

EXTENSION SERVICES



Business and Computer Courses

1992 - 1993

??? How to Register **???**

*You may register for courses outlined in this brochure at
Northwest Community College, Admissions Office
5331 McConnell Avenue, Terrace, B.C.*

??? Would you like more information **???**

*For more information on business or computer courses offered by
Northwest Community College
Extension Services Department
please contact:
David Himmelman 635-6511, extension 320.*

EXTENSION SERVICES



Computer Courses

Three reasons why you should take a credit-free computer course from Northwest Community College:

- *courses are scheduled to meet the needs of part-time learners and held at our convenient downtown location, located at the TEC Centre, 3250 Eby Street;*
- *additional lab time and instructor support is provided to assist learners in meeting their course goals;*
- *some courses are transferable to the Office Careers and Business Administration programs offered through Northwest Community College.**

REQUIRED SUPPLIES FOR COMPUTER COURSES

- *One 3.5" floppy disk is required when taking a computer course.*

ADDITIONAL SUPPORT

In addition to regularly scheduled class time, learners enrolled in any of these courses will have access to the Computer facility located at the NWCC, Terrace Campus (Room 109B) on Saturdays and Sundays from 12 pm to 4 pm.

As well, a qualified computer instructor will be available, at the TEC Centre, to answer course related questions on Thursday evenings from 5 pm to 7 pm.

* *For more information on the transfer of credit free courses to the Office Careers and Business Administration programs offered at Northwest Community College, please contact David Himmelman, Coordinator Business and Management programs 635-6511, ext. 320.*

NORTHWEST COMMUNITY COLLEGE
CREDIT-FREE COMPUTER COURSES 1992-1993

All computer courses will be held at the TEC Centre, 3250 Eby Street

Keyboarding for Executives

Price: \$199

Graduate from the "hunt and peck" society. Take a course in keyboarding, basic MS-DOS, and WordPerfect. This course presents keyboarding in the same computer environment in which professionals often work - WordPerfect 5.1. By using WordPerfect 5.1 to gain keyboarding skills, you can acquire two skills at once: (1) you learn how to operate a keyboard with proficiency, and (2) you become familiar with the most popular business word processor on the market. This combined with some basic DOS commands will help you manage your hard disk more effectively.

- 16 instructional lab hours

Classes will be held from 7 a.m. to 9 a.m. on the following dates:

October 5, 7, 9, 14, 16, 19, 21, and 23

Computer Fundamentals

Price: \$300

This course introduces the personal computer and provides a friendly introduction into the computer age. Topics to be covered include: keyboarding - learn the computer keyboard; DOS - learn to manage files, copy and delete files, and create directory structures; WordPerfect 5.1 - create, edit, save, and print documents; Lotus 1-2-3 - create, edit, and print a simple spreadsheet.

- Course prerequisite: keyboarding is recommended but not required
- 21 instructional lab hours

Classes will be held every Tuesday evening from 7 p.m. to 10 p.m. beginning September 15 and ending October 27.

NORTHWEST COMMUNITY COLLEGE
CREDIT-FREE COMPUTER COURSES 1992-1993

WordPerfect 5.1 - Introduction

Price: \$300

This course will help learners combine basic word processing skills with practical business applications. The material will provide specific step-by-step instructions to create, store, and revise documents using text enhancement, editing, and formatting features. Other topics to be covered include Merge, Spell, and Thesaurus utilities.

- Course prerequisite: Computer Fundamentals is recommended
- 21 instructional lab hours

This course will be offered on the following dates during 1992-93.

Class 1: Classes will be held every Wednesday evening from 7 p.m. to 10 p.m. beginning September 16 and ending October 28.

Class 2: Classes will be held every Tuesday evening from 7 p.m. to 10 p.m. beginning November 3 and ending December 15.

Class 3: Classes will be held every Tuesday evening from 7 p.m. to 10 p.m. beginning March 8 and ending April 19.

