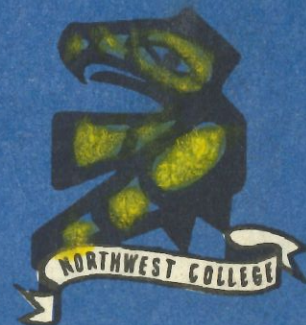


# 1988 FALL PROGRAMS



*"Your Community College"*

COME IN - 5331 McConnell Avenue

OR, GIVE US A CALL 635-6511

FOR REGISTRATION/ INFORMATION



## Table of Contents

Courses and programs are listed under the following general headings.  
We hope you find a course or program you would like to take!

Registration	1 - 2
Student Support Services	3 - 4
Academic Program	5 - 10
Adult Basic Education Programs	11 - 12
Business Education Programs	13 - 16
Community Support Worker	17
Early Childhood Education	18
Health Continuing Education	19 - 21
Human Service Worker Program	22
Special Interest Courses	23 - 26
Trades Training and Industry Services	27 - 36

Editor: Betty Kofoed, Information Officer  
Production/Design: Carol Olson, Information Assistant  
Printers: Northern Sentinel Press



**IT'S NEVER TOO LATE TO LEARN !**





## Registration Information

Registrations will be accepted at Northwest Community College for all courses listed in this Brochure on a **FIRST COME BASIS**.

### HOW TO REGISTER!

**YOU CAN REGISTER IN PERSON** at Northwest Community College, Student Services, (Administration Building - Level 1). Before making a trip to register, you should call 635-6511 to ensure that there is a place for you in the course(s) you want. **PAYMENT for courses, textbooks or other materials may be made with CASH, CHEQUE, VISA OR MASTERCARD.**

**STUDENT SERVICE HOURS:** Monday to Thursday, 8:00 a.m. - 6:00 p.m.  
(7:00 p.m. September & January)  
Friday, 8:00 a.m. - 5:00 p.m.

**YOU CAN SAVE YOURSELF A TRIP BY USING YOUR**  **OR**  **TO REGISTER.** CALL 635-6511 between 8:00 a.m. to 6:00 p.m., Monday through Thursday, and Friday from 8:00 a.m. to 5:00 p.m. Give your MASTERCARD or VISA card number and the expiry date of your card. You will be asked to supply the same information as is contained on the course outline, so please have it ready.

### REGISTER EARLY!

Early registration is recommended as extremely popular programs/courses fill immediately. Many non-credit course class sizes are limited so again it is important to *pre-register* with your *pre-payment*.

### DON'T BE DISAPPOINTED!

Lack of minimum enrollment one week before a course is scheduled to start can result in cancellation of that course.

### Late Registration and Refund Policy

#### General Conditions:

1. Full refunds will be made only if a course is cancelled by the College or if a student withdraws from a course for medical or bereavement reasons prior to the course start date.
2. Refunds requested prior to the course start date will be assessed an administration charge of \$10.
3. There will be no refunds for courses with tuition fees of \$10 or less except for those conditions in General Statement #1.

#### Part-time Courses: (Includes all Part-time RES Courses and all Part-time Vocational Courses)

1. Withdrawal before the second class of a course - 100% of tuition fees less a \$10 administration charge.
2. Withdrawal after the second class of a course - NO REFUND
3. Special registration and refund policies apply to courses labelled as "Designated Courses". NO REFUNDS will be made after the pre-registration date unless the space can be sold to another student, in which case the withdrawing student will be refunded 100% of the tuition fee less a \$10 administration charge.

#### Academic: (University Transfer): (Part and Full-time)

1. A \$10 "late registration" charge will be assessed to any student registering after the second class or after the second week in standard semester courses.
2. Withdrawal after second class - 80% of tuition fee less a \$10 administration charge.
3. Withdrawal after third class or fourth class - 50% of tuition fee less a \$10 administration charge.
4. Withdrawal after fifth class - NO REFUND.

#### Vocational: (Full-time)

1. A \$10 "late registration" charge will be assessed to any student registering after the first day of classes in a full-time vocational program.
2. Vocational full-time fees are assessed on a calendar month basis, prorated as necessary in the first and last months.
3. Refunds on withdrawal before completion will be 100% of the unused tuition (part months prorated as above) less a \$10 administration charge. There will be no administration charge on refunds for students who have completed their program earlier than anticipated when fee payment was made.

**Tuition Fees**

The following is a general overview of the fees and charges for N.W.C.C. courses, effective September 1, 1988.

*Business & Industry, Health and other Contract Courses will have other fees than the following and will be advertised individually.*

<b>ACADEMIC &amp; CAREER - All courses</b> (University Transfer & Business Administration E.C.E., H.S.W. & Nursing)	\$24 per credit hour per semester. MAXIMUM \$360 per semester
<b>TRADES &amp; ABE - Full-time</b>	\$72.00 per month, payable on semester basis in advance.
<b>- Part-time</b>	Inquire at College
<b>OTHER FEES</b> Student Association Fee (Full-Time) Transcript Registration Fee Activity Fee (Full-time Students) Coverall Rental (some programs)	\$ 1.00/month \$ 1.00 each \$ 10.00 \$ 25.00/semester \$ 10.00/month
<b>DEPOSITS (Refundable)</b> Residence Deposit Trades Book & Tool Deposit Adult Basic Education & Business Careers Program Book Deposit Acceptance Down Payment	\$ 50.00 \$ 50.00 \$ 25.00 \$100.00

**Tuition Reduction: (For Seniors & Disabled)**

Senior Citizens (age 65 or over) and registered disabled persons are eligible for tuition-free enrolment in many Northwest Community College courses on a stand-by basis, provided that space is still available within 7 days of the commencement of the course. This exemption will not apply to Security or Tool Deposits or to any charges for materials, books and supplies that are levied against other students in the course. Further information on this exemption can be obtained from the Registrar's Office or the Regional Centre nearest you.

**Sponsored Students:**

Students whose fees will be paid by sponsoring agencies are required to present a letter to this effect from the agency concerned at the time of registration.

**Income Tax:**

Tuition receipts totalling over \$100 are income tax deductible. Please keep your receipt. ?

**Holidays:**

Classes are not normally held on Statutory Holidays.

**SUGGESTIONS FOR PROGRAMS!**

This is your Education Program and YOUR IDEAS can be part of it.  
Let us know your interests by contacting Student Support Services.



**Student Support Services**

**Bookstore**

The bookstore is located on the ground floor of the Cafeteria building adjacent to the student Residence Offices, the student lounge and the dormitories. The Bookstore sells textbooks and course materials for various College courses and programs, general interest books and magazines, stationery and school supplies, and some novelty items. The Bookstore operates as a mail drop-off point and stamps are available. The College Bookstore will assist companies in acquiring texts for apprentices and in-house training programs.

**Bookstore Hours**

Monday - Friday  
8:30 a.m. - 10:00 a.m.  
10:30 a.m. - 1:00 p.m.  
2:00 p.m. - 3:30 p.m.

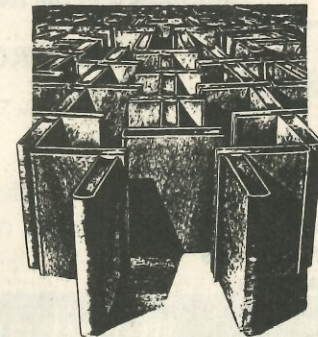


Should the Bookstore be closed during the times listed above, contact the Switchboard (General Office) in the Administration Building for assistance.

**Career Resource and Counselling Services** Francis Sabine - Counsellor

*Do you have questions about:*

- making a career decision?
- career exploration?
- matching courses & programs for your career choice?
- University degree requirements?
- College and University information Canada-wide?
- College rules and regulations?



**Career Resource Centre Hours**

Monday to Friday 8:00 - 4:30 p.m.

Evening appointments can be arranged,  
Call 635-6511, Local 262 or 296.

Phone or drop in for an appointment.

**MAPPING OUT YOUR FUTURE!**

Talk to your Counsellor.  
You'll be glad you did.

Students can come in for personal counselling or receive help in dealing with such student concerns as financial aid, study skills, exam preparation, or anything which may affect student life at the College.

The Career Resource Centre has an up-to-date selection of College and University calendars from across Canada. There is also a wealth of information on all types of careers. Counselling can help when you are faced with decisions that affect your life as a student.

As part of its 'open door' policy, the College endeavours to make all of its programs available to persons who may have physical disabilities. Prospective students who are disabled are urged to contact the Career Resource Centre of the College prior to enrolment. The various services, which assist them to participate in the mainstream of programs and activities include counselling, development of compensatory strategies or accommodations, arranging to obtain special equipment, readers, recorded or braille material, notetakers, interpreters for the deaf, campus orientations, and special parking permits.

**Financial Aid - Bev Kealty, Financial Aid Officer**

Does the **COST** of EDUCATION put a **STOP** to your plans?



Financial aid for education takes many forms. There are loans, scholarships and bursaries.



You may borrow money, interest free, through the **Canada Student Loan** or **B.C. Loan** programs.

The College provides over **\$16,000 each year** in **non-repayable Bursaries**.

The College has an **Entrance Scholarship** program which may pay up to full tuition for **THIS year's Secondary School Graduates IN OUR REGION**.

**Financial Aid Hours - Monday to Friday 8:30 a.m. - 4:30 p.m.**

*Do not hesitate to apply. You won't receive help unless you do!  
Don't let the cost of education stand in the way of your future!*

**Learning Resource Centre - (Library/Media Services)**

Located in the lower level of the Administration Building

The LRC offers a range of services.

**1. Collections**

- |                   |                               |
|-------------------|-------------------------------|
| Books             | Archives                      |
| Magazines         | Oral Histories                |
| Newspapers        | Local Newspapers on microfilm |
| Computer Software | Maps                          |
| Videos            | Aerial Photos                 |
| Music Cassettes   | Gov't Documents               |
| 16 mm Films       | Slides & Filmstrips           |

**2. Facility**

- Student study carrels and group study area
- Restful lounge area
- Audio and video playback equipment
- Convenience typewriter and photocopier
- Photography darkroom

**3. Services**

- Library orientation and instruction sessions
- Audio visual workshop
- Reference and research assistance

**HANG OUT AT THE LIBRARY!**



**L.R.C. Hours from SEPTEMBER through MAY are:**

Monday - Thursday	8:00 a.m. - 9:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
<b>SATURDAY</b>	<b>CLOSED</b>
Sunday	1:00 p.m. - 9:00 p.m. (CLOSED 4:00-5:00 p.m. supper hour)

(SUMMER HOURS are posted June through August)

*The LRC is open to all residents of the College region.  
There is no charge for joining, or for overdue materials.*



**Academic Programs**

**Start University Here!**

*Save money by taking first or second year university courses here!*

**General Program Information**

The Academic Division offers a varied selection of first and second year university transfer courses in the humanities, social sciences and physical sciences. You can select a combination of pre-requisite and elective courses to complete your first or second year of studies towards a college diploma or university degree.



**Part Time and Evening Program**

Northwest Community College

welcomes part-time learners.

To work around their job or family commitments, many individuals register for only one or two courses. Other people choose to take a specific course that is of special interest to them or which might be of particular benefit in their employment. Call us, we would be pleased to help you select a package of courses that meet your special needs.

**Admission**

The College has an 'open' admission policy. Mature students may be admitted without submission of their high school transcript. However, recent graduates are expected to submit their transcript.

**Registration Information**

Registration for ALL ACADEMIC COURSES IN TERRACE will take place

~~September 1st & 2nd, 1988.~~

JAN 3 / 89

REGISTER IN PERSON AT THE COLLEGE CAMPUS NEAREST YOU.

JAN. 9 / 89

Classes start September 6th, 1988.

Last day for late registration and changing of classes is ~~Friday, September 16th~~ for ALL Academic students.

FRI. JAN. 20

The fee for all courses is \$24.00 per credit hour (\$72 for a 3 credit course) to a maximum of \$360.00 per semester for five or more courses.

Most courses consist of three credit hours.

*For further information consult the College Calendar, or, contact the Programs Department in Terrace 635-6511.*

## University Transfer Course Descriptions

### Humanities

#### English 101-3:

##### Literature and Composition I

Reading and discussion of modern fiction and poetry. Writing based on text Open to Language, an examination of the process of writing, structure and stylistic variations based on current linguistic theory. (3, 0, 0)

##### Section I

Monday & Wednesday 10:30 a.m. - noon

J. Patterson

##### Section II

Tuesday 9:00 a.m. - noon

J. Patterson

##### Section III

Thursday 1:00 - 4:00 p.m.

J. Patterson

#### English 109-3:

##### Creative Writing I

Reading and criticism of student writing. Lyric poetry, short fiction, myths, autobiography, local history and journalism. (3, 0, 0)

Tuesday 7:00 - 10:00 p.m.

