

# NWCC

NORTHWEST COMMUNITY COLLEGE

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## FALL COURSES



1994

Phone:  
635-6511

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Fees are payable at the Registration Office.  
5331 McConnell Avenue  
Terrace, BC  
V8G 4C2

PHONE: 635-6511 days

Office Hours Mon. - Fri. 8:00 am - 4:30 pm.  
Registration is on a first qualified, first paid basis.  
Payment can be made by cash, cheque,  
Mastercard or Visa

### STUDENT SUCCESS

Northwest Community College offers a number of services to help students make the most of their studies. These include peer tutoring, study skills advising, a course designed to prepare students for college life, and more. To find out more, pick up the brochure called "Student Success" at the advising centre. If you're interested in helping with or using any of the programs listed, or just want more information, go to the registration desk this fall and ask to speak to the student success coordinator, or call 635-6511.

### 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.

### ADVISING HOURS

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

### UNIVERSITY CREDIT

This program offers first and second year Arts and Science courses leading to two year Associate Degrees or four year university degrees through transfer arrangements with UBC, SFU, UVIC, UNBC, Open Learning, and all Community Colleges in B.C. In addition to general Associate Degrees in Arts or Sciences, Northwest Community College offers Associate Degrees with majors in English, Humanities, Social Sciences, Biology and Environmental Sciences.  
Fees: \$38.80/Credit

### Night Course Offerings Sept.-Dec. 94

(Labs begin the week of September 12)

#### Anthropology 111: Native People of Canada

A course dealing with the nature and diversity of Canadian Indian and Inuit traditional cultures and lifestyles.

Time: Mon. 7:00 pm - 10:00 pm

#### Biology 101: Introductory I

This course covers the diversity of life, introductory biochemistry and cell biology and introductory animal and plant physiology.

Prerequisites: Biol. 11; Chem. 11 recommended

Time: Mon. 7:00 pm - 10:00 pm

#### Biology 131: Human Anatomy

The principles of Biology are examined with reference to the human body.

Prerequisite: Biol. 12 & Chem. 12

Time: Thurs. 7:00 pm - 10:00 pm

Lab: Fri. 7:00 pm - 10:00 pm

#### Biology 201: Invertebrate Zoology

This course is an introduction to the invertebrate phyla. Prerequisites: Biol. 101/102

Time: Wed. 7:00 pm - 10:00 pm

Lab: Thurs. 7:00 pm - 10:00 pm

#### Geography 110: Man and the Environment

An examination of global environmental issues within the context of population growth and a finite resource base.

Time: Thurs. 7:00 pm - 10:00 pm

#### Geography 202: Ecosystems

This course is an examination of the environmental factors that control the distribution and development of ecosystems, including climatic and geological change.

Prerequisites: Biol. 101/102 and/or Geog 150/160

Time: Tues. 7:00 pm - 10:00 pm

Lab: Thurs. 9:00 am - 12:00 pm

#### Geography 225: Regional Geography of British Columbia

Using the concepts and methods of regional geography, this course examines British Columbia in terms of its physical and human landscapes. Prerequisites: 15 first year credits

Time: Wed. 7:00 pm - 10:00 pm

#### English 101: Literature and Composition I

Reading and discussion of modern fiction, poetry and drama. Lectures on grammar and style.

Time: Tues. 7:00 pm - 10:00 pm

#### English 209: Creative Writing

Reading and development of student writing, including poetry, short fiction, myths, autobiography and journalism. Prerequisite: English 101/102 or permission of instructor.

Time: Tues. 7:00 pm - 10:00 pm

#### French 101: Introductory French

This is a beginning French course which gives the opportunity to communicate immediately, using materials from the innovative and amusing French in Action series: videotapes, audiotapes, workbooks, and text. Supplementary reading materials ensure equal emphasis on the four language skills: understanding, speaking, reading and writing.

Time: Tues. & Thurs. 7:00 pm - 9:15 pm

#### Economics 202: Principles of Macroeconomics

An analysis and discussion of major concepts, theories, perceptions and policies in economics.

