

ARCHIVES

# TERRACE

5331 McConnell Avenue  
(604) 635-6511



*Northwest  
Community  
College*

# 1991 Fall Programme Guide

*Achieving Your Potential*



## ACCESS — TO YOUR COMMUNITY COLLEGE

### HOW TO REGISTER

All registrations are on a first come, first paid basis.

Early registration is recommended to ensure a seat in popular courses.

Register at Student Services in the Administration Building during the hours listed.

#### ADMISSIONS/REGISTRATION OFFICE HOURS

Monday to Friday	8:30 am - 4:30 pm
Tuesday Evenings	6:30 pm - 8:00 pm

5331 McConnell Avenue  
Terrace, B.C. V8G 4C2  
Phone: 635-6511

#### COURSE CANCELLATION

Courses may be cancelled if enrollment is not sufficient.

Please provide a day and evening phone number when you register.

Register today and guarantee yourself a seat in the course of your choice!  
Call 635-6511

**\*\*NOTE\*\* - Some courses and course text/materials may be affected by the GST.**

### ADVISING/CAREER CENTRE

This is the place to start if you need help with your career goals and educational plans - for NWCC or any other educational institution. The Advising/Career Centre also has calendars and application forms of other colleges and universities, a career planning computer program and financial aid information.

#### HOURS

Monday & Wednesday	8:00 a.m. - 5:00 p.m.
Tuesday & Thursday	8:00 a.m. - 4:00 p.m.
Friday	7:00 p.m. - 9:00 p.m.
and	8:00 a.m. - 4:00 p.m.

PHONE: 635-6511 days, 635-6513 evenings

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## UNIVERSITY CREDIT

This program offers first and second year courses leading to a university degree through transfer arrangements with UBC, SFU, UVIC, Open Learning and all Community Colleges in B.C. Many people, however, attend courses for interest and personal intellectual stimulation without specific academic goals.

Students may start in the program at the beginning of the fall or winter semester. The fall semester starts the week of September 3rd and ends December 13, 1991.

**You can register any time prior to September 3, 1991.**

Registration cost is \$97.50 for most courses.

### TIMETABLE

#### MONDAY

Course	Start Time	End Time	Instructor	Room
English 151-HSW	1:00 p.m.	4:00 p.m.	L. Epp	213
English 101-4	1:00 p.m.	4:00 p.m.	J. Patterson	204
Economics 202	7:00 p.m.	10:00 p.m.	P. Weber	206
Psych 101-3	7:00 p.m.	10:00 p.m.	TBA	204

#### MONDAY/WEDNESDAY

Course	Start Time	End Time	Instructor	Room
Biol 101	1:00 p.m.	2:30 p.m.	N. Kerby	206

#### MONDAY/WEDNESDAY/FRIDAY

Course	Start Time	End Time	Instructor	Room
Chemistry 101	2:30 p.m. - M/W 1:00 p.m. - Fri.	3:30 p.m. - M/W 2:30 p.m. - Fri.	S. Nair	206
French 101	10:30 a.m.	12:00 p.m.	J. Patterson	204
French 110	9:00 a.m.	10:30 a.m.	J. Patterson	204
Math 101	9:30 a.m.	11:00 a.m.	P. Anderson	206
Math 141	1:00 p.m.	2:30 p.m.	P. Anderson	217 Mon 213 Fri.
Phys 101	3:30 p.m. - M/W 2:00 p.m. - Fri	4:30 p.m. - M/W 3:00 p.m. - Fri	E. Turner	206
Phys 121	11:00 a.m.	12:00 p.m.	E. Turner	206
Chem 121	8:30 a.m.	9:30 a.m.	S. Nair	206

### TUESDAY

Course	Start Time	End Time	Instructor	Room
Anth 101-1	9:00 a.m.	12:00 p.m.	S. Mark	204
Anth 101-2	1:00 p.m.	4:00 p.m.	S. Mark	204
Art 103	7:00 p.m.	10:00 p.m.	J. Turecki	206
Biol 101 Lab 1	9:00 a.m.	12:00 p.m.	N. Kerby	210
Biol 101 Lab 2	1:00 p.m.	4:00 p.m.	N. Kerby	210
CPSC 111 Lab 1	9:00 a.m.	12:00 p.m.	S. Nair	103B
CPSC 111 Lab 2	7:00 p.m.	10:00 p.m.	TBA	103B
English 201	7:00 p.m.	10:00 p.m.	L. Epp	204
Phys 101 Lab	7:00 p.m.	10:00 p.m.	E. Turner	210

### TUESDAY/THURSDAY

Course	Start Time	End Time	Instructor	Room
English 101-1	9:00 a.m.	10:30 a.m.	L. Epp	206 - Tue 204 - Th
English 101-2	1:00 p.m.	2:30 p.m.	L. Epp	206 - Tue 213 - Th

### WEDNESDAY

Course	Start Time	End Time	Instructor	Room
Geography 150	7:00 p.m.	10:00 p.m.	N. Kerby	206
History 105-1	7:00 p.m.	10:00 p.m.	P. Weber	213
Phys 121 Lab	7:00 p.m.	10:00 p.m.	E. Turner	210
Psych 101-1	1:00 p.m.	4:00 p.m.	A. Klingner	204
Sociology 205	7:00 p.m.	10:00 p.m.	S. Mark	204

### WEDNESDAY AND FRIDAY

Course	Start Time	End Time	Instructor	Room
History 105-2	1:00 p.m.	2:30 p.m.	P. Weber	211 - Wed 203 - Fri.