G. Stanley

#### English 151-3:

##### Business and Technical Writing

Methods and forms of technical writing, including letters, resumes, short reports. Lectures and exercises in grammar, vocabulary and style. Students will also read and discuss some modern literature. (3, 0, 0)

Monday 1:00 - 4:00 p.m.

G. Stanley

#### French 101-3:

##### Introductory French I

This is a beginning French course which gives the opportunity to communicate immediately, using materials from the innovative and amusing French in Action series: videotapes, audio tapes, workbooks, and text. Supplementary reading materials ensure equal emphasis on the four language skills: understanding, speaking, reading and writing. Lab work includes work in a language lab and one immersion weekend. (3,1.5,0)

Monday & Wednesday 7:00 - 9:00 p.m.

J. Patterson

LAB: French 101-3: Date & Time T.B.A.

#### French 110-3:

##### Advanced French I

This is a course conducted in French for U.T. students and members of the community who have had French 12 or French 101/102 and wish to read complete works of literature in French. There is also a complete review of grammar. In language laboratory sessions, The Champs Elysees series of tapes provides very challenging and entertaining programs on current French culture and are helpful for improved fluency and intonation. (3, 0, 0)

Prerequisite: French 11/12 or French 102, or permission of the instructor.

Monday & Wednesday 9:00 - 10:30 a.m.

J. Patterson

### Social Science

#### Anthropology 101-3:

##### Introduction to Physical Anthropology

A general introduction to archaeology, human biological and cultural history. Students will examine the concepts of evolution, genetics, animal behaviour and race in an attempt to understand what makes us human. (3, 0, 0)

Tuesday 7:00 - 10:00 p.m.

S. Mark

#### Economics 202-3:

##### Economics and Current Economic Issues (I)

##### Principles of Macroeconomics:

##### How the System Works

An analysis of economic theories, activities, institutions and policies in the world today. Topics will include: Production and market mechanisms, economic growth, international commodity and capital flows, debts, government policies (budget, taxes, intervention). To be followed in the winter semester by Economics 201. (3,0,0)

No Prerequisite: This course may be taken for university transfer credit or for interest.

Monday 1:00 - 4:00 p.m.

P. Weber

#### History 105-3:

##### Canada to the Late 19th Century

This course will trace major developments in Native, French- and English-Canadian society and will attempt to reconstruct basic life experiences and to analyse colonial power policies. (3, 0, 0)

No Prerequisite: This course may be taken for university transfer credit or for interest. To be followed in the winter semester by History 106: Canada in the 20th Century.

Thursday 7:00 - 10:00 p.m.

P. Weber

### CHARGECARD REGISTRATION

Pay your Tuition Fees



with either

VISA



or

MASTERCARD

Call 635-6511 and ask for

Student Services

#### Political Science 101-3:

##### Canadian Politics I:

**Structures and Challenges in the 1970's and 1980's**  
This course will deal with an analysis of state and society and with government and party policies on various levels and in various regions. Emphasis will be on current social and economic policies. (3, 0, 0)  
No Prerequisite: This course may be taken for university transfer credit or for general interest. To be followed in the winter semester by Political Science 203.

Wednesday 7:00 - 10:00 p.m.

P. Weber

#### Psychology 101-3:

##### Introductory Psychology I

In the introductory psychology courses, Psychology 101 and 102 you will discover some of the reasons why we think, feel and act as we do. The classes consist of lectures, structured experience, discussions and films, as well as other audio-visual presentations. The topics for this course include: a perspective of psychology, life-span psychological development, the biology of behaviour, perception, altered states of consciousness, conditioning and learning, and memory. This course should be followed by Psychology 102. (3, 0, 0)

##### Section I

Tuesday 1:00 - 4:00 p.m.

A. Klingner

##### Section II

Thursday 9:00 - noon

A. Klingner

#### Psychology 201-3:

##### Developmental Psychology I

The developmental psychology course, Psychology 201 and 202, offers an exploration of human development through the life-span, from conception to death. Following an introduction to the prevalent views of developmental psychologists and the way they attempt to answer relevant questions, the course proceeds to examine the physical, cognitive and psychosocial aspects of development in infancy and play years. This course should be followed by Psychology 202. (3, 0, 0)

Prerequisite: Psychology 101 and 102 or permission of the instructor.

Thursday 5:30 - 8:30 p.m.

A. Klingner

#### Sociology 101-3:

##### Introductory Sociology I

Through a variety of sociological perspectives we will examine how different groups view the structure of society. Through brief lectures, audio visual presentation and small group discussions we will explore major topics in the discipline of sociology: culture, socialization, gender roles, aging, and crime and deviance. (3, 0, 0)

Monday 1:00 - 4:00 p.m.

S. Mark

WED.

#### Sociology 205-3:

##### Sociology of the Family I

The family and related social institutions. Topics include the origin and history of the family, marriage and children in Western society. (3, 0, 0)

Thursday 1:00 - 4:00 p.m.

S. Mark

#### Sociology 207-3:

##### Sociology of Labour:

##### Work, Workers, and Trade Unions in our Society

This course will analyse social, economic and political implications of the labour process - how workers cope with them and how unions, business and government respond to them. (3, 0, 0)

No Prerequisite: This course may be taken for university transfer credit. It should be of particular interest to workers and trade unionists.

##### KITIMAT CAMPUS

Tuesday 7:00 - 10:00 p.m.

P. Weber

### Science

#### Biology 101-3:

##### Introductory Biology I

A basic introductory course in general biology. The course covers introductory biochemistry, the origin of life, cell biology, DNA and RNA, plant anatomy, physiology and development, and human and animal physiology, anatomy, embryology and histology. Laboratories will include microscopy and animal and plant anatomy and physiology. Experimental techniques and observation skills will be emphasized. This is a one-semester course with emphasis on discussion of background reading material. (3, 3, 0)

Monday & Wednesday 2:00 - 3:30 p.m.

A. Gottesfeld

##### Biology 101-3: LAB I

Tuesday 9:00 a.m. - noon

A. Gottesfeld

##### Biology 101-3: LAB II

Tuesday 1:00 - 4:00 p.m.

A. Gottesfeld

**Biology 121-3:****Introduction to B.C. Natural History**

An overview of the study, description, and classification of the animals, plants and minerals of British Columbia. (3,0,0)

No Prerequisites (Transfer Credit to be arranged.)

Wednesday 7:00 - 10:00 p.m.

A. Gottesfeld

**Chemistry 101-3:****Introductory Chemistry I**

This is a basic first year course in chemistry which will enable students to pursue further courses in all areas of Science and Engineering. Topics will include: A review of some basic principles, including quantum mechanics and electronic configurations, the periodicity of chemical and physical properties, chemical bonding, thermochemistry, properties of gases, and chemical equilibrium in both gases and solutions. (3, 3, 0)

Prerequisite: Chemistry 11, and Math 11 or Math 111/112

Monday, Wednesday & Friday 10:00 - 11:00 a.m.

E. Turner

**Chemistry 101-3: LAB**

Thursday 9:00 a.m. - noon

E. Turner

**Computer Science 111-3:****An Introduction to Computers**

Computing technology has the potential to significantly enhance the performance of many tasks. This course will introduce persons to the technology, develop skills in the use of computers as a personal, professional and business problem solving tool and explore some of the major changes resulting from the common use of computers. Computers are available for student use during weekly lab sessions most evenings and on the weekends. (3, 3, 0)

Monday, Wednesday & Friday 11:00 a.m. - noon

J. Stone

**Computer Science 111-3: LAB**

Tuesday 9:00 a.m. - noon

J. Stone

**Geology 157-3:****Introduction to Northwest Geology**

Introduction to the earth science with particular emphasis on the geology of the Northwest. Topics to be studied will include the history and structure of the earth, rocks and minerals, ore deposits and economic minerals, fossils, volcanic geology, geology of the Northwest, glacial geology and origin of local landforms. Anticipated field trips may include some of the following: trips to the Tseax lava flow, a local glacier, one or more mineralized areas, and a historical geology/regional structure trip. (3, 2, 0)

Thursday 7:00 - 10:00 p.m.

A. Gottesfeld

**Geology 157-3: LAB**

Date & Time: T.B.A.

A. Gottesfeld

**Math. 101-4 1/2:****Calculus I**

Understanding the present and predicting the future are always easier if things can be described quantitatively. The only certainty over time is that things will change. Calculus provides the mathematical tools necessary to describe and analyze change. Math 101 introduces the major tools of calculus and their use. The course is intended for persons interested in, or pursuing further studies in science, engineering and commerce. Applications to each of these areas will be presented.

Prerequisite: A minimum grade of "C" in Algebra 12 or its equivalent.

Monday, Wednesday & Friday 8:30 - 10:00 a.m.

J. Stone

**Math. 130-3:****Finite Mathematics**

Mathematics provides the tools and techniques to solve problems. Many problems in the managerial, social and life sciences can be significantly simplified by the use of mathematics. Math 130 will introduce some major mathematical tools appropriate for the solution of a wide range of problems. The course is not theoretical - it is the applications of mathematics which are emphasized. The only mathematical skill necessary for this course is a basic facility with equations. (3,0,0)

Prerequisite: Algebra 11 or its equivalent.

Thursday 7:00 - 10:00 p.m.

J. Stone

**Physics 101-3:****Motion, Energy and Temperature**

An analysis of motion, its causes and consequences. High-speed motion and Einstein's Special Theory of Relativity. Fundamental properties of fluids, gases, wave motion, & sound. (3, 3, 1)

Prerequisite: Physics 11 and Algebra 12 or equivalent.

Note: Students with Physics 12 will not normally receive credit for Physics 101.

Monday, Tuesday & Wednesday 1:00 - 2:00 p.m.

E. Turner

**Physics 101-3: LAB**

Friday 1:00 - 4:00 p.m.

E. Turner

**Physics 121-3:****Physics I (Calculus)**

A calculus based general survey course for students intending to continue in the physical sciences or engineering covering: kinematics, dynamics, SHM, wave motion, fluids & sound. (3,3,1)

Prerequisite: Physics 12

Corequisite: Math 101

Monday, Tuesday & Wednesday 3:30 - 4:30 p.m.

E. Turner

**Physics 121-3: LAB**

Friday 1:00 - 4:00 p.m.

E. Turner

*If you require further information on these courses please refer to the Northwest Community College Calendar, or call the Academic Department, Terrace Campus, 635-6511 (Local 240)*



**OF INTEREST TO RECENT SECONDARY SCHOOL GRADUATES  
FROM WITHIN THE COLLEGE REGION**

**!!!! N.W.C.C. ENTRANCE SCHOLARSHIP !!!!**

If you are a recent secondary school graduate from within the College region with high academic standing, you could qualify for a tuition reduction in the form of an **ENTRANCE SCHOLARSHIP.** Tuition may be reduced by 50-100% depending on your grade point average.

This SCHOLARSHIP can be applied to ANY full-time program.

*Check today with our Financial Aid Officer to see if you qualify!*

*The cost of studying at University is more than twice the cost of studying at Northwest Community College!*

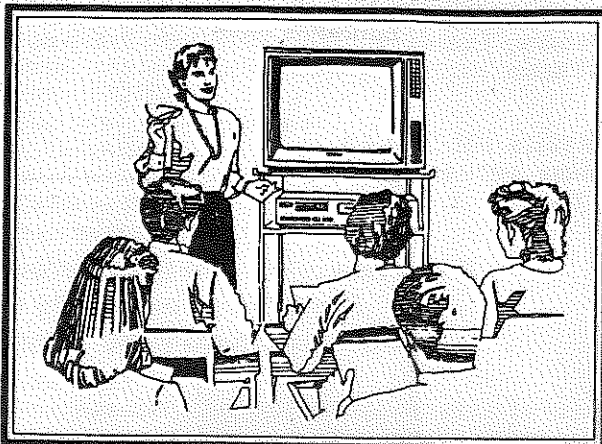


## N.W.C.C. OFFERS UNIVERSITY TRANSFER COURSES

by

### "AUDIO TELECONFERENCING"

*Audio Teleconferencing* links students in Hazelton, Houston, Kitimat, Prince Rupert, Smithers and Terrace with their instructor. Everyone can hear and speak to each other in the 'bridging' of microphones and loudspeaker units. Classes include lectures, audio-visual presentations and interactive seminars. Opportunities will be available weekly for individual discussions by telephone between student and instructor.



The following courses start the week of **SEPTEMBER 6th, 1988** and run for fifteen weeks. Tuition is \$24.00 per credit hour. Continuing courses in each subject will begin in January 1989.