Time: Mon. 7:00 pm - 10:00 pm

#### Political Science 101: Canadian Politics I

This course will deal with an analysis of state and society. (3,0,0)

Time: Wed. 7:00 pm - 10:00 pm

#### Psychology 101: Introductory

In the introductory psychology courses, Psychology 101 and 102 you will discover some of the reasons why we think, feel and act as we do. This course should be followed by Psychology 102.

Time: Wed. 7:00 pm - 10:00 pm

### Sociology 205: Sociology of the Family

A description and analysis of family structure in modern industrial societies.

Prerequisites: Intro. Sociology or Intro. Anthropology

Time: Mon. 7:00 pm - 10:00 pm

## 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.

### Adult Basic Education Course Offerings

#### Fall Semester

Sept. 6, 1994 - Jan. 20, 1995

### Fundamental English 020:

Basic reading and writing skills.

Mon. - Thurs. 9:00 am - 12:00 noon

Room 205

Instructor: Nirmal Parmar

### Fundamental Math 020:

Basic arithmetic skills - whole numbers, fractions, decimals, percentages, measurement, the metric system, and problem solving.

Mon. - Fri. 1:00 pm - 3:00 pm

Room 205

Instructor: Nirmal Parmar

### Intermediate English 030 (Grade 10):

Development of strategic reading, writing and communicating skills in preparation for some careers and further education.

Mon. - Fri. 9:00 am - 11:30 am

Room 204

Instructor: Elaine Walker

### Intermediate Math 030 (Grade 10):

An exploration of arithmetic, algebra, geometry, measurement, graphing and statistics.

Mon. - Fri. 1:00 pm - 3:00 pm

Room 202a

Instructor: Ada Sarsiat

Limited spaces are also available in a self-paced ABE program during the daytime or evening for students who are unable to attend scheduled classes or for students who wish to enroll in courses which are not listed above. Please call the college for an appointment with Ian Hamilton.

### Advanced English 045 (Grade 11):

Development of critical reading skills, clear writing skills and oral/aural communication skills to prepare for employment or for career, technical, and trades programs.

Mon. - Thurs. 1:00 pm - 3:00 pm

Room 204

Instructor: Elaine Walker

### Advanced Math 040 (Grade 11):

An introduction to algebraic expressions, equations, inequalities, functions, graphing, and trigonometry.

Mon. 9:00 am - 10:00 am

Tue. Wed. Thurs. 9:00 am - 10:30 am

Fri. 9:00 am - 12:00 pm

Room 202a

Instructor: Ada Sarsiat

### Advanced Biology 040 (Grade 11):

The scientific method, ecology, evolution, classification, the cell, plus a survey of monera, protists, fungi and the major phyla of plants and animals.

Tues. - Thurs. 10:30 am - noon

Lab: Mon. 10:00 am - 1:00 pm

Room 202a

Instructor: Pat Carson

### 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. 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.

## 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,
- a B.C. resident.

**Application forms are available at the Registration Office**

#### EXAM DATES - NWCC Terrace:

Sept. 30 & Oct. 1, 1994

Nov. 25 & 26, 1994

Jan. 13 & 14, 1995

Mar. 3 & 4, 1995

Apr. 28 & 29, 1995

Jun. 9 & 10, 1995

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

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

Sept. 6 - Nov. 22

Tues. 7:30 pm - 10:00 pm

Fee: \$20 Instructor: Eila George

### English As A Second Language

Advanced & Intermediate Level Only

Sept. 13 - Dec. 15

Tues. & Thurs. 6:30 pm - 8:30 pm

Fee: \$25 Instructor: T.B.A.

### 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.

For further information contact Jake Muller, 635-6511, local 5348.

## SERVICES FOR STUDENTS WITH DISABILITIES

A range of services and/or equipment are available to students with disabilities to pursue their education. If you think you may require some services please contact the Office of Services for Students with Disabilities at least four weeks before the start of classes. E. Snyder 635-6511 local 5237.

## 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. Coordinator  
635-6511, local 5308

## COOPERATIVE EDUCATION

Business Administration, Addiction Resource Worker 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.

## Early Childhood Education

Throughout the College region there is a need for trained men & women to provide high quality child care that meets the diverse range of family needs. The Early Childhood Education Programme prepares students for employment in Group Day Care, Preschools, Special Needs and Family Day Care Programmes.