NORTHWEST COMMUNITY COLLEGE
CREDIT-FREE COMPUTER COURSES 1992-1993

Lotus 1-2-3 - Introduction

Price: \$300

This course is an introduction to one of the most popular electronic spreadsheet programs available. Topics to be covered include: identifying the different Lotus 1-2-3 menu prompts; entering, editing, and moving data; saving, retrieving, and printing spreadsheets; designing, editing, and displaying graphs; learning simple database functions, and; creating macros.

- Course prerequisite: Computer Fundamentals is recommended
- 21 instructional lab hours

This course will be offered on the following dates during 1992-93.

Class 1: Classes will be held every Wednesday evening from 7 p.m. to 10 p.m. beginning November 4 and ending December 16.

Class 2: Classes will be held every Wednesday evening from 7 p.m. to 10 p.m. beginning March 9 and ending April 20.

Introduction to Databases

Price: \$300

This course introduces one of the most common micro-computer applications in business - the database. The course will cover: how to load and exit dBase III+; how to enter commands and move quickly within dBase III+; how to create a new database file; how to enter, adjust, display, and delete information in the database; how to sort a database, and; how to create mailing labels and reports from a database.

- Course prerequisite: Computer Fundamentals is recommended
- 21 instructional lab hours

Classes will be held every Tuesday evening from 7 p.m. to 10 p.m. beginning January 12 and ending February 23.

NORTHWEST COMMUNITY COLLEGE
CREDIT-FREE COMPUTER COURSES 1992-1993

Computerized Accounting - Introduction

Price: \$300

This course is designed to teach the learner how to use the ACCPAC Plus General Ledger in a typical business environment. The objective is to introduce the setup and operation of a computerized accounting system using ACCPAC. Topics to be covered include: the ACCPAC working environment; creating data files; entering and changing report dates, journal sources, chart of accounts, budget information and opening balances; month-end and year-end calculations; archiving information and retrieving archived information; entering transactions, posting, and reporting; printing financial statements, and; proper backup procedures.

- ACCT 102 or ACCT 150 or previous accounting experience
- 21 instructional lab hours

Classes will be held every Monday evening from 7 p.m. to 10 p.m. beginning January 11 and ending February 22.

MS Word for Windows - Introduction

Price: \$300

This course will introduce new users to the basic operation of Microsoft Word for Windows. Learners will be able to: understand the main screen components of Word; use the mouse and keyboard; create and edit documents; save, open, close, and print documents; use different formatting methods; use spell, thesaurus, and grammar features, and; merge documents.

- Course prerequisite: Computer Fundamentals is recommended
- 21 instructional lab hours

Classes will be held every Wednesday evening from 7 p.m. to 10 p.m. beginning January 12 and ending February 23.

NORTHWEST COMMUNITY COLLEGE
CREDIT-FREE COMPUTER COURSES 1992-1993

Windows, version 3.1

Price: \$99

This course explores the Windows software, specifically: loading and running the Microsoft Windows software; identifying the various parts of a typical Windows screen; moving and organizing Windows and Icons; organizing your files using Windows; running MS-DOS commands from within the Windows environment; loading and running several Windows applications, including Desktop Applications, Windows Write, and Windows Paint.

- Course prerequisite: Computer Fundamentals is recommended
- 6 instructional lab hours

This course will be offered on the following dates during 1992-93.

- Class 1: Monday November 9 and Monday November 16 from 7 p.m. to 10 p.m.
- Class 2: Saturday December 5 from 9 a.m. to 4 p.m.
- Class 3: Saturday March 12 from 9 a.m. to 4 p.m.

NORTHWEST COMMUNITY COLLEGE

CREDIT-FREE COMPUTER COURSES 1992-1993

Many learners have difficulty understanding how credit-free courses can integrate with credit courses from the College's full-time programs. The following charts are examples of how credit-free courses, offered through the Extension Services Department, can complement credit courses in the Business Administration and Office Careers programs.