#### **Biology 110: 3 credits**

A first year university transfer course in Biological Sciences, this course teaches basic concepts in Biology and laboratory techniques. First semester emphasizes the origins of life, biochemical pathways, and structure and function in multicellular organisms. Laboratories are held in Terrace for a maximum of three weekends per semester. As this is an audio teleconferencing course, innovative instructional techniques and methods are utilized to make this an exciting way to learn Biology. (3, 3, 0)

Monday, 7:00 - 10:00 p.m. - PLUS LABS  
Dr. Norma Kerby

#### **English 100: 3 credits** Literature and Composition I

Reading and discussion of modern fiction, non-fiction and poetry. Written assignments will be based on personal experience, subjects of general interest and responses to the literature read. The instructor will give help where needed on grammar, punctuation, etc. (3,0,0)

Wednesday, 8:30 - 10:00 p.m.  
plus tutorial time T.B.A.  
Instructor: T.B.A.

#### **French 101: 3 credits**

##### Introductory French I

This is a beginning French course which gives the opportunity to communicate immediately, using materials from the innovative and amusing French in Action series: videotapes, audio tapes, workbooks, and text. Supplementary reading materials ensure equal emphasis on the four language skills: understanding, speaking, reading and writing. Lab work includes work in a language lab and one immersion weekend. (3, 1.5, 0)

Saturday, 10:00 - 11:30 a.m. - PLUS LABS  
Instructor: T.B.A.

#### **Psychology 101: 3 credits**

##### Introductory Psychology I

A first year course which investigates major findings in the areas of lifespan development, the nervous system, perception, learning and memory.

Tuesday, 6:30 - 8:00 p.m., plus tutorial time T.B.A.  
Andre Klingner

#### **Sociology 205: 3 credits**

##### Sociology of the Family I

This course focuses on the family and related social institutions. Topics include the origin and history of the family, marriage and children in Western society.

Thursday, 7:00 - 10:00 p.m.  
Shannon Mark

A course in **STATISTICS** is being developed and will be available in January/89

**IT'S NEVER TOO  
LATE TO LEARN!**

Call 635-6511 for  
registration information!



## Adult Basic Education

'YOU NEVER STOP LEARNING'

*Improve your basic skills or start right from the beginning!*

### General Information

The Adult Basic Education program gives all adults in the College region a chance to upgrade their skills and knowledge of English, Mathematics and the Sciences. Courses are in basic Reading and Mathematics through to the provincial level. Students may enter this program at any time during the year as space permits. Instruction is individualized and self-paced. A Math and English assessment will be done at the start to determine your individual placement. The time required to complete the course depends on your initial placement and your own pace through the material. You may attend on a full-time or part-time basis, taking as few or as many courses as practical for your needs. An evening program is provided for those unable to attend days. Completion will enhance employment opportunities, prepare you for further Trades/ Career/ Technical programs, or University level programs. The length of the program varies to suit individual needs.

### Requirements for Admission

#### Applicants must:

1. Have been away from the public school system for at least one year.
2. Be capable of concentrated, independent study.
3. Be over 18 years of age. (admission to persons under 18 years is subject to additional criteria, see the College Calendar for further details).
4. Have a career or educational goal.

### How to Apply

Prospective students may obtain application forms from the Student Services Office at the Terrace Campus or from one of the local College offices.

**Tuition:** \$72.00/month

**Other Fees:** See Registration Information (P.2)

**Date:** Continuous intake.

**Time:** (Day class) Mon - Fri. 8:00 a.m. - 3:00 p.m. - Administration Building (Level 2)  
(Evening class) Mon. - Thurs. 3:00 - 10:00 p.m. + Fri. 9:00 a.m. - 4:00 p.m. - Rm. 202

**Financial Aid and Sponsorship for A.B.E. Students**  
Students who anticipate financial difficulties are urged to contact the Financial Aid Officer at 635-6511, Local 207 for information and advice well in advance of registration.

### TUTORIAL SERVICE

*We are pleased to announce the continuance of this service offered through our Adult Basic Education Department.*

In response to a number of requests from parents who were having difficulty in finding tutorial help, the College, in co-operation with School District #88 and the Terrace High Schools, will again offer this service Monday to Thursday from 3:00 p.m. - 10:00 p.m. Students registered in Grade 10, 11, or 12 in any of the Terrace High Schools may attend this program for up to 15 hours per week.

They would get the help they need in particular subject areas, or just use the service as a structured work environment for study and/or homework. This program is also available to those doing high school level correspondence courses and wish some extra help.

Cost is \$36.00 per month and a student could attend up to 60 hours per month.

Further information can be obtained from School Counsellors or from the ABE Department at Northwest Community College.

English Language Training

PLEASE REGISTER IN ADVANCE AT NORTHWEST COLLEGE

**ADULT ENGLISH CLASSES** 成人英語班  
 ΑΓΓΛΙΚΑ ΜΑΘΗΜΑΤΑ AIKUISTEN ENGLANNIN LUOKKA  
 CLASAS PARA ADULTOS दंडितः दसः महारित्री दीगिां न्माउं  
**COURS D'ANGLAIS POUR ADULTES**

English -- Beginner/Intermediate/Advanced

Any student who wishes to learn English in the evening should attend this multi-level class.

Instructor: Iverna Stradeski  
 Date: ~~September 20 - December 15~~ JAN 10 - MAR 28  
 Tues. & Thurs. 7:30 - 9:30 p.m.  
 Location: Cassie Hall School  
 Fee: \$20.00

An Important Notice for Adults Without Grade 12!

GENERAL EDUCATIONAL DEVELOPMENT TESTS (G.E.D.)

This is a program for adults who did not complete secondary school and wish to prepare and write the Ministry of Education's G.E.D. exams. Adults will study for five tests: English Literature, English Grammar, Science, Social Studies, and Mathematics. There are classes offered which will help you prepare for the tests. WRITING SKILLS SOCIAL STUDIES, SCIENCE, LIT. & THE ARTS, MATHEMATICS

The exams are administered by the College for the Ministry of Education. Application forms are available at the College office.

Basic requirements are that you must be at least 19 years of age, out of high school for at least one full academic year, and satisfy residency standards.

DATES for the G.E.D. examinations will be: JAN 20/21 and MAR 17/18  
 October 21/22, 1988 and December 9/10, 1988.

These EXAMS take place at: Northwest Community College, Terrace Campus.

You May Also Enroll in Our

G.E.D. PREPARATION CLASSES

Instructors: Eila George and Teresa VanAdrichem LAURENT  
 Date: Sept. 13 - Dec. 8 JAN 10 - MAR 14  
 Time: Tues. 7:30 - 10:00 p.m.  
 Location: Caledonia School  
 Fee: \$10.00 Rm. 102

Adult Special Education

These programs are being offered to adults with special educational needs to acquire basic knowledge leading to fuller participation in the community. These courses are designed for adults with mental handicaps and would also be of benefit to others who may require additional educational support.

FULL-TIME PROGRAMS

Job Preparation/Work Orientation

Dates: September 19 - December 23  
 Times: Mon. - Fri. 8:00 a.m. - 3:00 p.m.  
 Fee: \$72.00 per month

Up-Grading/Functional Literacy

Dates: September 19 - December 23  
 Times: Mon./Wed./Fri. 1:00 - 3:00 p.m.  
 Fee: \$36.00 per month

SPECIAL INTEREST COURSES

(Pre-registration required)  
 Dates for these will be available after September 15th.

- a) Assertiveness - 16 hours
  - b) Learning to Use a Computer - 16 hours
  - c) Income Tax Forms - 4 hours
  - d) Getting Your Learner's Permit - 16 hours
- Times: Tues./Thurs. 1:00 - 3:00 p.m.  
 Fee: \$36.00 per course

Call Elizabeth Snyder 635-6511, Local 307 for further information regarding any of the above Adult Special Education



Business Education Programs

FULL-TIME CAREER PROGRAMS

The following programs commence September 6, 1988 with continuous intake:

- Accounting
- Administrative Secretary
- Clerk-Typist
- Clerk Bookkeeper
- General Secretary & First Aid
- Industrial Records
- Legal Steno
- Medical Steno
- Word Processing
- Word Processing (Advanced)

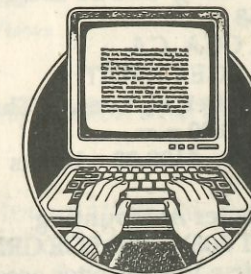
The above programs vary in length from 4 - 12 months.

TWO YEAR DIPLOMA PROGRAMS

are offered in

Office Management  
 General Business  
 and  
 Business Administration

with start dates of September 6, 1988



For information on any of these programs, contact your local College Centre, or call Terrace 635-6511.

PART-TIME CAREER ADVANCEMENT and UP-GRADING COURSES

Advanced Typewriting #10364

More complex routine typewriting functions are studied in this course. Students will begin the Northwest College assignment requirements for TYPG 101. Completion carries credit toward a College Certificate. A transcript will also be issued to successful students. Prerequisites: Basic keyboarding or experience to be assessed by the instructor.  
 September 20, Tues. & Thurs. 7:00-9:00 p.m., Rm. 111, \$72.00 + books, 40 hrs.

Basic Keyboarding #10365

This is a course for persons who have never used a typewriter before. Students will be taught the keyboard and begin learning the many specialized applications of typewriting. Also recommended as a pre-computer course.  
 September 20, Tues. & Thurs. 7:00 - 9:00 p.m., Rm. 106, \$72.00 + books, 40 hrs.

Bookkeeping (ACCT 101) #10366 COLLEGE CREDIT

This is an introductory course in the fundamentals of bookkeeping. Routine profit and loss, balance sheets and payroll calculations are included. Completion of this module carries credit toward a Northwest College Business Certificate. Students should have access to a ten-key adding machine.  
 September 20, Tues. & Thurs. 7:00 - 10:00 p.m., Rm. 113, \$108.00 + book, 60 hrs.

Bookkeeping (ACCT 102) #10367

Students who have previously completed ACCT 101 may enroll for ACCT 102. Areas of study will include: Accounts Payable, Accounts Receivable, Cash Flow, Bank Reconciliation, Promissory Notes and Adjustments. COLLEGE CREDIT.  
 September 20, Tues. & Thurs. 7:00 - 10:00 p.m., Rm. 113, \$108.00 + book, 60 hrs.

Business Communications (BENG 150) SMA, CGA, CITT, COLLEGE CREDIT

Oct. 31 - Dec. 16, Mon.-Fri. 8:00-10:00 a.m., Rm. 108 \$72.00 + Books

Business Computers (BCPT150)

SMA, CGA, CA, CCUI, SFU COLLEGE CREDIT  
 September 6 - October 21 Mon. - Fri. 1:00 - 3:00 p.m., Rm. 109 \$72.00 + book & supplies

Business Finance (BFIN 250/251)

SMA, CGA, CA, CCUI, COLLEGE CREDIT  
 Sept. 6 - Dec. 16, Mon. - Fri. 10:15 a.m. - 12:15 p.m., Rm. 108 \$144.00 + books

DON'T BE DISAPPOINTED PRE-REGISTER FOR INFORMATION PHONE: 635-6511



**Credit & Collections (MGMT252)**

**COLLEGE CREDIT**  
 Sept. 6 - Oct. 21, Mon. - Fri.  
 1:00 - 3:00 p.m., Rm. 108  
 \$72.00 + books

**Economics (ECON 150/151)**

SMA, CGA, CA, CCUI, CITT  
**COLLEGE CREDIT**  
 Sept. 6 - Dec. 16, Mon. - Fri.  
 10:15 a.m. - 12:15 p.m., Rm. 109  
 \$144.00 + books

**Introductory Financial Accounting (ACCT 150/151) #10368**

SMA, CGA, CA, COLLEGE CREDIT  
 September 20, Tues. & Thurs.  
 7:00 - 10:00 p.m.  
 Rm. 108, \$108.00 + books

**Computer Accounting (BCPT 103) COLLEGE CREDIT**

A course in computer accounting for people with training or experience in the accounting cycle. A hands-on training course, students will learn to set up and maintain accounting records on a microcomputer, as well as the use of spreadsheets. Previous computer experience is preferred.

Program includes choice of: New Views, Bedford Integrated Accounting, ACCPAC and Lotus 1-2-3.  
 Prerequisite: Acct 101/102 &/or Acct 150/151 or equivalent.

**Course I - #10369**

October 31, Mon. - Wed.  
 7:00-10:00 p.m., Rm. 109,  
 \$95.00 + supplies, 42 hrs.  
 Enrollment limited to 12

**Course II - #10370**

January 9/89 Mon. - Wed.  
 7:00-10:00 p.m., Rm. 109,  
 \$95.00 + supplies, 42 hrs.  
 Enrollment limited to 12

**General Business Pre-requisite #10371**

A course designed for people without previous Commercial training or experience, or for people who have been out of school for several years. This course covers the operation of a ten-key adding calculator,

business arithmetic and record keeping. It is recommended that students having no business experience complete this course before taking Acct. 101.  
 September 14, Mon. & Wed.  
 7:00-9:00 p.m., Rm. 113  
 \$72.00 + books, 40 hrs.

