



Serving Northern
British Columbia

Career & College Preparation

Library Subject Guide

<http://library.nlc.bc.ca>

Information literacy is a set of abilities requiring individuals to "recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information."

Association of College and Research Libraries

Career & College Preparation (CCP) provides the environment and resources for adults to complete a high school diploma and to acquire the knowledge necessary for successful entry into the labour market, advancement in careers, or entry into further specialized training. Instruction is provided for grades 8 - 12. Northern Lights College will endeavor to meet the needs of individual students for specific skills. Students and prospective students are encouraged to discuss their career paths with college counselors prior to committing to a course of study.

Because Career & College Preparation (CCP) is an interdisciplinary field, please view the other NLC Library Subject Guides on the Library's website or in the library for further information.

Ask a Librarian for assistance in finding relevant books and journal articles and/or if you need help researching a course related topic. The librarian will also provide assistance in using the Library's website, online catalogue, article databases, and the Internet. Contact the librarian directly or use the "Ask a librarian" section on the Library web pages.

Dawson Creek Library
Janet Beavers, Coordinator of Library Services
Phone: (250)-782-5251 (local 1251)
Email: jbeavers@nlc.bc.ca

Fort St. John Library
Dawna Turcotte, Librarian
Phone: (250)-785-6981 (local 2012)
Email: dturcotte@nlc.bc.ca

REFERENCE:

Consulting dictionaries, encyclopedias and handbooks can be a useful starting point for learning. Many of these sources provide basic information, overviews of topics, as well as introduce specialized terminology and detailed information. Major reference works are held mainly at the DC and FSJ libraries. Reference librarians on those campuses will research these materials for faculty and students. Simply fill out the "Ask the Librarian" form on the library webpage or contact the library directly. Some titles of interest located in the reference section are:

NLC Library Catalogue

Dawson Creek Reference Collection

QH 302.5 A23 1995	ABC Biologie. English	QH 302.5 H46 2005	Henderson's dictionary of biology
QD 65 H3 1997	CRC handbook of chemistry and physics	LB 3060.33 G45 H69 2005	How to prepare for the GED high school equivalency
QC 61 W67 2000	Cambridge handbook of physics formulas, the	LB 3060.33 G45 G44 2004	GED success 2005
QH 13 L56 1987	Cambridge illustrated dictionary of natural history	LB 3060.33 G45 2003	GED basics
PE 1146 C34 1999	Canadian Oxford spelling dictionary	LB 3060.33 G45 R694 2003	Grammar essentials for the pre-GED student
QA 76 C57 2002 V1-4	Computer sciences	QC 5 M15 1996 V. 1	Macmillan encyclopedia of physics
QA 5 W45 1999	C.R.C concise encyclopedia of mathematics	LB 3060.33 G45 K36 2005	Master the GED 2006
QA 37 M315 1969	C.R.C. standard mathematical tables	LB 3060.33 G45 H66 2003	Math workbook for the GED
QH 302.5 I53 1999	Dictionary of biology	QD 5 M34 2003	McGraw-Hill dictionary of chemistry
AC 1 G72 1990 V.42	Elements of chemistry	QA 5 M34 2003	McGraw-Hill dictionary of mathematics
QA 76.15 E481 2000	Encyclopedia of computer science	QC 5 M34 2003	McGraw-Hill dictionary of physics
QH 302.5 F33 1999	Facts on File dictionary of biology, The	Q 121 M3 1997 1	McGraw-Hill encyclopedia of science & technology
QD 5 F33 1999	Facts on File dictionary of chemistry, The	LB 3060.33 G45 M375 2003	Reading essentials for the pre-GED student
QA 5 F33 1999	Facts on File dictionary of mathematics, The	H 41 S635	The Social science encyclopedia
QC 5 F34 1999	Facts on File dictionary of physics, The	LB 3060.33 G45 R69 2003	Spelling essentials for the PRE-GED student
PE 1591 F58 2001	Fitzhenry & Whiteside Canadian thesaurus	LB 3060.33 G45 R693 2003	Writing essentials for the pre-GED student
HB 61 F67	Fortune encyclopedia of economics, The		