### THURSDAY

Course	Start Time	End Time	Instructor	Room
Chem 121 Lab	1:00 p.m.	4:00 p.m.	S. Nair	210
CPSC 111	9:00 a.m.	12:00 p.m.	P. Anderson	206
English 101-3	7:00 p.m.	10:00 p.m.	J. Patterson	206
Geography 150 Lab	7:00 p.m.	10:00 p.m.	N. Kerby	210
History 103	7:00 p.m.	10:00 p.m.	P. Weber	213
Psych 221	7:00 p.m.	10:00 p.m.	TBA	204
Sociology 101-1	1:00 p.m.	4:00 p.m.	S. Mark	206
Chem 101 - Lab	9:00 a.m.	12:00 p.m.	S. Nair	210
Psych 101-HSW	1:00 p.m.	4:00 p.m.	A. Klingner	204

## COURSE DESCRIPTIONS

### **Anthropology 101: Introduction to Physical Anthropology.**

Prerequisite: none

**Section 1:** Tues. 9 am - noon or

**Section 2:** Tues. 1 pm - 4 pm

Instructor: S. Mark

### **Art 103: Art History**

Prerequisite: none

Tues. 7 - 10 pm

Instructor: J. Turecki

### **Biology 101: Introductory Biology 1**

Prerequisites: none

Mon. & Wed. 1 - 2:30 pm

Instructor: N. Kerby

LAB 1: Tues. 9 am - 12 or LAB 2:

Tues. 1 - 4 pm

### **Chemistry 101: Introductory Chemistry 1**

Prerequisites: Chemistry 11 and  
Math 11 or equivalent or permission  
of the instructor.

Mon. & Wed. 2:30 - 3:30 pm and Fri.  
1 - 2:30 pm

Instructor: S. Nair

LAB: Thurs. 9 - noon

### **Chemistry 121: Introductory Chemistry 1**

Prerequisites: Chemistry 12 and  
Math 12 or or equivalent or  
permission of the instructor.

Corequisites: Mathematics 101  
(Calculus)

Mon. Wed. Fri. 8:30-9:30 am

Instructor: S. Nair

LAB: Thurs. 1 - 4 pm

### **Computer Science 111: An Introduction to Computers**

Prerequisites: none

Thurs. 9 - noon

Instructor: T.B.A.

LAB 1: Tues. 9 am - noon or

LAB 2: Tues. 7 - 10 pm

### **English 101: Literature and Composition**

**Section 1:** Tues./Thurs. 9 - 10:30  
am

**Section 2:** Tues./Thurs. 1 - 2:30 pm

Instructor: L. Epp

**Section 3:** Thurs. 7-10 pm

**Section 4:** Mon. 1 - 4 pm

Instructor: J. Patterson

### **English 201: English Literature 1300 - 1650**

Tues. 7 - 10 pm

Instructor: L. Epp

### **Economics 202: Principles of Macroeconomics**

Prerequisites: none

Mon. 7 - 10 pm

Instructor: P. Weber

### **French 101: Introductory French 1**

Prerequisites: none

Mon/Wed/Fri. 10:30 - noon

Instructor: J. Patterson

### **French 110: Advanced French 1**

Prerequisites: French 12, French 108  
or permission of the instructor.

Mon/Wed/Fri. 9 - 10:30 am

Instructor: J. Patterson

### **Geography 150: Physical Geography 1**

Wed. 7 - 10 pm

Prerequisite: none

Instructor: N. Kerby

LAB: Thurs. 7 - 10 pm

### **History 103: Europe from the 1840s to the First World War**

Thurs. 7 - 10 pm

Prerequisite: none

Instructor: P. Weber

### **History 105: Canada to the Mid Nineteenth Century**

**Section 1:** Wed. 7 - 10 pm or

**Section 2:** Wed./Fri. 1 - 2:30 pm

Prerequisites: none

Instructor: P. Weber

### **Math 101: Calculus 1**

Mon/Wed/Fri. 9:30 - 11 am

Prerequisites: A minimum of C in  
Algebra 12 or its equivalent.

Instructor: P. Anderson.

### **Math 141: Mathematics for the Managerial and Social Sciences 1**

Mon./Wed./Fri. 1 - 2:30 pm

Prerequisites: Algebra 12 or its  
equivalent.

Instructor: P. Anderson.

### **Physics 101: Motion, Energy and Temperature**

Mon./Wed. 3:30 - 4:30 pm &

Fri. 2 - 3 pm

Prerequisites: Physics 11 and Math  
11 or equivalent or the permission of  
the instructor.

Corequisite: Math 101

Instructor: E. Turner

LAB: Tues. 7 - 10 pm

### **Physics 121: Physics 1 (Calculus)**

Mon/Wed/Fri. 11 - noon

Prerequisites: Physics 12 and Math  
12 or equivalent or the permission of  
the instructor.

Corequisite: Math 101.

Instructor: E. Turner

LAB: Wed. 7 - 10 pm

### **Psychology 101: Introductory Psychology 1**

**Section 1:** Wed. 1 - 4 pm

Instructor: A. Klingner

**Section 3:** Mon. 7 - 10 pm

Prerequisites: none

Instructor: T.B.A.

### **Psychology 221: Abnormal Psychology**

Thurs. 7 - 10 pm

Prerequisites: none

Instructor: T.B.A.

### **Sociology 101: Introductory Sociology 1**

Thurs. 1 - 4 pm

Prerequisites: none

Instructor: S. Mark

### **Sociology 205: Sociology of the Family**

Wed. 7 - 10 pm

Prerequisites: none

Instructor: S. Mark

See College Calendar for complete  
course descriptions.

## ADULT BASIC EDUCATION

The Adult Basic Education program prepares students for admission to career and vocational programs or post-secondary studies and/or for employment which requires secondary school education.

Academic upgrading, from any level up to university entrance, in a single course or a full academic program is available on a full-time or part-time basis, days or evenings.

*Applicants are accepted as space becomes available.*

### Tuition:

**Fundamental Level:** FREE (\$2/wk Student Association Fee)

**Intermediate & Advanced:**

Full-time \$24.50/wk.

Part-time \$12.25/wk.