**Internal Auditing (ACCT. 254) COLLEGE CREDIT**

Oct. 31 - Dec. 16, Mon. - Fri.  
 1:00 - 3:00 p.m., Rm. 108  
 \$72.00 + books

**Introduction to Computers (BCPT 102) COLLEGE CREDIT.**

This course is intended for people who have little or no experience with computers. The object is to introduce the student to computers, their use and limitations. The student should complete the course with the ability to feel comfortable in a computer environment. The course includes substantial 'hands on' computer experience.

**COURSE I - #10372**

September 13, Tue. & Thurs.  
 7:00 - 10:00 p.m., Rm. 109  
 \$95.00 + supplies, 42 hr.  
 Enrollment limited to 12

**COURSE II - #10373**

November 1, Tue. & Thurs.  
 7:00 - 10:00 p.m., Rm. 109  
 \$95.00 + supplies, 42 hrs  
 Enrollment limited to 12

**COURSE III - #10374**

January 10/89, Tue. & Thurs.  
 7:00 - 10:00 p.m., Rm. 109  
 \$95.00 + supplies, 42 hrs  
 Enrollment limited to 12

**Management Principles (MGMT 150)**

,CCUI, COLLEGE CREDIT  
 Oct. 31 - Dec. 16  
 Mon. - Fri., 1:00 - 3:00 p.m.  
 Rm. 217, \$72.00 + books

**Mathematics of Finance (MATH 150)**

CA, SFU, COLLEGE CREDIT  
 Sept. 6 - Oct. 21, Mon. - Fri.  
 8:00 - 10:00 a.m., Rm. 108  
 \$72.00 + books

**First Aid Courses**

**Industrial First Aid**

**Course I - #10375**

September 19, Mon. & Wed.,  
 7:00 - 10:00 p.m., Rm. 215,  
 \$275.00 includes Books & Exam,  
 60 hrs.

**Course II - #10376**

September 20, Tues. & Thurs.,  
 7:00 - 10:00 p.m., Rm. 215,  
 \$275.00 includes Books & Exam,  
 60 hrs.

**Course III - #10378**

September 24, Sat. & Sun.  
 9:00 a.m. - 2:30 p.m., Rm. 215  
 \$275.00 includes Books & Exam,  
 66 hrs.

**Course IV - #10377**

December 5, Mon. - Fri.  
 8:00 a.m. - 3:00 p.m., Rm. 215,  
 \$275.00 includes Books & Exam.  
 66 hrs. (11 days)

**Survival First Aid**

(WCB Certification)

SFA is an eight (8) hour course and includes two (2) hours of C.P.R.

Courses are offered on request.

Normally, 12 students are required to make a class.  
 \$50 per person

Includes Books & Exam

**CPR Courses**

Cardiopulmonary Resuscitation courses are held on request.

Six (6) persons required to hold a class.  
 \$40 per person  
 Includes supplies

Phone the College for details.

**Mobile Computer Centre**

Northwest Community College can now deliver a wide range of Business Application Courses on-site to organizations throughout the College region. With Lap-top computers and a library of software, our Business Instructors travel throughout the region to bring hands-on computer training to you.

*We offer courses, seminars and workshops at your site, N.W.C.C. Campuses or at other suitable facilities.*



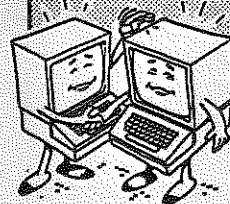
Some of the software packages that we can cover from beginning to advanced levels include:

Lotus 1-2-3 Framework	Multiplan First Choice	Multimate VP-Expert	Pagemaker Bedford
Lotus Symphony Wordstar	Smart Wordperfect	DBaseII/III VP-Planner	Autocad New Views



**Custom Training**  
*Does your organization have special computer training needs?*

With our Mobile Computer Centre, we specialize in custom training, tailored to make your employees productive in the shortest possible time. We also design complete training strategies and can develop plans that take advantage of government training funds for industry. All training is delivered at the site most convenient to you - be it your premises or one of our campuses.



**SEPTEMBER WORKSHOPS**  
 held at our Terrace Campus

**Introduction to Spreadsheets**  
 Fundamentals of ALL Spreadsheets will be covered, using Lotus 1-2-3 as the package of instruction.  
 September 17, Saturday, 9:00 a.m. - noon  
 \$40.00

**Introduction to MS-DOS**  
 A guided tour of the IBM - and compatible - Disk Operating System. Fundamentals of both floppy and hard-disk file management will be covered.  
 September 17, Saturday, 1:00 - 4:00 p.m.  
 \$40.00

social services upon completion and all other nity support work.

ould then have the foundation to pursue social services. Diploma holders may wish to vel in the following areas: Social Work, Social

ram will include the following courses:

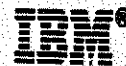
on to Community Support  
 ardatation Overview

**Introduction to Word Processing**  
 Fundamentals of ALL Word Processors will be covered, using Multimate as the package of instruction.  
 September 24, Saturday, 9:00 a.m. - noon  
 \$40.00

**MS-DOS Intermediate**  
 This workshop is for those who have taken an introductory course in MS-DOS and wish to learn more. Concentrating on hard-disk management, this course covers: tree command, batch files, pipes and filters and Edlin.  
 September 24, Saturday, 1:00 - 4:00 p.m.  
 \$40.00

**IMPORTANT TO REMEMBER!**

Payment for courses, textbooks or other materials may be made with CASH, CHEQUE, VISA OR MASTERCARD!



Mobile Computer  
**OCTOBER WORKSHOPS**  
held at our Terrace Campus



**Computer Accounting with NEW VIEWS**

A new and unique accounting program providing complete financial management - New Views is revolutionizing the accounting world. A general overview, including set-up and accounting cycle procedure will be explored.

October 1, Saturday, 9:00 a.m. - 4:00 p.m.  
\$70.00

**Intermediate Spreadsheets**

For those in CA, this course is designed to provide a comprehensive overview of spreadsheet software. **COLLEGE CREDIT**  
September 20, Tues. & Thurs.  
7:00 - 10:00 p.m.  
Rm. 108, \$108.00 + books

**Computer Accounting (BCPT 103) COLLEGE CREDIT**

A course in computer accounting for people with training or experience in the accounting cycle. A hands-on training course, students will learn to set up and maintain accounting records on a microcomputer, as well as the use of spreadsheets. Previous computer experience is preferred.

**Intermediate DbaseIII+**

For those who have taken an introduction to, or are familiar with DbaseIII+, this course introduces you to the programming features of this data management program.

October 22, Saturday, 9:00 a.m. - 4:00 p.m.  
\$70.00

**Integrated Software features MICROSOFT WORKS**



An introduction to the wordprocessing, spreadsheet, and datamangement features of this popular package.

October 29, Saturday, 9:00 a.m. - 4:00 p.m.  
\$70.00

**COLLEGE CREDIT**  
This course is for people who have experience with computers. The objective is to introduce students to the limitations of computers, the ability to feel comfortable in a computer environment. The course includes 'hands on' computer experience.

**COURSE I - #103**

September 13, Tu  
7:00 - 10:00 p.m., 1

\$95.00 + supplies, or consultation call:

Enrollment limited

635-6511, Local 225.

**DON'T FORGET!**  
Pre-registration is required  
for these workshops!

**WANT A COURSE?**

These are your Education Programs and YOUR IDEAS can be part of them. If enough interest is shown for a special course, it can be organized if a suitable instructor can be found!

Let us know your interests by contacting Student Support Services 635-6511.



**Community Support Worker**



**"NEW PROGRAM"**

The Community Support Worker Program (CSW) is a specialized course of study for those people who wish to develop specific skills that will assist others with mental handicaps. Training is provided to prepare the student to work at a para-professional level in the following areas: Self Help workers, Group Home Care Workers, Instructor Aides, Child Care Workers.

Students who wish entry into this program must display appropriate interest, ability and maturity for this kind of work. Also, students must have already earned a Human Service Worker Certificate, or an Early Childhood Education Certificate, or some other related Certificate, or have 1 to 3 years of related experience in the field of community support work.

Certificate holders shall earn a diploma in social services upon completion and all other students shall earn a certificate in community support work.

Students who complete the program should then have the foundation to pursue professional studies in the human and social services. Diploma holders may wish to further their education at the university level in the following areas: Social Work, Social Sciences, Human Services Education.

Community Support Worker Program will include the following courses:

CSW 100-3	Introduction to Community Support
CSW 101-3	Mental Retardation Overview
CSW 102-3	Needs, Supports and Services
CSW 110-3	Helping Skills
CSW 120-3	Health Care Planning
CSW 130-3	Training Techniques for Practicum I
CSW 200-3	Community Support Advanced
CSW 202-3	Needs, Supports and Services Advanced
CSW 210-3	Leisure Activities
CSW 221-3	Health Care and the Handicapped
CSW 225-3	Group and Teamwork
CSW 229-3	Children: Needs and Support
CSW 230-3	Training Techniques for Practicum II
CSW 231-3	Training Techniques for Extended Practicum

*This program will extend from September to June of each year. At present, a full-time program will be offered at our TERRACE CAMPUS only.*

*For further information on this NEW PROGRAM contact the C.S.W. Coordinator at our Terrace Campus 635-6511.*



# Early Childhood Education

FULL-TIME PROGRAM AT OUR TERRACE CAMPUS

**ALL STUDENTS MUST ATTEND AN ORIENTATION CLASS ON SEPTEMBER 6, 1988**

**TUITION: \$24.00 per credit hour. Books and supplies will cost approximately \$800 per year.**

**Early Childhood Education 101: Program Development I**  
An introduction to planning and development of programs for pre-school centres, principles of guidance, use of materials and equipment, routines of play. (6,0,2)  
**Monday & Tuesday**  
9:00 a.m. - noon, Rm. 211  
Larisa Tarwick

**Early Childhood Education 125: Practicum I**  
Opportunities for observation and recording child behaviour. The student is exposed to a variety of education and care facilities for young children. A five-week practicum in which a student will model behaviours of a competent aide. (0, 6, 1)  
**Wednesday & Friday**  
9:00 a.m. - 4:00 p.m., Rm. 211

**Early Childhood Education 102: Curriculum Development I**  
An introduction to curriculum elements as related to child development; includes language, literature, art, music, science and social studies. (3, 3, 0)  
**Tuesday & Thursday**  
1:00 - 4:00 p.m., Rm. 1107  
Terri Cody

**Early Childhood Education 134: Introduction to Child Development**  
A study of child growth and development looking at ages and stages, and theories in the early years. Conception, pregnancy, birth through five years of age. Also, the class will examine and use a number of observation methods to develop a broad repertoire of data-collecting ideas. (3, 1, 0)  
**Thursday**  
9:00 a.m. - noon, Rm. 211

**Early Childhood Education 104: Health and Nutrition (HSW 163)**  
Methods of fostering sound health and nutrition practices in the young child. Special emphasis on day care and menu planning. Introduction to first aid and common childhood disorders. (3, 0, 1)  
**Monday**  
1:00 - 4:00 p.m., Rm. 211  
Terri Cody

Psychology 201 (See Academic Section)

**HAVE YOU REGISTERED?**

## EARLY CHILDHOOD EDUCATION COURSES by AUDIO TELECONFERENCING

Audio Teleconferencing links students in Hazelton, Houston, Kitimat, Prince Rupert, Smithers and Terrace with their instructor. Everyone can hear and speak to each other in the 'bridging' of microphones and loudspeaker units. Classes include lectures, audio-visual presentations and interactive seminars. *The following courses start the week of SEPTEMBER 6th, 1988 and run for fifteen weeks.*  
Tuition is \$24.00 per credit hour.

**ECE 101 - 6 credits**  
**Program Development**  
An introduction to planning and development of programs for preschool centres, principles of guidance, use of materials and equipment and routines of play.  
**Wednesday, 6:30 - 8:00 p.m.**  
(+ tutorial time to be decided)  
Instructor: T.B.A.

**ECE 208 - 3 credits**  
**Administrative Skills for ECE Centres**  
The student will learn administrative skills including: personal supervision, conferencing and reporting, public relations and methods of evaluation. The student will focus these skills on their application in a child care setting.  
**Tuesday, 8:30 - 10:00 p.m.**  
(+ tutorial time to be decided)  
Instructor: T.B.A.