Fort St. John Reference Collection

QH 13 L56	Cambridge illustrated dictionary of natural history	LB 3060.33 G45 H69 2005	How to prepare for the GED high school equivalency
PE 3235 C36 2004	Canadian Oxford dictionary	LB 3060.33 G45 R694 2003	Grammar essentials for the pre-GED student
QD 65 H3 2004	CRC handbook of chemistry and physics	QD 5 M34 2003	McGraw-Hill dictionary of chemistry
QA 37 M315 1981	CRC standard mathematical tables		

QH 302.5 D53 2000 Dictionary of biology, A
QH 302.5 I53 1999 Dictionary of biology
QH 575 F33 2003 T Facts on File dictionary of cell and molecular bio.
LB 3060.33 G45 R69 2003 Spelling essentials for the PRE-GED student

QA 5 M34 2003
QC 5 M34 2003
Q 121 M32 1989
LB 3060.33 G45 M375 2003
LB 3060.33 G45 R693 2003

McGraw-Hill dictionary of mathematics
McGraw-Hill dictionary of physics
McGraw-Hill encyclopedia of science & technology
Reading essentials for the pre-GED student
Writing essentials for the pre-GED student

CLASSIFICATION SYSTEM

To assist you in browsing the collection, try the following areas:

QH	Biology	QD	Chemistry	PE	English	G - GB	Geography
D - F	History	QA	Mathematics	BF	Psychology	QC	Physics
H	Social Science	LB	Theory and Practice of Education				

Note: There is a special reserve section for CCP course materials in the Fort St. John Library

LIBRARY CATALOGUE AND ELECTRONIC DATABASES

To find books, journals, and audiovisual materials on your topic, search the library's online **catalogue**. If you are looking for journal articles, search the library's online **journal article indexes & electronic databases**. Use **keywords** to search the online catalogue and/or electronic databases. A keyword is a word or term that best describes the information you are looking for. You can search the library catalogue or an electronic database for either a single keyword or a combination of keywords in order to find articles in an electronic database or books in the online catalogue containing the keyword(s).

Examples of keywords:

algebra mathematics English grammar psychology study skills

PERIODICALS & NEWSPAPERS

The library currently subscribes to several periodicals and newspapers of particular interest to students. To check for campus and holdings, search for titles in WebCat, the Library collection catalog.

DATABASES & INDEXES

access: <http://nlc.bc.ca/library/articleindexes.php>

Access Science: McGraw Hill's Encyclopedia of Science and Technology

Academic Search Premier: Provides coverage for social sciences, humanities, education, computer sciences, arts and literature, medical sciences, and ethnic studies. Citations and full text available. 1984-present. Updated monthly.

Canadian Encyclopedia

Canadian Newsstand: Major Canadian newspapers 1994- current Fulltext.

Canada's Heritage from 1844: The full pages of the Globe & Mail since 1844.

Encyclopedia Britannica Online: Includes the complete encyclopedia, as well as Merriam-Webster's Collegiate Dictionary and the Britannica Book of the Year.

First Nations Periodicals Index: Contains journals of mainly Canadian Native content. This index is a tool providing access to information about First Nations.

Humanities Index: Literature, sociology, anthropology, geography, etc. 1983- present. Updated monthly.

Oxford English Dictionary: The accepted authority on the evolution of the English language over the last millennium, a guide to the meaning, history and pronunciation of over half-a-million words, both present and past

Readers Guide to Periodical Literature: Subjects include popular literature, current events, business, fashion, politics, crafts, food, sports, history & science. 1983-current

Social Sciences Index: Indexes journals in the Social Sciences

World Book Reference Centre: all the articles from the 22-print volume print set, plus thousands more by World Book's renowned contributors and editorial staff.

