

Office Copy



Phone (604) 635-6511

TERRACE

WINTER-SPRING

COURSES

ACCESS — To Your Community College

HOW TO REGISTER

All registrations are on a first qualified, first paid basis. Payment can be made by cash, personal cheque or credit card.

ADMISSION/REGISTRATION OFFICE

Monday to Friday 8:00 am - 4:30 pm
 Tuesday Evenings (Jan. only) 6:30 pm - 8:00 pm

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

Courses may be cancelled if enrollment is not sufficient.

**** Some courses and course text/materials may be affected by GST ****

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ADVISING CAREER CENTRE

NWCC has an *Educational Advisor* on staff to help you with information on career and program requirements, course transferability, and program content at Northwest Community College and other post-secondary educational institutions.

Call to make an appointment with Ian Hamilton at 635-6511.

The *Advising/Career Centre* has calendars and application forms of other colleges and universities. We also offer a career planning computer program (*CHOICES*) to help you find occupations that meet your needs.

Monday & Wednesday 8 am - 5 pm
 Tuesday & Thursday 8 am - 4 pm
 and 7 pm - 9 pm
 Friday 8 am - 4 pm

PHONE: 635-6511 days, 635-6513 evenings

The College also has a downtown office at the TEC Centre (Terrace Training and Enterprise Centre), 3250 Eby St. For information on career and program requirements visit the Advising/Career Centre there or call E. Goodlad, 635-6511 for more information.

UNIVERSITY CREDIT

This program offers first and second year Arts and Science courses leading to a university degree through transfer arrangements with UBC, SFU, UVIC, Open Learning and all Community Colleges in B.C.

University credit courses can be taken on a full or part-time basis. You can also take courses for interest and intellectual stimulation as an audit student.

We recommend that you see an Educational Advisor before selecting a course to ensure the courses you are taking will count towards achieving your educational goal.

Registration cost is:
 \$ 97.50 for each 3 credit course
 \$146.25 for each 4.5 credit course

New Courses for Winter '93 Semester

Computer Science 121-3.2: Programming in Pascal
 A rigorous introduction to programming for those who are considering further study in computer science, engineering, the sciences or those who wish to develop the programming skills necessary for the solution of sophisticated problems. Topics presented include algorithms, techniques of programme development and testing, control structures, procedures and functions, recursion, text file input and output, ordinal data types, arrays, records and sets.
 Prerequisite: Algebra 12 or permission of the instructor.

Mon. & Thurs. 4:00 - 5:30 pm
 LAB - Thurs. 9 am - 12 noon

Math 131-3.0: Introduction to Statistics
 An introduction to statistical methods intended primarily for students in the arts, social sciences and humanities. Persons completing the course will develop an understanding of the methods of statistics and facility with basic statistical techniques. Topics presented include descriptive statistics, probability and probability distributions, hypothesis testing, regression and correlation, analysis of variance and non-parametric statistics.
 Prerequisite: Algebra 11 or equivalent or permission of instructor.

Tues. 7 - 10 pm

Math 190-4.0: Principles of Mathematics for the Elementary Teacher
 This course will help the prospective elementary teacher understand the mathematical principles of elementary level mathematics. Topics covered will include: sets, functions and logic, whole number, fractional number and rational number systems, geometry and probability and statistics. Students should note this is neither a skills nor a methods course.

Prerequisite: Algebra 11 or permission of the instructor.
 Note: Students may not receive credit for this course if they are enrolled in any other university level mathematics course.
 Mon. & Wed. 5 - 7 pm

Applicants wishing to enter the programme on a full-time basis starting September 1993, should apply now. Make an appointment with an Educational Advisor!

See 1992/93 College Calendar for complete course descriptions of University Credit courses listed.

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 & Provincial Levels

Full-time \$24.50/wk. Part-time \$12.25/wk.

Days: 9:00 am - 3:00 pm

Evenings: 6:00 - 9:00 pm (Mon. - Thurs.)

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

English Language Training

Evening classes in English Language Training will be offered for intermediate & advanced levels.

French Canadians

Jan. 11 - Mar. 31 Mon. & Wed. 7:00 - 9:00 pm

Fee: \$20 The Reading Place

Speakers of other Languages

Jan. 12 - Mar. 30 Tues. & Thurs. 6:00 - 8:00 pm

Fee: \$20 The Reading Place

*Parlez-vous anglais? Fala ingles?
Puhutteko englantia? Habla usted ingles?*

Project Literacy Terrace offers FREE daytime English Language Training classes for beginners who are landed immigrants. Please call 635-9119 for details.