In addition to the Early Childhood Education Certificate Programme there are post-basic Programmes available on a part-time basis in Under Three Supervisor Training and Special Needs Supervisor Training.

For Further Information,  
Contact Joan Turecki at 638-5419.

### ECE (Teleconferencing Courses)

#### ECE 134: Observing and Recording

This course is an introduction to observing and recording the behaviour of young children. It is intended to support students' understanding of general sequences of growth and development as well as the unique development of individual children. Students will observe children's behaviour as well as classroom practices, and will use observation information as a basis for curriculum and guidance planning.

Sept. 13 - Dec. 13

Tues. 7:00 pm - 9:00 pm

Fee: \$116.40

Location: All campuses and some off-campus locations

Maximum enrollment at each site is 8.

\* Course Requirements: Students will need to have daytime access to a Childcare Centre in order to carry out assignments and complete course.

Note: Students will be required to attend at least one Saturday workshop scheduled during the semester.

3 Credits

#### ECE 213: Health, Safety & Nutrition

This practical course focuses on methods of providing safe, healthy environments for groups of infants/toddlers and children with special needs, consistent with provincial regulations. The emphasis is on physical care, outlining procedures used for providing for daily living needs, as well as specialized practices (e.g. use of equipment, administration of medication), for under 3's and preschool special needs individuals.

This course is offered face to face once a month (Sept., Oct. and Nov.) over 3 weekends (Friday evening, Saturday all day and Sunday morning). Attendance is mandatory for all three week-ends.

Fee: \$116.40

Location: One weekend in Terrace, the other two locations depend on student enrollments.

Pre-requisite: Basic E.C.E. Certificate  
3 Credits

### 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. The College

Bookstore services are available to students, faculty, staff and the community.

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

#### Hours

##### 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 638-5403,

Your Patronage is appreciated!

Open To Everyone!

### MANAGEMENT SKILLS

- is a 12 day series incorporating 3 core components, each a separate learning experience, plus a re-enforcement component designed for skill mastery.
- is **highly recommended** and proven by supervisors throughout British Columbia.
- is "hands-on" management training with direct **practical** application.
- includes role-plays, self scoring inventories, video/movie case studies, lecturettes, and structured experiences which provide a **balanced** program.
- includes a **re-enforcing** module to recap previous learning and share on-the-job experiences.
- is the only supervisory/management program **certified** by the B.C. Ministry of Skills, Labour and Training.

Times: 8:30 am - 4:30 pm

Instructor: Phil Kolbuc

Fee: \$425

- Part 1 Sept. 27 - 30  
Tues., Wed., Thurs., Fri.
- Part 2 Nov. 1 - 4  
Tues., Wed., Thurs., Fri.
- Part 3 Dec. 6 - 9  
Tues., Wed., Thurs., Fri.
- Part 4 Feb. 22 - 24  
Wed., Thurs., Fri.  
Fee: \$350

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

### SUCCESSFUL INTERVIEWING

Managers and supervisors in all organizations spend a great deal of time interviewing. Apart from the formal interviews such as recruitment and job appraisal interviews, there are also the day to day problem solving and information gathering interviews. Good interviewing does not come naturally - it requires training and practice.

The course will be delivered in three sessions (three hours each).

**Session I - The Right Fit** - the how to's of the recruitment interview - purpose, preparation, and setting.

**Session II - Nobody's Perfect** - the do's and don'ts of the appraisal, disciplinary, and information gathering interview.

**Session III - The Tough Ones** - the problem solving interviews - the art of good listening and blocks that occur.

All sessions will involve hands-on exercises, hand outs and role playing. Participants will be invited to share their own experiences.  
Class limit is 16.

Dates: Tues., Oct. 25 and Tues., Nov. 8

Time: 7:00 pm - 10:00 pm

Instructor: Sheila McDonald

Fee: \$35.00

### PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM

The Provincial Instructor Diploma Program provides individuals with the opportunities to develop instructional competencies in the design, management and evaluation of instruction for adults. This program consists of 6 courses of 30 hours each and a final assignment.