WEBSITES

Computer Science

Computers

- Basic Computer Tutorial: <http://comptechdoc.org/basic/basicitut/index.html>
- Basic Online Skills: <http://www.ctdlc.org/remediation/>

- Click-N-Learn – What's inside a computer – Kids Online Net: http://www.kids-online.net/learn/c_n_l.html
- Computer Basics: <http://www.jegsworks.com/Lessons/lessonintro.htm>

Computers and Society

- Canadian Encyclopedia: <http://www.thecanadianencyclopedia.com/index.cfm?PgNm=TCE&Params=A1ARTA0001828>

Ms Office Tutorials

- In Pics - computer tutorials based on pictures: <http://inpics.net/>
- Microsoft Excel 2007 Tutorial: <http://www.baycongroup.com/el0.htm>
- Microsoft Excel 2007 Tutorial: <http://www.baycongroup.com/wlesson0.htm>
- Woopid Video Tutorials for MS Office 7 & Windows Vista: <http://www.woopid.com/channels.php>

ENGLISH

Essay Writing

- A Basic Process to Follow When Writing an Essay: http://pratt.edu/~wtc/basic_process.html
- Essay Writing Centre: <http://essayinfo.com/>
- Guide to Writing a basic Essay: <http://members.tripod.com/~lklivingston/essay/>
- LEO: Literacy Education online: <http://leo.stcloudstate.edu/>
- The Writing Den (grades 6-12): http://www2.actden.com/writ_den/index.htm
- Tips-O-Matic for sentences, paragraphs, grammar and essays: http://www2.actden.com/writ_den/tips/contents.htm
- Writing in College: A Short Guide: <http://writing-program.uchicago.edu/resources/collegewriting/> - Focuses on first and second year college students.

General

- ABE Language skills classroom: <http://www.nwlincs.org/NWLINCWEB/abelang.htm> - The NorthWest Internet Gateway for Adult Education Online Resources
- Purdue Online Writing Lab: <http://owl.english.purdue.edu/>

Grammar

- Common Errors in English: <http://www.wsu.edu:8080/~brians/errors/errors.html>
- The Internet Grammar of English: <http://www.ucl.ac.uk/internet-grammar/home.htm>
- Guide to Grammar and Writing at Capital Community College: <http://grammar.ccc.commnet.edu/grammar/>
- The Blue Book of Grammar and Punctuation: <http://www.grammarbook.com/>

Summaries

- Writing Summaries : <http://www.columbia.edu/cu/ssw/write/handouts/summary.html>
- Writing Summaries – University of Victoria Writer's Guide: <http://web.uvic.ca/wguide/Pages/SumHelpYou.html>
- LEO process for writing a summary: <http://leo.stcloudstate.edu/acadwrite/summary.html>
- Summary Street: <http://lsa.colorado.edu/summarystreet/>
 - Takes you to guidelines for writing a summary: <http://lsa.colorado.edu/summarystreet/help/text/guidelines.html>

HOW TO STUDY

- How to Study.com: <http://www.how-to-study.com/> - a study skills resource site.
- HowtoStudy.org: <http://www.howtostudy.org/> - from Chemetka Community College

MATHEMATICS

Algebra

- Algebasics – flash video required: <http://www.algebasics.com/>
- Math Video Project - from Billings Public Schools, Mt: <http://skyview.billings.k12.mt.us/departments/math/videos/index.php?c=Algebra>
- Pre-Algebra: <http://www.free-ed.net/free-ed/Math/PreAlg01/default.asp>
- Purplemath - your algebra resource: <http://www.purplemath.com> - Practical algebra lessons with lots of pictures and animations and worked-out examples.
- Understanding Algebra – an online Algebra text: <http://www.jamesbrennan.org/algebra/>
- Visual Fractions: <http://www.visualfractions.com/>
- Video Lectures for Algebra: <http://www.learner.org/resources/series66.html#>

General

- 9th Grade Math practice questions - recommended for CAAT Test: http://www.grc.nasa.gov/WWW/K-12/p_test/math_pro1.html
- All Elementary Mathematics: http://www.bymath.com/studyguide/ari/ari_topics.html
- Basic Math: <http://www.math.com/index.aspx>
- BC Math- Grade 10 - Principles of Math 10 curriculum test preparation: <http://www.bcmath.com/>
- Coolmath.com: <http://www.coolmath.com/>
- Math.com: <http://www.math.com/>
- Math Glossary - from Harcourt School Publishers. For grades K - 6. This is an animated math glossary. http://www.hbschool.com/glossary/math2/index_temp.html
- Math Resources - Tutorials, formulas, calculators, directories: <http://www.khake.com/page47.html>
- Math Video Project -- from Billings Public Schools, Mt.: <http://skyview.billings.k12.mt.us/departments/math/videos/>
- Mathematics Internet Library - all free - includes GED - <http://www.businessbookmall.com/Mathematics%20Internet%20Library.htm>
- Mathematical Resources on the Internet: <http://mathres.kevius.com/>

