

WINTER '88



TERRACE

NORTHWEST COMMUNITY COLLEGE

635-6511

NORTHWEST COMMUNITY
COLLEGE

REFERENCE - NOT TO BE
TAKEN FROM THIS ROOM

SAVE FOR FUTURE
REFERENCE

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!

Introduction	1 - 4
Academic Programs	5 - 11
Adult Basic Education Programs	12 - 13
Business Education Programs/Courses	14 - 16
Early Childhood Education	17
Emily Carr College of Art & Design Courses	25
First Aid Courses	15
Health Continuing Education	18 - 19
Human Service Worker Program	20 - 21
Northwest Professional Nursing Program	19
Special Interest Courses	22 - 24
Trades Training and Industry Services	26 - 35
Teleconference Courses	10 - 11

<p>Editor: Production/Design: Publisher: Printers:</p>	<p><i>Betty Kofoed, Information Officer</i> <i>Carol Olson, Information Clerk</i> <i>Information Office, Northwest Community College</i> <i>Cariboo Press, Williams Lake</i></p>
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IT'S NEVER TOO LATE TO LEARN !

REGISTRATION INFORMATION

5331 McConnell Avenue
(Administration Building)
Telephone: 635-6511

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

STUDENT SERVICES REGULAR HOURS

Monday - Thursday	8:00 a.m. - 6:00 p.m.	(7:00 p.m. Sept. & Jan.)
Friday	8:00 a.m. - 5:00 p.m.	

Telephone Registrations can only be made with: **VISA OR MASTERCARD**

Interested students need to pre-register by pre-paying at the College. Lack of minimum enrollment one week before a course is scheduled to start can result in cancellation of the course.

It is very important that you
PRE-REGISTER

with us to guarantee a seat in any course.
Payment for courses, textbooks or other materials may be made by
CASH, CHEQUE, VISA OR MASTERCARD.

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: (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 Northwest Community College courses, effective September 1, 1987 (Business & Industry, Health and other contract courses will have other fees than the following and will be advertised individually).

Tuition:

ACADEMIC - All courses (University Transfer & Business Administration)	\$23 per credit hour per semester. MAXIMUM \$340 per semester
VOCATIONAL & ABE	\$69.00 per month, payable on semester basis in advance.

Other Fees:

Student Association Fee (Full-Time)	\$1.00/month
Transcript: \$1.00 for first and \$.50 for each additional ordered at same time.	

Deposits: (Refundable)

Residence Deposit	\$50.00
Vocational Book & Tool Deposit	\$50.00
Adult Basic Education & Business Careers Program Book Deposit	\$25.00

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 24 hours 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:

Receipts totalling over \$100 are income tax deductible. Distance Education students only may deduct both the cost of their books and tuition. Please keep your receipt.

Holidays:

Classes are not normally held on Statutory Holidays.

FINANCIAL AID

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

\$\$\$\$ There is Help \$\$\$\$

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 a new Entrance Scholarship program which may pay up to full tuition for this year's Secondary School Graduates.

Contact Bev Kealty, Financial Aid Officer

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.

The College Endowment Fund

Northwest Community College is currently conducting a fund-raising drive to establish the College Endowment Fund. This fund will generate funds for student financial aid in perpetuity.

The Endowment Fund has in excess of \$110,000 and is being used for much needed student assistance. Corporations, businesses, service clubs, unions and individuals may contribute tax-deductible donations to the fund by contacting the College. Your contribution will remain in the fund permanently and continue to provide student aid money.

For information, call Brian Loptson 635-6511

Counselling Services

Francis Sabine - Counsellor - B.A., M.A.

Do you have questions about:

- making a career decision?
- financial aid?
- matching courses and programs to your career choice?
- university degree requirements?

Phone or drop in for an appointment. 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. Talk to your Counsellor. You'll be glad you did.

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

Students with Disabilities

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 Counselling Office 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.

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 in the Administration Building for assistance.

Learning Resource Centre

GOOD NEWS - The L.R.C. has more than BOOKS!

We have an exciting and current collection of Books, Magazines, Newspapers, Records, Audio and Video cassettes, 16 mm films, Slides, Government Documents, Maps, Aerial Photos and Archival Materials. Located in the lower floor of the Administration Building, the L.R.C. offers student study space, restful lounge area, audio and video playback equipment, and convenience typewriters and photocopying machines.

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.
Saturday - CLOSED
Sunday - 1:00 p.m. - 9:00 p.m.
(Closed between 4 - 5:00 p.m.
for Supper Break)



THE PUBLIC IS WELCOME

SPECIAL BULLETIN

Northwest Community College Internal Evaluation

HOW WELL ARE WE DOING?

In January and February Northwest Community College staff will be inviting you to participate in a process known as a

SELF-STUDY

The College wants to analyze the educational resources and effectiveness of its operation and particularly to seek input from individuals, groups, communities, agencies, business, labour and government.

You are cordially invited to participate in this process by providing us with answers to such questions as:

- Is the College successfully doing what it says it will do?
- Are there additional programs/services we should be offering?
- Are there programs/services which no longer suit the educational needs of the region the College services?
- Is the College accurately assessing needs?
- How well do we present our programs and services?
- Are programs/services decentralized (from Terrace) enough?
- Should we be held more accountable for what we do?
- Do we relate well to the communities we serve?

Public forums will be held during the first 2 weeks of February in Masset, Queen Charlotte City, Prince Rupert, Terrace, Kitimat, New Aiyansh, Hazelton, Smithers, Houston and Stewart, so watch for announcements in your area as to specific locations, dates and times. The College will be seeking as much constructive public input as possible. This is your opportunity to let us know what you think of Northwest Community College. We hope any criticisms will be constructively presented and plaudits/successes will, likewise, be gratefully received.

Watch for media coverage of the College during January when the College will be featured on both radio and T.V. as a precursor to the public forums.

Anyone wishing to submit written briefs on the above questions, or any aspect of the College's operation can also do so by forwarding to:

Ian Thomas, Executive Director,
Regional Education Services and College Planning
at the College in Terrace or,
briefs can be dropped off at your nearest College office.

WE WANT TO KNOW!

Academic Programs

Learning is for Everyone



General Program Information

The Academic Division offers a comprehensive selection of first-and-second year university transfer courses in the humanities, social sciences and physical sciences. You can select a combination of prerequisite 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 chose 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, Registration and Cost

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

Registration for all courses in Terrace, will take place **January 4, 1988**. Register in person at the College Campus nearest to you. **Classes start January 11, 1988.**

*Last day for late registration and changing of classes is
Friday, January 22nd for ALL Academic students.*

The fee for all courses is \$23.00 per credit hour (\$69 for a 3 credit course) to a maximum of \$340.00 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.*

START UNIVERSITY HERE

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

ACADEMIC PROGRAMS SCHEDULE

COURSE	DAY	TIME	INSTRUCTOR
Humanities			
English 100 - Corres.	T.B.A.	T.B.A.	G. Stanley
English 102 - 1	M/W	10:30 a.m. - Noon	G. Stanley
English 102 - 2	TH	1:00 p.m. - 4:00 p.m.	G. Stanley
English 102 - 3	T	9:00 a.m. - Noon	G. Stanley
English 110	W	7:00 p.m. - 10:00 p.m.	G. Stanley
English 151	M	1:00 p.m. - 4:00 p.m.	G. Stanley
French 111	M/W	9:00 a.m. - 10:30 a.m.	J. Patterson
Social Sciences			
Anthropology 102	T	1:00 p.m. - 4:00 p.m.	S. Mark
Economics 201	T	7:00 p.m. - 10:00 p.m.	P. Weber
History 202	M	1:00 p.m. - 4:00 p.m.	P. Weber
Political Science 102	TH	7:00 p.m. - 10:00 p.m.	P. Weber
Psychology 102 - 1	M	7:00 p.m. - 10:00 p.m.	A. Klingner
Psychology 102 - 2	T	1:00 p.m. - 4:00 p.m.	A. Klingner
Psychology 202	W	7:00 p.m. - 10:00 p.m.	L. Tarwick
Psychology 222	TH	7:00 p.m. - 10:00 p.m.	A. Klingner
Sociology 102	TH	9:00 a.m. - Noon	S. Mark
Sciences			
Biology 102	M/W	2:30 p.m. - 4:00 p.m.	A. Gottesfeld
Biology 102 Lab 1	TH	9:00 a.m. - Noon	A. Gottsefeld
Biology 102 Lab 2	TH	1:00 p.m. - 4:00 p.m.	A. Gottsefeld
Chemistry 102	M/W	1:00 p.m. - 2:30 p.m.	E. Turner
Chemistry 102 Lab	T	9:00 a.m. - Noon	E. Turner
Computer Science 122	M/W	3:30 p.m. - 5:00 p.m.	J. Stone
Computer Science 122 Lab	TH	1:00 p.m. - 4:00 p.m.	J. Stone
Geology 157	M	7:00 p.m. - 10:00 p.m.	A. Gottesfeld
Geology 157 Lab	T.B.A.	T.B.A.	A. Gottsefeld
Math 102	M/W/F	10:30 a.m. - Noon	J. Stone
Math 131	TH	7:00 p.m. - 10:00 p.m.	J. Stone
Physics 102	M/W	9:00 a.m. - 10:30 a.m.	E. Turner
Physics 102/122 Lab	F	1:00 p.m. - 4:00 p.m.	E. Turner
Physics 122	T & F	1:00 p.m. - 2:30 p.m.	E. Turner

For information on these courses please refer to the Northwest Community College calendar, or call the Academic Department, Terrace Campus 635-6511 (Loc. 240).

