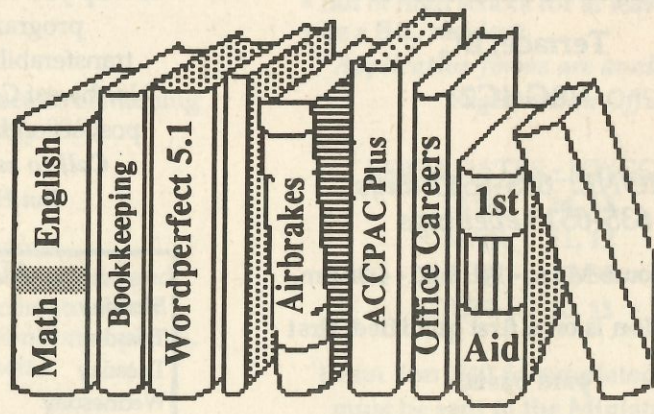




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WINTER - SPRING
COURSES



1994

Phone:
635-6511

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ADVISING CAREER CENTRE

Fees are payable at the Registration Office.

5331 McConnell Ave.

Terrace, BC

V8G 4C2

PHONE: 635-6511 days
635-6513 evenings

Office Hours Mon. - Fri. 8:00 - 4:30 pm.

Registration is on a first qualified, first
paid basis.

Payment can be made by cash, cheque,
Master card or Visa

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.

ADVISING HOURS

Monday	8 am-4 pm
Tuesday	8 am-4 pm
Tuesday	7 pm-9pm
Wednesday	8 am-5 pm
Thursday	8 am-4 pm
Friday	8 am-12

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.

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.

Second Year University Credit Science course offerings January 1994 Prerequisites apply.

Biology 201 - Invertebrate Zoology: sponges, worms, clams, starfishes and other animals without backbones; course includes field trips to Prince Rupert to identify marine invertebrates.
Thur. 12:30 - 3:30 pm
Lab: Wed. 9:00 am - 12 noon

Biology 204 - Vascular Plants: a study of ferns, conifers and flowering plants, and their taxonomy, physiology, and ecology; field trips to collect and identify local plants.
Mon. 7:00 - 10:00 pm
Lab: Tues. 7:00 - 10:00 pm

Biology 206 - Cell Chemistry: examination of the biochemistry and metabolism of cells and tissues; interesting laboratory work.
Tue. 8:30 - 11:30 am
Lab: Wed. 1:00 - 4:00 pm

Chemistry 231 - Organic Chemistry II: study of molecules containing carbon; corequisite for Biology 206.
Mon. 12:30 - 3:30 pm
Lab: Fri. 1:00 - 4:00 pm

Geography 201 - Environmental Climatology: a hands-on look at local and microscale climate and the climatological factors that determine distribution of plants, animals and pollution impacts.
Thurs. 7:00 - 10:00 pm
Lab: Thur. 9am - 12 noon
Fee: \$106.80/per 3 credit course

Applicants wishing to enter the programme on a full-time basis starting September 1994, should apply now. Make an appointment with the advisor, Ian Hamilton.

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.

G.E.D.

(General Educational Development Tests) 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 year,
- be a B.C. resident.

Application forms are available at the
Registration Office

EXAM DATES - NWCC Terrace:

JAN.	14, 15
MAR.	11, 12
APR.	29, 30
JUN.	10, 11

Exam Fee: \$40 & completed application must be sent to the Ministry at least 4 weeks **BEFORE** the scheduled test date.

G.E.D. Preparation Classes (30 hrs.)

Jan. 4 - Mar. 8

Tues. 7:30 - 10:00 pm

Fee: \$20 Location: Caledonia Sr. Sec.