In January 1989 WATCH FOR:  
ECE 121 (Program Development and Current Issues in ECE) and ECE 250 (Special Education)



# Health Continuing Education

## Nursing Program

*This full-time program is available at our TERRACE CAMPUS only and is FULL for the 1988/89 College year.*

*Applications are being taken on a first come basis for AUGUST 1989. Call the Health Programs Department regarding registration information.*

The Nursing Program is a professional nursing transfer program. Students take the first year of the British Columbia Institute of Technology (BCIT) General Nursing Program at Northwest Community College (NWCC). Upon successful completion of the first year, the student transfers to BCIT, Burnaby, to complete course work in the General Nursing Program. Upon graduation, students will receive a diploma in nursing from B.C.I.T. making them eligible to write registration exams for the Registered Nurses Association of B.C. Students would also be eligible for the University of British Columbia and University of Victoria Baccalaureate Nursing Degree Programs should they wish to continue their nursing education. For those students who would like to undertake the 1st year program on more of a part time basis - this option is available to students by taking the Nursing Support Courses in the Fall and Winter terms and then making application for the general Nursing Course for the following year. This program is open to all persons having the necessary prerequisites. Academic up-grading is available through the Northwest Community College Adult Basic Education Department.

(Please see 1988/89 N.W.C.C. Calendar for information regarding Admission, Dates, Fees & Curriculum)

*Courses listed are a requirement of the FULL-TIME 1st year Nursing Program. Students wishing to apply are required to achieve a 65% average to receive credit in this program.*

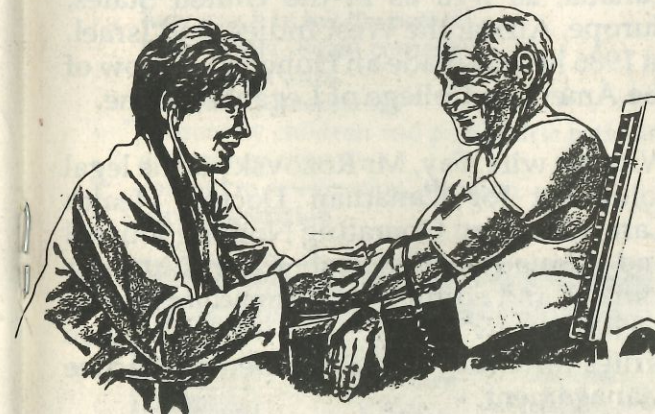
**THE COURSES LISTED ARE ALSO AVAILABLE TO PROSPECTIVE NURSING STUDENTS AND THE GENERAL PUBLIC AS SPACE ALLOWS!**

### 1st SEMESTER - August /88

**BHSC 105: Anatomy & Physiology - 4 credits**  
A survey of the basic structure and function of human body systems. An introduction to the basic principles of genetics is also included.  
**August 29 - December 16**  
**Monday 1:00 - 3:00 p.m. & Thursday 9:00 - 10:00 a.m.**  
\$96.00 + text

**BHSC 118: Personal Fitness Management - 3 credits**  
A combined theory and practise course designed to emphasize the relationship of physical fitness to lifestyle patterns. The focus is placed on the student's own activity pattern.  
**August 29 - December 16**  
**Friday 1:00 - 3:00 p.m., \$72.00 + text**

**BHSC 140: Human Development I - 4 credits**  
After an initial treatment of the topic of death and loss this course focuses on the processes of growth and development from conception through adolescence. Physical, cognitive, affective and social development are surveyed with emphasis on relating developmental concepts to health care.  
**August 29 - December 16**  
**Friday 9:00 a.m. - noon, \$96.00 + text**



**NURSING PROGRAM (continued)**

The following courses are available starting **JANUARY 1989**. Please note prerequisites!

**BHSC 205: Physiology - 4 credits**  
A study of physiological regulation and control based on the fundamentals established in BHSC 105.

Prerequisite: (BHSC 105) Anatomy & Physiology  
January 9 - May 16  
Monday 1:00 - 3:00 p.m. &  
Thursday 9:00 - 10:00 a.m.  
\$96.00 + text

**BHSC 225: Microbiology - 2 credits**  
Provides an introduction to basic microbiological concepts, including the distinguishing characteristics of micro-organisms, methods of controlling infectious diseases and host-parasite relationships.  
Prerequisite: (BHSC 105) Anatomy & Physiology  
January 13 - March 3,  
Friday 1:00 - 3:00 p.m.  
\$48.00 + text

**BHSC 226: Immunology - 2 credits**  
Provides an understanding of the immune response as applied to immunity, surveillance, homeostasis, hypersensitivity, autoimmunity, and immunohematology. The course progresses from discussions on the compounds and biological activities of the immune response role in protective as well as disease conditions.  
Prerequisite: (BHSC 105) Anatomy & Physiology  
March 17 - May 12,  
Friday 9:00 a.m. - noon  
\$48.00 + text

**BHSC 239: Sociology - 2 credits**  
An introduction to the study of human behaviour. Basic terminology and concepts of sociology are presented. Emphasis is placed on the study of the family as a social institution, as well as on other forms of group processes and collective behaviour. The relationship between behavioural sciences and problems of health care is examined.  
March 17 - May 12  
Friday 9:00 a.m. - noon  
\$48.00 + text, S. Mark

**BHSC 240: Human Development II - 2 credits**  
Focuses on growth and development from young adulthood to aging adult. Physical, cognitive, affective and social development are surveyed. Emphasis is placed on relating developmental concepts to health care.  
Prerequisite: (BHSC 140) Human Development I  
January 9 - March 3  
Friday 9:00 a.m. - noon  
\$48.00 + text

**HEALTH PROGRAM WORKSHOPS proposed for the Fall of 1988!**

For further information please call the Health Programs Coordinator in TERRACE 635-6511, Local 276.

**HEALTH LAW CONFERENCE**

Inn of the West  
BANQUET ROOM

TERRACE, B.C.

Thursday & Friday,  
October 20th & 21st, 1988

The fee for this workshop is \$150.00  
(includes seminar, materials, lunch and coffee breaks for both days)

IF YOU ARE INTERESTED WE NEED YOUR REGISTRATION BY September 28, 1988

This **TWO DAY workshop** will be presented by *Lorne Elkin Rozovsky, Q.C.*, who is a member of the law firm Patterson Kitz, and works exclusively in the health law field advising health professionals, associations and institutions across Canada and abroad. He is also an adjunct associate professor of law and medicine, and a member of the Faculty of Dentistry at Dalhousie University. He is the author of seven books and over 300 articles on the subject of health law. He has lectured on the subject in every province and territory in Canada, as well as in the United States, Europe, Africa, the West Indies, and Israel. In 1986 he was made an Honorary Fellow of the American College of Legal Medicine.

With his wife, Fay, Mr Rozovsky is the legal columnist for Canadian Doctor, Health Care, Canadian Operating Nursing Journal and Canadian Critical Care Nursing Journal, and editor of the Canadian Health Facilities Law Guide. Mr Rozovsky also writes for Oral Health and Dental Practice Management.

**WHO WOULD BE INTERESTED IN THIS WORKSHOP?**

Health record administrators, health administrators, physicians, dentists, nurses, physiotherapists, occupational therapists, psychologists, medical social workers, health consultants and planners, board members or health institutions and lawyers.

**DAY I**

This one day seminar presents a basic discussion of law as it affects the collection, use and retention of information relating to patients in acute and long term institutions, clinics and private medical, dental, physiotherapy and other health service offices.

**Topics to be included:**

- basis of law
- legal consequences of record keeping
- standards of care and negligence in collection and use of records
- retention period
- microfilming
- computerization and linkage
- use of records in court proceedings
- rules of record making
- patient access
- confidentiality
- medical orders
- defamation
- liability risk management
- the incident report
- the use and abuse of forms

**DAY II**

This one day seminar will present a basic discussion of law as it pertains to consent for treatment.

**Topics to be included:**

- patient's right to refuse
- criteria for a valid consent
- methods of consent
- how much to tell the patient
- who should obtain consent
- the consent form
- consent by telephone
- consent by children and psychiatric patients
- emergency consent
- consent to sterilization, abortion, and experimentation

**CHARGE CARD REGISTRATION**

Pay your fees with either  
VISA



or  
MASTERCARD

Call 635-6511 and ask for Student Services

**RECOVERY ROOM NURSING**

Rupert Regional Hospital  
BOARD ROOM

PRINCE RUPERT, B.C.

Tuesday & Wednesday,  
October 4th & 5th, 1988

Fee for this workshop is \$130.00  
(includes a course syllabus)

IF YOU ARE INTERESTED WE NEED YOUR REGISTRATION BY September 19, 1988

*Melissa Marshall, SRN, RN, BN* will be the instructor for this **TWO DAY workshop**. Melissa's six years of recovery room experience in tertiary hospitals and her three years of teaching in Critical Care Level I combine to provide a stimulating workshop. Her enthusiasm, sense of humour and depth of knowledge, all contribute to her effectiveness as an instructor.

**WHAT YOU'LL LEARN ?**

- All about general and regional anaesthetic agents
- How to admit a patient to the recovery room
- What is necessary for ongoing assessment of the post anaesthetic patient
- Your legal responsibility in documenting and caring for the patient
- Recognition of cardiovascular and respiratory complications
- What to do for laryngospasm, respiratory distress, respiratory failure, cardiac arrhythmias, arrest and shock
- The new RNABC Standards of Care for Recovery Room Patients

**WHO SHOULD ATTEND?**

You will benefit from this current information if you work in a recovery room or are expected to float there on a casual basis. The knowledge and skill gained will give you confidence to meet the challenge of caring for the post anaesthetic patient.



# Human Service Worker Program



## FALL SEMESTER

English 151-3	Business & Technical Writing
HSW 141-3	Intro. to Social Welfare
HSW 143-3	Issues in Social Services
HSW 151-3	Counselling Skills 1
HSW 153-3	Human Growth & Develop.
HSW 163-3	Food & Health
HSW 164-3	Behaviour Intervention
HSW 191-3	Practicum I
Psychology 101-3	Intro. Psychology I

## COURSE DESCRIPTIONS

**English 151-3: Business and Technical Writing**  
See Academic section for description.  
Monday, 1:00 - 4:00 p.m.  
G. Stanley

**HSW 141-3: Introduction to Social Welfare**  
This course will introduce the student to the general field of social welfare. The primary emphasis is on the various aspects of the Canadian welfare system which is examined within a historical perspective in order to provide an understanding of current practice and services. (HSW 141 & 143 were formally offered as HSW 155) (3.5, 0, 0)  
Monday, 9:00 a.m. - noon  
J. Muller

**HSW 143-3: Issues in Social Services**  
This course allows the student to explore social service issues in depth, (e.g. Specialist/Generalist/Urban/Rural). The emphasis is on providing the ground work for an analytic frame and practice in a rural northern context. (3.5,0,0)  
Pre-requisite: HSW 141  
Wednesday, 1:00 - 4:00 p.m.  
J. Muller

**HSW 151-3: Counselling I**  
The course introduces the student to the basic processes and content of counselling. It defines role of self concept, perception non verbal communication and self-awareness in counselling. This course is geared toward the human service worker student but may be of interest to those with more advanced training interested in improving their basic communication skills. (3.5, 0, 0)  
Tuesday, 1:00 - 4:00 p.m.  
K. MacKenzie

**HSW 153-3: Human Growth and Development**  
The course offers a study of the growth and development of people, taking a life-span approach - from prenatal development to birth and infancy, to childhood, to adolescence, to adulthood and to old

age. Growth is seen as an ongoing human process with different physical, emotional, social and cultural aspects at each age and phase. (3.5, 0, 0)  
Tuesday, 9:00 a.m. - noon  
J. Muller

**HSW 163-3: Food & Health**  
An analysis of food and health in the social services. An introduction to first aid is also included. (3.5,0,0)  
Friday, 9:00 a.m. - noon  
J. Muller

**HSW 164-3: Behaviour Intervention**  
Students will study how behaviour is learned and how it can be relearned for effective living. This will include the basic tools for behavior change - reinforcement, goal setting and contracting, problem solving and decision making skills, assertiveness training. This course may appeal to the individuals who want to make some changes in their behavior and to facilitate change in others. (3.5, 0, 0)  
Thursday, 9:00 a.m. - noon  
K. MacKenzie

**HSW 191-3: Practicum 1**  
This course provides an introduction to the agencies and facilities that provide human services in the community. The emphasis is on first-hand field experiences with visits to a wide variety of community resources and meeting the professional personnel who provide the services. Each practicum day will include classroom seminars focussing on the student's role within the various agencies as practicum settings, as well as classroom instruction. (3.5, 6, 0)  
Wednesday, 9:00 a.m. - noon  
K. MacKenzie

**Psychology 101:**  
See Academic section for description.  
Thursday, 1:00 - 4:00 p.m.  
A. Klingner



# Special Interest Courses

**Appleworks #11365**  
Would you like to learn about computers? This course is for the complete novice, starting with how to turn on the machine. Learn the various components of a computer system, and how to tell it what to do. Use of the Appleworks as a word processor, Spreadsheet and Database, will be explained.  
Dr. J. Strangway  
Thursday, Sept. 8 - Nov. 4  
7:30 - 9:30 p.m.  
Location: Caledonia School  
\$50.00