The Diploma is offered by the Ministry of Skills, Training & Labour and is recognized at public and private colleges throughout the province. For information on university transfer credit to degrees in Adult Education, contact Vancouver Community College at the number listed below. Don't miss the opportunity to enrol in this exciting and practical program.

For registration or further information, contact:

Program Development  
Vancouver Community  
College  
Vancouver, BC  
(604) 443-8424

or

Bev Davidson  
Northwest Community  
College  
Smithers, BC  
(604) 847-4461

## TRANSPORTATION

### Air Brakes Systems

You will receive 24 hours of theory and practical instruction on Airbrake Systems.

Upon successful completion of a pre-trip, you will receive credit for the pre-trip for 30 days toward the Motor Vehicle Branch Air Endorsement Examination. CSA approved safety footwear is required for the practical instruction.

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

Fee: \$150

Days: Tues. - Fri., 6:30 pm - 10:30 pm &  
Sat. 8:00 am - 4:00 pm

Location: Room 1112 Trades/Tech. Bldg.

Course 1: Sept. 13 - 17

Course 2: Oct. 11 - 15

Course 3: Nov. 15 - 19

Course 4: Dec. 6 - 10

### Commercial/Public Vehicle Inspection

Prepares participants to write the Provincial Commercial Vehicle Inspector's License examination.

**Prerequisites:** BC T.Q. in Automotive Mechanic, Heavy Duty Mechanic, Commercial Vehicle Mechanic or Commercial Transport Trailer Mechanic.

CSA approved safety footwear.

Fee: \$190

Location: Room 1112, Trades/Tech. Bldg.

Dates: Oct. 17 - 20

Mon. - Thurs.

6:30 pm - 10:30 pm

### Class I Driver Training

Acquiring your Class I Driving License could enhance your employment opportunities. This 18 hour on-the-road driving course prepares you for the Class I Driver's license test. CSA approved safety footwear is required for the pre-trip practicals.

**Prerequisite:**

- Air Brakes Endorsement Certificate
- Class 1 Learners License
- 18 years of age

Fee: \$1250

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

Course 1: Sept. 19 - 23

Course 2: Oct. 17 - 21

\*Course 3: Nov. 21 - 25

\*Course 4: Dec. 12 - 16

\*if adverse weather and driving conditions occur, courses will be re-scheduled.

### HRAI Interprovincial CFC Certification

This course is based on Environment Canada's Code of Practice for reducing CFC emissions. If you work with refrigerants as a service technician, installer, purchasing or selling agent, you **MUST** be certified. Individuals will not be able to purchase or sell refrigerants without this certificate. This six-hour course covers Environmental Data, the BC Environment Legislation, refrigerant classification, ODP factors and recommended practices. Upon successful completion of this course, applicants will receive a certificate from HRAI on behalf of Environment Canada and the BC Government.

Fee: \$135

\$25 - CFC Manual

Location: NWCC

Dates: Oct. 24 6:30 pm - 9:30 pm

&

Oct. 25 8:30 am - 3:30 pm

## INTERCONNECT

InterConnect is a pre-employment training service established to assist people in overcoming personal barriers to employment. An individually designed program may include:

Computer assisted academic reinforcement

Life skills assistance

Job search skills

Resume and Interview skills

Work experience placement

InterConnect also contracts through Canada Employment Centre to provide individual

job search help in:

Job choices

Career planning

Resume writing

Job search techniques

Interview skills

We work with each person individually providing maximum assistance towards his or her job search in the shortest time possible. Special programs may be designed for groups with common employment barriers. Contact us to inquire if any programs are being planned.

635-7995

## FIRST AID

Course fees include books, materials, & \$60 exam fee

### Occupational First Aid Certificate

#### Level 1 (Formerly Survival First Aid)

Occupational First Aid Level 1 is a one day program designed to provide life saving first aid skills to workers in industry. 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

Fee: \$70

Times: 8:30 am - 5:30 pm

Course 1 Thurs. Sept. 8

Course 2 Thurs., Oct. 6

Course 3 Tues., Nov. 1

Course 4 Sat., Nov. 26

Course 5 Thurs., Dec. 15

Evaluation is by the Instructor

*Note: Transportation Endorsement is now required for any job site more than 20 minutes from hospitals. We are offering the transportation endorsement following the Level 1 courses.*

### 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.

**Prerequisite:** holder of a valid Occupational First Aid Level 1 Certificate

Ticket expires upon the expiry date of the Occupational First Aid Level 1 Certificate.