Instructor: Eila George

English As A Second Language Advanced & Intermediate Level Only

Jan. 11 - May 26
Tues. & Thurs. 1:00 - 3:00 pm
OR
5:30 - 7:30 pm
Fee: \$25
Location: The Reading Place
Instructor: Heather Bellamy

SERVICES FOR STUDENTS WITH DISABILITIES

A range of services and/or equipment are available to enable students with disabilities to pursue their education. If you require any of these services please contact the Coordinator of Services for Students with Disabilities at least four weeks before the start of classes. E. Snyder 635-6511 local 237.

ADULT SPECIAL EDUCATION

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

These part-time programs are intended to provide students with the opportunity to improve their life skills. Topics for courses are based on suggestions from the community.

Basic Literacy/Functional Literacy

This is a part-time Pre-ABE course which helps students to develop their academic skills. Intake is continuous but *Spaces are very limited.*

For more information or to suggest topics for Special Interest Courses, contact Debbie Holkestad, A.S.E. Coord. 635-6511. Local 308

EARLY CHILDHOOD EDUCATION

(Teleconferencing Courses)

ECE 122: Curriculum Development

This course is a continuation of ECE 102, with the curriculum focus on planning social studies, science, sensory, math, music and movement activities for young children.

Prerequisites apply

Jan. 11 - Apr. 26
Tues. 7:00 - 9:00 pm
Fee: \$106.80

Location: Room 208

Maximum: 6 students

ECE 250: Part II - Special Education Curriculum Planning

This practical course prepares students for planning and presenting materials/activities appropriate for facilitating the development of special needs children. Activity planning for all areas of curricula is outlined.

Presentation involves hands-on experiences with materials/activities as well as the theory behind these.

Jan. 12 - Apr. 27
Wed. 7:00 - 9:00 pm
Fee: \$106.80

Location: Room 208

Maximum: 6 students

For further information, contact Rosemarie Goodwin at 635-6511 local 334.

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.

COOPERATIVE EDUCATION

Both the *Business Administration and Forest Technology programs* 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, 1994 should apply now. See College Calendar for admission requirements.

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

MANAGEMENT SKILLS

Management Skills for Supervisors Part IV (21 hrs.)

Part IV in this series is intended for individuals who have previously completed Parts I, II, & III.

Part IV focuses on interpersonal communication styles, leadership styles, and successful negotiating. It also assesses your present style and how well it fits with your current situation.

Feb. 23 - 25
Wed - Fri 8:30 - 4:30 pm
Fee: \$350
Location: Room 2001
Instructor: Phil Kolbuc
Prerequisites: Mgmt. Skills for Supervisors Parts I, II & III.

*For further information, please contact
David Himmelman at 635-6511.*

NURSING

Did you know you can become an R.N. in 2 1/2 years?

For more information call:
Student Advising
or
Johanne Fort
Program Coordinator
635-6511

BUSINESS ADMINISTRATION

Accounting 150 Introductory Financial Accounting (45 hrs.)

An introductory course to the world of financial accounting. This course is part of the 2 year Business Administration Diploma Programme and transfers to the CA, CMA, & CGA Associations.

Jan. 5 - Apr. 20 Wed. 7:00 - 10:00 pm

Fee: \$106.80 + text

Location: NWCC Rm. 108

MICRO-COMPUTER APPLICATIONS

Introduction to Keyboarding (45 hrs.)

This course covers the basics of keyboarding including mastery of the keyboard and the development of touch control. This course uses the IBM compatible computers for instruction purposes.

Jan. 18 - Apr. 26

Tuesdays 6:00 - 9:00 pm

Fee: \$135

Location: NWCC Rm. 111

Introduction to Word Processing (12 hrs.)

This course provides a basic introduction to word processing using an IBM compatible computer. It is designed for the novice computer user and will provide an overview of word processing in general as well as a specific orientation to Word Perfect 5.1

Feb. 8, 10, 15, 17

Tues. & Thurs. 7:00 - 10:00 pm

Fee: \$150

Location: Room 109 B

Introduction to Spreadsheets (12 hrs.)