ACADEMIC COURSE PROGRAMS - TERRACE CAMPUS

COURSE	TITLE
English 101 - Corres.	Composition and Literature
English 102 - 1	Composition and Literature
English 102 - 2	Composition and Literature
English 102 - 3	Composition and Literature
English 110	Creative Writing II
English 151	Technical Writing I
French 111	Advanced French II
Social Sciences	
Anthropology 102	Introduction to Social and Cultural Anthropology
History 106	Fascism 1919-1945:
Political Science 102	Canadian Politics II
Psychology 101 - 1	Introductory Psychology
Psychology 101 - 2	Introductory Psychology
Psychology 201	Development Psychology
Psychology 221	Abnormal Psychology
Sociology 101	Introductory Sociology
Sociology 205	Sociology of the Family
Sciences	
Biology 101	Introductory Biology I
Biology 101	Introductory Biology I
Biology 101 Lab 1	Introductory Biology Lab
Biology 101 Lab 2	Introductory Biology Lab
Chemistry 101	Introductory Chemistry
Chemistry 101 Lab 1	Introductory Chemistry Lab
Chemistry 101 Lab 2	Introductory Chemistry Lab
Computer Science 114	Problem Solving & Programming (Non-Calculus)
Computer Science 121	Programming in Pascal
Computer Science 121 Lab	Programming in Pascal Lab
Math 101	Calculus
Math 130	Applications of Mathematics
Physics 101	General Physics I
Physics 121	Physics I (Calculus)
Physics 101/121 Lab 1	Physics Lab

Academic University Transfer Course Descriptions

For Instructor names and Course Schedule see P. 6 & 7

Humanities

English 102-3:
Literature and Composition II
Reading and discussion of modern fiction, drama and essays. Lectures on grammar and style. Written assignments based on analysis of the literature read, personal experience, and subjects of general interest. (3,0,0)

English 110-3:
Creative Writing II
Reading and criticism of student writing: poetry, fiction, non-fiction.
Prerequisite: English 109, or permission of instructor. (3,0,0)

English 151-3:
Technical Writing I
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)

French 111-3:
Advanced French II:
A continuation of French 110, emphasizing literature, structure, and oral communication, conducted entirely in French. Course materials include:
Antigone by Jean Anouilh, *Les enfants du bonhomme dans la lune* by Roch Carrier; *Champs Elysees* tape series on current affairs in the Francophone world; *Du Bout de las Lague Au Bout des Doigts*, a text on structure. One videotaping session. (3,0,0)
Prerequisite: French 12 or French 110, or permission of the instructor.

**HAVE
YOU
REGISTERED?**

Social Science

Anthropology 102-3:
Introduction to Social and Cultural Anthropology
In this general introduction, we will study how people around the world solve the basic human problems of making a living, organizing, raising children and dealing with the supernatural.. (3,0,0)

History 202-3:
Fascism 1919-1945:
Mussolini's Italy and Hitler's Germany in the European Context
This course will offer an analysis of the formation and ideology of fascist movements and their leaders; of the conditions under which they were able to mobilize popular support and rise to power; and of the nature and practice of fascist regimes, with emphasis on the experience of the German people. Fascism was a response to traditional society and to socialism, and major aspects of their development in Italy and Germany, of the civil war in Spain and of developments in Russia under Stalin will be studied to facilitate an understanding of fascism. The function of ideology and domestic considerations in aggressive foreign policies will be studied in the context of the origins of the Second World War, Hitler's and Mussolini's war aims and major strategies to 1942 and will be re-examined in the context of occupation and extermination policies. (Excerpts from contemporary documentary and feature films will be made available for viewing.) (3,0,0)

Political Science 102-3:
Canadian Politics II:
Challenges from Within and from the Outside
This course will focus on problems of Canadian federalism (French Canada, regional economic disparities and the transfer tangle, Meech Lake), provincial affairs, Canadian-American relations (NATO, free trade, acid rain, etc.), Canada's relations with selected other countries and strategies for the future (Pacific Rim, Arctic, Europe, South Africa, Foreign Aid, Disarmament). (3,0,0)

Psychology 102-3:
Introductory Psychology II
This course is a continuation of Psychology 101. Topics include: remembering and forgetting; thinking and communicating; understanding human personality; assessing individual differences; understanding and managing stress; therapies for personal change; the social basis of behaviour; and exploring social issues. Psychology 101 and 102 are prerequisites for other psychology courses at NWCC. (3,0,0)
Prerequisite: Psychology 101 or permission of instructor.

Psychology 202-3:
Development Psychology II
This course is a continuation of Psychology 201. The topics included are the physical, cognitive and psychosocial aspects of development in the school years, adolescence, adulthood and late adulthood. (3,0,0)
Prerequisite: Psychology 101 and 102, Psychology 201 or permission of the instructor.

Psychology 222-3:
Clinical Psychology and Intervention Methods
The indications for, appreciation and evaluation of therapeutic interventions, techniques such as behaviour and cognitive behaviour, modification, biofeedback, psycho/pharmacology, and relaxation training techniques are the focus of this course. The wholistic approach to human life-styling and community health care will be discussed. (3,0,0)
Prerequisite: Psychology 101 and 102, Psychology 221 or permission of the instructor.

Sociology 102-3:
Introductory Sociology II
An examination of the major institutions of society and some of the major trends of modern society. Religion, law, education, politics, urbanization, industrialization and social movements will form the basis of the course. (3,0,0)

Sociology 239-3:
Sociology for the Helping Professions
This course provides an introduction to those concepts and methods of sociology which are most pertinent to people in "helping" professions. Observation and understanding of human behaviour in a social context: crime and deviance, culture, socialization, family organization, class structure, ethnicity and minorities. (3,0,0)

Science

Biology 102-3:
Introductory Biology II
A continuation of Biology 101. The course covers Mendelian genetics, population genetics, evolution, a survey of the living world including micro-organisms, plants and animals, and ecology. There will be a weekend field trip to the coast to study the intertidal life. The laboratory will cover genetics, culturing of *Drosophila*, the classification of living things, micro and macro studies of the morphology of organisms, and field techniques. (3,3,0)
Prerequisite: Biology 101 or permission of instructor.

Chemistry 102-3:
Introductory Chemistry II
This is the second half of the basic first year course in chemistry for students pursuing further studies in sciences and engineering. Topics of study include solution chemistry, chemical equilibrium, rates of reactions, acids and bases, solubility and organic chemistry. (3,3,0)
Prerequisite: Chemistry 101, or permission of instructor.

Computer Science 122-3:
Topics in Computer Science
Using the programming skills acquired in Computer Science 121, students will explore techniques for the effective solution of sophisticated problems. Computer time is available during scheduled labs, in the evenings and on weekends. (3,3,0)
Prerequisite: Computer Science 121, or programming skills acceptable to the instructor.

Geology 157-3:
Physical 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. Field work and necessary laboratory work will be arranged on weekends. (3,2,0)

Mathematics 102:
Calculus II
A continuation of Math 101 which will develop further skills with the tools of calculus, introduce new techniques and expand the range of problems which can be addressed. (4 1/2,0,0)
Prerequisite: A minimum grade of "C" in Math 101 or its equivalent.

Mathematics 131-3:
Introduction to Statistics
An introduction to statistics intended for persons in the managerial, life and social sciences. Topics to be presented in this course include the description of data, its analysis and use for predicting future events. The only mathematical skill necessary to start this course is a basic facility with equations. (3,0,0)
Prerequisite: Algebra 11 or its equivalent.



Physics 101-3:
General Physics II
This is the second half of the basic first year course in physics. Topics of study include wave motion, electricity and magnetism, quantum mechanics and nuclear physics. (3,3,0)
Prerequisite: Physics 101 or permission of instructor.

Physics 122-3:
Physics II (Calculus)
This is the second half of the first year calculus based physics course for students intending to pursue studies in the physical science and engineering. Topics of study include electricity and magnetism, wave motion, quantum mechanics and nuclear physics. (3,3,0)
Prerequisite: Physics 121 or permission of instructor.
Corequisite: Math 102

CHARGE CARD REGISTRATION

Pay your Tuition Fees
with either
VISA
or
MASTERCARD
635-6511



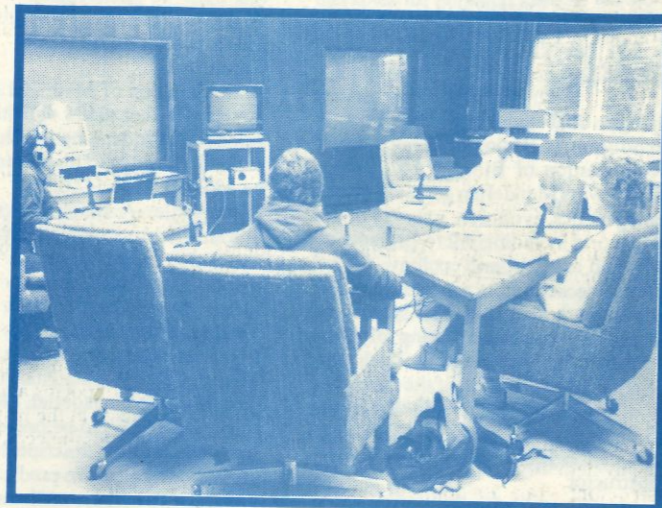
Winter 1988
Northwest Community College



AUDIO TELECONFERENCING

++++++ Bringing more courses to YOUR COMMUNITY ++++++

- Classes begin the week of January 11, 1988
- Courses run for 15 weeks
- All Courses are 3 Credit
- Tuition is \$23 per course credit plus textbooks
- Classes include lectures, audio-visual presentations and interactive seminars
- All courses may be taken for "General Interest"



TELECONFERENCING makes it possible for students in the Northwest to "get together" with each other and their instructor without leaving their communities.

Sophisticated "bridging" equipment in Terrace is linked to teleconference convenors (loudspeaker units and microphones) at regional centres. This bridging of a series of telephone lines allows everyone to communicate with each other.

REGISTRATION

Final Registration Date: January 22, 1988

Registration forms are available throughout the year at all College Centres.