**New**  
**Art for Children #11379**  
This workshop will prove valuable to parents, teachers and anyone interested in children and art. The morning session includes a slide presentation (the developmental process of drawing), lecture, (promote individual activity, develop skills and exploration, ideas and sources of inexpensive & recycled materials), and discussion (plan, support and facilitate open ended art activities). Each registrant should bring a child (ages 3 and up) to the afternoon session of active participation, exploring a variety of materials. Bonnie lives in Richmond and has 14 years experience as an artist and preschool educator, with E.C.E. and Montessori training.  
**REGISTER BY SEPT 12!**  
Bonnie Soroke,  
Sunday, Sept. 25  
9:00 a.m. - 4:30 p.m.  
N.W.C.C.  
\$35.00



**Basic Massage #11386**  
Here's your chance to learn basic massage techniques from a trainee professional. Roger Carling-Kelly, Registered Massage therapist of Northwest Massage Therapy is presenting this seminar designed to give you hands-on experience. This workshop is of particular interest to couples who lack the confidence to really feel comfortable giving their partners a relaxing massage. Participants are asked to come prepared by wearing bathing suits under their clothes so that backs, arms and legs can all be exposed, as massage techniques will be practiced in class. Bring your partner or friend, blanket sheet and pillow. Oil will be supplied.  
Roger Carling-Kelly,  
Tuesday, Sept. 20  
6:00 - 10:00 p.m.  
N.W.C.C.  
\$50.00 per couple

**Christmas Chocolate Making #11381**  
Learn how to make delicious and professional looking Christmas presents with chocolate. The method is fast, easy and inexpensive. The results absolutely FANTASTIC. Who can resist! Come and indulge in almond bark, mints, caramel and cream centres, nut clusters, hand-dipped fruit and cherry surprises.  
L. Mantel/ B. Watmough  
Thursday, Dec. 1  
7:00 - 9:00 p.m.  
Skeena School Rm.13  
\$7.00



**Conversational Spanish**  
Thinking of going to MEXICO? New approaches to learning the Spanish language will be introduced. Spanish is a very popular language for travellers and business people. This two part course introduces you to basic vocabulary and grammar for spoken Spanish.  
Instructor: L. Noble

**Part A # 11364**  
Tuesday & Thursday, Sept. 13 - Oct. 13  
7:30 - 9:30 p.m.  
N.W.C.C.  
\$35.00

**Part B #11372**  
Tuesday & Thursday, Oct.18 - Nov. 17  
7:30 - 9:30 p.m.  
N.W.C.C.  
\$35.00

**Defensive Driving**  
This course will enable you to become acquainted with the techniques of defensive driving in the B.C. Safety Council approved program. New drivers or those who have lost their licenses are encouraged to attend. Everyone could become a better driver by learning to drive defensively.

**Course One: #11369**  
P. Julseth  
Tuesday, & Thursday  
Sept. 22, 27 & 29  
Start time: 7:30 p.m.  
N..W.C.C.  
\$30.00



**Course Two: #11370**  
P. Julseth  
Tuesday, & Thursday  
Dec. 1, 6 & 8  
Start Time: 7:30 p.m.  
N.W.C.C.  
\$30.00

**New**

**Development Planning Process #11361**  
Mr. Peter Boothroyd of The University of British Columbia school of Community and Regional Planning will be the coordinator for this three day workshop. A certificate of assignment completion and attendance will be issued.

The topics will include:

- Comprehensive development strategies
- Steps in planning process
- Community participation
- Roles of planning documents
- Plan assessment and implementation
- Monitoring and evaluation

Anyone associated with Community or Band Planning would benefit from this interesting workshop. Dorm accommodation (Bunk beds, Bedding & Shower) is available on campus at a reasonable rate, but must be booked in advance to ensure space.

Mr. Peter Boothroyd  
Monday to Wednesday

Oct. 17, 18, 19  
9:00 a.m. - 4:30 p.m.

N.W.C.C.

\$150.00

**Effective Business Writing #11382**

Written communication does not always work as well as we would like. One evening seminar will cover some of the reasons for this and present some useful and practical approaches to effective written communication.

Ian Thomas

Wednesday, Oct. 19  
7:30 - 9:30 p.m.

N.W.C.C.

Fee: \$5.00

**Emily Carr Workshop in Basic Photography #11388**

A workshop to present students with the basics of 35mm photography with a concise history of photography as a background. The course will emphasize self-reliance or the ability to out-think and creatively manipulate the modern automatic camera. Students will learn how to load and unload, create double exposures, the difference between leaf and focal plane shutters, lenses, depth of field, film, shutters, lighting and some 'rules' of composition. Equipment required for course:

35mm camera, unloaded

Alex Waterhouse-Hayward

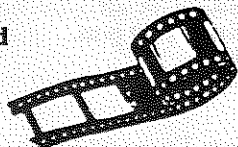
Saturday & Sunday

Oct. 8 & 9

9:00 a.m. - 5:00 p.m.

N.W.C.C.

\$45.00

**New****Exploring the Road Less Traveled #11376**

This new course is designed to develop "the insights into the nature of love, the disciplines of mental and spiritual growth, and the ever-present resource of divine grace" contained in Scott Peck's book, "The Road Less Traveled", and challenges the participants to apply them to the problems of their everyday lives. The study-guide, "Exploring the Road Less Traveled", will be used in the course and encourages a lively and stimulating group process through the use of questions, exercises and supplementary readings and is experimental in nature. Participants will be expected to make a commitment of 12 weekly sessions. The two books noted above will cost approximately \$25.00.

V. Burgess

Mondays, Sept 19 - Dec. 5

Time: 7:30 - 9:30 p.m.

N.W.C.C.

\$10.00 plus Books

**New****Fancy Embroidery Stitching #11384**

Add new dimension to your embroidery. This stitching is done by hand. It mingles traditional embroidery stitches with three dimensional BRAZILIAN STITCHES to produce a truly unique product. The KIT consists of instruction, materials and tools for preliminary work or background stitches to be completed prior to the class. The classes will include the supplementary instruction and special techniques to complete one unique "Pillow Cushion Top" with 9 new stitches.

G. Lemki

Saturday, Sept. 24, 9 a.m. - 4p.m.

& Oct. 15, 8:30 a.m. - 12:30 p.m.

N.W.C.C.

\$20.00 (plus KIT approx. \$35.00)

**Federal Benefits for Seniors #11366**

This course will outline the various federal benefits available to seniors (Old Age Security; Guaranteed Income Supplement and Canada Pension Plan).

Peoples Law School - Mr. Blocka

Thursday, Oct. 6

7:30 - 9:30 p.m.

Happy Gang Centre

FREE

**New****Financial Issues For the Independent Woman #11383**

This is a "practical" class for women with regular paycheques, who need to make major money decisions. Learn how to do the most with the money you have, so that you are not just getting by "but getting ahead". Topic areas include: personal taxation, budgeting, investment alternatives, wills and setting personal planning goals.

Craig Mills

Thursday, Oct. 6 & 13

7:30 - 9:30 p.m.

N.W.C.C.

\$7.00

**French Braiding #11380**

Learn how to CLASSIC FRENCH BRAID and do contemporary variations. Model required for this course. Hair should be shoulder length, freshly washed and dried. Tail comb, elastic bands, hair pins, hair ribbons, spray bottle should be brought to the class.

(Class limit 15 people)

T. Sterner,

Saturday, Sept. 24

10:00 a.m. - 2:00 p.m.

N.W.C.C.

\$15.00

**German (Beginner) #11373**

Each year the Northwest hosts more and more German speaking tourists. Wouldn't you like to understand and converse with these important visitors? This course will focus on both listening and speaking skills using language conversation to everyday situations.

Inka Kase,

Mondays, Sept. 26 - Dec. 12

7:00 - 9:00 p.m.

N.W.C.C.

\$35.00

**German (Intermediate) #11374**

Do you know some German already, haven't used it for a while and would like to be able to speak it again? Would you like to expand your vocabulary and enhance your conversational skills. This is an opportunity for you to become more fluent in German and prepare yourself for your next trip to Europe.

Inka Kase,

Wednesdays, Sept. 28 - Nov. 30

7:00 - 9:00 p.m.

N.W.C.C.

\$35.00

**Knitting Machine (Beginner) #11385**

If you have a Knitting Machine and don't know how to use it, this course is for you. Personal instruction will show you the various ways to make use of and service your machine.

Required: Knitting Machine in Good condition.

Pat Colongard

Tuesday, Sept. 13 - Oct. 11

7:00 - 9:00 p.m.

Pat's Knit Shop

Fee: \$30.00

**"MUCHO SIESTA" #11359**

Come One - Come All!

A Mexico Travel information evening you won't want to miss. Lots of prizes, videos and everything you ever wanted to know about Mexico. Enjoy the Mexican entertainment. A speaker from Fiesta Tours will be available for your questions.

A trip to Mexico will be the GRAND PRIZE!  
ONE MUST BE IN ATTENDANCE TO WIN.

Sponsored by: N.W.C.C.  
TERRACE TRAVEL & HAIDA TRAVEL



Tuesday Oct. 18

7:30 - 9:30 p.m.

Location: T.B.A.

\$2.50 Each

**New****Naturopathic Clinic #11378**

A 5 hour Clinic to introduce you to Naturopathic medicine. A spectrum of approaches including nutrition, botanical medicine, many forms of physical medicine, and the energy balancing modalities of acupuncture and homeopathy will be covered. The goal of cure by harmonizing and nurturing the individuals innate vitality is common to all. Dr. Sid Weiss, a Naturopathic physician practising in Vancouver since 1980, will present an overview of the entire field giving particular emphasis to practical applications of nutritional and herbal medicine.

Dr. Sid Weiss, N.D.

Saturday, Oct. 1

10:30 a.m. - 4:30 p.m.

Mount Layton Hot Springs Resort Ltd.

\$40.00

**New****Planning for 1988 Income Tax #11362**

To be informed on the new 1988 Income Tax laws, and how it will effect you, come to this class. The instructor will answer any questions and assist you with your problems.

A. McAlpine

Tuesday, Nov. 8

7:30 - 9:30 p.m.

Location: N.W.C.C.

\$7.00



New

**Quilting (Beginner)**

These courses will instruct you in techniques of basic quilting. Instruction will include: format cutting, piecing, hand quilting, hand sewing, binding, and all processes required to complete a comfy homemade quilt. The fully qualified instructor (Joyce Casorso) will share her expertise. Enrollment limited so, register early.

**Course #1 - #11371**

"18 hour Evening Course"  
Tuesdays, Sept. 13 - Oct. 18  
7:00 - 10:00 p.m.  
Skeena School  
\$35.00, plus supplies  
NOTE: Sewing machines will be provided.

**Course #2 - #11389**

"10 hour Log Cabin Quilt"  
Saturday, Oct. 15 & Oct. 29  
9:00 a.m. - 4:00 p.m.  
N.W.C.C.  
\$25.00, plus supplies  
NOTE: Bring a sewing machine to class.

**Course #3 - #11389**

"10 hour Trip Around the World"  
Saturday, Sept. 24 & Oct. 8  
9:00 a.m. - 4:00 p.m.  
N.W.C.C.  
\$25.00, plus supplies  
NOTE: Bring a sewing machine to class.

**Serging Ahead #11387**

Learn all the new techniques to get a beautiful finished sewing product. A professional will give tips to the intermediate sewer. Individual instruction on fashion details and factory shortcuts will be demonstrated.

Enrollment limited to 12, sign up early.

Audrey McKinnon,  
Tuesdays, Sept. 13 - Oct. 18  
7:30 - 9:30 p.m.  
Fabric Boutique Store  
\$25.00

**Sewing Machine Maintenance #11377**

Are you having problems with your sewing machine? Perhaps it needs a good cleaning. Bring your machine to this informative class for a hands-on demonstration on how to care for and maintain your machine to get the best results from your investment.

C. Glenn & D. Miller  
Thursday, Oct. 20  
7:00 - 10:00 p.m.  
N.W.C.C.  
\$10.00



**Small Engine Repair #11368**

Basic maintenance and tune-up procedures of small motors ie: snowblowers & chain saws. Instruction will enable you to repair your own small motor with the skills you learn in this course. Men and women are welcome to enroll.

Fred Dunn  
Tuesdays & Thursdays, Oct. 6 - Nov. 1  
7:30 - 10:00 p.m.  
N.W.C.C. Shops Bldg.  
\$30.00

New

**S. T. E. P. #11360**

Step offers clear and simple steps to learn to build children's competence and confidence. It teaches alternative ways to resolve daily irritations like going to bed, getting dressed, chores and homework. You'll be amazed how quickly these conflicts clear up using the S.T.E.P. approach.