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 levels of achievement in Writing Skills, 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 be a B.C. resident.

Your application must be sent to the Ministry at least 4 weeks **BEFORE** the scheduled test date.

Application forms are available from the Advising and Registration Offices.

1993 GED TESTING DATES:

NWCC - Terrace: MAR. 5 & 6 JUNE 4 & 5

APR. 23 & 24

G.E.D Preparation Classes

Jan. 12 - Mar. 30 Tues. 7:30 - 10:00 pm

Caledonia Secondary School, Rm. 5

Fee: \$15

NWCC TUTOR BANK

NWCC needs tutors to help secondary and post-secondary students in a variety of subject areas. If you have skills to share and a desire to help call E. Goodlad at the College 635-6511 to leave your name, subject area, and qualifications. The College will keep a list of tutors and will match tutors with students. Financial arrangements will be made between the tutor and the student.



ADULT LITERACY



PROJECT LITERACY TERRACE offers literacy training for adults who prefer working one-on-one with volunteer tutors or for adults who are unable to attend classes at the college.

For information on this free service, contact: **Nat Purcell, Centre Director, The Reading Place or phone: 635-9119.**

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.

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, arts and crafts, music therapy and getting along with others. Topics for courses are based on suggestions from the community.

Basic Literacy/Functional Literacy

This is a pre-ABE course which helps students to develop their academic skills. *Intake is continuous and spaces are very limited.*

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

EARLY CHILDHOOD EDUCATION

(Teleconferencing Courses)

ECE 101: Programme Development II

Programme Development II focuses on the identification, planning, and evaluation of developmentally appropriate programmes for young children. This course includes administration and staff relationships, as well as a more intensive examination of the professional role of early childhood educators. Pre-requisite: ECE 101: Programme Development I

Jan. 11 - Apr. 26 Mon. 7 - 9 pm

Fee: \$97.50 Text: \$34.70

Location: TEC Centre, 3250 Eby St. Max: 8 students

NOTE: There will be at least one Saturday workshop scheduled during the semester.

ECE 203: Special Needs Care and Growth

This course provides a theoretical framework for working with special needs individuals. Through a historical perspective, the philosophy behind controversial issues and the resulting impact on legislation and models of care is explored. The course also presents information on techniques to evaluate development of individuals, and discusses the impact of atypical development on the person, families and community. Pre-requisite: Basic ECE Certificate

Jan. 12 - Apr. 27 Tues. 7 - 9 pm
Fee: \$97.50 Text: TBA
Location: TEC Centre, 3250 Eby St. Max: 8 students
NOTE: There will be at least one Saturday workshop scheduled during the semester.

ECE 219: Infant, Toddler Curriculum

The purpose of this course is to design developmentally appropriate programme activities through the practical application of developmental theories. It provides hands-on experience with materials and activities suitable for under 3's. The course provides opportunity for development of comprehensive programme resources. Pre-requisite: Basic ECE Certificate

Jan. 14 - Apr. 29 Thurs. 7 - 9 pm
Fee: \$97.50 Text: TBA
Location: TEC Centre, 3250 Eby St. Max: 8 students
NOTE: There will be at least one Saturday workshop scheduled during the semester.

Contact the ECE Co-ordinator if you have any questions regarding prerequisites.

ECE D99 Basic and Post Basic Practicum

This course offers part-time students the opportunity to complete practicum in the following areas: Basic Level Supervisor Training, Under 3's Supervisor Training and Special Needs Supervisor Training. Prerequisites: Permission of the Practicum Supervisor.

Dates: Jan. - Apr. Fee: \$97.50

Students must supply written intention to complete the Practicum during Jan. - Apr. The student must be available for 20 hours full-time days during this time.

NOTE:

The ECE Department reserves the right to arrange and approve all placements.

*For further information contact:
Nancy Hogue, 635-6511, Ext. 262.*



•• NEW PROGRAM ••

FAMILY DAY CARE PROGRAMME

This course will be of interest to licensed family day care providers, as well as those who are interested in providing in home childcare.

Students must complete all the course including a 'ChildSafe' first aid course in order to receive a certificate.
**Max: 24 students per course
***Texts will average \$25.00 per course

FAM 01: Introduction to Family Day Care (18 hrs.)

Jan. 9 - Jan. 23 Sat. 9 am - 4 pm
Fee: \$35 Room 211

FAM 02: Understanding Child Development (21 hrs.)

Jan. 27 - Feb. 27 Wed. 7-10 pm & 1 Sat. 9 am - 4 pm
Fee: \$40 Room 211

FAM 03: Understanding Children's Behaviour (21 hrs.)