Days: 8:30 am - 3:00pm

Eve: 6:00 - 9:00 pm

### ABE PART-TIME LECTURES

(Oct. 7 - Jan. 31)

### Mathematics 030: ABE Intermediate Level Mathematics

Wed./Thurs./Fri. 10:30 - 11:30 am

Instructor: A. Sarsiat

Fee: \$12.25/week

**Mathematics 040:  
ABE Advanced Level Algebra**  
Tues./Thurs. 9 - 10:30 am  
Instructor: J. Perry  
Fee: \$12.25/week

**Chemistry 040:  
ABE Advanced Level Chemistry**  
Tues./Thurs. 1 - 2:30 pm  
Instructor: P. Carson  
Fee: \$12.25/week

\* \$50 refundable book deposit is required for all ABE courses.

### General Educational Development Tests (G.E.D.)

G.E.D. tests are administered by the College for the Ministry of Education. The five tests are designed to measure your level of achievement in Writing Skills (including a written essay), Social Studies, Science, Mathematics and Literature and the Arts. A grade 12 secondary school equivalency certificate is awarded by the Ministry to candidates who pass all five tests. *To write the tests, you must be at least 19 years of age, out of high school for at least one academic year, and a B.C. resident.*

EXAMINATIONS WILL BE HELD AT  
NWCC in Terrace:  
Oct. 18/19, & Dec. 6/7, 1991

Your application must be sent to the Ministry at least 3 weeks **BEFORE** the scheduled test date.

*Application forms are available from the Advising and Student Services Offices.*

G.E.D Textbooks are available at the College Bookstore.

### YOU MAY ALSO ENROLL IN OUR

**G.E.D Preparation Classes**  
Sept. 10 - Dec. 3, 1991  
Tues. 7:30 - 10:00 pm  
Skeena Secondary School  
Fee: \$15

**English Language Training**  
Classes in English Language Training will be offered at the beginner, intermediate and advanced levels in the evenings.

### **Beginner Level:**

Sept. 9 - Dec. 11, 1991

Mon./Wed. 7:30 - 9:30 pm

Fee: \$20

### **Intermediate/Advanced:**

Sept. 10 - Dec. 12, 1991

Tues./Thurs. 7:30 - 9:30 pm

Fee: \$20

## ADULT SPECIAL EDUCATION

Northwest Community College hopes to meet the challenge of providing accessible education through innovative courses. To this end the Adult Special Education Department offers the following courses (depending on demand):

### **Employment Readiness**

The Employment Readiness program is intended to prepare a student to be work ready. The aptitudes of students will be explored. Objectives of the program include developing good work habits, increasing awareness of work site expectations and to provide on-the-job experience. The program starts September 1991. Early registration is preferred.

### **Basic Literacy/Functional Literacy**

This is a pre-ABE course which helps students to develop their academic skills. The course starts September 9, 1991 and intake is continuous.

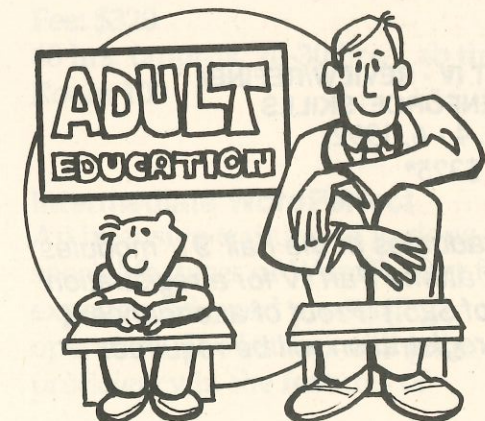
### **Special Interest Courses**

A series of programs intended to provide students with the opportunity to improve their lifeskills. Examples of programs which may be presented include cooking, living in an apartment, health issues, assertiveness and getting along with others. Topics for courses are based on suggestions from the community.

Courses may start in September and are available at various times throughout the year.

**For more information contact E. Snyder, Adult Special Education Coordinator at 635-6511.**

Services for students with special needs, such as, equipment loans, orientation, program support, telephones, pre-registration assistance, etc. are available at N.W.C.C. Contact the Coordinator at least four weeks in advance.



Davies

## BUSINESS & MANAGEMENT

### Management Skills for Supervisors

Highly recommended and proven by supervisors throughout BC, this "hands-on" management training program is the only supervisory/management program certified by the Ministry of Advanced Education. A balanced program including role-plays, self-scoring inventories, video case studies, lecturettes, and structured experiences. This training promotes direct practical applications. A 15-day program which integrates 3 separate components and an optional 30 hr. re-enforcement component.

#### PART I - INTERPERSONAL SKILLS

Sept. 24 - 27, 1991 (4 DAYS)

Fee: \$450

Room 2001/2002

#### PART II - GROUP SKILLS

Oct. 29 - Nov. 1, 1991(4 DAYS)

Fee: \$450

Room 2001/2002

#### PART III - ADMINISTRATIVE SKILLS

Nov. 26 - 29, 1991(4 DAYS)

Fee: \$450

Room 2001/2002

#### PART IV - REVIEW/REFINE/ RE-ENFORCE SKILLS

Mar. 4 - 6, 1992

Fee: \$325\*

(\*Graduates of the Fall '91 modules may attend Part IV for a registration fee of \$25.) Proof of attendance & pre-registration will be required.

### Effective Speaking for Business People

Whether addressing one or one hundred people, business people require effective speaking skills. This 6 hour course provides participants with an opportunity to develop or enhance their own speaking skills, delivery, audience reading, body language and presentation dynamics are all part of this entertaining and informative course. At course completion, participants will have learned the essential skills of effective speaking and will have the ability to utilize them.

**Who should attend:** Those who have little confidence or experience in speaking to groups or those who simply wish to improve their effectiveness while speaking will benefit from this course.

**Effective Speaking for Business People** will be followed by a second course to be offered in the next semester which will deal with developing effective presentations, speech development, the use of audio visual aides and conducting meetings.