This course provides an introduction to basic spreadsheets. Topics covered include: creating spreadsheets, copying and moving information, using formulas, saving and printing spreadsheets and an introduction to graphics. The software program Lotus 1-2-3 will be used for instructional purposes.

March 8, 10, 15, 17

Tues. & Thurs. 7:00 - 10:00 pm

Fee: \$150

Location: NWCC Rm. 109 B

Introduction to Computerized Accounting (12 hrs.)

This course provides an introduction to computerized accounting using Simply Accounting software. Topics covered include: establishing company records, maintaining daily transactions and creating financial statements.

April 12, 14, 19, 21

Tues & Thurs 7:00 - 10:00 pm

Fee: \$150

Location: Room 109B

Previous accounting courses or experience is required.

Introduction to Operating Systems (6 hrs.)

This workshop provides an introduction to the operating systems of most IBM & IBM compatible computers, using DOS 5.0 and Windows 3.1 software.

Prerequisites: Familiarity with IBM or IBM compatible personal computers.

Jan. 18 & 20

Tues. & Thurs. 7:00 - 10:00 pm

Fee: \$135

Location: NWCC Rm. 109 B

Contact David Himmelman at 635-6511 for more information.

TRANSPORTATION

Air Brakes Systems

You will receive 24 hours of theory and hands-on instruction to prepare you for the "Air Brakes Systems" license endorsement exam.

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

Fee: \$135

Location: Rm. 1112 Trades/Tech. Bldg.

Course 1: Jan. 11 - Jan. 15
Tues. - Fri. 6:30 - 10:30 pm &
Sat. 8:00 am - 4:00 pm.

Course 2: Feb. 8 - Feb. 12
Tues. - Fri. 6:30 - 10:30 pm &
Sat. 8:00 am - 4:00 pm.

Course 3: Mar. 15 - Mar. 19
Tues. - Fri. 6:30 - 10:30 pm &
Sat. 8:00 am - 4:00 pm.

Course 4: Apr. 12 - Apr. 16
Tues. - Fri. 6:30 - 10:30 pm &
Sat. 8:00 am - 4:00 pm.

Course 5: May 17 - May 21
Tues. - Fri. 6:30 - 10:30 pm &
Sat. 8 am - 4 pm.

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. Fee: \$50

2 Sessions W/Th March 9 & 10 OR
M/T June 6 & 7th
7:00 - 10:00 pm

Location: Trades/Technology Bldg.

Courses available on demand or by contract

Class I Driver Training

Get trucking!! Acquiring your Class I Driving License could enhance your employment opportunities. This 35 hour on-the-road driving course prepares you for the Class I Driver's license test.

Prerequisite: Air Brakes Systems/ Endorsement Class I Learners License/ 18 years of age. FEE: \$1000

Course 1:

Jan. 17 - Jan. 24

Mon. - Fri. 8:00 am - 4:00 pm

Course 2:

Feb. 15 - Feb. 22

Mon. - Fri. 8:00 am - 4:00 pm

Course 3:

Mar. 21 - Mar. 28

Mon. - Fri. 8:00 am - 4:00 pm

WHMIS

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. Fee: \$50

2 Sessions Fri. March 11 OR
Wed. June 8 6-10 pm

Location: Trades/Technology Bldg.

Courses available on demand or by contract

Courses at a Glance - Spring 1994

FIRST AID

TITLE	DATES	TIME	COST	LOCATION
WCB Level 3 Formerly Industrial First Aid	Feb. 21 - Mar. 11 Apr. 8 - 22 May 6 - 20	8:30am - 4:30pm	\$595 \$495 \$495	NWCC
WCB Level 1 Formerly Survival First Aid	Jan. 11 & 12 Feb. 16 Mar. 23 Apr. 27 May 25	6:00 - 10:00pm 8:30am-5:30 pm " "	\$60	NWCC
WHIMIS	Mar. 11 OR June 8	6:00pm -10:00pm	\$50	Trades Bldg.