Mar. 3 - Mar. 31 Wed. 7-10 pm & 1 Sat. 9 am - 4 pm
Fee: \$40 Room 211

FAM 04: Health, Safety and Nutrition (21 hrs.)

Apr. 7 - May 5 Wed. 7-10 pm & 1 Sat. 9 am - 4 pm
Fee: \$40 Room 211

FAM 05: Planning Children's Experiences (21 hrs.)

May 8 - May 26 Wed. 7-10 pm & 2 Sat. 9 am - 4 pm
Fee: \$40 Room 211

FAM 06: Operation of a Family Day Care (21 hrs.)

June 2 - June 30 Wed. 7-10 pm & 1 Sat. 9 am-4 pm
Fee: \$40 Room 211

Contact Joan Turecki, ECE Co-ordinator
635-6511 for further information.



COOPERATIVE EDUCATION

Both the *Business Administration and Forest Technology* programmes are based upon a "Cooperative 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.

Participating students receive work experience relating to their program of study and employers have access to highly-qualified, experienced candidates for regular employment upon graduation.

For further information contact
Sandra Bullock, 635-6511.



SOCIAL SERVICE WORKER PROGRAM

The Social Service Worker program is for those people who wish to obtain training and skills in the social services. This training includes university transfer courses and special courses to prepare the student to work as a para-professional helping and caring for people with different needs.

Enrollment in the program can be on a full-time or part-time basis.

Applicants wishing to enter the programme on a full-time basis starting September, 1993 should apply now.
(See college calendar for admission requirements.)

For further information contact
Jake Muller, 635-6511, Local 348.

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.

Critical Skills for Communicating in Conflict Situations

A 'must' for resolving interpersonal conflict for anyone. A solid grounding in effective communication skills for resolving conflict is essential for anyone interested in the Conflict Resolution Certificate Program. This course will focus intensively on the micro-skills essential to effective mediating, negotiating or resolving interpersonal conflict. Each skill will be demonstrated and then practiced in the context of a conflict situation. Specific skills will include: non-judgmental listening; probing; clarifying; reframing; refocusing; assertiveness; non-defense communication.

Feb. 11-12 Thurs./Fri. 9 am - 5 pm

Instructor: Michael Altshuller Fee: \$285

Location: TEC Centre, 3250 Eby St.

Registration Deadline: Jan. 27, 1993

Mediation Skills I

Mediation is a practical method for assisting other people to resolve their conflicts and attain mutually satisfying outcomes. The process is useful in a wide variety of settings, including organizations, business environments, committees, schools and families. This course introduces the concepts, skills and techniques needed to mediate disputes encountered on a day-to-day basis. Emphasis will be on skill development through simulated mediations.

Apr. 19-21 Mon./Tues./Wed. 9 am - 5 pm

Instructor: Michael Reynolds Fee: \$285

Location: TEC Centre, 3250 Eby St.

Registration Deadline: April 2, 1993

EXTENSION SERVICES

Extension Services provides a unique service throughout the Central and Southern College Regions. Our role is the access, design and delivery of training based on sector-specific requests. We are experienced in customized training packages covering a wide range of training possibilities in Business and Management, Trades and Industry, Forestry/Silviculture, Occupational Health and Safety, Service Professions and Sponsored Training Projects.

Our premise is that proper training is essential to good business, increased productivity, and superior job satisfaction.

We are located at the Training and Enterprise Centre (TEC) at 3250 Eby Street.

Call Elaine Walker or Peter Haigh at 635-6511 for assistance with your training needs.

FOODSAFE

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.

Feb. 16, 17, 23, 24 Tues. & Wed. 7 - 10 pm

Fee: \$40 individuals.

Location: TEC Centre, 3250 EBY ST.

NOTE: all 4 nights comprise 1 course.

Registration Deadline: Feb. 12, 1993

For more information contact, Elaine Walker,
Extension Services, 635-6511.

**Don't Forget to
Pre-Register!**

MANAGEMENT SKILLS FOR SUPERVISORS

This integrated program in supervisory management training is delivered in modular format comprising 3 core areas, plus a re-enforcement module designed for skill mastery. Each module is a separate learning experience providing "hands-on" management training with direct practical application. Participants return to the workplace between sessions in order to practice newly acquired skills before continuing on to new topic areas.

This is the only supervisory/management training program certified by the Ministry of Advanced Education, Training & Technology.

Part III and IV are offered in the Winter/Spring Semester. Look for the full program in the Fall '93.