Chart 1

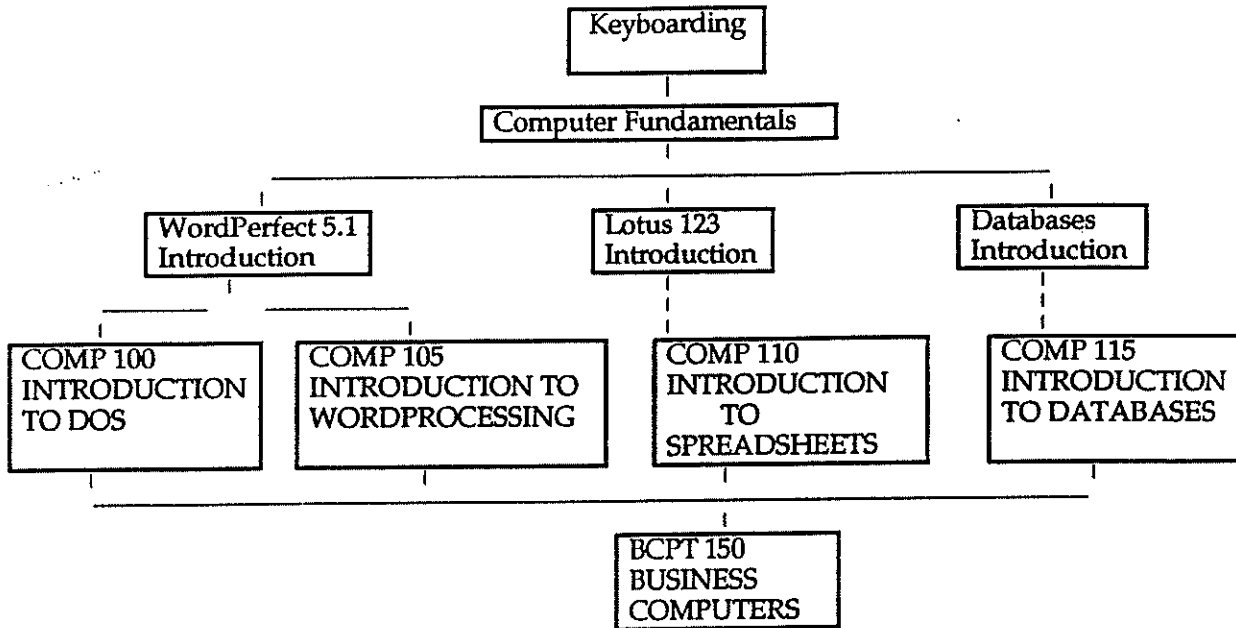
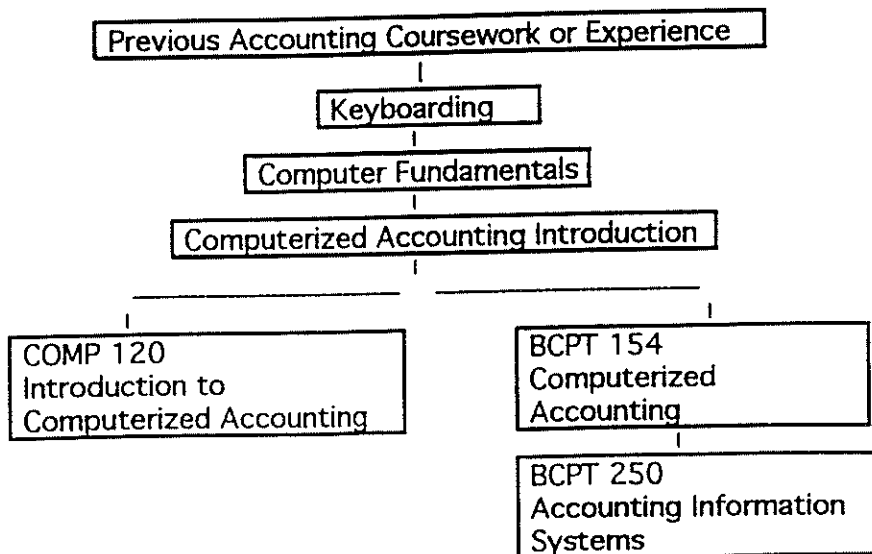
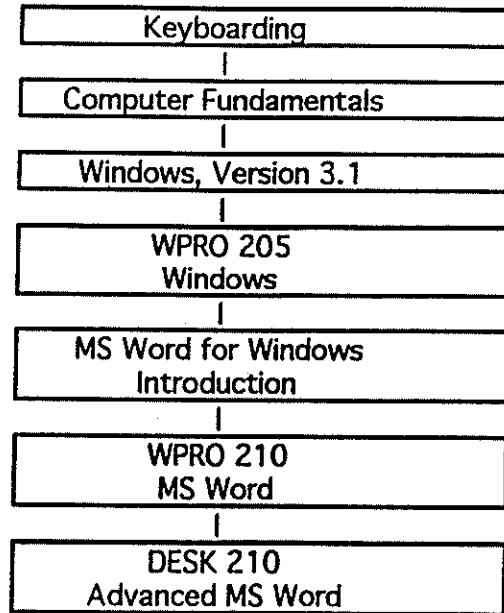