TRANSPORTATION

TITLE	DATES	TIME	COST	LOCATION
Air Brakes Systems	Jan. 11 - 15 Feb. 8 - 12 Mar. 15 - 19 Apr. 12 - 16 May 17 - 21	6:30pm - 10:30pm Sat. 8 am - 4 pm	\$135	Trades Bldg.
Class 1 Driver Training	Jan. 17 - 24 Feb. 15 - 22 Mar. 21 - 28	8:00am - 4:30pm	\$1000	Trades Bldg.
Transportation of Dangerous Goods	Mar. 9 & 10 OR June 6 & 7	7:00pm - 10:00pm	\$50	Trades Bldg.

UNIVERSITY CREDIT Second Year Sciences

TITLE	DATES	TIME	COST	LOCATION
Biology 201 3.0: - Invertebrate Zoology	Thur. (Lecture) Wed. (Lab)	12:30 - 3:30pm 9:00am-12 noon	\$106.80	NWCC NWCC
Biology 204 3.0: - Vascular Plants	Mon. (Lecture) Tues. (Lab)	7:00 - 10:00pm 7:00 - 10:00pm	\$106.80	NWCC NWCC
Biology 206 3.0: - Cell Biochemistry	Tues. (Lecture) Wed. (Lab)	8:30 - 11:30am 1:00 - 4:00pm	\$106.80	NWCC NWCC
Chemistry 231 3.0: - Organic Chemistry II	Mon. (Lecture) Fri. (Lab)	12:30 - 3:30pm 1:00 - 4:00pm	\$106.80	NWCC NWCC
Geography 201.3.0: - Environmental Climatology	Thur. (Lecture) Thur. (Lab)	7:00 - 10:00pm 9:00 - 12noon	\$106.80	NWCC NWCC

EARLY CHILDHOOD EDUCATION (Teleconferencing Courses)

TITLE	DATES	TIME	COST	LOCATION
ECE 122: Curriculum Development 11	Jan. 11 - Apr. 26	Tue 7:00 - 9:00 pm	\$106.80	Rm. 208
ECE 250: Part II: Special Ed Curriculum Planning	Jan. 12 - Apr. 27	Wed 7:00 - 9:00 pm	\$106.80	Rm. 208

ADULT BASIC EDUCATION

TITLE	DATES	TIME	COST	LOCATION
English Language Training	Jan. 11 - May 26 or	T/Th 1:00 - 3:00pm T/Th. 5:30 - 7:30pm	\$25	Reading Place
G.E.D. (Gr. 12 Equivalent)	Jan. 4 - Mar. 8	Tue 7:30 - 10:00pm	\$20	Caledonia

BUSINESS ADMINISTRATION

TITLE	DATES	TIME	COST	LOCATION
Acct. 150 - Introductory Financial Accounting	Jan. 5 - Apr. 20	Wed 7:00 - 10:00 pm	\$106.80	NWCC
Introduction to Keyboarding	Jan. 18 - Apr. 26	Tue 6:00 - 9:00 pm	\$135.00	NWCC
Introduction to Word Processing	Feb. 8, 10, 15, 17	T/Th 7:00 - 10:00 pm	\$150.00	NWCC
Introduction to to Spreadsheets	Mar. 8, 10, 15, 17	T/Th 7:00 - 10:00 pm	\$150.00	NWCC
Introduction to Computerized Accounting	Apr. 12, 14, 19, 21	T/Th 7:00 - 10:00 pm	\$150.00	NWCC
Introduction to Operating Systems	Jan. 18 & 20	T/Th 7:00 - 10:00 pm	\$135.00	NWCC
Management Skills for Supervisors PART IV	Feb. 23 - 25	Wed - Fri 8:30am - 4:30pm	\$350	NWCC