October 22 & 29 (2-3 hrs. modules)

Tues. 7 - 10 pm

Instructor: Doug Smith

Fee: \$85

Room 208

For further information call E. Malkapar, 635-6511.

### Principles of Accounting 1

The framework of accounting from original journal entries to posting and to worksheet adjustments and financial statement preparation. This course can be taken for credit as Acct 101 and is transferable to the Office Careers Program.

Prerequisite: none

Sept 16 - Nov. 20

Mon./Wed. 7 - 10 pm

Fee: \$190

60 hours

Room 113

### Accounting 150: Fundamentals of Financial Accounting 1

This will be a lecture lead course concerned with basic methodology and logic; recording transactions and maintaining books of accounts for service and merchandising concerns; preparation and interpretation of financial statements; recording; reconciling and evaluation of cash, accounts receivable, inventory, plant and equipment.

Prerequisite: Math 11 or equivalent.

CGA, CMA, CA transferable.

Sept. 17 - Nov. 21

Tues./Thurs. 7 - 10 pm

Fee: \$290

60 hours

Room 113

## COMPUTING APPLICATIONS

### Introduction to Computers

This course is designed to familiarize the learner with DOS, Word Processing and Spreadsheets. Software used is WordPerfect and

Lotus 123. Previous experience not necessary, but typing skill desirable.

*This course can be taken for credit and is transferable to the Office Careers Program.*

**Session 1:** Sept. 11 - Oct. 30

Mon./Wed. 7 - 10 pm

Fee: \$300

42 hrs. (approx. 20 hrs. Lab time)

Room 106/109

**Session 2:** Nov. 4 - Dec. 18

Mon./Wed. 7 - 10 pm

Fee: \$300

42 hrs. (approx. 20 hrs. Lab time)

Room 106/109

### Fundamentals of WordPerfect

Word Processing 130 is a hands-on course designed to familiarize the learner with all the features of the software WordPerfect. Word Processing 100 or equivalent skills is a prerequisite for credit. Basic knowledge of computers and typing skills is necessary.

This course can be taken for credit and is transferable to Office Careers Programs.

Sept. 17 - Nov. 21

Tues./Thurs. 7 - 10 pm

Fee: \$320

60 hrs. (approx. 20-30 hrs. Lab time)

Room 109

### Intermediate WordPerfect

An intensive training in various special features of WordPerfect for experienced word processing operators. The learner will gain proficiency in the features of

merging, footnotes, graphics, tables and other productivity functions of WordPerfect.

Prerequisite: Introduction to Computers with basic knowledge of WordPerfect or equivalent skills.

Nov. 26, 28, Dec. 3, 5

Tues./Thurs. 7 - 10 pm

Fee: \$120

12 hours Lab time

Room 109

### Intermediate Lotus

An intensive training in various special features of Lotus 1-2-3 for experienced spreadsheet users.

The learner will gain proficiency in the features of complex formulas, cell references, macros, sorting and manipulating large spreadsheets.

Prerequisite: Introduction to Computers with basic knowledge of Lotus 1-2-3.

Dec. 10, 12, 17, 19

Tues./Thurs. 7 - 10 pm

Fee: \$120

12 hrs. Lab time

Room 109

### Basic Keyboarding

This course is designed to give the learner the skills necessary to touch-key at a minimum of 25 net words per minute on both the typewriter and the computer keyboard with 3 or less errors.

No Prerequisite

Sept. 17 - Oct. 31

Tues./Thurs. 7 - 10 pm

Fee: \$135

42 hrs. (approx. 20 hrs. Lab)

Room 106/111

### Typing 101

A course in applied typing, using electronic typewriters to center text, key open and ruled tables, business forms and various business documents.

The student will learn to produce documents to current business standards at a speed of 30 NWPM.

Prerequisite: Typing 100 or equivalent basic keyboarding ability.

Nov. 5 - Dec. 19

Tues./Thurs. 7 - 10 pm

Fee: \$135

42 hrs. (approx. 20 hrs. Lab)

Room 111

## MARKETING & SALES

### Marketing : Techniques & Strategies

Participants will analyze consumer behavior, marketing research, the relationship between price and value, and learn how to develop a marketing mix for today's competitive marketplace. They will understand the concepts and methods needed for a marketing plan. By the end of the course, participants will have developed their own marketing plans through application of basic marketing tools. The course stresses group participation, case study analysis, individual preparation and team discussions and presentations.

**Who should Attend:** Those of you involved with promoting of any kind: yourself, your product, your service, your company or organization. Owners, managers, public relations and sales & service

personnel, as well as those considering becoming entrepreneurs, will find this course both practical & beneficial.

Oct. 17 - Dec. 5

Thurs. 7 - 10 pm

TEC Centre, 3250 Eby St.

Instructor: Bob Walch

Fee: \$250 (includes material)

### REGISTRATION DEADLINE:

September 30, 1991

### Dynamics of Successful Customer Relations

This course provides participants with the vital basics of customer service and the workplace. Course components include communication skills, customer service, telephone etiquette, time management, effective speaking and getting motivated and staying that way. Participants will enjoy an "active" course while learning the essentials of working in a thriving marketplace.

**Who should attend:** Dynamics of Successful Customer Relations is a course designed for front line staff. New employees or those who seek a refresher in basic skills will benefit from the 9 hours of training.

Sept. 24, Oct. 1, Oct. 8

Tues. 7 - 10 pm (3-3 hr. modules)

Room 208, NWCC

Instructor: Doug Smith

Fee: \$110

### REGISTRATION DEADLINE:

September 17, 1991

### Selling Professionally

This course will provide participants with the basics of selling and is a must as the Christmas season approaches. Participants will learn about their customers, marketing, effective communication, the 5 step sales process, handling objections and more.

**Who should attend:** Front line staff who sell products on a regular basis. Behind the counter staff, salespeople and those just entering the service industry will find this course both informative and enjoyable.