T.B.A.  
Wednesdays, Sept. 14 - Oct. 19 (Subject to Change)  
7:30 - 9:30 p.m.  
Location: T.B.A.  
\$20.00, plus Manual

**Stitch in Time #11375**

Prepare your child's Halloween Costume with helpful tips and individual help. A qualified instructor will teach you useful sewing techniques (i.e. darts, seams, waistbands, hems, zipper applications, collars) and other useful hints.

Shannon Murdock,  
Tuesdays, Sept 13 - Nov. 1  
7:00 - 10:00 p.m.  
Thornhill Sec. School  
Fee: T.B.A.

**Upholstery Course #11367**

Basic instruction on how to upholster a small piece of furniture. Steps on how to measure, cut and sew an article. How to strip and re-do wooden portions will be covered in five sessions of individual instruction. Nothing bigger than an occasional chair.

(Class Limit 12 people)  
C. Sandecki  
Saturdays, Oct. 1 - Oct. 29  
9:00 a.m. - 4:00 p.m.  
N.W.C.C.  
\$45.00



Call 635-6511, Local 223 if you require further information regarding "Special Interest Courses"

**CHARGECARD REGISTRATION**  
Pay your fees with either  
MasterCard VISA  
or  
MASTERCARD VISA  
Call 635-6511 and ask for Student Services



**Trades Training and Industry Services**

Northwest Community College offers a wide selection of FULL-TIME Pre-employment and Trades Training Courses

**TRAC PROGRAMS**

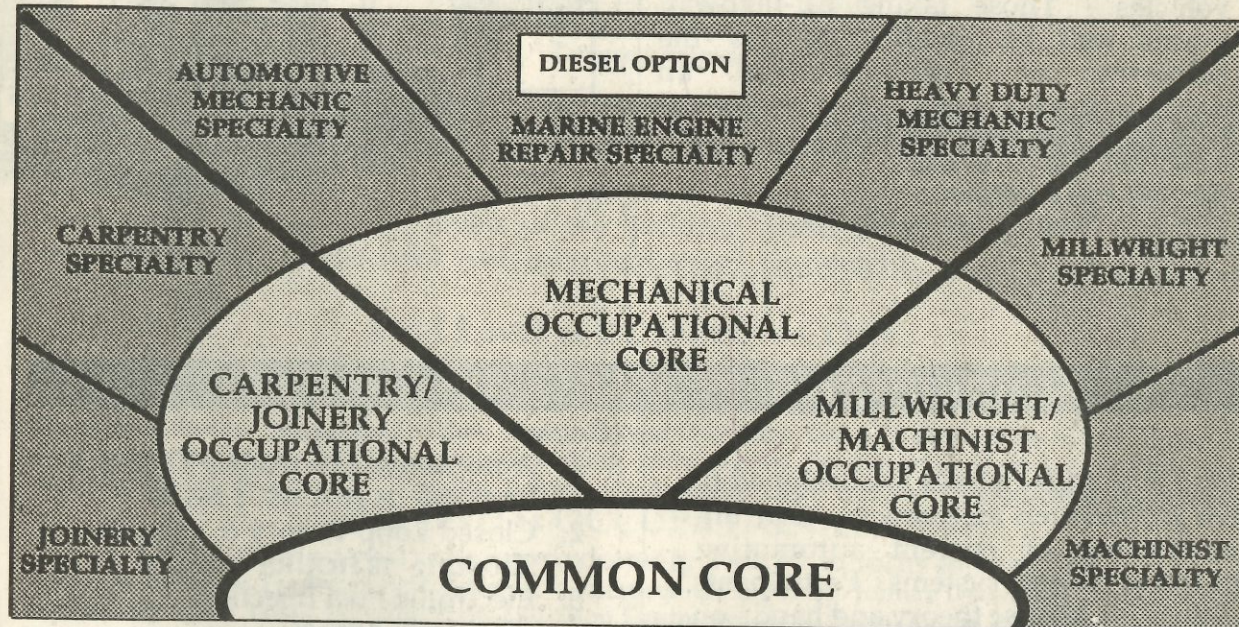
at  
NORTHWEST COMMUNITY COLLEGE

Carpentry  
Joinery

Automotive Mechanics  
Heavy Duty Mechanics  
Marine Engine Repair

Millwright  
Machinist

Training Access, often called TRAC, is a flexible approach to learning a trade. You have the opportunity to study at your own speed, and working on your own to acquire trade skills. This is called self-paced learning, but you will be expected to meet realistic time limits. TRAC is competency-based which means you will be required to demonstrate your ability to perform each skill by means of written tests and practical evaluations.



**HOW DOES IT WORK?**

You enter **COMMON CORE**.

This allows you to brush up on basic skills and learn those things important in the trade. Information is in separate learning packages and you study each one until you are ready to test your skill. You then move to the next package.

Experienced instructors are on hand to help you.

When you finish Common Core, you move into **OCCUPATIONAL CORE**.

Here you focus on one of several trade areas, such as Mechanics, or Carpentry, or Millwright/Machinist.

Once you have mastered all the skills in your chosen occupational core, you move on to a **SPECIALTY** in the trade of your choice.

**TRADE QUALIFICATION (TQ) UP-GRADING**

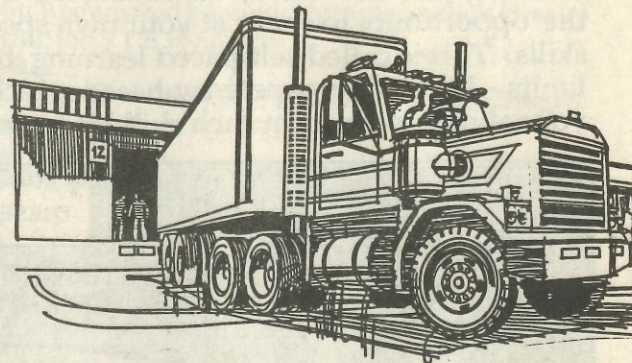
Northwest Community College provides TQ Up-grading to provincial or inter-provincial standards for various trades such as *Warehousing, Carpentry, Millwright, Welding, Automotive and Heavy Duty*. These courses are available on an individual basis through self-study or as required by the Ministry of Labour. They are designed to prepare the experienced trade person for the qualification exam required for certification.

For further information, please contact your nearest Northwest Community College Centre or Ministry of Labour, Apprenticeship and Employment Training Program Branch.

**AIR BRAKES**

To prepare drivers for practical and written tests on the operation and maintenance of air brakes systems for either on-highway or off-highway vehicles. Those taking off-highway exams will be required to pay the Ministry of Transportation an examination fee.

Sept. 13-17, Nov. 1-5, Dec. 6-10  
 Tues.- Fri. 6:30 - 10:00 p.m.  
 Sat. 8:00 a.m. - 3:00 p.m.  
 N.W.C.C. Shops Building, Rm. 112  
 \$100.00



**AUTOMOTIVE HIGH-TECH UP-GRADING PROGRAM**

These high tech courses are designed to give journeymen mechanics a clear understanding of current automotive electronic control systems. Participants will receive intense theory and hands-on trouble shooting scheduled to make optimum use of their time with minimum conflict in the workplace. Any or all courses may be taken but it should be noted that the first, second and last must be taken in that order. The courses will be offered on a demand basis, and will be scheduled to suit participants' requirements. Upon completion of each course, successful participants will receive a College Certificate.

Courses	Subject
1.	Automotive Electronics Theory & Practical 24 HOURS \$ 265.00
2.	Closed Loop Theory & Trouble Shooting 18 HOURS \$ 200.00
3.	Electronic Fuel Injection 18 HOURS \$ 200.00
4.	GM Computer Command Control Trouble Shooting 18 HOURS \$ 200.00
5.	Ford EEC IV Trouble Shooting 18 HOURS \$ 200.00
6.	Chrysler E.F.I. Trouble Shooting 18 HOURS \$ 200.00
7.	Bosch & Japanese E.F.I. Trouble Shooting 24 HOURS \$ 265.00
8.	Computer Body & Chassis Control Trouble Shooting 36 HOURS \$ 400.00

(Fees: Subject to Change)  
 Dates: T.B.A.

Pre-register your interest at any College Centre. When sufficient people have signed up for the section/ sections of their choice a course will be scheduled.

**BARTENDING - LEVEL I**

Professional Bartending Level I covers all aspects of frontline bartending. Students are given detailed instruction on how to mix and serve various alcoholic beverages to guests in lounges, restaurants, bars and club settings. Theoretical instruction will include safety, sanitation and hygiene, customer relations, manufacturing processes, types of alcoholic beverages and government regulations.

**TOPICS INCLUDE:**  
 - Guest/Staff Relations  
 - Bar set-up/Mixing Drinks  
 - Understanding Alcoholic Beverages  
 - Sanitation and Safety  
 - Elements of Bar Service  
 - Government Regulations/B.C. Liquor Act  
 - Bar Accessories & Equipment

**ADMISSION REQUIREMENTS**

Must be 19 years or older, with a minimum of Grade 10 standing. Other recommended characteristics are:  
 - Good manual dexterity,  
 - Good physical coordination  
 - The ability to communicate effectively with guests and co-workers  
 - A high standard of personal hygiene and grooming

September 19 - October 31, Monday & Tuesday, 6:00 - 9:00 p.m.  
 (NOTE: A daytime class can be arranged based on sufficient interest)  
 Cafeteria Building, Rm. 2001  
 Instructor: Lisa LaCroix, Fee: T.B.A.  
 For more detailed information please contact:  
 Elaine Maikapar, Terrace Campus, 635-6511, Local 305

**CARPENTRY/JOINERY**

The Carpentry and Joinery Training Programs provide trainees with the skills needed for employment in the junior levels of the building construction industries. Entrance requirements are Grade 10 or ABE Intermediate or equivalent.

**First Level is COMMON CORE.**

This portion will take approximately 2 months to complete.

(Less for those with previous experience)

**Program includes:** Safety, Trade Math, Sketch & Read Drawings, Use of Construction Hand Tools, Use of Construction Power Tools, Rigging, Knot Tying, Lifting Loads, Erection of Ladders and Scaffold, Gas Welding, Use of Fasteners & Bonding Agents, Identification of Woods and Construction of Projects.

**Second Level is OCCUPATIONAL CORE.**

This portion will take approximately 2 - 2 1/2 months to complete.

**Program includes:** Trade Safety, Reading & Interpreting Carpentry/Joinery Drawings, Use of Carpentry/Joinery Hand Tools, Portable Tools and Shop Equipment (Drill Press, Radial Arm Saw, Table Saw, Band Saw, Jointer and Thickness Planer), Construction of Woodworking Joints, Use of Materials and Hardware, Platform Frame Construction Methods, Stair Construction, Construction of a Simple Cabinet and the Use of Specialty Tools such as Air-Nailers, Power Actuated Tools and Chainsaws.

*The theoretical portions of these programs are available at all Campuses upon request and the practical portion is available at the Terrace Campus only.*

These courses are presented in a modularized format and are very flexible. They can be taken in whole or in part, or modified to suit the student's needs. Entrance into these courses is on a continuous basis, which makes them available for those who wish to upgrade during periods of unemployment. If withdrawal from the program before completion is necessary, students may re-enter, continuing where they left off, at a later date.

After completion of Level 2 Occupational Core a student can choose to take:  
**Carpentry Specialty (2 1/2 - 3 months),  
 Joinery Specialty (2 1/2 - 3 months) or R-2000 House Construction.**

For further information regarding any of these programs contact the  
**CARPENTRY DEPARTMENT 635-6511, Local 283/285.**



## COMMERCIAL VEHICLE INSPECTION CERTIFICATION

We are pleased to announce that, in conjunction with the Motor Vehicle Branch, we will be offering training courses in commercial vehicle inspection. Successful completion of this course and a provincial exam is required of a person before he/she can be authorized by the Superintendent of Motor Vehicles to inspect commercial vehicles.

Participants must be the holder of a B.C. Certificate of Qualification in either Automotive Mechanical Repair, Commercial Transport Vehicle Mechanical Repair, or Heavy Duty Mechanical Repair.

The course consists of TWO PARTS:

### PART I

#### ADMINISTRATIVE PROCEDURES

- Motor Vehicle Act
- Motor Vehicle Act Regulations
- Commercial Vehicle Inspection Program
  - Vehicles
  - Facilities
  - Inspectors
  - Inspections
  - Decals
  - Repairs to Vehicles
  - Maintenance
  - Enforcement
  - MVD Appointed Agents
  - Motor Vehicle License Officer
- Commercial Vehicle Inspection Manual
- Commercial Vehicle Inspection Forms

### PART II

#### PRACTICAL

- Steering Mechanism
- Tie Rod Ends
- King Pins
- Front Wheel Bearings
- Steering Lash
- Brake Adjustment
- Brake Lining Thickness
- Brake Hoses
- Drum/Disc Wear
- Headlamp Adjustment
- Trailer Attachment Wear
- Tire Wear

Successful applicants will, upon passing the final examination, receive their individual authorization to inspect vehicles required to be inspected under the Commercial Vehicle Inspection (CVI) Program from the Superintendent of Motor Vehicles in the following manner:

A Course Completion Card will be issued by the College to all students who successfully complete this course. The card signifies that the student has met the minimum entrance qualifications, has attended all of the classes, and has demonstrated his/her mechanical abilities to diagnose defects in accordance with the (Safety and Repair) Inspection Standards.