Part III Administrative Skills
Mar. 2 - 5 Tues. - Fri. Fee: \$475

Part IV Review/Refine/Re-enforce Skills
Apr. 5 - 7, Mon./Tues./Wed.
Fee: \$25 or \$325 for graduates prior to 91/92

Part IV Prerequisite: Parts I, II & III

Note: Graduates of Fall '91 and '92 may attend Part IV for a registration fee of \$25. Proof of attendance and pre-registration will be required.

For further information, please contact Elaine Walker at 635-6511.

Some funding assistance for this program may be available through the Canada Employment Centre. For further information, contact Mr. Vince Heslenfeld at 635-7134.

BUSINESS ADMINISTRATION - Diploma Program

Accounting 150 -3.0: Fundamentals of Financial Accounting I (45 hrs.)

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.

Jan. 5 - Apr. 20
Fee: \$290

Tues. 7 - 10 pm
Terrace Campus

Contact David Himmelman at 635-6511 for more information.

Management 201-3.0

How to Start a Small Business (45 hrs.)

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.

Pre-requisite: Previous accounting experience
Jan. 7 - Apr. 22
Fee: \$290

Thurs. 7 - 10 pm
Terrace Campus

PERSONAL FINANCIAL PLANNING

Participants will develop a clear understanding of the principles of sound financial planning from establishing one's personal net worth, to retirement and estate planning. Participants can expect to participate in the construction and analysis of their own financial profile. Some homework will be required.

Topics include:

- * Financial planning overview.
- * Planning stages.
- * For the Tax Man cometh.
- * Superannuation and other pension plans.
- * Retirement options.
- * The stock market explained.
- * Estate planning.
- * Your annual financial check-up.

Jan. 19 - Feb. 11 Tues/Thurs. 7:30 - 9pm
Fee: \$85/person Couples: \$150
Instructor: Frank Donahue TEC Centre Boardroom
Registration Deadline: Jan. 12, 1993.

For further information, please contact Elaine Walker at 635-6511.

LEARNING IS FOR EVERYONE!

MICRO-COMPUTER APPLICATIONS

Computer Fundamentals (21 hrs.)

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. Pre-requisite: Keyboarding is recommended but not required.

Jan. 14 - Feb. 25 Thurs. 7 - 10 pm
Fee: \$300 TEC Centre, 3250 Eby St.

WordPerfect 5.1 - Introduction (21 hrs.)

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.

Pre-requisite: Computer Fundamentals is recommended.
Mar. 8 - Apr. 26 Mon. 7 - 10 pm
Fee: \$300 TEC Centre, 3250 Eby St.

Lotus 1-2-3 - Introduction (21 hrs.)

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.

Pre-requisite: Computer Fundamentals is recommended.
Mar. 9 - Apr. 20 Tues. 7-10 pm
Fee: \$300 TEC Centre, 3250 Eby St.

Introduction to Databases (21 hrs.)

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.

Pre-requisite: Computer Fundamentals is recommended.
Jan. 12 - Feb. 23 Tues. 7 - 10 pm
Fee: \$300 TEC Centre, 3250 Eby St.

Computerized Accounting - Introduction (21 hrs.)

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. Pre-requisite: ACCT 102 or ACCT 150 or previous accounting experience.

Jan. 11 - Feb. 22 Mon. 7 - 10 pm
Fee: \$300 TEC Centre, 3250 Eby St.

MS Word for Windows - Introduction (21 hrs.)

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.

Pre-requisite: Computer Fundamentals is recommended.
Jan. 13 - Feb. 24 Wed. 7 - 10 pm
Fee: \$300 TEC Centre, 3250 Eby St.

Windows, version 3.1 (6 hrs.)

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 command from within the Windows environment; loading and running several Windows applications, including Desktop Applications, Windows Write, and Windows Paint.

Pre-requisite: Computer Fundamentals is recommended.
Mar. 12 Fri. 9 am - 4 pm
Fee: \$99 TEC Centre, 3250 Eby St.

Contact David Himmelman at 635-6511 for more information.

IT'S NEVER TOO LATE TO LEARN

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 License and 18 years of age. Fee: \$130 Location: Trades/Technology Bldg.

Course 1: Jan. 12 - Jan. 23
Tues.- Fri. 6:30 - 10:30 pm
& Sat. 8 am - 5 pm

Course 2: Jan. 12 - Jan. 15
Tue.-Fri. 8:30 am - 3:30 pm

Course 3: Mar. 2 - Mar. 6
Tues. - Fri. 6:30 - 10:30 pm
& Sat. 8 am - 5 pm

Course 4: Apr. 20 - Apr. 24
Tues. - Fri. 6:30 - 10:30 pm
& Sat. 8 am - 5 pm

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.