Nov. 4, 5, 1991 (2 - 3 hr. modules)

Mon. & Tues. 7 - 10 p.m.

Instructor: Doug Smith

Fee: \$85

### REGISTRATION DEADLINE:

October 28, 1991

**Selling Professionally** will be followed by a second course in the next semester which will provide an indepth look at sales with the aim of achieving maximum results. The second course will be a natural follow to "Selling Professionally".

For further information on Marketing/Sales contact E. Maikapar, 635-6511.



## PROFESSIONAL DEVELOPMENT

### Provincial Instructor Diploma Program

This program provides individuals with opportunities to develop instructional competencies in the design, management and evaluation of effective learning activities and to develop a foundation for continuing professional growth. It is designed for those who wish to provide instruction in either public or private institutions. Co-sponsored by the Ministry of Advanced Education and Job Training and by Vancouver Community College, this Diploma Program consists of six courses and a major assignment.

### Elements of Instruction Part A (I.D. 102A)

Provides the instructor with skills and opportunities to deliver and manage instruction, including basic concepts of adult learning and feedback on actual instructional skills.

*Prerequisites: Employed as an instructor, with employer recommendations or evidence of employability as an instructor. 30 hours*  
**FOR REGISTRATION contact Vancouver Community College 875-1131.**

Sept. 20, 21, 22, 1991

Oct. 4, 5, 6, 1991

Fri. 6 - 9 pm

Sat. & Sun. 9 am - 4:00 pm

Fee: \$250

Room 2001/2002

**For further information contact E. Malkapar at 635-6511.**

### Conflict Resolution Certificate Program

Northwest Community College, co-sponsored by the Justice Institute, is offering the Certificate Program in Conflict Resolution. This program, which includes courses in mediation, negotiation, interpersonal conflict resolution and dealing with anger, is designed to meet the needs of a wide range of professionals in dealing with conflict in their work environments. Counsellors, managers, supervisors, educators and other service providers will increase skill and knowledge in resolving conflicts with clients or staff. It is the only program of its kind in Canada.

To complete the program, participants must take 210 hours of core and elective courses and demonstrate competency in both mediation and negotiation skills.

Interested individuals need not take the full program if they prefer to take individual courses on a stand-alone basis.

The program commences with the following core course and elective course in the fall semester:

### Conflict Resolution I: Dealing with Interpersonal Conflict (CR 100) - Core

Oct. 9, 10, 11

Wed./Thurs./Fri. 8:30 am - 4:30 pm

Fee: \$385

Room 2001/2002

**REGISTRATION DEADLINE:  
September 25, 1991**

### Critical Skills for Communicating in Conflict Situations (CR 735) (Elective)

Dec. 5 & 6

Thurs./Fri. 8:30 am - 4:30 pm

Fee: \$285

Room 2001/2002

**REGISTRATION DEADLINE:  
November 20, 1991**

**For further information contact E. Malkapar, 635-6511**

Learners engage in a series of practical driver training exercises including local primary and secondary roads under real conditions.

**Prerequisite:** Valid BC Drivers License, 18 years of age or older, current Drivers Abstract (can be obtained at Motor Vehicle Branch), Class 1 Learners License.

Sept. 23 - Oct. 25

Mon. - Fri. 8:30 am - 3:30 pm

Fee: \$1300

Trades and Technology Building

## TRANSPORTATION

### Air Brakes

You will receive 24 hours of training leading to government certification in the operation and maintenance of air brake systems for either on or off-highway vehicles.

**Prerequisites:** Valid B.C. Driver's Licence and 18 years of age

**Course 1:** Sept. 24-27

Tues. - Fri. 8:30 am - 3:30 pm

Fee: \$130

Trades and Technology Building

**Course 2:** Dec. 3 - 6

Tues. - Fri. 6:30 - 10:30 pm

& Sat. 8 am - 5 pm

Fee: \$130

Trades and Technology Building

### Class I Driver Training

This comprehensive 90+ hr. program includes theory and practical components using a 1A combination vehicle. The program includes Dual Air Brakes certification course and leads to Class 1 license certification.

### Commercial Vehicle Inspection

This 30 hour training program leads to government certification in the practical and administrative functions of commercial vehicle inspection.

**Prerequisite:** B.C. Technical Qualification.

Dec. 9 - 14

Mon. - Fri. 6 - 10:30 pm &

Sat. 8 am - 3:30 pm

Fee: \$150

Trades and Technology Building

### Transportation of Dangerous Goods

This training session covers regulations regarding the transportation of dangerous goods, and how they are applied when shipping by road in Canada and the U.S. Topics include: introduction to the transportation of dangerous goods regulations; the classification of dangerous goods; responsibilities of shippers/consignors, transport in bulk; transport of hazardous material; incident reporting and



emergency response planning, etc.  
Thurs. Oct. 23  
5 pm - 11 pm  
Fee: \$50  
Trades and Technology Building

**NOTE:** Some reimbursement of fees may be possible for the sponsoring employer through Employment & Immigration Canada, or Ministry of Advanced Education & Training Technology.

For further information contact your local EIC or MAETT as soon as possible.

## MECHANICAL /INDUSTRIAL

### Alternate Fuel Installers Certification

This provincially approved course is designed to prepare individuals in the motor vehicle industry to write the Government of B.C. Certification Examinations. It will provide technical and "hands-on" training in the installation and servicing of CNG/LPG conversions and accessories.

Prerequisites: TQ certification in Automotive or Heavy Duty Mechanics or 3rd Yr. Apprentice in Automotive or HD Mechanics.

Oct. 1, 4, & 5  
8 am - 5 pm  
Fee: \$450

**REGISTRATION DEADLINE:**  
September 27, 1991.

### Alternate Fuels -Trouble Shooting (Compressed Natural Gas - CNG & Liquid Petroleum - LPG)

This workshop is designed for individuals from the motor vehicle industry, who are licensed in propane or Natural Gas, and who want to improve their trouble shooting and diagnostic skills in fuel systems.