GENERAL INTEREST

TITLE	DATES	TIME	COST	LOCATION
Cert. of Art Appreciation	See Page 9			
Boating Course	Jan. 31 - Mar. 10	Thur 7:00 - 10:00 pm	\$240	NWCC
Exceptional Assistant	Jan. 17	9 am - 4 pm	\$99	NWCC
Sign Language - Beginner	Feb. 1 - Mar. 10	T/Th 7:00 - 9:00 pm	\$85	NWCC
Foodsafe	Jan. 31 Feb. 1, 7, 8	7:00pm - 10:00pm	\$40	TEC Centre

NATURAL RESOURCES

TITLE	DATES	TIME	COST	LOCATION
Pesticide Dispenser	March 22 - 25	9:00 - 4:00pm	\$75	NWCC
Greenhouse Insect Pest Management	Jan. 25	8:30 - 4:30pm	\$40	NWCC
WCB Falling & Bucking	See Page 11			

INDUSTRY / TECHNOLOGY

TITLE	DATES	TIME	COST	LOCATION
Welding Oxy-Acetylene	Jan. 11 - Feb. 10	T/Thur 7:00- 10:00pm	\$450	Trades Bldg.
Welding - Arc	Feb. 15 - Mar. 24	T/Thur 7:00 - 10:00pm	\$540	Trades Bldg.

Apply early to our Admissions Office if you are considering any of the following programmes for September 1994!

Adult Basic Education, Adult Special Education, Business Administration, Carpentry, Certificate in Technology, Cook Training, Early Childhood Education, Heavy Duty Mechanics, Nursing, Office Technology, Social Service Worker, University Credit 1st/2nd year Arts/Science, Welding

FIRST AID

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

Course fees include books, materials, personal pocket mask & examination.

WCB Level 1

(Formerly Survival First Aid)

The Level I 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. The Level 1 course 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

Course 1 Tues., & Wed., Jan. 11 & 12, 6:00 - 10:00 pm

Course 2 Wed., Feb. 16, 8:30 - 5:30 pm

Course 3 Wed., Mar. 23, 8:30 - 5:30 pm

Course 4 Wed., Apr., 27, 8:30 - 5:30 pm

Course 5 Wed., May 25, 8:30 - 5:30 pm

WCB Level 2

(Formerly Red Cross Standard First Aid)

Occupational First Aid Certificate Level 2 is a new course to meet the requirements of the new Industrial First Aid regulations.

Occupational First Aid Level 2 is a 36 hour program designed to cover all medical techniques considered to be within the responsibility of the Occupational First Aid attendant in industry.

Prerequisite: at least 16 yrs. (with restriction or 19 with no restriction)

Courses available on demand or by contract

WCB Level 3

(Formerly Industrial First Aid)

This course prepares learners for the Industrial First Aid Examination, conducted by the Workers' Compensation Board.

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

Applicants wishing the WCB Level 3 certification must, **before** writing the WCB Examinations:

- be at least 16 years (*with restriction*) or 19 years of age (*no restriction*)
- undergo a medical examination and complete a W.C.B. medical form
- successfully complete 70 hrs. of the WCB Level III.

Session 1: Feb. 21 - Mar. 11 15 days
Mon. - Fri. 8:30 - 4:30 pm
Fee: \$595

Session 2: Apr. 8 - 22 11 days
Mon. - Fri. 8:30 - 4:30 pm
Fee: \$495

Session 3: May 6 - 20 11 days
Mon. - Fri. 8:30 - 4:30 pm
Fee: \$495

Occupational First Aid Certificate Transportation Endorsement

This 8 hour course is designed to prepare Occupational First Aid Attendants, Level 1, with the skills and knowledge needed to move and transport injured/ill workers to medical aid.

Prerequisites: holder of a valid Occupational First Aid Level 1 Certificate

Evaluation is done by the instructor. Ticket expires upon the expiry date of the Occupational First Aid Level 1 Certificate.

Vital Link

The Canadian Red Cross Society's New Vital Link Program upgrades the former Red Cross Emergency First Aid, Standard First Aid and Cardiopulmonary Resuscitation courses.