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.

Jan. 11 - Feb. 12 Mon. - Fri. 8:30 am - 3:30 pm
Fee: \$1100 - Less \$130 if holder of current Air Brake Endorsement
Trades and Technology Bldg.

Commercial Vehicle Inspection

This program is for journeyed mechanics who wish to become commercial motor vehicle inspectors. The course includes training in both the practical inspection methods, and administrative procedures to be used in the implementation of the commercial vehicle inspection program. Successful completion of this program provides eligibility to write the Inspection Exam at a Provincial Motor Vehicle Office. Prerequisite: B.C. TQ.

Feb. 15 - Feb. 20
Mon. - Fri. 6 - 10:30 pm & Sat. 8 am - 3:30 pm
Fee: \$150 Trades and Technology Bldg.

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.

Feb. 16 Tues. 6 pm - 10 pm
Fee: \$50 Trades and Technology Bldg.

INDUSTRIAL & TECHNICAL

.. NEW PROGRAM ..

WELDER FITTER

This three month program is designed to provide learners with the necessary skills and knowledge to layout and fit structural steel sections, pipe, plate and sheet, while working from blueprints. This is a Provincial Standards program and is credited as such in the Welders' Log Book. Upon completion of the MAETT's term-end exam, this program is equivalent to the first year of Technical Training for the Steel Fabricator Trade.

Pre-requisites: Completion of Level C Module Welding Training or equivalent (or assessment by Welding Dept.)

Course Content Includes:

- Program orientation
- Reading & interpreting fabrication drawings
- Trade mathematics (related to fabrication)
- Plate layout and templates
- Material handling and rigging
- Structure detailing and layout
- Basic drafting and sketching
- Heat & shrinkage of steel



Starts: Mon. Feb. 1 8:30 am - 3pm
Fees: \$294 Text: \$50 Tool Deposit: \$50
NOTE: Must have appropriate working apparel.

For registration information contact
Student Services, 635-6511, local 202.

Log Scaling - Interior (104 hrs.)

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. Prerequisite: Grade 12 Math skills are recommended and knowledge of metric system.

Apr. 5 - 23 Mon. - Fri. 8 am - 5 pm
Fee: \$695, plus \$100 refundable equipment deposit.
Location: TEC Centre, Rm 2
Note: \$50 exam fee not included.

Chainsaw Safety, Operation & Maintenance

This course is for individuals who operate and maintain chainsaws. The novice user will develop a good foundation of the basics, while the more advanced user will hone their working knowledge and skills. Training will be tailored to suit individual training needs as much as possible.

Topics include:

- Personal protective equipment.
- Chainsaw safety.
- Operation techniques.
- Basic "hands-on" maintenance.
- Basic falling & bucking techniques.

Mar. 2, 4, 9, 11, 13 Tues & Thurs. 7 - 10pm &
Fee: \$135 Sat. 9 am - 4 pm
Instructor: Fred Adair Terrace Campus

For more information contact, Peter Haigh, Extension Services, 635-6511.



Log Scaling Refresher

If enough interest is shown we will offer this course.

Register your interest by calling Peter Haigh, Extension Services, 635-6511.

HEALTH & SAFETY

ALL FIRST AID COURSES ARE HELD IN THE PORTABLE NEAR THE SOCCER FIELD

Course fees include books, materials and examination.
PERSONAL POCKET MASKS included in IFA and Standard First Aid.

Industrial First Aid

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

This course prepares learners for the Industrial First Aid Examination, conducted by the Workers' Compensation Board. We have two offerings:

- a 77 hour day or evening course and
- a 105 hour day course.

**The 105 hour course offers a more relaxed pace for first time learners.

To be successful in this course a minimum of Grade 10 or equivalency is recommended.

Applicants wishing IFA certification must, before writing the WCB Examinations:

- a) be 19 years of age (no exceptions)
- b) undergo a medical examination and complete a W.C.B. medical form (included in I.F.A. training manual)
- c) successfully complete 70 hrs. of the I.F.A. course.