Oct. 2 & 4  
6 - 10 pm  
Fee: \$80

Trades and Technology Building

### Gas Fitters Certification Class B & C and/or Restricted Class B Electrical License

This provincially approved course is designed to prepare individuals in the Piping and Gas Fitting industry with the technical information required to successfully write the Government of B.C. Class B, or C, Gas Fitters Certification and the Restricted Class B Electrical License examinations.

Class B prerequisite: Class B or equivalent and attain the standing acceptable to the Authority having jurisdiction.

Class C: No prerequisite.

**NOTE:** Employer letter certifying experience to be submitted on first night of this course.

**REGISTRATION DEADLINE:**  
October 7, 1991

### Gas Fitters Certification

Oct. 9 - Dec. 14  
Wed. 6 - 10 pm & Sat. 8 am - 3 pm  
Room 1122,  
Trades and Technology Building  
Fee: \$750 (includes books but not examination fees)

### Restricted Class B Electrical License (8 hours)

Sat. Nov. 2 8 am - 5 pm  
Room 1122,  
Trades and Technology Building  
Fee: \$125 (includes books but not examination fees)

For further information please contact:  
P. Haigh, 635-6511.

**NOTE:** Some reimbursement of fees may be possible for the sponsoring employer through Employment & Immigration Canada, or Ministry of Advanced Education & Training Technology.

For further information contact your local EIC or MAETT as soon as possible.

## FIRST AID

### Survival First Aid (WCB Survival 1st Aid Certificate)

8 hour (one day) course designed by the Workers' Compensation Board to meet the needs of business and industry.

2 Sessions: Sept. 3 or Oct. 9  
8:30 am - 5:30 pm  
Fee: \$65

### CPR (Cardiopulmonary Resuscitation) - BC Lifesaving Certificate

Four levels of courses available, each covering basic life support skills, how to recognize a heart attack, what to do if a person is choking and one person CPR.

- A - 4 hr. concentrating on adults
- B - 6 hr. concentrating on infants, children and adults
- C - 8 hr. concentrating on infants, children, adults and 1 & 2 person CPR
- D - 6 hr. concentrating on children and infants

**NOTE:** CPR Courses scheduled on demand. Contact E. Goodlad 635-6511.

### Basic First Aid (WCB Survival First Aid, B.C. Life Saving "C" Level & NWCC Basic First Aid Certificates)

This 20 hour course is a combination of Survival First Aid, "C" level CPR and general first aid. The general first aid can be customized to fit group needs. The core of the general first aid is: slings, minor wound care, eye examination, fracture recognition, sprained ankles, seizures, diabetes and AIDS lecture.

Nov. 5, 6 & 7  
8:30 am - 5:30 pm  
Fee: \$100

### Industrial First Aid (WCB Industrial First Aid Ticket: AA, A B or C)

This 77 hour course is offered both as a day course and an evening course. The day course will consist of 7 hour days for eleven days (two weeks,

plus a day). The evening course consists of 11 weeks, 2 evenings a week, 3 1/2 hours an evening. The three week version requires 90 hours consisting of 6 hour days. This course is recommended for students not already possessing a ticket or for the ticket holder who feels they would benefit from the additional course time.

**DAY COURSES:**

Sept. 9 - 27 (3 weeks)  
8:30 am - 3:30 pm  
Fee: \$595

Nov 11 - 25 (2 weeks) or  
Dec. 1 -16 (2 weeks)  
8:30 am - 4:30 pm  
Fee: \$495

**EVENING COURSE:**

Sept. 9 - Nov. 19 (Mon. & Tues.)  
6:30 - 10:00 pm  
Fee: \$495

**NOTE:** Some reimbursement of fees may be possible for the sponsoring employer through Employment & Immigration Canada, or Ministry of Advanced Education & Training Technology.

For further information contact your local EIC or MAETT as soon as possible.

*Course Fees include Books, materials and Examination.*

*Personal Pocket Masks - included in IFA courses.*

**NOTE:** Scheduling of all First Aid courses can be arranged to suit the training needs of groups of 8 or more.

Contact E. Goodlad, 635-6511.

## HOSPITALITY

### **Foodsafe 1**

Designed by the Ministry of Health in consultation with the B.C. Restaurant and Food Services Association and the Ministry of Advanced Education. The Foodsafe program is a comprehensive course in sanitary food handling practices for food service workers. Successful completion of the course and final exam lead to the Foodsafe Certificate issued and registered by the Ministry of Health. Prerequisite: none

Sept. 16, 17, 23 & 24, 1991  
Mon. Tues. 7 - 10 pm  
Fee: \$40 individuals.  
\$35 ea. for groups of 6 or more  
Room 2002

**Don't be Disappointed!**

**PRE-REGISTER**

**For Information  
Phone: 635-6511.**

## TELECONFERENCING COURSES

### **EARLY CHILDHOOD EDUCATION**

(courses begin the week of Sept. 9-13 and run for 15 weeks)

#### **ECE 140: Psychology of Human Development**

This course provides students with an introduction to the theories, methods, concepts and research findings relevant to normal human development through the life span. The importance of individual differences, the effects of heredity and environment and the ethical issues involved in research and program are discussed. Application of child care situations are explored in lectures in reference to child and their families. Students will be required to read from text and other references as required.  
Prerequisite: none  
Thurs. 7 - 9 pm &  
Sat. Workshops 1-2 pm  
Fee: \$97.50

#### **ECE 208: Administrative Skills**

This foundation course deals with the fundamental operation and procedures used in the management of a childcare centre and other service organizations. It covers all aspects of the organization and operation of a centre, with focus on evaluation of programming, staff relations, budgets and licensing.  
Prerequisites: ECE Basic Level (or at least 2/3 of Basic)

Wed. 7 - 9 pm &  
Sat. Workshops 1-2 pm  
Fee: \$97.50

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**Emily Carr College of Art & Design**

Contact Terrace Parks and Recreation Department at 638-4750 for information on registration, times and dates.