If you require more information regarding **TELECONFERENCE COURSES** call the Programs Division at the **TERRACE CENTRE - 635-6511.**

STARTING THE WEEK OF JANUARY 11, 1988

Anthropology 102 - (Introduction to Cultural Anthropology)

Through readings, films and sharing personal experiences we will look at a broad base of social groups, including the 'Kunj, Mayun, Northcoast Indian, Inca and Chinese, to illustrate how various cultures satisfy the basic human needs of those who live by its rules. We will examine how cultures are maintained and how evolving technology has influenced these social patterns. In April we will wind up this course with a Saturday field trip to a local archeological site.
Instructor: Shannon Mark, Monday 7:00 - 10:00 p.m.

Biology 111 - (Introductory Biology I)

A continuation of Biology 110, this course examines the diversity of life, structure and function in multicellular organisms, evolution and ecology. Laboratories will be conducted on a maximum of three weekends and will include field trips. Prerequisite - Biology 110 or permission of the instructor.
Instructor: Norma Kerby, Friday 7:00 - 10:00 p.m.

Economics 201 - (Principles, Structures and Policies II)

This course will focus on the following: 1) structural problems of the Canadian economy and industrial policies and strategies, 2) the banking system, monetary policies, the balance of payments and international currency exchange rates, 3) the distribution of income and the welfare state, 4) traditional micro-economic theory (the firm, consumer behaviour, prices, output, and wages). Although it is desirable, it is not essential for students to have taken Economics 202 before enrolling in 201.
Instructor: Peter Weber, Wednesday 7:00 - 10:00 p.m.

English 102 - (Literature and Composition II)

English 102 is the second semester of the first-year university transfer course in English literature and composition. This semester emphasizes poetry and drama. Students will read a selection of poems and plays, along with explanatory material contained in unit booklets (and audio tapes) and will submit written assignments to the instructor by mail. The instructor will also lead interactive seminars for students at the College's regional centres, via the audio-teleconferencing (ATC) network. Prerequisite: English 100, 101, or equivalent, or permission of instructor.
Instructor: Ian Jordon, Saturday 9:00 a.m. - Noon

Psychology 102 - (Introductory Psychology II)

This course is a continuation of Psychology 101. Topics include; motivation and emotion; thinking and communicating; understanding human personality; assessing individual differences; understanding and managing stress; therapies for personal change; the psychology of social behaviour. Psychology 101 and 102 are prerequisites for other psychology courses at NWCC. Prerequisite: Only students with Psychology 101 or equivalent can take this course.
Instructor: Andre Klingner, Tuesday 7:00 - 10:00 p.m.

Sociology 102 - (Introduction to Sociology II)

We will examine 'everyday life' with a critical sociologist's eye and attempt to make sense of the basic concept that our behaviour is affected by social forces beyond our control. We will discuss how individuals influence, and are influenced by, the major structures of society - such as equality, social class, immigration and ethnic relations. Through readings, films and personal experience topics such as work, politics, the education system, religion, and modern family life will provide lively discussion each week.
Instructor: Shannon Mark, Thursday 7:00 - 10:00 p.m.

Early Childhood Education 213 - (Health, Safety and Nutrition in E.C.E.)

The student will learn skills in managing the health care and nutrition of infants, toddlers and special needs children. Students will develop the ability to establish and foster healthy, safe environments for young children. Prerequisite: Level 1 Training E.C.E.
Instructor: Terri Cody, Thurs. 4:00 - 6:00 p.m., plus 1 Saturday (This is a 2 Credit Course)

ONE TRADITIONAL CORRESPONDENCE COURSE IS ALSO AVAILABLE:

English 100 (Literature and Composition I) Instructor: George Stanley

English 100 is the first semester of the first-year university transfer course in English literature and composition. This semester emphasizes fiction. Students will read a selection of short stories and novels, along with explanatory material contained in unit booklets, and will submit written assignments to the instructor by mail. Prerequisite: English 12 or permission of instructor.

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 Grade 12 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 Vocational Career/Technical programs, or University level programs.

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.

Length of Program

Varies to suit individual needs.

Fees: \$69.00 per month
 \$25.00 Book Deposit (refundable)
 \$ 1.00 Student Association fee - per month

Date: Continuous intake.

Location: Administration Bldg. - Days

Room 202 - Evening course

Time: Mon - Fri. 8:00 a.m. - 3:00 p.m. (Day class)

Mon. - Thurs. 3:00 - 10:00 p.m. + Fri. 9:00 a.m. - 4:00 p.m. (Evening class)

Financial Aid and Sponsorship

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. For further information contact your nearest College Centre.

TUTORIAL SERVICE

Northwest Community College is pleased to announce the continuance of the **TUTORIAL SERVICE** being offered through its 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 be offering 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.

The cost to the student would be \$34.50 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 दृष्टिः दार्मः पठविनी सीमा सभा
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: January 5 - March 24
 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 course for adults who did not complete secondary school and wish to prepare to write a Ministry of Education Grade 12 equivalency exam under the G.E.D. program. 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.

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: March 18/19, 1988 and June 10/11, 1988.

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

You May Also Enroll in Our

G.E.D. PREPARATION CLASSES

Instructors: Ella George and
 Teresa VanAdrichem
Date : Sept. 8 - Dec. 8, 1987
Time : Tues. 7:30 - 10:00 p.m.
Location: Caledonia School
Fee: \$10.00

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. The courses are designed for adults with mental handicaps and would also be of benefit to others who may require additional educational support.

Courses offered

Job Preparation/Work Orientation

Dates: Jan. 4, 1988 - April 29, 1988
Times: Mon. - Fri. 8:00 a.m. - 3:00 p.m.
Fee: \$69.00 per month

Up-Grading/Functional Literacy

Dates: Jan 4, 1988 - April 29, 1988
Times: Mon./Wed./Fri. 1:00 - 3:00 p.m.
Fee: \$34.50 per month

Special Interest Courses (Pre-registration required)

- 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: \$34.50 per course

*Dates for these
 Special Interest Courses
 will be available after Dec. 15/87.
 Call Elizabeth Snyder 635-6511,
 Local 307 for further information.*

Business Education Programs

Full-Time Pre-Employment Programs

The following programs commence January 4, 1988 with continuous intake:

- Accounting
- Administrative Secretary
- Clerk-Typist
- Clerk Bookkeeper
- General Secretary
- Industrial Records & First Aid
- 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
and January 4, 1988.



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

Part Time Pre-Employment and Upgrading Programs

Advanced Typewriting

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.
January 19, Tues. & Thurs.
7:00-9:00 p.m., Rm. 111,
\$72.00 + books, 40 hrs.

Basic Keyboarding

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.
January 19, Tues. & Thurs.
7:00 - 9:00 p.m., Rm. 111,
\$72.00 + books, 40 hrs.

Bookkeeping (ACCT 101)

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. COLLEGE CREDIT.
January 19, Tues. & Thurs.
7:00 - 10:00 p.m., Rm. 113,
\$108.00 + book, 60 hrs.

Bookkeeping (ACCT 102)

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.
January 19, Tues. & Thurs.
7:00 - 10:00 p.m., Rm. 113,
\$108.00 + book, 60 hrs.

Canadian Commercial Law

(BLAW 150/151)
RIA, CGA, CA, CCUI, COLLEGE CREDIT
January 4 - May 27
Mon. - Fri.
1:00 - 3:00 p.m., Rm. 217
\$138.00 + books

Introductory Finance Accounting

(ACCT 150/151)
RIA, CGA, CA, COLLEGE CREDIT
January 19, 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 not required.

Program includes:
Bedford Integrated Accounting, ACCPAC (General Ledger) and Lotus 1-2-3.
Prerequisite: Acct 101/102 &/or Acct 150/151 or equivalent.

Course I

January 18, Mon. - Wed.
7:00-10:00 p.m., Rm. 109,
\$95.00 + supplies, 42 hrs.
Enrollment limited to 12

Course II

March 14, Mon. - Wed.
7:00-10:00 p.m., Rm. 109,
\$95.00 + supplies, 42 hrs.
Enrollment limited to 12

General Business Pre-requisite

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.
January 18, Mon. & Wed.
7:00-9:00 p.m., Rm. 113
\$72.00 + books, 40 hrs.

Income Tax (Taxn 250)

RIA, COLLEGE CREDIT
January 4 - Mar. 11
Mon. - Fri.
8:00 - 10:00 a.m., Rm. 217
\$69.00 + books

Intermediate Financial Acct.

(Acct. 250/251)
RIA, CGA, CA, COLLEGE CREDIT
January 4 - May 27
Mon. - Fri.
1:00 - 3:00 p.m., Rm. 108
\$138.00 + books

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

Introductory Financial Accounting

(ACCT. 150/151)
RIA, CGA, CA, CCUI, COLLEGE CREDIT
January 4 - May 27
Mon. - Fri.
8:00 - 10:00 p.m., Rm. 108
\$138.00 + 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

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

COURSE II

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

COURSE III

April 19, Tue. & Thurs.
7:00 - 10:00 p.m., Rm. 109
\$95.00 + supplies, 42 hrs
Enrollment limited to 12

Management and Cost Accounting

(Acct..252/253)
RIA, CGA, CA, CCUI, COLLEGE CREDIT
January 4 - May 27
Mon. - Fri.,
10:15 a.m. - 12:15 p.m.
Rm. 108, \$138.00 + books

Statistics (Math 151)

RIA, CGA, CA, SFU, CCUI, COLLEGE CREDIT
January 4 - March 11
Mon. - Fri.,
10:15 a.m. - 12:15 p.m.
Rm. 217, \$69.00 + books

First Aid Courses

Industrial First Aid

Course I

January 18, Mon. & Wed.,
7:00 - 10:00 p.m., Rm. 215,
\$270.00 includes Books & Exam, 60 hrs.

Course II

January, Tues. & Thurs.,
7:00 - 10:00 p.m., Rm. 215,
\$270.00 includes Books & Exam, 60 hrs.

Course III

April 11, Mon. - Fri.
8:00 a.m. - 3:00 p.m.,
Rm. 215, \$270.00 includes Books & Exam. 66 hrs.

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.

Twelve (12) students are required to make a class.
\$40 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. The Mobile Centre consists of 6 fully configured Business Microcomputers, a Library of Software, and an Instructor.