Session 1: (77 hours)
Fri.-Mon.-Fri., Jan. 8 - 22
8:30 am - 4:30 pm
Fee: \$495

Session 2: (77 hours)
Tue.- Thurs. Mar. 9 - Apr. 1
6:30 pm - 10:00 pm (Tues.-
Thurs.)
8:30 am - 5:30 pm (Sat.)
Fee: \$495

Session 3: (77 hours)
Mon. - Fri. Mar. 19 - Apr. 2
8:30 am - 4:30 pm
Fee: \$495

Session 4: (105 hours)
Mon. - Fri. May 10 - 28
8:30 am - 4:30 pm
Fee: \$595

Session 5: (77 hours)
Mon. - Fri. June 11 - 25
8:30 am - 4:30 pm
Fee: \$495



Survival First Aid (8 hrs.)

The Survival First Aid Course is designed by WCB to meet the needs of industry. It is also recommended for those who work or take their recreation in the outdoors. Survival First Aid covers the following topics:

- what to do with an unconscious person
- artificial ventilation
- how to deal with obstructed airways (choking victims)
- one person adult CPR
- distressed breathing
- control of bleeding
- transportation of an injured worker

Fee: \$60

| | | |
|---------|--------------|-------------------|
| Class 1 | Mon. Jan. 11 | 8:30 am - 5:30 pm |
| Class 2 | Tue. Feb. 2 | 8:30 am - 5:30 pm |
| Class 3 | Wed. Mar. 3 | 8:30 am - 5:30 pm |
| Class 4 | Wed. Apr. 14 | 8:30 am - 5:30 pm |
| Class 5 | Sat., May 8 | 8:30 am - 5:30 pm |

Red Cross Standard First Aid (20 hrs.)

Upon successful completion of this course the participant will be able to:

- understand and perform all of the EFA course content.
- perform management techniques used in heat/cold related injuries.
- understand types of medical conditions and the management techniques required in each instance.
- explain the types of bone and joint injuries and perform the first aid techniques required in each instance.
- recognize the signs and symptoms of head and spinal injuries and perform the management techniques required with each type.
- understand the different types of wounds, explain the role of prevention in first aid, and the first aid techniques required.
- explain the signs and symptoms linked with injuries to ears/eyes/nose and the management techniques.
- understand the importance of management techniques in the moving and transportation of the injured person.

Mon. - Wed., Apr. 19 - 21 8:30 am - 4:30 pm (M & T)
Fee: \$120 8:30 am - 3:30 pm (Wed)

WE CAN ALSO OFFER
*Red Cross Emergency First Aid (8-12 hours) and
Standard First Aid (16-20 hours)*
customized to fit specific and group needs.
Contact E. Goodlad 635-6511 for information.

Childdsafe

This course is based on the premise that accidents can be prevented by educating the adult, changing the environment and educating the child. Through interactive sessions involving accident prevention and safety education a participant attending this course will be able to:

- recognize home hazards.
- understand the principles of accident prevention.
- manage common first aid situations.
- explain CPR and rescue breathing techniques.
- call an ambulance, and answer questions the ambulance dispatcher may ask.
- demonstrate common teaching techniques for use with children when discussing accident prevention.

Sat. May 1 8:30 am - 5:30 pm Fee: \$60

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

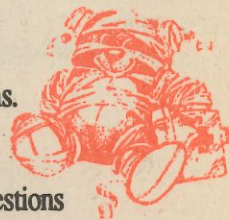
WHMIS - The Workplace Hazardous Materials Information System

WHMIS is a major response to Canadian Workers' right to know more about safety and health hazards of materials used in the workplace.

This course is designed to provide basic information about the key requirements of WHMIS:

- controlled product labeling which alerts workers to the identity and dangers of products and to basic safety precautions.
- material safety data sheets (MSDS) technical bulletins which provide detailed hazard and precautionary information.
- worker education and training programs.
- protection of confidential business information.

Feb. 23 Tues. 6 - 10 pm
Fee: \$50 NWCC, Rm. 3001
Instructor: Fred Adair



DISTANCE LEARNING

Northwest Community College, in partnership with the Ministry of Advanced Education, Training & Technology will be offering television programming to the community on today's most talked about topics, including business, health and education.

This service offers tremendous opportunities for professional development, enhanced learning and training.

Programmes will consist of courses, workshops and seminars offered live, via satellite technology, to users in corporations, small businesses, industry, public institutions and government agencies.

*For more information contact
Norbert Hartig, Manager Open Learning 635-9135.*

GENERAL INTEREST

Sign Language (Intermediate I)

This course will provide a more advanced level of sign language to those who have completed the course in beginners or have some experience.

(SEE - Signed Exact English is Taught.)

Jan. 18 - Mar. 22 Mon. 7 - 9 pm
Fee: \$60 Instructor: C. Rauschenberger
Location: NWCC, Rm. 215

Conversational German (Intermediate)

The Intermediate Conversational German course is a continuation of the beginners level, or for those who have some knowledge of German. There will be greater emphasis on grammar, writing and conversation.