Fee: \$70

Times: 8:30 am - 5:30 pm

Course 1 Fri., Sept. 9

Course 2 Fri., Oct. 7

Course 3 Wed., Nov. 2

Course 4 Sat., Dec. 3

Course 5 Fri., Dec. 16

Evaluation is by the Instructor

### Occupational First Aid Certificate Level 2

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. A Level 2 certificate is valid for two years from the date of the examination. Applicants wishing the WCB Level 2 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 WCB medical form
- successfully complete 36 hrs. of the WCB Level 2.

*Note: Level 3 is required where job site is more than 20 minutes from the hospital*

Fee: \$350

Dates: Sept. 12 - 16

Mon. - Fri.

Times: 8:30 am - 4:30 pm

Evaluation: WCB exam

### Occupational First Aid Certificate Level 3

Occupational First Aid Level 3 is a 70 hour program designed to cover all medical techniques considered to be within the responsibility of the Occupational First Aid Attendant providing emergency care in industry. This course prepares learners for the Industrial First Aid Examination, conducted by the Workers' Compensation Board. A level 3 certificate is valid for two years from the date of the examination.

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 WCB medical form
- successfully complete 70 hrs. of the WCB Level 3.

Session 1: Sept. 19 - 30 2 weeks (70 hrs)  
Mon. - Fri. 8:30 am - 4:30 pm  
Fee: \$595

Session 2: Sept. 20 - Nov. 24 10 weeks (70 hrs)  
Tues. & Thurs., 6:30 pm - 10:00 pm  
Fee:

Session 3: Nov. 4 - Nov. 25 3 weeks (105 hrs)  
Mon. - Fri., 8:30 am - 4:30 pm  
Fee: \$750

Session 4: Nov. 28 - Dec. 9 2 weeks (70 hrs)  
Mon. - Fri., 8:30 am - 4:30 pm  
Fee: \$595

## RED CROSS FIRST AID COURSES

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

### Vital Link

The Canadian Red Cross Society's New Vital Link Program upgrades the former Red Cross Standard First Aid course. This is a 16 hour course designed to teach the fundamentals of emergency care and first aid. Cardiopulmonary Resuscitation (CPR) is included.

Sat., Oct. 15 & 22  
8:30 am - 5:30 pm (16 hours)  
Fee: \$140

### Childsafe

This is an 8 hour course designed to do more than teach emergency first aid for infants and children. Its main premise is that accidents can be prevented by educating the adult, changing the environment, and educating the child. This is done through interactive sessions involving accident prevention and safety education.

Mon. & Wed., Oct. 17 & 19  
6:00 pm - 10:00 pm (8 hours)  
Fee: \$70

*Other courses to be scheduled on demand.*

### WCB Falling/Bucking Training Standard

This training meets the requirements for certification as specified by the Workers' Compensation Board. It is divided into two segments, the classroom portion and the field check. Tuition is charged for each segment.

**Prerequisite:** to be an experienced faller/bucker

Classroom portion:  
Sat., Oct. 1 & 8  
9:00 am - 4:00 pm (12 hours)  
Fee: \$150

Field check: Arrangement to be made for payment and scheduling during classroom portion.

Fee: \$100 per person plus travel.

*Additional courses available on demand or by contract.  
Contact B. McCarron at 635-6511.*

## 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 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.

Wed. & Thurs., Oct. 26 & 27  
7:00 pm - 10:00 pm (6 hours)  
Fee: \$50

*Additional courses available on demand or by contract.*

## 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.

Wed., Oct. 19  
6:00 pm - 10:00 pm (4 hours)  
Fee: \$50

### 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 Office of Services for Students with Disabilities at least four weeks before the start of classes. These services include: \*equipment loan \*orientation \*program support \*pre-registration assistance and \*student assistants.