We offer the courses, seminars and workshops at your site or at other suitable facilities. Typical software packages that we can cover from beginning to advanced levels include:

- Lotus 1-2-3
- Framework
- Wordstar
- Multimate
- Lotus Symphony
- dBase II/III
- ACCPAC
- Bedford
-and MORE



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 a site most convenient to you - - be it your premises or one of our campuses.

General Public Courses

Are you an individual with special computer interests but can't find a suitable course?

If so, give us a call, let us know what you want and we'll put you on a demand list for such a course. Then, as soon as that list includes a total of 6 people, we will schedule a course in your area within 6 weeks.

So, give us a call, round up your friends, and we guarantee you a course.

TERRACE PUBLIC WORKSHOPS

INTRODUCTION TO WORD PROCESSING

January 4, 1988, 2:30 - 5:30 p.m.

Fundamentals of ALL Word Processors will be covered; however, MULTIMATE will be the package of instruction.

INTRODUCTION TO SPREADSHEETS

January 4, 1988, 6:00 - 9:00 p.m.

Fundamentals of ALL Spreadsheets will be covered; however, LOTUS SYMPHONY will be the package of instruction.

INTRODUCTION TO MS-DOS

January 5, 1988, 6:00 - 9:00 p.m.

Fundamentals of both floppy and hard disk file management will be covered.

INTRODUCTION TO COMPUTER ACCOUNTING WITH BEDFORD

January 6, 1988, 2:00 - 9:00 p.m.

INTRODUCTION TO COMPUTER ACCOUNTING WITH ACCPAC

January 7, 1988, 2:00 - 9:00 p.m.

COST: \$35.00 per half-day workshop
\$60.00 per full-day workshop

BEGINNERS SPECIAL:

Take any two of Word Processing, Spreadsheets, and MS-DOS for \$60.00.
All three, only \$80.00

Early Childhood Education

The Early Childhood Education program can be taken on a Part-time or Full-time basis towards the E.C.E. Certificate, or it can be taken for general interest. Courses and Practicum hours as outlined in the following course descriptions are mandatory for completion.

Registration for E.C.E. students will take place at the Terrace Campus January 4, 1988.

Early Childhood Education 121:

Program Development II

Instructor: L. Tarwick, M.A.

Wed: 9:00 a.m. - 12:00 Noon

History of early childhood with emphasis on modern theorists (Piaget, Montessori, Erikson, Skinner, etc.) (4,0,2)

Early Childhood Education 131:

Program Development II

Instructor: T.B.A.

June Intensives 1988 T.B.A.

A continuation of 122 with an emphasis in the total programming area. Units of planning with themes will be the focus. (6,0,0)

Early Childhood Education 122:

Curriculum Development II

Instructor: T. Cody, B.Ed.

Mon. 9:00 a.m. - 12:00 Noon

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

A continuation of 121 with an emphasis in the curriculum areas of music, science and social studies. (6,0,0)

Early Childhood Education 132:

Curriculum Development III

Instructor: T. Cody, B.Ed.

A continuation of curriculum areas plus a unit and theme approach to developing teaching experiences for the Early Childhood program.

Early Childhood Education 123:

Issues in Family Living

Instructor: T. Cody, B.Ed.

June Intensives 1988

The course covers working with people, family forms, marriage and family patterns. It will examine the changes occurring in family life. (4,0,0)

Early Childhood Education 135:

Working with Special Children (HSW 160)

Instructor: L. Tarwick, M.A.

Thurs: 9:00 a.m. - 12:00 Noon

An introduction to causes of learning handicaps of the communicationally, physically, learning and severely handicapped. Recognition of behavioural commonalities among exceptional children, including the gifted. (4,0,0)

Early Childhood Education 126:

Practicum II

Instructor: T. Cody, B.Ed.

Wed & Fri: 12:00 Noon - 4:00 p.m.

To participate in a center, as an assistant, 1 1/2 days per week, plus a three week block. (0,14,0)

Early Childhood Education 127:

Practicum III

Instructor: T. Cody, B.Ed.

All May 1988

To participate as a staff member in one pre-school or day care centre for five weeks. (0,35,0)

Early Childhood Education 128:

Models and Methods of Parent Involvement

Instructor: T.B.A.

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

Topics will include a variety of programs and methods of implementing parent work in different communities and institutional settings. (3,1,0)

Early Childhood Education 213:

Health, Safety and Nutrition

Instructor: T. Cody, B.Ed.

Tues.: 4:00 - 6:00 p.m. (1 Sat. Lab)

(3,0,0)

LIFELONG LEARNING IS FOR EVERYONE

Health Continuing Education

The following workshops have been proposed for the Winter/Spring of 1988. For further information call Health Programs 635-6511, Local 325.

NATIVE CULTURE AND HEALTH February 8-12/88

This *one day workshop* will be for all care givers on how native culture views health, illness, and social issues so that we may provide better care through cultural understanding.

To be held in Smithers, Hazelton, Terrace, Kitimat, and Prince Rupert.

(Check your College Centre for the date in your area).

BEREAVEMENT

This *one day workshop* will be presented in the Spring by the S.A.F.E.R. organization for professional care givers on how to deal and assist with the process of bereavement.

To be held in Terrace and Hazelton.

(Check your College Centre for the date in your area).

MALPRACTICE AND THE LAW March 3 & 4, 1988 Terrace

This *two day seminar* will be presented by the widely acclaimed Lorne Elkin Rozovsky, Q.C. who works exclusively in the health law field advising health professionals, associations, and institutions across Canada and abroad. The following topics of Patient Records and the Law, Medical Staff, Malpractice and the Law will be addressed. This workshop is a must for hospital administrators, nurses, physicians, health records, lab, respiratory, and X-ray personnel.

LONG TERM CARE AIDE/ HOMEMAKER PROGRAM

This combined 14 week program prepares a graduate to function under supervision as a:

1. **Long Term Care Aide** in a personal care, intermediate care or extended care facility.
2. **Homemaker** in a client's private home who will be competent and confident in performing specified skills and who will have the background knowledge of an informed consumer.

and as a

Course Outline
(Provincial Government Curriculum)

Organized into seven major competency groups or tracks which are:

Track	Theory
E	Orientation to Health Field
D	Communications
G	Body Structure/Function - Basic Needs & Mental Health
C	Personal Assistance
A	Nutrition
F	Emergencies (SOFA)
B	A Safe & Clean Environment

The above theory is combined with labs and exams for seven weeks followed by a seven week practicum. The practicum is organized with the local Homemaker Agency for two weeks and with an Intermediate or Extended Care facility for five weeks. Upon successful completion of the program graduates will receive a Long Term Care Aide/Homemaker Certificate which is recognized by all Health Care agencies in the province.

Admission Requirements

1. Have completed Grade 10, ABE Intermediate, or its equivalent.
2. Reflect the desire and interest to work with people of varying ages and from various cultural backgrounds.
3. Submit a medical examination and immunization report prior to final acceptance.
4. Interview.
5. Supply own uniform.

Location:
Northwest Community College
Terrace Campus

Dates:
September 1988 - December 1988.

Applications are now being accepted for this program.

For more information please contact:
Health Programs
Northwest Community College
5331 McConnell Avenue
Terrace, B.C.
635-6511, Local 325

NORTHWEST NURSING PROGRAM

Today's registered nurse assists people in meeting health needs in collaboration with other members of the health care team including dietitians, occupational therapists, pharmacists, physicians, physiotherapists and social workers. Demands made upon nursing professionals range from providing information on health concerns to promoting proper health care, preventing disease, providing restorative care and emotional support. Although it is a high-stress profession both men and women find general nursing a rewarding career.

Admission Requirements

1. (A) Applicants under 23 years of age at the time of entry into the program.
Senior Secondary School Graduation with:
 - a) Chemistry 11 and either Chemistry 12 or Biology 12 (preferred) with a minimum of C+ standing in both courses.
 - b) Algebra 11 with a minimum of C standing.
 - c) English 12 with a minimum of C+ standing.
 - d) Experience in the health care field as a volunteer and/or employee in a general or private hospital or extended care facility (Minimum of 30 hours required).

OR

- (B) Applicants over 23 years of age at the time of entry into the program. Senior Secondary Graduation or equivalent, e.g.: GED or ABE with:
 - a) Chemistry 11 and either Chemistry 12 or Biology 12 (preferred) to be completed within two years prior to enrolment with a minimum of C+ standing in both courses.
 - b) English 12 with a minimum of C+ standing is desirable.
 - c) Experience in the health care field as a volunteer and/or employee in a general or private hospital or extended care facility (Minimum of 30 hours required).

AND

2. A valid St. John Ambulance standard First Aid certificate or an equivalent 20 hour First Aid program is required by the end of Term I, and preferably prior to entry into Term 1. Currency must be maintained throughout the program.
3. CPR Course (Basic 1) must be valid and current prior to entry into Term 4.
4. Completion of the immunization program is required before final acceptance into the program.
5. A physical examination by a physician of the applicants choice, indicating satisfactory health.
6. A satisfactory interview where the following will be assessed:
 - knowledge of and motivation towards a nursing career.
 - financial preparation.
 - communication skills.
 - experience in the health care field.

Applications are now being accepted for admission into the AUGUST 1988 class.

CLASS SIZE IS LIMITED

For more information call
Health Programs
Northwest Community College
Terrace Campus 635-6511, Local 325

Human Service Worker

The Human Service Worker program can be taken on a Part-time or Full-time basis towards the H.S.W. Certificate, or it can be taken for general interest. Courses and Practicum hours as outlined in the following course descriptions are mandatory for completion.

Registration for H.S.W. students will take place at the Terrace Campus January 4, 1988.

For more information on the H.S.W. Program phone 635-6511.