Geometry

- Geometry: <http://mathres.kevius.com/geometr.html>
- Geometry: <http://library.thinkquest.org/2647/geometry/geometry.htm>
- Geometry Tutorials, Problems and Interactive Applets: <http://www.analyzemath.com/geometry.html>
- Math Video Project - from Billings Public Schools, Mt: <http://skyview.billings.k12.mt.us/departments/math/videos/index.php?c=Geometry>

Statistics

- Statistics Internet Library: all free - <http://www.businessbookmall.com/Statistics%20Internet%20Library.htm>

Trigonometry

- Dave's Short Trig Course: <http://www.clarku.edu/~djoyce/trig>
- SOS Mathematics – Trigonometry: <http://www.sosmath.com/trig/trig.html>
- Trigonometry Tutorial – Physics Department – University of Guelph: www.physics.uoguelph.ca/tutorials/trig/trigonometry.html

SCIENCE

Biology

- The Biology Project – University of Arizona: <http://www.biology.arizona.edu/default.html>
- Biology Tutorials for Cell, Metabolism, and Genetics: <http://student.cbcrc.edu/~gkaiser/biotutorials/index.html>
- DNA from the Beginning – animated primer on DNA, genes and heredity: <http://www.dnafb.org/dnafb/>
- Human Anatomy Online: <http://www.innerbody.com/html/body.html>
- Interactive Biology: http://serendip.brynmawr.edu/sci_edu/biosites.html#1
- Virtual Dissections – Yahoo results: <http://dir.yahoo.com/Science/biology/anatomy/dissections>
- Virtual Frog Dissection Kit: <http://froggy.lbl.gov/virtual/>

Chemistry

- A video introduction to General Chemistry: http://www.free-ed.net/free-ed/Science/Chemistry/GenChem/GenChem01_VOD.asp
- Chemical Elements.com: <http://www.chemicalelements.com/>
- Chemistry Teaching Resources: <http://www.anachem.umu.se/eks/pointers.htm>
- Chemistry Help Page: <http://www.newi.ac.uk/buckleyc/welcome.htm>
- General Chemistry Online: <http://antoine.frostburg.edu/chem/senese/101/index.shtml>
- Periodicity - accesses a large number of periodic tables: http://www.mpcfaculty.net/ron_rinehart/periodic.htm

General

BC Science: <http://www.bcscience.com>

- Grade 8 Science- see Resource units on left side of page: <http://www.bcscience.com/bc8/>
- Grade 9 Science – see Resource units on left side of page: <http://www.bcscience.com/bc9/>
- Grade 10 Science – see Resource units on left side of page: <http://www.bcscience.com/bc10/>

Edquest – Middle School Science Resources: <http://www.edquest.ca/>

- Grade 7 Science Resource Center: <http://www.edquest.ca/content/view/202/>

- Grade 7 Science Practice tests: <http://www.edquest.ca/content/view/197/> and
- Grade 8 Science Resource Center: <http://www.edquest.ca/content/view/203/>
- Grade 8 Science Practice tests: <http://www.edquest.ca/content/view/198/> and <http://www.edquest.ca/content/view/139/>
- Grade 9 Student Resource Center: <http://www.edquest.ca/content/view/204/>
- Grade 9 Science Practice tests: <http://www.edquest.ca/content/view/199/>

Physics

- High School Physics - The Physics Classroom: <http://qbs.glenbrook.k12.il.us/Academics/gbssci/phys/Class/BBoard.html>
- Learn Physics Today: <http://library.thinkquest.org/10796/>
- Physics Tutorial – Guelph University: <http://www.physics.uoguelph.ca/tutorials/tutorials.html>
- Science Education Supersite - free registration required: <http://www.free-ed.net/free-ed/Science/default.asp>