Jan. 26 - Mar. 30 Tues. 7:30 - 9:30 pm
Fee: \$65 Instructor: I. Kase
Location: Caledonia Sr. Sec.

Basic Woodworking

An introduction to a variety of wood working skills while working on individual projects. Projects will be approved by the instructor on the first evening class.

Participants supply their own materials.
Jan. 21 - Mar. 26 Tues./Thurs.
Fee: \$175 Instructor: B. Jenkins
Location: Carpentry Shop - NWCC

COLLEGE SERVICES

FACILITIES - RENTAL

Northwest Community College has rooms available for meetings, conferences, workshops, etc. For a modest fee of \$25.00 per day or part day, you can reserve a room. *Charitable Organizations* are exempt from the fee, but must provide certification. Reservations are made on a "first come - first served" basis, and are booked according to semester (January to April, May to August and September to December). Your booking will be based on size requirements and availability. *Special furniture arrangements can be made at an additional cost.*

NOTE: Rental of facilities is subject to College priorities, as determined at least two weeks in advance of the date of use. The appropriateness of the intended use will be relative to the College's mandate in the community.

Cancellation Policy: 48 hours notice is required to cancel a booking otherwise a \$10 fee will be applied.

*For further information contact
Administration Services at 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
Tony Reddy at 635-6511.*

EXTENSION SERVICES

In addition to the "open registration" programs listed in this guide, the College will provide courses or custom training programs under contract to employers and other organizations. Our office is conveniently located downtown at 3250 Eby St. (TEC Centre).

*For further information, contact
Elaine Walker or Peter 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
Tony Reddy at 635-6511.*

TELECONFERENCING

The College's distance learning 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
Norbert Hartig 635-9135 or 635-6511.

SERVICES FOR STUDENTS WITH DISABILITIES

A range of services is available for students with disabilities. If you require any of these services please contact the Adult Special Education Coordinator at least four weeks before the start of classes. *These services include:*

- *equipment loan
- *orientation
- *program support
- *telephones
- *pre-registration assistance
- *physical accessibility and
- *student assistants.

For more information contact
Elizabeth Snyder 635-6511.

CAFETERIA

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

STUDENT ASSOCIATION/STUDENT BODY

We believe that student activities enhance the educational experience for students through social interaction, by individual or group efforts. It is a way to relieve stress in a healthy fashion and develop a strong sense of college spirit and pride for students. The centre is not only open to NWCC students but to all. So come and visit us today.

For further information call 635-4009.

SENIOR CITIZENS (age 65+)
are eligible for

tuition free enrollment in many NWCC courses on a *STAND-BY* basis, provided that space is available before the start of class.

This exemption is for course fees only and does not include materials.



NWCC REFUND POLICY GENERAL CONDITIONS

1. Full refunds will be made only if a course is canceled by the College or if a student withdraws from a course for medical or bereavement reasons before the course starts.
2. All refunds for reasons other than those identified in #1 are subject to a \$10.00 administration charge.
3. There will be no refunds for courses with tuition fees of \$10 or less except for those in conditions in General Conditions #1.
4. Special registration and refund policies apply to courses labeled as "Designated Courses". NO REFUNDS are 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 the administration charge. Before the pre-registration date the general refund conditions apply.

SEMESTER BASED PROGRAMS

1. Withdrawal during the third and fourth week of the semester - 50% of the tuition fee.
2. Withdrawal after the fourth week of the semester - NO REFUND

VARIABLE LENGTH PROGRAMS

1. Withdrawal before the second class of a course - 100% of tuition fees less the administration charge.
2. Withdrawal after the second class of a course - NO REFUND

Register your interest for courses **NOT** listed in our "Program Guide" by contacting **E. Goodlad** at **635-6511.**

LRC

LEARNING RESOURCE CENTRE - 5331 McConnell Avenue, Terrace, B.C. V8G 4C2

"Your College Library"

- over 31,000 Books
- over 2,600 Videos
- over 400 periodicals
- Archives
- Interlibrary loans
- AV Equipment
- Online catalogue
- Professional Librarians

September - April

| | |
|---------------|-----------------|
| Mon. - Thurs. | 8 am - 10:30 pm |
| Friday | 8 am - 5 pm |
| Saturday | 1 pm - 5 pm |
| Sunday | 1 pm - 9 pm |

Statutory Holidays: CLOSED

If you have an information question, the LRC can provide you with the answers.