HSW 142-3: Community Services-Advanced
Instructor: Rocque Berthiaume
Mon: 8:30 a.m. - 12:00 Noon

Agencies and policies of particular significance to this region will be examined: The Ministry of Human Resources and its administration of the GGAIN Act; Department of Indian Affairs and Northern Development and its implementation of the Indian Act and local bands' structures; resources relating to handicapped persons; services to drug and alcohol dependent persons; the Court systems and its involvement in family issues are among the community services to be studied. The perspective of the human service worker dealing effectively with these community resources will provide the focal point to the course. (3.5,0,0)
 (HSW 142 & 144 were formally offered as HSW 155)

HSW 144-3: Development of a Community Agency
Instructor: Rocque Berthiaume
Mon.: 12:30 - 4:00 p.m.

This course introduces the student to forming a social service agency. The emphasis is on the development, organization and operation of a potential agency. A seminar format is utilized throughout this course. (2.5,0)

HSW 162-3: Counselling Skills II
Instructor: Karen McKenzie
Mon: 12:30 - 4:00 p.m.

This course is a continuation of counselling skills. The special focus is on interviewing, principles and practices, reading non verbal behavior, confidentiality, and working within groups. The method of role playing (among others) is utilized to practice the counselling skills learned. (3.5,0,0)

HSW 166-3: Working in Community Services
Instructor: Rocque Berthiaume
Wed: 12:30 p.m. - 4:00 p.m.

This course teaches the student about working in community and social organizations. The student will learn about structure and process of organizations, how to work in and with committees and how organizations and agencies relate to the large community. (3.5,0,0)

HSW 168-3: Computers in the Social Services
Instructor: T.B.A.
Tues: 8:30 a.m. - 12:00 Noon

This is an introductory course to teach human service worker students about computers and their use in social services. An overall understanding of the general principles of how computers work is conveyed. The main focus is on word processing. Considerable "hands-on" experience is included. (3.5, 3.5,0)

HSW 164-3: Behaviour Intervention
Instructor: Karen McKenzie
Thurs: 8:30 - 12:00 Noon

Students will discover how behaviour is learned and how it can be relearned for effective living. Some basic modules of counselling will be studied, with emphasis on the development of a problem-solving model and its specific applications in the social services. (3.5,0,0)

IMPORTANT TO REMEMBER!

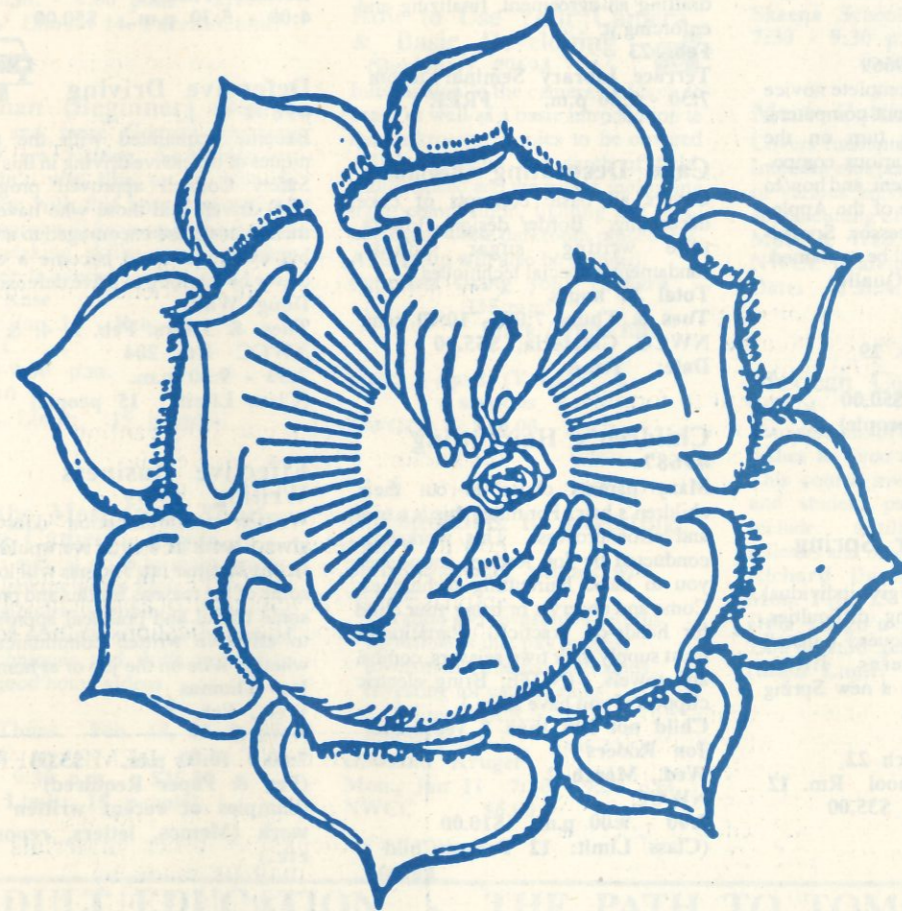
Payment for courses,
 textbooks or other materials
 may be made by
**CASH, CHEQUE,
 VISA OR MASTERCARD**

HSW 192-3: Practicum II
Instructor: Rocque Berthiaume
Date: T.B.A.

This course is designed to continue the preparation of the HSW student for an 8 week Spring Practicum. It includes further study into the agencies and facilities in the community. The focus of the total program is on networking to ensure the student works in partnership with other agencies, community support groups and professionals in the field. The student will apply to practicum placements, be exposed to interviewing panels and finally choose a placement best suited to the student. Workshops will form part of the content of this course for the student to develop and strengthen skills needed to analyse their own practice and apply theory to it. (3.5,6,0)
 Prerequisite: Successful completion of all course work to date with a G.P.A. of 2.5 or at the discretion of the instructor.

HSW 193-3: Extended Practicum
Instructor: Rocque Berthiaume
Date: T.B.A.

This course is an eight week block placement at an approved agency or instruction following the completion of the academic semester. This practicum will allow the student to become thoroughly acquainted with the function of the agency and to learn to work within the structure in a human service worker capacity. This will include working with the consumer in the following roles: counselling, advocacy, education, group work and community development. (0,30,0)
 Prerequisite: Successful completion of all course work with a G.P.A. of 2.5 or permission of the instructor.



Special Interest Courses

Advanced Darkroom Workshop #9695

(Multiple Printing Techniques)
A two session workshop concentrating on dodging and burning, paper masking and paper negatives to achieve combinational printing (using two or more negatives to produce one print), similar to work produced by photographers such as Jerry Uelsmann and Scott Muttler.

Intermediate to Advanced experience only.

Supplies: Bring a large number of black and white negatives.

Sat. Feb. 20 & 27 - 2 sessions
NWCC Darkroom
1:00 - 5:00 p.m. \$40.00
(Class Limit: 8 people)

Apple Works #9669

This course is for the complete novice who wants to learn about computers, 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 Apple-Works as a word processor, Spreadsheet and Database, will be explained. Supplies: 1 Good Quality Diskette

Dr. Jean Strangway
Mon., Jan. 11 - Feb. 29
NWCC Rm 103B
7:30 - 9:30 p.m., \$50.00
(Class Limit: 12 people)

Basic Sewing for Spring #9690

A qualified instructor to give individual help with your sewing difficulties. Learn how to techniques: install zippers, alter patterns, fitting procedures. Complete a new Spring project in these classes.

Shannon Murdock
Mon., Feb. 8 - March 22
Thorn. Jr. Sec. School Rm. 12
7:00 - 10:00 p.m. \$35.00

Basic Upholstery Course #9685

Instruction on how to upholster a small piece of furniture. How to measure, cut and sew an article. Also strip and re-do wooden portions. Four Saturdays of expert instruction. (Nothing bigger than an occasional chair).

C. Sandecki
Sat., Feb. 20 - Mar. 12
NWCC
9:00 a.m. - 4:00 p.m. \$40.00
(Class Limit - 10 people)

Breaking Up is Hard to Do -Separation Agreement #9680

What is a legal separation? What is a separation agreement? Is it really necessary to have one in writing? This class explains some of the things to consider after separation, including drafting an agreement, finalizing and enforcing it.

Feb. 23
Terrace Library Seminar Room
7:30 - 9:30 p.m. FREE

Cake Decorating (Beginner)

Covers all basic concepts of cake decorating. Border design, flowers, tube writing, sugar moulds, fundamental special techniques. Total 30 hours
Tues & Thurs 7:00 - 10:00 p.m.
NWCC Cafeteria, \$55.00
Date: T.B.A.

Children's Haircutting #9687

Many parents chose to cut their children's hair. For many this is a trial and error process. This workshop, conducted by Jon Roders, introduces you to basic haircutting techniques. Come and observe, or bring your child for hands-on practice. Participants must supply their own scissors, combs, and towels. (NOTE: Bring electric clippers if you have them.)

Child not less than 7 years old
Jon Roders
Wed., March 2
NWCC
7:00 - 9:00 p.m. \$10.00
(Class Limit: 12 Parent/Child Pairs)

Chinese Cooking #9672

Preparation of delicious chinese dishes. Menus, recipes and demonstrations in preparation of authentic and canadian dishes. Qualified instructor.

Patricia Williams
Mon., Jan. 25 - Feb. 29
Skeena School Rm. 13
7:30 - 9:30 p.m. \$35.00
(Class Limit: 15 people)

Conversational French #11692

Become more fluent in the second natural language. Appropriate for those who have studied some French and wish to focus on listening and speaking.

Jo Patterson
Mon., Jan. 11 - April 22
Caledonia High School
Lecture Theatre
4:00 - 5:30 p.m., \$50.00

Defensive Driving #9691

Become acquainted with the techniques of defensive driving in this B.C. Safety Council approved program. New drivers and those who have lost their licenses are encouraged to attend, but everyone could become a better driver by learning to drive defensively.

Doug Watt,
Tues. & Thurs. Feb. 2, 4, & 9
NWCC Rm. 204
7:30 - 9:30 p.m.
(Class Limit; 15 people)

Effective Business Writing #9679

Written communication does not always work as well as we would like. In this seminar Ian Thomas will look at some of the reasons for this and present some useful and practical approaches to effective written communication, whether it be on the job or at home.