Chart 2



NORTHWEST COMMUNITY COLLEGE
CREDIT-FREE COMPUTER COURSES 1992-1993

Chart 3



EXTENSION SERVICES



Business Courses

NORTHWEST COMMUNITY COLLEGE

BUSINESS COURSES

ACCT 101 - 2 credits

Price: \$190

Bookkeeping Fundamentals

This is an introductory course within the Office Careers program. Topics to be covered include: Journal entries; Posting of entries; Worksheet adjustments, and; Financial statement preparation.

- 60 instructional hours

Classes will be held every Tuesday and Thursday evenings from 7 p.m. to 10 p.m. beginning October 6 and ending December 10.

ACCT 102 - 3 credits

Price: \$190

Routine Bookkeeping Procedures

Building on ACCT 101, this course provides an introduction to accounting systems, procedures, and specialized journals.

- Course prerequisite: ACCT 101
- 60 instructional hours

Classes will be held every Tuesday and Thursday evenings from 7 p.m. to 10 p.m. beginning October 6 and ending December 10.

NORTHWEST COMMUNITY COLLEGE

BUSINESS COURSES

ACCT 150 - 3 credits

Price: \$290

Fundamentals of Financial Accounting I

This is an introductory course in financial accounting within the Business Administration program. Topics covered will include: basic accounting methodology and logic; recording of transactions and maintenance of books for service and merchandising concerns; preparation and interpretation of financial statements; reconciliation of cash, accounts receivable, inventory, plant and equipment.

- 45 instructional hours

Classes will be held every Tuesday evening from 7 p.m. to 10 p.m. beginning January 5 and ending April 20.

MGMT 253 - 3 credits

Price: \$290

Labour Relations

Part of the Business Administration program, this course studies the historical and present systems of trade unionism, collective bargaining, contract interpretation, and labour relations law. As this is designed to be a practical course, a large portion of the class time will be dedicated to case studies and a major contract negotiation simulation.

- 45 instructional hours

Classes will be held every Wednesday evening from 7 p.m. to 10 p.m. beginning January 6 and ending April 21.

NORTHWEST COMMUNITY COLLEGE

BUSINESS COURSES

MGMT 201 - 3 credits

Price: \$290

How to Start a Small Business

Part of the Business Administration program, this course provides learners with an appreciation of the requirements for success in an entrepreneurial career. As well, it will provide an understanding of the dynamics of the new venture start-up and development process. Working in small groups, participants will prepare a business plan and business concept for a new small business venture.

- Course prerequisite: Previous accounting experience
- 45 instructional hours

Classes will be held every Thursday evening from 7 p.m. to 10 p.m. beginning January 7 and ending April 22.