CALL US

635-6511 (ext. 256)

FAX US

635-3511 (Attn. Library)

ACCESS US BY COMPUTER

Datapac Address: 65100028
Username? NWCAT

VISIT US

All residents of the Northwest are encouraged to become members of the LRC — at no charge!

GHEGK THIS OUT!

BOOKSTORE

5331 McConnell Avenue (Ground floor of Cafeteria Building)

STOP & SHOP

Course textbooks and materials, study and grammar guides, dictionaries, thesauruses, stationary and essentials. Memorabilia and great crested clothing for adults and children is also available.

SPECIAL ORDERS/DELIVERY

Any book from anywhere!
Order by phone: 635-6511, Local 268
or by
FAX 635-3511.
Shipped to anyone, anywhere.

HOURS

Monday - Friday

9:00 am - 10:30 am

11:00 am - 1:00 pm

2:15 pm - 3:15 pm



OPEN TO EVERYONE!

Drop in for a visit or contact Marilyn Bennett 635-6511, Local 268.
Your patronage is appreciated!

NWCC

NORTHWEST COMMUNITY COLLEGE

Hazelton
P.O. Box 338,
Hazelton, B.C. V0J 1Y0
Phone: (604) 842-5291
FAX: (604) 842-5813

Houston
P.O. Box 1277
Houston, B.C. V0J 1Z0
Phone: (604) 845-7266
FAX: (604) 845-3521

Kitimat
606 Mountainview Sq.
Kitimat, B.C. V8C 2N2
Phone: (604) 632-4766
FAX: (604) 632-5069

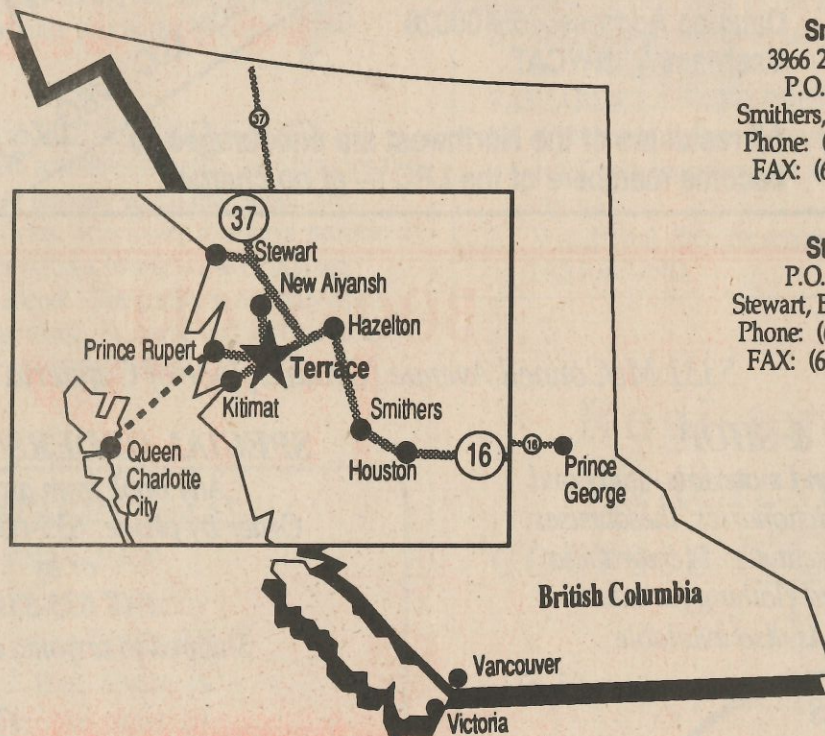
Nass Valley
c/o Nisga'a Tribal Council
General Delivery
New Aiyansh, B.C. V0J 1A0
Phone: (604) 633-2234
FAX: (604) 633-2367

Prince Rupert
130 First Avenue West
Prince Rupert, B.C. V8J 1A8
Phone: (604) 624-6054
FAX: (604) 624-4920

Queen Charlotte Islands
P.O. Box 67
Queen Charlotte City, B.C.
V0T 1S0
Phone: (604) 559-8222
FAX: (604) 559-8219

Smithers
3966 2nd Avenue
P.O. Box 3606
Smithers, B.C. V0J 2N0
Phone: (604) 847-4461
FAX: (604) 847-4568

Stewart
P.O. Box 919
Stewart, B.C. V0T 1W0
Phone: (604) 636-9184
FAX: (604) 636-2770



TERRACE

5331 McConnell Ave., Terrace, B.C. V8G 4C2
Phone: (604) 635-6511 FAX: (604) 635-3511