Ian Thomas
Wed., Feb. 3
NWCC
7:00 - 10:00 p.m. \$5.00
(Pen & Paper Required)
(Samples of recent written work (Memos, letters, reports, etc.)

Federal Benefits for Seniors #9681

The instructor will outline the various federal benefits available to seniors such as - Old Age Security; Guaranteed Income Supplement; and Canada Pension Plan.

People's Law School
Date T.B.A.
Happy Gang Centre
7:30 - 9:30 FREE

French Braiding #9666

For the new spring and summer look. Learn how to do CLASSIC FRENCH BRAIDING and contemporary variations. Model required for this 6 hour session. 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.

Liz Evans
Saturday, Feb. 13
NWCC
9:00 a.m. - 4:00 p.m. \$15.00
(Class Limit: 14 Parent/Child)

German (Beginner) #9667

More and more German speaking tourist are visiting the northwest. Wouldn't you like to be able to converse with this important visitor? This course will focus on both listening and speaking skills using language common to everyday situations.

Inke Kase
Mon., Jan 11 - Feb. 29
NWCC
7:00-9:00 p.m.
\$30.00
(Class Limit: 15 people)

Get the Most from Your Video Camera # 9696

It takes special skills to make professional looking video films. This three evening course, combining theory and practical sessions, will cover many of the techniques and skills needed to make good home videos.

Tues./Thurs. Feb. 18, 23 & 25
NWCC
7:30 - 9:30 p.m. \$15.00
Class Limit: 15 people)

Gourmet Desserts #9689

Learn how to make desserts to tempt the pallet! Pastries, Cheese Cakes, Trifles, Tortes and Squares. Procedures and methods for baked items will be demonstrated. Surprise your company with delectable dishes. TWO DESSERTS PER EVENING

Pam Hoefle
Mon. Jan. 11 - Feb. 15
7:30- 10:00 p.m. \$35.00
Location: T.B.A.

Greenhouse Preparation #9677

Gearing up for Spring planting. Preparation of soil and how to steps. Planting techniques and tips on GREENHOUSE information.

Jack Atkinson
Thurs., Mar. 10
NWCC
7:30 - 9:30 p.m. \$7.00

How to Use Your Camera & Basic Developing (Beginner) #9694

Introduction to the camera and how to use it as well as a basic introduction to the darkroom. Topics to be covered will be aperture and depth of field, shutter speed and the tripod, measuring light, composition, lighting and basic black and white darkroom procedures. A field trip will also be planned. Supplies: Bring your Camera (35 mm) Black /White film

Date: April (T.B.A.)
4 sessions
NWCC, \$40.00

Introduction to Investing #9697

This one evening seminar will include:

- Taxation and investment returns
- Investments that pay interest
- Investments that pay dividends.
- Investing for capital gains
- Self-directed R.R.S.P.'s
- Mutual Funds

Rowland Kruger
Mon., Jan 11 7:30 - 9:30 p.m.
NWCC \$5.00

Job Search Techniques #9678

This two-part seminar will present some practical and proven ideas for those faced with enforced or voluntary lay-off and are in need of selling themselves to a new employer. On the first evening Ian Thomas will review some of these techniques and in the second session special attention will be given to resume preparation.

Ian Thomas
Wed., Jan. 20 & 27
NWCC
7:00 - 10:00 p.m. \$5.00
(Pen & Paper Required)

Knot Again (Scarf Tying) #9682

Try a new Spring look! Individual attention for windsor and specialty knots. Fabric techniques and how-to methods will be covered in this two hour workshop.

D. Burton
Tues. March 24
Skeena School, Rm 12
7:30 - 9:30 p.m., \$7.00

Meat Cutting

Covers fundamentals of meat cutting. Includes sharpening and maintenance of various knives, sanitation and the actual cutting of meat.

Mon. & Wed. 7:00 - 10:00 p.m.
NWCC Cafeteria, \$55.00
Date: T.B.A.

Mexican Cooking #1 #9674

Two sessions of exotic and economical dishes to liven up your dinner table. This course involves demonstrations and student participation. Dishes include: tortillas, enchiladas, chili rellenos and much, much more.

Richard Davis
Mon. Feb. 15 & 22
Don Diego's
7:30 - 9:30 p.m. \$15.00
(Class Limit: 15 people)

ADULT EDUCATION - THE PATH TO TOMORROW

Mexican Cooking #2
#9675

Two sessions of exotic and economical dishes to liven up your dinner table. This course involves demonstrations and student participation. Dishes include: tortillas, enchiladas, chili rellenos and much, much more.
Richard Davis
 Mon. Jan. 11 & 18
 Don Diego's
 7:30 - 9:30 p.m. \$15.00
 (Class Limit: 15 people)

Parks Information
(Camping etc.) #9684

Plan your weekends. Where to go and what to see in beautiful Northwest B.C.
Tues., April 19
 NWCC
 7:30 - 9:30 p.m. FREE

Park Awareness Evening
#9683

Plan your holiday travel the circle route using Alaska Highway and Cassier Highway, visiting your B.C. Parks along the way.
Yukon Parks Staff
 Tues, Feb. 16
 NWCC
 7:30 - 9:30 p.m. FREE

Preparing Your 1987
Income Tax #9688

During the first session of this two session workshop, there will be an overview of how to complete your 1987 income tax forms. Special emphasis will be placed on the different deductions and how they apply. For the second session you are encouraged to bring your own tax forms. The instructor will answer any questions and assist you in completing your forms.

Instructor: T.B.A.
 Tues./Thurs. March 8 & 10
 NWCC Rm.
 7:30 - 9:30 p.m. \$5.00
 (Class Limit: 20 people)

Serging Ahead #9673

Professional tips for the intermediate sewer. Fashion details and factory shortcuts will be demonstrated. Individual attention will be given.
Audrey McKinnon
 Tues., Mar. 22 - May 3
 Skeena School Rm. 12
 7:30 - 9:30 p.m. \$25.00
 (Class Limit: 12 people)

Sign Language
(Beginner) #9670

This beginner course is for students interested in learning the signing skills. Certified instructor with 5 years teaching experience. This course is for people who wish to communicate with the deaf or non verbal handicapped person.

A. Braid
 Mon., Jan. 11 - Apr. 25
 NWCC
 6:30 - 7:30 p.m. \$30.00
 (Book Cost approx. \$10)
 (Class Limit: 15 people)

Sign Language
(Advanced) #9671

This course will concentrate on grammatical structures and expanded vocabulary. Improvement of existing signing skills for those who have already taken a beginner course. Knowledge of 100 signs and Lingerspelling is a prerequisite.

A. Braid
 Mon., Jan. 11 - Apr. 25
 NWCC
 8:00 - 9:30 p.m. \$30.00
 (Class Limit: 15 people)

Call 635-6511

Local 223 for more
 information regarding
 Special Interest Courses

Spring Garden Preparation
#9677

Vegetables fresh from the garden are within your reach. Growing tips and fertilizing programs, pest control and techniques for the vegetable gardener will be discussed. Preparation is the key to a successful yield.
Jack Atkinson
 Thurs., Apr. 7
 NWCC
 7:30 - 9:30 p.m. \$7.00

Spring Small Engine Repair
#9686

Spring Basic maintenance and tune-up procedures of small motors i.e. lawn movers, weed eaters, boat motors, and chain saws. You will be able to repair your own small motor with the skills you learn in this course. Men and women are welcome to enroll.

Fred Dunn
 Tues. & Thurs. Feb. 23-Mar. 18
 NWCC Shops Bldg.
 7:30 - 9:30 p.m., \$30.00
 (Class Limit: 15 people)

Working with Anger,
Hostility #9692

This workshop specializes in the direct and indirect methods of dealing with anger and conflict. Emphasis will be placed on gaining comfort in anger situation, deescalating potential violence, and effectively dealing with conflict. The course will cover:

1. Nature of anger, violence, and conflict responses.
2. Identification and awareness of the range of anger and hostility.
3. Personal skills in anger and conflict management.
4. Skills in defusing and restructuring.
5. Psychological and communication approaches.
6. Conflict resolution skills.
7. Handling our own frustrations and energy level.

Content areas will follow a format of lecturettes, self-awareness, demonstrations, practice and applications.

Donna Higan Bottan
 Date: T.B.A.
 NWCC
 7:00 - 10:00 p.m. \$20.00

Emily Carr College of Art & Design
Outreach Workshops

PLEASE NOTE: No refunds available for these classes.

Painting

(Acrylic, Oil and Watercolour - Mixed Media)

Brian Scott

Emily Carr Studio

Terrace Campus

Saturday, & Sunday, March 12 & 13, 1988,

8:00 a.m. - 4:00 p.m.

\$45.00

Weekend workshop for beginners with some experience. Mr. Scott will discuss painting, specifically colour and composition. Lecture will be illustrated with slides. Critique of students work at conclusion of workshop.

Supply List will be available at registration.

*More Emily Carr Workshops**taking place in our other College Centres.**For further information on any of these workshops please call 635-6511, Local 223.***PAINTING (Mixed Media) - KITIMAT**

Saturday & Sunday, March 19 & 20

Call Northwest Community College

Kitimat 632-4766 for further information.

TOOL MAKING - NEW AIYANSH

Saturday & Sunday, March 12 & 13

Call Northwest Community College

c/o Nishga School 633-2225 for further information.