MULTIDISCIPLINARY

- BC Ministry of Education: <http://www.gov.bc.ca/bced/>
 - Past Provincial Exams and Keys - Grades 10 – 11 – 12: <http://www.bced.gov.bc.ca/exams/search/>
- Cornell University's Science & Arts Gateway for Education (SAGE) for K-12: <http://www.cac.cornell.edu/Education/SAGE.aspx>
- GED and College Prep – Free Course: <http://www.free-ed.net/free-ed/GED/default.asp>
- GED Practice Test: <http://steckvaughnadult.hmco.com/en/gedtestmenu.htm>
- The Learning Site - from Harcourt Brace Publishers: <http://www.hbschool.com/index.html>
- ScienceResearch.com – web portal: <http://www.scienceresearch.com/scienceresearch/>
- Visual Dictionary Online: <http://visual.merriam-webster.com/>
- Vocational Online Resources: <http://www.khake.com/page67.html>

NLC ENTRANCE EXAMS

HOW TO PREPARE FOR NLC ENTRANCE EXAMS

It is recommended that you study & review the subject material before taking your exam(s). Consider reviewing high school and college preparatory textbooks, workbooks, study guides, and the GED practice test books. The [online resources](#), above, may be useful for your test preparation. Ask a Librarian at your public library or in an academic library near you for assistance in finding these materials.

Adult Basic Education (ABE)

- **English:** Essay analysis, essay writing, common grammatical problems
- **Mathematics:** division [=], multiplication [×], subtraction [-], and addition [+], basic algebra, whole numbers, fractions, decimals, percentages. Calculator required for basic algebra only.

Canadian Adult Achievement Test (CAAT)

- The sample CAAT tests below are simply practice tests that are similar to an actual CAAT test to help you prepare for the actual test.
- **English:** reading comprehension, spelling, vocabulary, and grammar
- **Mathematics:** division [=], multiplication [×], subtraction [-], and addition [+], whole numbers, fractions, decimals, percentages, problem solving. No calculator allowed
- **Science:** basic concepts of physical and biological sciences – *Check with test administrator*, as this section is not required for all persons writing the test.
- **Mechanical Reasoning:** pictorially presented mechanical situations given with simply worded questions. – *Check with test administrator*, as this section is not required for all persons writing the test.
- **Sample CAAT Test - English, Math & Science** - Trade Entrance Exam Study Guide - Alberta Advanced Education - Apprenticeship and Industry Training: http://www.tradesecrets.gov.ab.ca/pdf/077_Entrance_Study_Guide.pdf.
- **Sample CAAT Test - English & Math** – Conestoga College: <http://www.conestogac.on.ca/caa/sampletest.pdf>
The level of math will depend on program applied for. If unsure, check with test administrator
General CAAT Math: questions: #1 - 20, 25 - 28, 33 - 40, 53 - 56, and 61 - 72
Specific Trades Math questions: # 21 - 24, 41 - 44, 57 - 60, 73 - 76, and 85 - 100
Questions NOT in CAAT, ignore these: # 29 - 32, 45 - 52, and 77 - 84
- **Sample CAAT Test Questions - English** - Camrose Police Service, AB: <http://www.camrosepoliceservice.ca/UserFiles/File/CAAT%20Test%20Brochure%20v1.pdf>

- **Sample CAAT Test Questions – Mechanical Reasoning:**

- 1) BCIT: http://www.bcit.ca/files/pdf/admission/tlc_sampletest_mechreasoning.pdf
- 2) BCIT: http://www.bcit.ca/files/tlc/pdf/tlc_sampletest_mechreasoning.pdf
- 3) Psychometric Success: <http://www.psychometric-success.com/practice-papers/Psychometric%20Success%20Mechanical%20Reasoning%20-%20Practice%20Test%201.pdf>

Trades Math Entrance exam

- 1/3 mathematics, 1/3 algebra, 1/3 geometry. *See CAAT above.*

Writing Assessment (assesses readiness for university level writing skills)

- Part One: write a summary for a written passage
- Part Two: write an essay