These courses are excellent for the general public, outdoor programs and recreational activities, daycare centre workers, teachers and anyone with a family. Phone for further information and scheduling.

Courses to be scheduled on demand.

CERTIFICATE OF ART APPRECIATION

NWCC and the Terrace Art Association are continuing to offer the Certification of Art Appreciation. The following courses will be offered at the Terrace Art Gallery:

Certificate Foundation/Core:
Introduction to Art History, colour, drawing and composition

February 3 to April 14th
(no class March 10th)
Thurs. 7:30 - 9:30 pm
Fee: \$85

Inkle Loom Weaving
Session I

January 11, 13, and 18th
Tues. & Thurs. 10:00 - 3:30 pm
Fee: \$45 Studio Fee:\$10

Session II

March 8 Tues. 7:00 - 9:00 pm
March 12 Sat. 12:00 - 4:00 pm
March 15 Tues. 7:00 - 10:00 pm
Fee: \$45 Studio Fee:\$10

Figure Drawing:

February 12, 26 and March 19th
Sat. 1:00 - 4:00 pm
Fee: \$40 Studio Fee:\$10

Introduction to Watercolour Painting

Jan. 19, 26 & Feb. 2
Wed. 7:00 - 10:00 pm
Fee: \$40 Studio Fee:\$10

Intermediate Watercolour Painting

Feb. 19 & Mar. 5
Saturdays 10:00 am - 3:30 pm
Fee: \$40 Studio Fee:\$10

Introduction to Northcoast Native Design

Jan. 29 & Feb. 5
10:00 - 3:30 pm
Fee: \$40 Studio Fee:\$10

For more information and to register contact Terrace Art Association at 638-8884 or call Joanne Thomson at 635-7445.

GENERAL INTEREST

Boating Course Small Boat Handling Power & Sail

Training will acquaint participants with important aspects of small boat usage, and provide an introduction for advanced training. The course focuses primarily on individuals who own or handle small pleasure craft, but applies equally to pleasure craft of any size. (If your interest is outboards, canoes, cruisers, or sail, this course is for you.)

Topics include:

- boat handling under normal conditions
- boat handling under adverse conditions
- seamanship and common emergencies
- aids in navigation
- government regulations and equipment requirements
- rules of the road
- compass and chart familiarization
- introduction to piloting

Upon successful completion of this training participants will receive a certificate and will qualify for membership in Canadian Power Squadrons.

Jan. 31 - Mar. 10
Thursdays 7:00 - 10:00 pm
Location: Terrace Campus
Fee: \$240.00 (includes materials)

Bookstore

Available for your convenience are textbooks and course materials for most courses and programs. If there is a book you require or would like which is not in stock we will be pleased to order it for you through our "special order" department. You can also find classroom supplies, backpacks, clothing and memorabilia.

We are located on the ground floor of the Cafeteria building.

Monday - Friday

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

Drop in for a visit or contact Marilyn Bennett at 635-6511, Local 268.

The Exceptional Assistant

Achieving respect as an indispensable secretary, administrative assistant, or support staff member.

This is the seminar you've been waiting for if you want to:

- *Solve* long-standing problems and stresses you thought you'd have to live with!
- *Organize* dozens of priorities and people - and actually make it look easy. (In fact, it will be easier!)
- *Communicate* like a pro - receive and give feedback that stops mistakes before they happen.
- *Manage* time and resources expertly - you'll reduce frustration and gain hours every day.
- *Delegate* work without worry; even if you lack authority, you can get help and get it done right.
- *Smooth* the "peaks and valleys" in your workload and put an end to chaos and panic.
- *Plus* dozens of other "power tools" to help you tackle your job's unique challenges.

January 17 9:00 - 4:00 pm
Fee: \$99.00
Location: Room 2001
Instructor: Fred Pryor Seminars

Foodsafe (12 hrs.)