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Register your interest for courses not listed in our programme guide. We can offer the following courses if we have sufficient interest from the community. Sign Language, Log Scaling Certification, Residue & Waste Survey Certification, Defensive Driving, Workshops on Environmental Issues, Workshops on Family/Sexual Abuse & Substance Abuse, Visual Art, Wilderness First Aid, Blasting, Electrical Code, Flagging.

Contact E. Goodlad at 635-6511 to be put on a waitlist.

## FALL 1991 PROGRAM SCHEDULE

COURSE	LENGTH	START	END	DAY(S)	FROM	TO	COST
GED Exams	2 days	Oct. 18	Oct. 19	Fri & Sat			\$26.50
GED Exams	2 days	Dec. 6	Dec. 7	Fri & Sat			\$26.50
GED Preparation	3 months	Sept. 10	Dec. 3	Tuesday	7:30 PM	10:00 PM	\$15
ESL Beginner	3 months	Sept. 9	Dec. 11	Mon/Wed	7:30 PM	9:30 PM	\$20
ESL Intermediate/Advanced	3 months	Sept. 10	Dec. 12	Tues/Thurs	7:30 PM	9:30 PM	\$20
<b>MANAGEMENT SKILLS:</b>							
Pt.I - Interpersonal	4 days	Sept. 24	Sept. 27	Tues - Fri	8:00 AM	4:00 PM	\$450
Pt.II - Group Skills	4 days	Oct. 29	Nov. 1	Tues - Fri	8:00 AM	4:00 PM	\$450
Pt. III - Administrative Skills	4 days	Nov. 26	Nov. 29	Tues - Fri	8:00 AM	4:00 PM	\$450
Effective Speaking	2 days	Oct. 22	Oct. 29	Tuesday	7:00 PM	10:00 PM	\$85
Principles of Accounting I	3 months	Sept. 16	Nov. 20	Mon/Wed	7:00 PM	10:00 PM	\$190
Accounting 150	3 months	Sept. 17	Nov. 21	Tues/Thurs	7:00 PM	10:00 PM	\$290
Intro to Computers - I	2 months	Sept. 11	30-Oct	Mon/Wed	7:00 PM	10:00 PM	\$300
Intro to Computers - II	2 months	Nov. 4	Dec. 18	Mon/Wed	7:00 PM	10:00 PM	\$300
Fund. of WordPerfect	3 months	Sept. 17	Nov. 21	Tues/Thurs	7:00 PM	10:00 PM	\$320
Interm. WordPerfect	4 days	Nov. 26	Dec. 5	Tues/Thurs	7:00 PM	10:00 PM	\$120
Intermediate Lotus	4 days	Dec. 10	Dec. 19	Tues/Thurs	7:00 PM	10:00 PM	\$120
Basic Keyboarding	2 months	Sept. 17	Oct. 31	Tues/Thurs	7:00 PM	10:00 PM	\$135
Typing 101	2 months	Nov. 5	Dec. 19	Tues/Thurs	7:00 PM	10:00 PM	\$135
Marketing Techniques	2 months	Oct. 17	Dec. 5	Thursday	7:00 PM	10:00 PM	\$250
Dynamics - Customer Relations	3 days	Sept. 24	Oct. 8	Tuesday	7:00 PM	10:00 PM	\$110
Selling Professionally	2 days	Nov. 4	Nov. 5	Mon/Tues	7:00 PM	10:00 PM	\$85
ECE 140 - Teleconferencing	4 months	Sept. 12	Dec. 19	Thursday	7:00 PM	9:00 PM	\$97.50
ECE 208 - Teleconferencing	4 months	Sept. 12	Dec. 19	Wednesday	7:00 PM	9:00 PM	\$97.50
Instructor Diploma Program	6 days	Sept. 20	Oct. 6	Fri/Sat/Su	Evenings & Day		\$250
Conflict Resolution I	3 days	Oct. 9	Oct. 11	W/Th/Fri	8:30 AM	4:30 PM	\$385
Critical Skills - Conflict	2 days	Dec. 5	Dec. 6	Thurs/Fri	8:30 AM	4:30 PM	\$285
Air Brakes #1	4 days	Sept. 24	Sept. 27	Tues-Fri	8:30 AM	3:30 PM	\$130
Air Brakes #2	4 days	Dec. 3	Dec. 6	Tues-Fri	Evenings & Days		\$130
Class I Driver Training	1 month	Sept. 23	Oct. 25	Mon-Fri	8:30 AM	3:30 PM	\$1,300
CVIP	6 days	Dec. 9	Dec. 14	Mon-Sat	Evenings & Day		\$150
Transport Dangerous Goods	1 day	Oct. 23	Oct. 23	Thursday	5:00 PM	11:00 PM	\$50
Alternate Fuel Installers	3 days	Oct. 1	Oct. 5	Tu/Fri/Sat	8:00 AM	5:00 PM	\$450
Alt. Fuels - Troubleshooting	2 days	Oct. 2	Oct. 4	Wed&Fri	6:00 PM	10:00 PM	\$80
Gas Fitters Certification	1 month	Oct. 9	Dec. 14	Wed&Sat	Evenings & Days		\$750
Restricted Class B Electrical	1 day	Nov. 2	Nov. 2	Saturday	8:00 AM	5:00 PM	\$125
Survival First Aid #1	1 day	Sept. 3	Sept. 3	Tuesday	8:30 AM	5:30 PM	\$65
Survival First Aid #2	1 day	Oct. 9	Oct. 9	Wednesday	8:30 AM	5:30 PM	\$65
Basic First Aid	3 days	Nov. 5	Nov. 7	Tu/Wed/Th	8:30 AM	5:30 PM	\$100
Industrial First Aid #1	3 weeks	Sept. 9	Sept. 27	Mon-Fri	8:30 AM	3:30 PM	\$595
Industrial First Aid #2	2 weeks	Nov. 11	Nov. 25	Mon - Fri	8:30 AM	4:30 PM	\$495
Industrial First Aid #3	2 weeks	Dec. 1	Dec. 16	Mon - Fri	8:30 AM	4:30 PM	\$495
Industrial First Aid #4	1 month	Sept. 9	Nov. 19	Mon & Tues	6:30 PM	10:00 PM	\$495
Foodsafe 1	4 days	Sept. 16	Sept. 24	Mon & Tues	7:00 PM	10:00 PM	\$40