The student will then present the card to any Motor License Office and write an "ADMINISTRATIVE" examination which requires an 80% pass mark.

The student, if successful, will then be issued a certificate by the Superintendent of Motor Vehicles, authorizing him/her to examine vehicles pursuant to Section 215.1 of the Motor Vehicle Act.

**Length of Course:** 30 hours

**Instructor:** Dave Dams

**Maximum Enrollment:** 20

**Cost:** \$150.00

Dates and Locations		
Houston	Oct 14 - 16,	4 - 10 p.m.
Prince Rupert	Oct. 24 - 28,	4 - 10 p.m.
Terrace	Nov. 7 - 18,	7 - 10 p.m.
Kitimat	Nov. 21 - 25,	4 - 10 p.m.

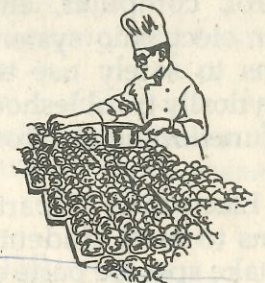
## Cook Training

"Professional Cook Training" (Continuous Intake, Full-Time)

The objective of *Professional Cook Training* is to prepare students in all the basic skills necessary to gain employment in the hospitality industry. For students who have an interest in working with the general public and a desire for permanent gainful employment. Opportunities are plentiful for graduates.

- Professional Program - 12 months
- Camp Cooking Program - 6 months
- Short Order Cooking Program - 3 months
- Upgrading Program - Up to 3 months

FEES: See registration section (P.2)



The following General Interest EVENING WORKSHOPS are also offered:

- Meat Cutting - Designed for the Meat Hunter
- Cake Decorating - Beginner

Contact Student Services 635-6511 for registration information on these programs or workshops.

### Cooperative Advanced HEAVY DUTY MECHANIC Apprenticeship Program

Prerequisite:  
Heavy Duty TRAC Specialty  
or Module One.

Starting September 26, 1988

Due to the present demand in industry for certified Journeymen Tradesmen, Northwest Community College is offering a program which is designed to provide the entire apprenticeship technical training over three 3-month semesters. A four week co-op work term placement in the trade will follow each semester. Successful completion of the course grants the student 18 months credit on the four-year apprenticeship. An additional 30 months of apprenticeship training according to Ministry of Labour guidelines enables the student to write the Interprovincial Heavy Duty Mechanic exam. Successful completion of this program will enhance your employability.

For more information contact the  
Mechanics Department  
635-6511, Local 289

### Cooperative Advanced MILLWRIGHT Apprenticeship Program

Prerequisite:  
Successful completion  
TRAC with Millwright Specialty

Starting September 6, 1988

This program is designed to provide the entire apprenticeship technical training of the Millwright over 3, 3-month semesters. A four week co-op work term placement in the Millwright trade will follow each semester. The intensity of the training allows for the acceptance of only 16 highly motivated students with the necessary prerequisites. Successful completion of the C.A.M.A.P. grants the student 18 months credit on the four year Millwright Apprenticeship. An additional 30 months of Millwright Apprenticeship Training according to Ministry of Labour guidelines enables the student to write the Interprovincial Millwright exam.

For more information contact the  
Millwright Machinist Program Department  
635-6511, Local 284

## ELECTRONICS PROGRAM

The *Electronics Technician Program* prepares individuals to install, maintain, modify, calibrate, troubleshoot and repair telecommunications, industrial control, computer, entertainment, and other electronic systems. The student learns to safely use test equipment to analytically troubleshoot and repair most malfunctioning electronic equipment.

The Electronics Department tailors programs to meet student needs. Students can take specific parts of the program, or complete the total program and receive a college certificate. Self-paced computer aided instruction (CAI) enable a high degree of flexibility.

### ELECTRONICS (Evening Courses)

The CAI course will be offered from 3:00 to 10:00 p.m. on Mondays, Tuesdays, alternate Wednesdays and Thursdays in Terrace. Students who prefer may attend days, afternoons, or nights in order to complete the CAI Basic Electronics Program in a shorter time. Student lab time is on a first come first use basis. Students are required to schedule station time. If he/she fails to attend pre-booked time, then their time slot may be re-allocated.

### TELECOMMUNICATIONS 600 Telecommunications

Includes two-way mobile radio, fiber optics, pulse modulation, multiplexing, and microwave and satellite communications systems.  
18 weeks  
Oct. 3, Monday - Friday  
8:00 a.m. - 3:00 p.m.  
\$72.00/month

For course descriptions or further information refer to the 1988/89 N.W.C.C. Calendar available at the Terrace Campus, or, contact the Electronics Department 635-6511, Local 280

We are offering several "NEW" courses to give you the opportunity to stay abreast of the rapidly changing technology in today's industrial and business environment, some of which include:

**Provincial Core Program** - Computer aided instruction format consisting of several courses which are offered on a continuous intake.

**Specialty Programs** - Following the completion of the Core Program, a student has several specialty options available.

**Video Systems** - A comprehensive trouble shooting and diagnostic course designed to enhance the technician's ability in today's complex video industry.

**FEES:** Full-time \$ 72.00/month

Part-time \$ 36.00/month

(less than 15 hrs. per week)

**Tool & Book Deposit: (Refundable) \$50.00**

**TIMES:** Days: Monday to Friday  
8:00 a.m. - 3:00 p.m.  
Afternoon: Mon., Tues. & Thurs.  
3:00 - 10:00 p.m.

### ELECTRICAL CODE UP-GRADING (For Trades People)

Course Length: 24 hours

Date: Oct. 31 - Nov. 24, Mondays & Thursdays

Times: 7:00 - 10:00 p.m.

NWCC, Rm. 1122, Shops Bldg.

Fee: \$75.00

Book Required - Canadian Electrical Code  
15th Edition with B.C.  
Amendments and Bulletins

We can arrange for  
**INDUSTRIAL  
ELECTRONIC COURSES**  
to meet the needs of the client!

## FOODSAFE

### A Sanitation Program for Food Handlers

There are no prerequisites for the FOODSAFE course.

Every year in Canada, thousands of people suffer the effects of unsafe food handling practices. An outbreak of food poisoning in your restaurant or institution could result in expensive lawsuits, and damage the reputation you've worked so hard to build. If you've been thinking about improving your employees' knowledge of sanitation and foodborne diseases, *FOODSAFE* could be your most important training decision.

Designed in consultation with the B.C. Restaurant and Food Service Association, the Ministry of Post Secondary Education, and Capital Regional District Environmental Program, *FOODSAFE* will train you and your employees on the procedures and conditions necessary for the prevention of foodborne illnesses.

The two programs, Basic and Advanced, each consist of: Eight hours of instruction, covering such topics as:

- the purchase and storage of potentially hazardous foods
- personal hygiene
- the causes of foodborne diseases
- maintaining a sanitary foodservice operation

#### TOPICS INCLUDE:

- Microbiology
- Foodborne Illnesses
- Personal Hygiene and Health
- Serving and Dispensing
- Food Protection and Preparation
- Receiving and Storing Food Safely
- Dishwashing Methods
- Food Poisoning - Food Protection
- Facilities and Equipment
- Housekeeping and Pest Control
- Managing Sanitary Practices in a Foodservice Operation

Upon successful completion of the courses, participants will receive a recognized certificate in Sanitary Food Handling.

The Foodsafe program is currently being offered throughout the College region. Don't miss this interesting and informative opportunity in TERRACE.



September 26, 29, & October 3, 6,  
Monday & Thursday, 7:00 - 9:00 p.m.

N.W.C.C. Terrace Campus  
Instructor: Saskia van Beynum  
Fee: \$35.00



For more detailed information please contact: Elaine Maikapar  
Northwest Community College, Terrace Campus, 635-6511, Local 305

### INTERIOR LOG SCALING

Learn the theory and practical skills of scaling. This course will include classification of species, measuring of forest products, the use of the scale stick and log grading. Upon completion you will be prepared to take the Ministry of Forests written and practical exams, to obtain a license.

(Students should have Grade 12 Math skills and knowledge of the metric system.)

September 19 - October 7, 8:00 a.m. - 3:00 p.m.

Fee: \$300.00

(Manual \$27.00, Exam Fee \$50.00, Equipment Deposit \$50.00) [Equipment fee is refundable]

## MANAGEMENT SKILLS FOR SUPERVISORS

### AVAILABLE THROUGH OUR SMITHERS CAMPUS

The *Management Skills for Supervisors* program is currently being offered throughout the College region. It includes 90 hours of integrated material covering a broad range of management skills. This is a Ministry of Education approved program. It is constructed to be highly experimental in nature to attract the trainee towards involvement in his/her own training. To that end, such devices as role plays, structured experiences, media experiences, self-scoring inventories and discussions have been liberally employed and supported by relevant theoretical concepts. This program is organized into three parts.

#### Part I - Interpersonal Skills

(3 days, plus 1 day reinforcement) - \$250.00

**You will learn to:**

- Communicate effectively
- Sharpen your supervisory skills
- Improve and enhance your relationship with others
- Develop effective and persuasive communication
- Enhance your interviewing techniques
- Use an effective system for making quality decisions

October 1 - 4, Monday to Thursday, 8:30 a.m. - 4:30 p.m.

#### Part II - Group Skills

(3 days, plus 1 day reinforcement) - \$250.00

**You will learn to:**

- Sharpen your leadership skills
- Set the climate for motivation
- Use your preferred leadership style effectively
- Use your skills in group situations - focusing on leadership, motivation and team building
- run effective meetings

November 1 - 4, Tuesday to Friday, 8:30 a.m. - 4:30 p.m.

#### Part III - Administrative Skills

(3 days, plus 1 day reinforcement) - \$250.00

**You will learn to:**

- Sharpen your administrative skills
- Manage your job effectively
- Use a comprehensive and flexible system in performance analysis and appraisal.
- Identify your timewasters and how to eliminate them.
- Apply 10 simple rules to make your written communication effective & successful.

December 6 - 9, Tuesday to Friday, 8:30 a.m. - 4:30 p.m.



#### FINANCIAL AID AND SPONSORSHIP

Some reimbursement of fees may be possible from the sponsoring employer through Canada Employment. Please contact your local Canada Employment Centre for more information.

For more detailed information please contact:  
**THE SMITHERS CAMPUS**

or

**Elaine Maikapar**  
Northwest Community College, Terrace Campus, 635-6511, Local 305

!!! Three Day Workshop !!!

## PESTICIDE APPLICATOR

1. Industrial
2. Landscape & Garden
3. Dispensers

This three day course will present both the theory and practice required for qualification as a pesticide dispenser or applicator. Participants will have a better understanding of pesticides and their proper, safe use.

**Subjects to be covered include:**

- Laws and Regulations (Federal & Provincial)
- Pesticide Registration
- Labelling and Safety
- Pesticide and the Environment
- Applicator Technology.

All participants will be required to write and pass an exam to receive certification.

Any interested persons are welcome.

There are no prerequisites.

Date & Time: T.B.A.

Fee: \$45.00 + Exam Fee \$10.00

Held throughout the College region as required.

CALL YOUR NEAREST COLLEGE CENTRE to indicate your interest!

## SUPERHOST

**SUPERHOST** is a comprehensive, multi-year program designed by the Government of B.C. to up-grade the standards of service and hospitality provided to the travelling public in B.C. It's intent is to maximize the opportunity and benefits of the Tourism industry in our province.

The objectives of the program are to:

- Identify the major sectors of the Tourism industry
- Underline the value of Tourism to the province and to the community
- Teach an awareness of the communication process
- Provide an understanding of the importance of good customer service to the industry
- Demonstrate effective techniques for handling customer complaints
- Identify major attractions and promotional events and services in the community.



The program is a dynamic and unique opportunity for anyone in frequent contact with visitors to the area and with the public at large. Sponsored by the Chamber of Commerce, **SUPERHOST** is tailored to a six hour presentation format which can be offered anywhere requested. It is reinforced by a three hour follow-up module, the **SUPERHOST "Encore"**.

To register for **SUPERHOST** or to arrange a **SUPERHOST** program for your employees contact:

Ms. Bobbie Phillips

Terrace & District Chamber of Commerce, 635-2063

or

Elaine Maikapar

Northwest Community College, Terrace Campus, 635-6511, Local 305