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.

Jan. 31 & Feb. 1
Mon. & Tues. 7:00 - 10:00 pm
Feb. 7 & Feb. 8
Mon. & Tues. 7:00 - 10:00 pm
Fee: \$40
Location: NWCC
Instructor: Debra Pond

Sign Language (1 Beginners)

This course is designed to teach the basic sign language skills, both expressive and receptive, through the use of manual alphabet and sign vocabulary.

This course will be of interest to anyone in the community who requires basic sign language skills. Upon completion of the course the student should be able to sign for any everyday situation and interpret at a basic level.

Feb. 1 - Mar. 10
Tues. & Thurs. 7:00 - 9:00 pm
Fee: \$85
Location: NWCC
Instructor: Sandra Kuhar

Learning Resource Centre (Library)

The LRC is open to all residents of Terrace you do not need to be a student or staff.

The LRC is FREE, open evenings and weekends, and has a variety of services. The collection supports all the programs offered by the College, through books, videos, periodicals, government documents, etc.

Access to the collection is available through computer to the "online catalogue". If you have a PC and modem, simply dial us up!

Datapac address: 65100028
Username? NWCAT

For your information needs, phone 635-6511 and ask for the Library; or drop down and visit us.

Wondering about InterNet? Looking for a book review of "Descent into Madness"? Need an overhead made? Or a video on Salmonella poisoning? Visit the Learning Resource Centre - the LRC!

Hours
Mon. - Thurs. 8:30 am - 10:30 pm
Friday 8:00 am - 5:00 pm
Saturday 1:00 am - 5:00 pm
Sunday 1:00 pm - 9:00 pm

Holidays - posted in advance

NATURAL RESOURCES

Pesticide Dispenser Landscape Applicator Certification

This 24 hour course is of interest to individuals working in landscape applications of pesticides, and individuals whose responsibilities include selling pesticides to the public. Training will provide the basics in the proper use and handling of pesticides and prepare participants to challenge the B.C. Ministry of Environment, Lands and Parks (B.C. MOELP) Pesticide Dispenser and Landscape Applicator exams.

Mar. 22 - 25

Fee: \$75 Note: Cost does not include \$25 examination fee or study kit. (Study kits may be purchased by contacting BC MOELP, 847-4461).

Greenhouse Insect Pest Management

This one day workshop is of interest to individuals utilizing greenhouses for growing vegetables or ornamental plants. The workshop will provide basic training on greenhouse insect pest biology and management systems for specific greenhouse pests. Emphasis will be placed on the use and purchasing of biological control organisms for crop protection.

Dates: Mon. Jan. 25

Time: 8:30 am - 4:30 pm

Fee: \$40

Location: NWCC Trades Bldg.

For more information on Natural Resources offerings, contact Peter Haigh, 635-6511, Local 300.

WCB Falling and Bucking Training Standard

This training package is presently under development and will tentatively be offered early in 1994.

Training will meet the requirements for certification as specified by the Workers' Compensation Board.

For further information or to have your name put on a waitlist, please contact: Extension Services 635-6511, Local 300.

INDUSTRY/TECHNOLOGY

Welding - Oxy-Acetylene (30 hrs.)

A course for learners who require basic skills/knowledge in fusion welding, braze welding and oxy-acetylene gas cutting/burning. This course includes shop safety practices, procedures and operation of related equipment. Learners must supply their own safety footwear, gloves and appropriate clothing.

Jan. 11 - Feb. 10

Tues. Wed. & Thurs. 7:00 - 10:00 pm

Fee: \$450

Location: NWCC Welding Shop

Instructor: D. Torgalson

Welding - Arc (36 hrs.)

A course for learners who have oxy-acetylene skills/knowledge and want to acquire basic shielded arc welding skills on mild steel plate. Course includes safety and shop practice with related equipment. Learners must supply their own safety footwear, gloves and appropriate clothing.

