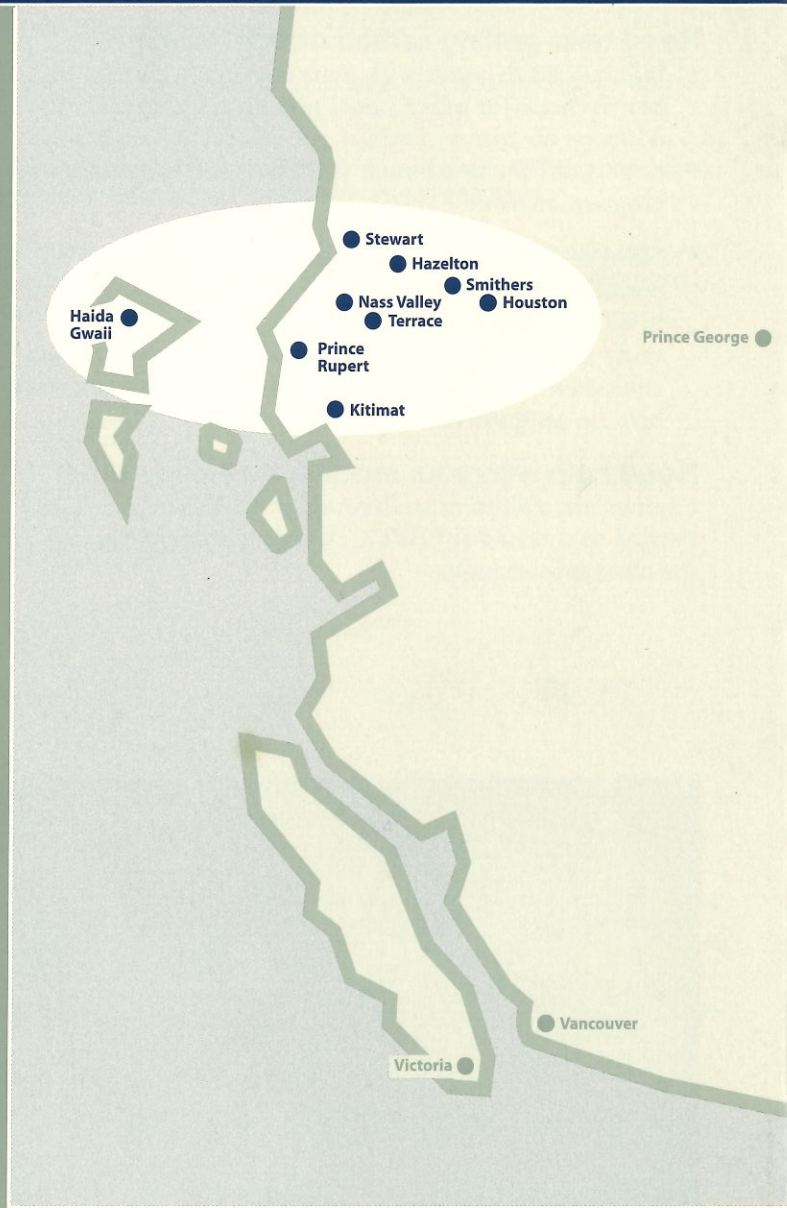
3966 2nd Avenue  
P.O. Box 3606  
Smithers, B.C. V0J 2N0  
Tel: (250) 847-4461  
Fax: (250) 847-4568

## Stewart

317A Fifth Avenue  
P.O. Box 919  
Stewart, B.C. V0T 1W0  
Tel: (250) 636-9184  
Fax: (250) 636-2770

## Terrace

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



Call Toll Free at:

**1-877-277-2288**

E-mail us at:

**info@nwcc.bc.ca**

Check our Web site at:

**www.nwcc.bc.ca**



**NORTHWEST**  
COMMUNITY COLLEGE

*Take a closer look.*