CERAMICS - PRINCE RUPERT

Saturday & Sunday, March 19 & 20

Call Northwest Community College

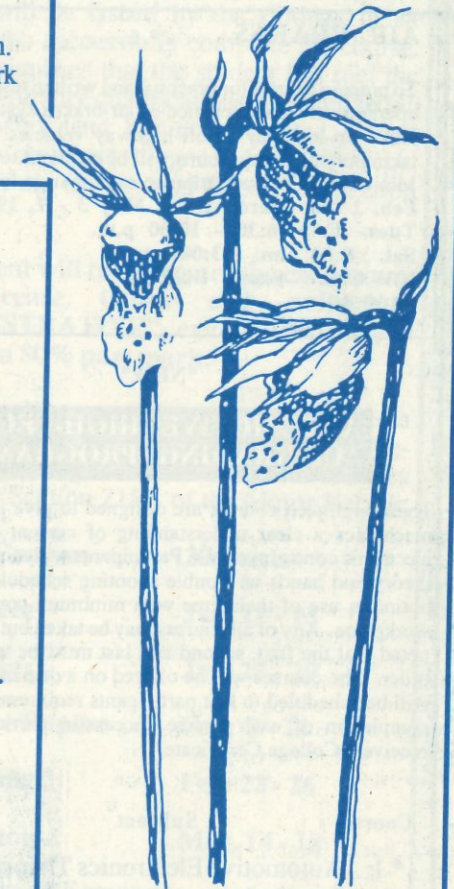
Prince Rupert 624-6054 for further information.

PAINTING (Watercolour) - SMITHERS

Saturday & Sunday, March 5 & 6

Call Northwest Community College

Smithers 847-4461 for further information.



If a course/program tempts you, don't wait until the last minute to register. Some courses fill up immediately; others are cancelled if insufficient interest is shown in advance.

Trades Training and Industry Services

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

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.
 Feb. 2 - 6, March 1 - 5, May 3 - 7, 1988
 Tues.- Fri, 6:30 - 10:00 p.m.
 Sat. 8:00 a.m. - 3:00 p.m.
 N.W.C.C. Shops Building
 \$100.00

"NEW"

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

Please Note: Fees are subject to Change

Registration

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

* Sections 1 - Automotive Electronics Theory & Practical 3 - Electronic Fuel Injection

Are being offered in conjunction over 2 concurrent weekends in a 32 hour package at a
REDUCED RATE.

DATES: JANUARY 23 & 24/88 & JANUARY 30 & 31/88

TIMES: 8:00 A.M. - 5:00 P.M.

COST: \$350.00

(Minimum Enrollment: 14)

"NEWPROGRAM"
 Offered for the first time at
NORTHWEST COMMUNITY COLLEGE

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. In future, successful completion of this course and a provincial exam will be required of a person before he/she can be authorized by the Superintendent of Motor Vehicles to inspect commercial vehicles.

Participant 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.

NOTE:

The deadline for all persons currently authorized by the Superintendent to inspect vehicles and to Complete a course and pass the exam is
May 1, 1988.

The course consists of TWO PARTS:

1. ADMINISTRATIVE PROCEDURES

- Motor Vehicle Act
- Motor Vehicle Art 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

2. 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, similar to that used for the Driver Licensing Programs' air brake training, will be issued by the College to all students who successfully complete the 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
Dates:	
Terrace	Jan. 11 - 15
Smithers	Jan. 25 - 29
Prince Rupert	Feb. 8 - 12
Kitimat	Feb. 22 - 26
Houston	Mar. 14 - 18

Time: Days or Evenings
 (Subject to demand)

Cost: \$150.00

Instructor: Dave Dams

Minimum Enrollment: 15

**TRUCK OPERATIONS
BASIC MAINTENANCE SKILLS and
CLASS 1, 2, & 3 DRIVERS TRAINING**

Participants will receive training on all working components.

They will learn:

1. To identify potential problems
2. To inspect and perform adjustments to air brake systems
3. To perform pre and post-trip inspections
4. Defensive driving and hazard avoidance
5. How to operate the truck/tractor under various conditions

Course Content:

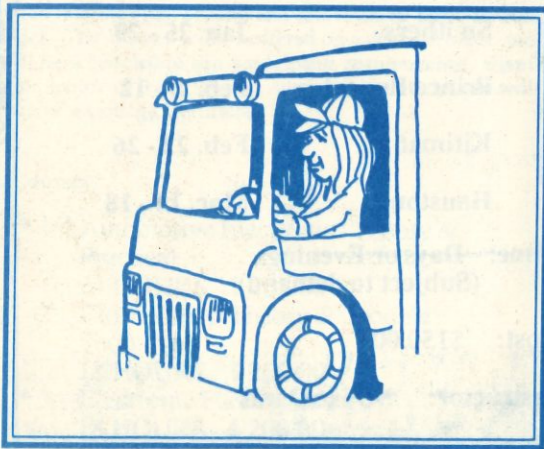
Engine and Support systems, Basic Power Trains, Steering Systems, Electrical Systems, Air Brakes, Tires and Maintenance, Trip Inspections, and Commercial Safety and Operating Procedures.

The vehicle practical section will be group and individualized instructions.

Class 1 - 30 hrs. vehicle time
Class 2 & 3 - 18 hrs. vehicle time

Additional time, if required - \$50/hour.

Date: T.B.A. - Subject to min. enrollment
8:00 a.m. - 3:00 p.m. (Classroom Portion)
N.W.C.C., Terrace Campus
CLASS 1 - \$ 995.00
CLASS 2 or 3 - \$ 975.00



**BUILDING AND
CONSTRUCTION PROGRAM**

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.

The (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 & Scaffold, Gas Welding, Use of Fasteners & Bonding Agents, Identification of Woods and the Construction of Projects.

The (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.

This modularized program is very flexible with enrollments available every Monday. This program also offers the flexibility for those wishing some up-grading during periods of unemployment. If withdrawal of the program is necessary for employment, students may re-enter the program where they left off.

After completion of Level 2 Occupational Core a student can choose to take **Basic Cabinet Course, 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 please contact the **CARPENTRY DEPARTMENT 635-6511, Local 283.**

ELECTRONICS PROGRAM

We are offering an array of courses to give you the opportunity to stay abreast of the rapidly changing technology in today's industrial and business environment. As such we are providing self-paced competency based computer aided instruction (CAI) adapted to the many applications of electronics along with instructor led seminars and courses.

COURSE

101 D.C. Electronics	CAI	120 hours
Prerequisite: Grade 12 Math & Physics 11 or equivalent		
201 A.C. Electronics	CAI	120 hours
Prerequisite: 101 or equivalent		
301 Semi-Conductors	CAI	120 hours
Prerequisite: 201 or equivalent		
401 Basic Electronic Circuits	Self Study	150 hours
Prerequisite: 301 or equivalent		
501 Digital Techniques	CAI	120 hours
Prerequisite: 401 or equivalent		
601 Microprocessors	Self Study	150 hours
Prerequisite: 501 or equivalent		
701 Advanced Electronic Circuits	Self Study	*See NOTE 1
Prerequisite: 601 or equivalent		
*NOTE 1 120 - 300 hrs. depending on options taken		
Radio Wave Propagation	Self Study	30 hours
Prerequisite: 701 or equivalent		
Antenna Systems Theory, Practice	Self Study	30 hours
Prerequisite: 701 or equivalent		
Fiber Optics Theory, Practice	Self Study	60 hours
Prerequisite: 701 or equivalent		

FEES: Full-time \$ 69.00/month
Part-time \$ 34.50/month
(less than 15 hrs. per week)
Tool & Book Deposit: (Refundable) \$50.00

TIMES:

Days: Monday to Friday
8:00 a.m. - 3:00p.m.

Afternoon: Monday, Tuesday & Thursday
3:00 - 10:00 p.m.

**VIDEO SYSTEMS
(NEW PROGRAM)**

A comprehensive trouble shooting and diagnostic course designed to enhance the technicians ability in today's complex video industry. Each unit will be offered on a part-time basis in a lockstep lecture demonstration format, which will take 10 weeks to complete.

Video System

- Video 1 Lecture 120 hours
- Video 2 Lecture 120 hours
- Video 3 Lecture 120 hours

**COURSE DATES WILL BE
SUBJECT TO DEMAND**

SO PLEASE

PRE-REGISTER.

Video 1

Date: February 10, 1988
Times: 8:00 a.m. - 3:00 p.m.
Wednesday & Friday
Fee: \$100.00

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

Course Length: 24 hours, 8 weeks

Date: January 20, 1988, Wednesday
Times: 7:00 - 10:00 p.m.
NWCC, Rm. 1122, Shops Bldg.

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

**HAVE YOU
REGISTERED?**

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:

Tuition	\$ 69.00/mth.
Tool or Book Deposit	50.00
Books & Materials (approx.)	130.00
Student Association	1.00

Contact Student Services for more information on how you can register for these continuous intake COOK TRAINING programs 635-6511, Local 203/204.



Evening Courses Offered

The following evening courses are offered
(Listed under Special Interest Courses for descriptions)
Meat Cutting - Designed for the Meat Hunter
Cake Decorating - Beginner

Contact Student Services if you are interested in either of these short workshops.

"NEW PROGRAM"

WELDING PROGRAM

Interprovincial Trade Qualification (TQ) Certification (Red Seal)

Course Objectives:

1. Program introduction and safe working practices.
2. Oxy-fuel gas cutting.
3. Oxy-acetylene welding, brazing, and braze welding.
4. Shielded metal arc welding (SMAW).
5. Air carbon-arc cutting and gouging (AAC).
6. Gas metal arc welding (GMAW).
Flux core arc welding (FCAW).
7. Gas tungsten arc welding (GTAW).
8. Material handling.
9. Blueprint reading and mathematics.
10. Welding Metallurgy I.

INTERPROVINCIAL EXAM TO BE WRITTEN ON LAST DAY OF TRAINING

ELIGIBILITY FOR EXAMINATION:

British Columbia Registered Welders

Holders of the British Columbia Registered Welder status of Level A or B are eligible to apply for the Interprovincial Standards Examination provided that they can document at least four years of welding experience.

Applications for the examination should be accompanied by a copy of their log book pages containing the appropriate information.

Registered Apprentices who successfully complete the final in-school examination of their A Level training will be eligible to write the Interprovincial Standards Examination.

Out-of-Province Welders

The holder of a Certificate of Apprenticeship or Qualification in the Welding trade, issued by any other Province or Territory of Canada may apply to write the Interprovincial Standards Examination in British Columbia.