Prerequisites: Welding Oxy - Acetylene

Feb. 15 - Mar. 24

Tues. & Thurs. 7:00 - 10:00 pm

Fees: \$540.00

Location: NWCC Welding Shop

Instructor: D. Torgalson

NWCC offers Entry Level Training in Automotive Mechanics, Heavy Duty Mechanics & Carpentry.

We also offer the Certificate in Industrial Technology.

Apply early to ensure a space for Sept. 1994.

Contact Ian Hamilton, Education Advisor at 635-6511 for more information.

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, availability, and with the provision that the activity is not illegal or otherwise undesirable (at the discretion of the College). *Special furniture arrangements can be made at an additional cost.*

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

For further information contact Coleen Taylor 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.

Catering

The large institutional kitchen at the College, in cooperation 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.

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 at 635-6511.

Cafeteria

Food services are available at a reasonable cost 5 days per week during the school year. An appetizing welcome awaits you in the College's Food Services Facilities.

Student Association

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 contact 635-4009

CENTRAL REGION

TERRACE

5331 McConnell Ave.
TERRACE, B.C. V8G 4C2
Phone: (604) 635-6511
FAX: (604) 635-6268

Nass Valley

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

EASTERN REGION

SMITHERS

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

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

Stewart

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

SOUTHERN REGION

KITIMAT

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

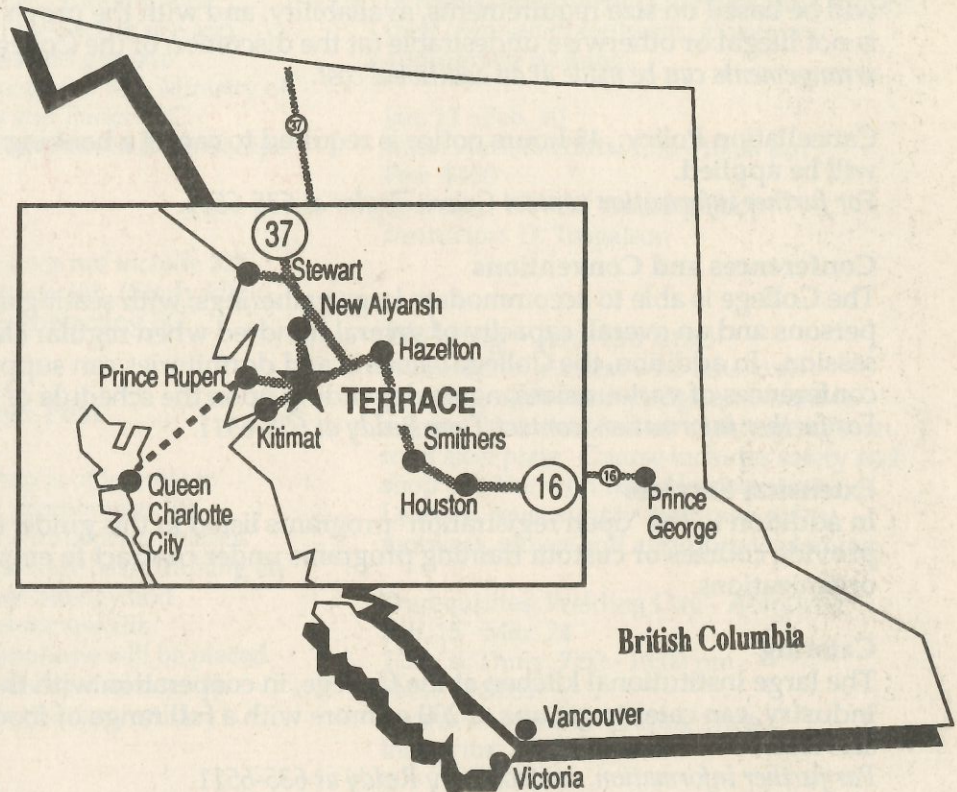
WESTERN REGION

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



TERRACE