For more information contact Elizabeth Snyder at 635-6511.

## BUSINESS DEPARTMENT

### Part-Time Offerings

### Accounting 151 - Accounting Fundamentals II

This course is a continuation of ACCT 150. Topics to be covered include the interpretation of income measurement and valuation problems, the preparation of financial statements and payroll records, and an introduction to financial reporting analysis and interpretation for management purposes.

Dates: Tues., Sept. 13 to Dec. 13  
Time: 7:00 pm - 10:00 pm  
Fee: \$116.40

### Introduction to Computers

This six hour introductory course provides the new or novice computer user with the basic information to operate their IBM or IBM compatible computer - from "How do I turn it on?" to "How do I create, edit, and print complex documents?"

Dates: Tues. and Thurs.  
Sept. 20 & 22 & Nov. 22 & 24  
Time: 7:00 pm - 10:00 pm  
Fee: \$40.00

### Conferences & 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. For further information contact Tony Reddy at 638-5426.

### Basic Home Computer Maintenance

This six hour course provides users of IBM and IBM compatible computers with the basic knowledge to "open-up" the computer, identify and solve minor problems, replace boards and chips, etc. Hands-on experience and real-life situations will be the basis for the delivery style of this course. Save yourself the cost of an expensive service call - now you'll be able to do it yourself!

Dates: Mon. Wed. Thurs.  
Sept. 26, 28 & 29  
Time: 7:00 pm - 9:00 pm  
Fee: \$50.00

## 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.

### Microsoft Works for Windows

This twelve hour course provides an introduction to one of the most common programs used in small business today. Learn how to integrate spreadsheets into your documents; learn how to create mailouts; learn how to keep a directory of customer and suppliers. This course will cover the word processing, spreadsheet, and database components of this exciting Windows based program.

Dates: Tues. and Thurs.  
Oct. 25 & 27 and Nov. 1 & 3  
Time: 7:00 pm - 10:00 pm  
Fee: \$75.00

### Microsoft Windows

This three hour course is designed to get you started in the Windows environment. Topics to be covered include setting up your Windows screen, working with the file manager, working with the Write program and much, much more.

Dates: Wed., Oct. 5, 7:00 pm - 10:00 pm  
Sat., Nov. 5, 9:00 am - 12:00 pm  
Thurs., Dec. 1, 7:00 pm - 10:00 pm  
Fee: \$25.00

### Microsoft Word for Windows

This six hour course is designed to provide an introduction to this popular program, found in many government offices and in medium to large size businesses. The course will cover creating and editing documents, creating simple tables, integrating simple spreadsheets into the document and much, much more.

Dates: Tues. & Thurs., Sept. 27 & 29  
Tues. & Thurs., Nov. 15 & 17  
Time: 7:00 pm - 10:00 pm  
Fee: \$40.00

### Advanced WordPerfect 5.1

This six hour course is designed for users of WordPerfect who want to access the full power of this popular business software program. Topics to be covered include working with columns, tables, and merge letters, inserting and modifying graphics, creating and implementing time-saving macros, and the proper use of the footnote and outline features.

Dates: Tues. & Thurs., Oct. 11 & 13  
Times: 7:00 pm - 10:00 pm  
Fee: \$40.00

### Microsoft Excel for Windows

Learn the basics of this popular Windows-based spreadsheet program in just six hours. You will create and modify simple business spreadsheets, create simple graphs, and gain exposure to many of the other features of this program.

Dates: Sat., Sept. 24, 9:00 am - 4:00 pm  
Tues. & Thurs., Dec. 6 & 8,  
7:00 pm - 10:00 pm  
Fee: \$40.00

### Intermediate Lotus 1-2-3

Designed for the person who wants to use the full power of Lotus 1-2-3, this six hour course will cover working with @ functions (such as @IF and @INT), using the Lotus database feature, as well as other advanced topics.

Dates: Tues. & Thurs., Oct. 18 & 20  
Time: 7:00 pm - 10:00 pm  
Fee: \$40.00

### Working With DOS

For anyone who has been frustrated because they can't understand what their computer is doing and why it is doing it, this course is a must. Learn how to format disks, copy and delete files, work with directories, and learn what some of the most common computer terminology actually means. An opportunity for you to ask any computer related question will also be provided.