The candidate must complete the application form and provide a copy of their out-of-province certification. Confirmation of eligibility must be obtained from the originating Province or Territory before the application can be approved.

Date:	January 25 - March 14, 1988
Time:	6:00 - 10:00 p.m. Monday & Wednesday
Fee:	\$100.00 plus \$50.00 textbook deposit

Registration Deadline: January 19, 1988

NOTE:

To avoid disappointment you should have your application for the INTERPROVINCIAL (TQ) approved by the Ministry prior to the course.

There is not charge for writing the Interprovincial Examinations. However, a person who applies to write the Interprovincial Examination in British Columbia on the basis of an out-of-province qualification is required to pay a fee to receive the Registered Welder Certificate. The fee is \$30.00.

Not only is the fee required, but also:

- a. A completed application for British Columbia Registered Welder status;
- b. Two passport-sized photographs.

For more information, contact Peter Haigh at 635-6511, Local 290.

WELDING PROGRAM (EVENING)

Open to anyone wanting to weld for the first time or trades people wanting to up-grade their qualifications and welding skills. All programs are on a continuous intake, self-paced format and are open to full or part-time students.

Check with the College Calendar or contact Peter Haigh for more information on a program to suit your needs, 635-6511, Local 290.

DATES:	* January 12 - April 21, 1988
Time:	7:00 - 10:00 p.m. Tuesday and Thursday
Fee:	\$34.50 per month, plus \$50.00 deposit.

* Subject to minimum enrollment of 12

IMPORTANT TO REMEMBER!

Payment for courses, textbooks, or other materials may be made by CASH, CHEQUE, VISA, OR MATERCARD

At Northwest Community College we offer many courses with your BUSINESS in mind!

Northwest Community College offers a wide range of **Business Management** and **Industry** related programs that can be offered throughout the College region.

Successful courses geared for Small Business and Entrepreneurs:

- How to Start a Small Business - 6 hrs.
- Bookkeeping - 18 hrs.
- Business Law - 18 hrs.
- Successful Small Business Management - 18 hrs.
- Time Management - 3 hrs.
- Marketing for Small Business - 18 hrs.
- How to Advertise and Promote Profitably - 15 hrs.
- Understanding Your Customer - 18 hrs.
- The ABC's of Selling - 18 hrs.
- Choosing & Pricing Your Product or Service - 3 hrs.
- People Management, Tools, and Techniques - 18 hrs.
- Fundamentals of Financial Management - 18 hrs.
- The Basics of Small Computer Systems - 18 hrs.
- How to Arrange Financing - 3 hrs.
- Increasing Your Profit - 6 hrs.
- Marketing for Retailers - 6 hrs.
- Women in Management - 6 hrs.

For more information contact:
Ms. Karen Birkedal, 635-6511 - Loc. 238.

Your instructors will be trained facilitators from the:
FEDERAL BUSINESS DEVELOPMENT BANK
and **EXPERIENCED INDIVIDUALS FROM THE BUSINESS COMMUNITY.**

Our Fees are:

3 hour seminar:	\$ 40.00
6 hour seminar:	\$ 65.00
18 hour seminar:	\$ 75.00

(All course material included)

The above group of half/full day and 18 hour seminar courses are available to you at Northwest Community College. Your input will help us tremendously in scheduling the courses you want "By Popular Demand".

DEMAND COURSES

Northwest community College offers a variety of short courses as the need arises. Simply register your interest at any College Centre and when sufficient people have signed up you will be notified and the course will be scheduled.

Interested in an innovative course in management for yourself or staff? Northwest Community College has a range of successful 2 - 5 day seminars designed to improve your administrative, management and leadership skills.

Courses Offered

- Supervisory Training Program
- Leadership Seminar for Managers
- Career Development for Support Staff
- Expanding Leadership Skills: A Situational Leadership Approach
- Leadership Seminar for Office Managers
- Managing Conflict
- Performance Appraisal (Performance Planning, Coaching & Review)
- Management Skills for Improving Performance
- Human Relations Skills on the Job
- Human Relations in Administration
- One to One Communication
- Skills for Communicating with Clients and the Public
- The Work Group: Internal and External Dynamics
- Assertiveness Training
- Effective Written Communication: A workshop in writing memos, letters and reports
- Answering Letters: Requests, Complaints and Inquiries
- Writing Performance Appraisals and Review Reports
- Technical Report Writing
- A Course for Editors and Reviewers
- Presenting Your Ideas to Others

(Courses offered - Continued)

- Time Management
- Selection Interviewing
- Meetings Can Work
- Meetings for Teaching
- On the Job Instructional Techniques
- Stress Management
- Women in Management
- Dealing with Anger
- Negotiation Skills
- Data Processing Concepts
- Intermediate Computing
- Supervisory Management
- Small Business Accounting
- Computer Accounting
- Taxation
- Mediation Skills

Instructed by top-notch Management Consultants

These seminars are also offered throughout the College region (Terrace, Prince Rupert, Kitimat, Hazelton, Smithers, & Houston)

We would be pleased to discuss your specific training needs and design a course to meet your requirements.

You will be kept informed through the local media and flyers as additional courses are scheduled.

For consultation please contact:
Ms. Karen Birkedal,
Northwest Community College, Terrace Campus
635-6511, Local 238

NOTE:
Some Financial Assistance may be available to defray the course cost and wage cost through your nearest Canada Employment and Immigration Centres. Please contact them for further information.

DON'T FORGET!
PRE-REGISTRATION IS REQUIRED FOR THESE SEMINARS

MANAGEMENT SKILLS FOR SUPERVISORS

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

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

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 the 10 simple rules to make your written communication effective and successful.

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.

TOURISM - HOSPITALITY PROGRAMS

DINING ROOM AND LOUNGE SERVICE

This program provides training with supporting theory in the skills of food and beverage service. It is the intent of the program that students develop:

1. Skill, proficiency and confidence in the trade through practice.
2. Positive attitudes and work habits.
3. Comprehension of trade skills and related theory.
4. Effective hygiene and sanitation procedures as required by the industry.

A graduate of the Restaurant Service training program should be capable of:

1. Dealing effectively with the public.
2. Using menu terminology.
3. Serving: (a) Coffee
(b) Breakfast
(c) Luncheon
(d) Dinner
4. Service of wines and alcoholic beverages.

ADMISSION REQUIREMENTS

1. Ability to communicate effectively in verbal and written English, preferably Grade 10.
2. Personal appearance, hygiene and grooming acceptable to the trade.
3. Personality needed to communicate effectively with customers and fellow workers.
4. Good physical coordination to move and work effectively in all types of service areas.
5. Male and female students will be required to wear their hair off the collar or contained.

TOPICS INCLUDE:

- Guest/Staff Communications
- Sanitation/Safety
- Service Preparation
- Sell/Order Techniques
- Food Service
- Alcoholic Beverage Service
- Processing Cash and Cheques

For more detailed information please contact:

Ms. Karen Birkedal
Northwest Community College
Terrace Campus, 635-6511, Local 238.

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.

ADMISSION REQUIREMENTS

Applicants 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

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 and Equipment

For more detailed information contact:

Ms. Karen Birkedal
Northwest Community College
Terrace Campus
635-6511, Local 238.

**If a course/program
tempts you, don't wait
until the last minute
to register.**

**Some courses fill up
immediately; others are
cancelled if insufficient
interest is shown.**

FOODSAFE

A Sanitation Program for Food Handlers

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

There are no prerequisites for the
FOODSAFE course.

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

If you are interested in attending this course, or require further information, contact:

Ms. Karen Birkedal
Northwest Community College
Terrace Campus, 635-6511, Local 238.

TRADES/INDUSTRY WORKSHOPS SCHEDULED FOR THE SPRING OF 1988

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.

April 11 (Tentative)

Time: 30 hours per week

Approximately 3 week course

*Subject to implementation of guidelines regarding Interior Log Grading.

Fee: Subject to length of course.

(Class Limit: 15 people)

Pesticide Applicator

1. Industrial
2. Landscape & Garden
3. Dispensers

This three (3) 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.

February 10, 11 & 12

NWCC

8:00 a.m. - 3:00 p.m. \$45.00 + Test Fee \$10.00

Held throughout the College region as required.

(Class Limit: 12 people)

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

Northwest Community College Centres

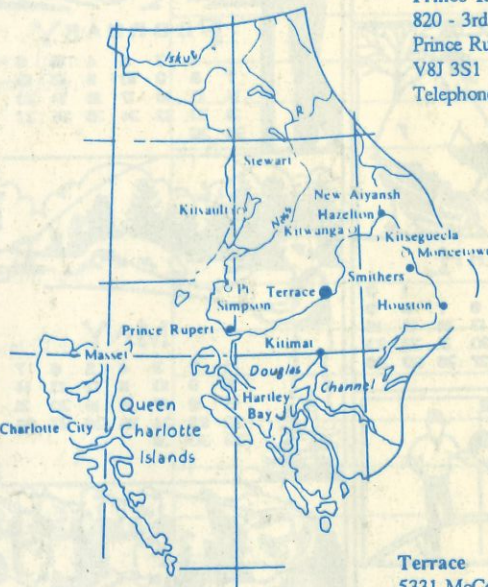
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 Box 338,
 Old Hazelton, B.C.
 V0J 2N0
 Telephone: 842-5291

Houston
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 Box 1277,
 Houston, B.C.
 V0J 1Z0
 Telephone: 845-7266

Kitimat
 606 Mountainview Square,
 Kitimat, B.C.
 V8C 2N2
 Telephone: 632-4766

Nass Valley
 Nishga School District #92
 Tait Street,
 General Delivery
 New Aiyansh, B.C.
 V0J 1A0
 Telephone: 633-2225

Queen Charlotte Islands
 School District #50,
 Box 69,
 Queen Charlotte City, B.C.
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 Telephone: 559-8475



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 820 - 3rd Avenue West
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 5331 McConnell Avenue,
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