## Plan Your Course Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
9 am					
to					
12 noon					
1 pm					
to					
4 pm					
6 pm					
to					
10 pm					

### Notes

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## COLLEGE SERVICES

### MEETING AND TRAINING FACILITIES

Rooms for meetings and training programs are available to private and community organizations at a nominal cost and, for some charitable organizations, at no cost.

For further information, contact B. Sheridan 635-6511.

### CONFERENCES AND CONVENTIONS

The College is able to accommodate large gatherings, with seating areas up to 100 persons and an overall capacity of several hundred when regular classes are not in session. In addition, the College cafeteria and dormitories can support "live-in" conferences of various sizes, again depending upon the schedule of regular programs.

For further information, contact T. Reddy at 635-6511.

### EXTENSION SERVICES

In addition to the "open registration" programs listed in this brochure, the College will provide courses or custom training programs under contract to employers and other organizations.

For further information, contact E. Maikapar or P. Haigh at 635-6511.

### CATERING

The large institutional kitchen at the College, in co-operation with the hospitality industry, can cater to groups of 200 or more with a full range of food and beverage services.

For further information, contact T. Reddy at 635-6511.

### TELECONFERENCING

The College's distance education facilities in the downtown Training and Access Centre (TEC) include an audio teleconference bridge that can link up to ten sites for business meetings or conferences. This facility is available to businesses or other organizations at a nominal cost.

For further information, contact N. Hartig - 635-9135 or 635-6511.

### CO-OPERATIVE EDUCATION

Both the Business Administration and Forestry Technology programs are based upon a "Co-operative Education" model that integrates periods of academic training with periods of paid employment, in a three-way arrangement among the employer, the employee-student and the College. This arrangement gives employers access to highly-qualified, experienced candidates for regular employment upon graduation.

For further information, contact S. Bullock at 635-6511.



## COLLEGE SERVICES

### LIBRARY/LEARNING RESOURCE CENTRE

**The Library is open to all residents of the College region  
- no registration charge!**

More than a library, the LRC has reference books, videos, paper backs, magazines, local newspapers, government statistics and documents, films slides, cassettes, maps, aerial photos, and Archives of the College and Northwestern B.C.

Services include a public online catalogue, interlibrary loans from other B.C. colleges and universities and two professional librarians.

#### HOURS (Sept. - Apr.)

Monday to Thursday	8:00 am - 10:30 pm
Friday	8:00 am - 5:00 pm
Saturday	1:00 pm - 5:00 pm
Sunday	1:00 pm - 9:00 pm

Phone: 635-6511 days, 635-6513 evenings & weekends

### COLLEGE BOOKSTORE

Northwest Community College Bookstore is the centre for distribution of required textbooks and course materials. In addition you can find supplies, backpacks, clothing and memorabilia.

#### HOURS

Monday - Friday	9:00 am - 10:30 am
	11:00 am - 1:00 pm
	2:15 pm - 3:15 pm

### CAFETERIA

Food services are available at a reasonable cost seven days per week during the school year. An appetizing welcome awaits you in the College's Food Services Facilities.

### RECREATION

The Student Association provides a comprehensive recreation program for college students and staff. The Student Recreation Department provides the opportunity for community members to use the facilities through the purchase of a membership card. For further information phone: 635-4009.

**HOLIDAY HOURS FOR THE ABOVE SERVICES - POSTED IN ADVANCE.**

**CALL ON US — WE'RE HERE TO HELP!**



**NORTHWEST COMMUNITY COLLEGE**

College Board Chairman  
College President

Mr. Hans Wagner  
Mr. Don Anderson

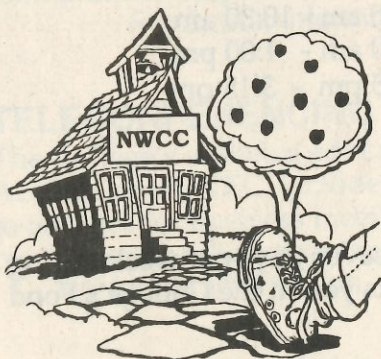
## **TERRACE PROGRAM ADMINISTRATION**

Mr. Gary Morrison  
Mr. Jim Stone  
Mr. Jim Bathgate  
Mr. Larry Bolingbroke  
Ms. Johanne Fort  
Mr. Andre Klingner  
Ms. Ann Marie Merkel  
Mr. Jake Muller  
Mr. Tony Reddy  
Ms. Elizabeth Snyder  
Ms. Joan Turecki

Director  
Assistant Director  
Co-ordinator, Trades & Technology  
Co-ordinator, Adult Basic Education  
Co-ordinator, Nursing  
Head, University Credit  
Co-ordinator, Business & Management  
Co-ordinator, Human Service Worker  
Manager, Ancillary Services  
Co-ordinator, Adult Special Education  
Co-ordinator, Early Childhood Education



5331 McConnell Avenue  
Terrace, B.C.  
V8G 4C2  
(604) 635-6511



**IT'S IMPORTANT TO  
PRE-REGISTER!**

**Dont wait...the course you want  
may be cancelled because of low  
enrollment, or, may already be  
filled up.**

**Drop in and...REGISTER TODAY!**