Dates: Thurs., Oct. 6  
Tues., Dec. 6  
Time: 7:00 pm - 10:00 pm  
Fee: \$25.00

### ACCPAC Simply Accounting for Windows - General Ledger

Move into the age of computerized accounting with this six hour course. The course will expose participants to the General Ledger of one of the most popular accounting software programs for small business. The course will cover initial company set up as well as monthly transactions.

Dates: Mon. & Tues., Oct. 3 & 4  
Time: 7:00 pm - 10:00 pm  
Fee: \$40.00

### ACCPAC Simply Accounting for Windows - Accounts Payable

Moving to computerized accounting? This three hour course will provide the basics of setting up your accounts payable module in one of the most popular accounting software programs for small business.

Date: Mon., Oct. 17  
Time: 7:00 pm - 10:00 pm  
Fee: \$25.00

### Terrace Women's Resource Centre

The Terrace Women's Resource Centre provides information on local services including child care, lay counselling and support, advocacy, a lending library with pamphlets, books and videos, and information on birth control. We provide a pleasant space for women to network and share ideas, and children are more than welcome—we have a play space with toys. We extend a special invitation to women who are new to the Terrace area. Call us at 638-0228 or drop down to 4542 Park. We're located between Trigo's Shoes and the swimming pool. Call our office for information about SFU's Travelling Speakers Bureau Workshops.

### ACCPAC

#### Simply Accounting for Windows - Accounts Receivable

Moving to computerized accounting? This three hour course will provide the basics of setting up your accounts receivable module in one of the most popular accounting software programs for small business.

Date: Mon., Oct. 24  
Time: 7:00 - 10:00 pm  
Fee: \$25.00

### ACCPAC

#### Simply Accounting for Windows - Payroll

Moving to computerized accounting? This three hour course will provide the basics of setting up your payroll module in one of the most popular accounting software programs for small business.

Date: Mon., Nov. 7  
Time: 7:00 pm - 10:00 pm  
Fee: \$25.00

### ACCPAC Plus

#### - Introduction to the General Ledger

ACCPAC Plus is a computerized accounting software program used mainly in medium to large size businesses. This six hour course will provide participants with the basic knowledge to set up a company's books in ACCPAC Plus and enter monthly transactions. Financial statements will also be briefly covered.

Date: Mon., Nov. 14 & 21  
Time: 7:00 pm - 10:00 pm  
Fee: \$40.00

### Management

NWCC in conjunction with Manageering Associates, an international training and consulting company based in Victoria, are offering the following courses this fall:

#### Priority Management

The Priority Manager has *turned intentions into action* for over 500,000 busy people across North America. During this workshop you will focus on developing your personal *essential management skills*. You will learn to use The Priority Manager, a completely integrated personal information management tool which will enable you to implement these essential skills on a daily basis. A leap from Time Management into Priority Management.

Date: Nov. 14, 1994  
Time: 8:30am - 4:30 pm  
Fee: \$425.00 includes a personal Priority Manager System and one-on-one consultation (telephone)

For more information on these management courses please call Extension Services at 638-5408.

#### Strategic Planning

Strategic Plans need to be derived from real life issues, otherwise they tend to sit on the shelf. Properly formatted, they bridge the gap between how things are and how you want them to be. It provides a practical, rational process that goes beyond a list of "brainstormed" objectives, allows for priorities based on costs and benefits, leaves a trail of logic for all to see and acts as an organizational decision making tool.

Date: Nov. 5, 1994  
Time: 8:30 am - 4:30 pm  
Fee: \$285.00 includes all course materials

#### Understanding Project Management

A proven three day workshop designed to help all members of project teams adopt a new "mental framework" for dealing with projects. This established model takes participants from *concept* through to *plan*, *execution* and then *review*. The principles presented are heavily supplemented by group discussion and hands-on simulation.

Date: Nov. 16, 17, 18  
Time: 8:30 am - 4:30 pm  
Fee: \$850.00 includes all course materials and a \$105 Project Planning Kit.

### CERTIFICATE OF ART APPRECIATION

NWCC is continuing to offer the Certification of Art Appreciation.

Fees: \$55.00 The following courses will be offered at NWCC.

#### Drawing & Composition 1

Students will be introduced to right and left brain theory, make a record of their visual history and be introduced to gesture drawing, negative space drawing, contour drawing, perspective drawing and realistic drawing. Evaluation will be based on individual projects. Students will need pencils, paper, newsprint, sketch paper and several sticks of charcoal or conte.

Tues., Oct. 4, 11, 18, 25 7:30 pm- 10:30 pm

#### Colour theory 1

Students will be introduced to colour theory and have many opportunities to develop comfort with using and mixing colours. Evaluation will be based on individual projects. Students will need three paints, one each of yellow, red and blue; watercolour paper or acrylic paper, scissors and a glue stick.

Sat., Oct. 15 & 22 10:00 am - 4:00 pm

#### Art History 1

Students will be introduced to the field of art history through informal explorations and group discussions. The connections between modern art and Art History will be explored. Specific periods of art will be explored in student projects and class presentations. Evaluation will be based on class participation and individual projects. Students will need paper and pens.

Tues., Nov. 29, Dec. 6, 13, 20 7:30 pm - 10:00 pm

#### Water Colour Painting 1

Students will be introduced to watercolour techniques and materials and will be encouraged to play with the medium. Class projects will include: wash exercises, still lifes, monochromatic studies and individual projects. Evaluation will be based on ability to use the techniques taught and on an individual project. Students will need watercolour pigments, a brush or two and paper.

Wed., Nov. 2, 9, 16, 23 7:30 pm - 10:00 pm

### **Creativity Theory 1**

Students will be introduced to modern theories about creativity and evaluate their truthfulness. Students will be encouraged to participate in several class creativity exercises and generate ideas. Evaluation will be based on individual projects which demonstrate the creative process. Students will need to supply own materials for projects.

Thurs., Oct. 6, 13, 20, 27 7:30 pm - 10:00 pm

### **Paper Making and Beyond**

Students will learn how to make paper and all the necessary equipment. Traditional and non traditional screens will be used. All participants will be encouraged to develop a personal or group project using handmade paper. Evaluation will be based on this project and the ability to create different weights and colours of paper. Students will need to supply screening materials, a large basin, and wood for frames.

Sat., Oct. 29 & Nov. 12 10:00 am-4:00 pm

### **Marketing Art 1**

Students will be introduced to the status of the artist report and copyright law. Class discussions will draw on previous experience and explore the topics; what do private galleries require, what do public galleries require and how does an artist find a market. Field trips will be made to galleries and guest speakers will be arranged. Evaluation will be based on class participation and a written or verbal report of learning.

Sat., Nov. 5 & 19 10:00 am-4:00 pm

### **Off Press Printmaking 1**

**Prerequisite Colour Theory 1 or permission of instructor .**

Students will be introduced to mono printing and stencil printing. Evaluation will be based on individual projects and the production of a limited edition. Students will need to supply paper and pencils for planning, printmaking paper, an exacto type knife, several sheets of card stock paper and pay a small fee for a class supply of printing inks.

Thurs., Nov. 3, 10, 17, 24 10:00 am-4:00 pm

### **Northwest Native Design 1**

Participants will be introduced to the basic design elements of northwest native design and study the designs of Northwest Native Artists. Evaluation will be based on studio work and class participation. Participants will need to supply drawing paper, a heavy paper suitable for acrylic paints and pay a small fee towards a class set of paints and brushes.

Sat., Oct 8 & 22 10:00 am - 4:00 pm

### **Fibre Arts 1**

Participants will be introduced to the processes involved in the production of yarn and weaving. Studio visits will be arranged and demonstrations given. There will be a limited amount of hands on experience. Evaluation will be by class participation and a journal of learning. Students will need to supply their own transportation and journal.

Sat., Oct. 15 & 29 10:00 am - 4:00 pm

### **Watercolour Painting 2**

**Prerequisite Watercolour Painting 1 or by portfolio.** Students will be introduced to more watercolour techniques and will be encouraged more towards the development of a personal style. Evaluation will be based on individual work toward individually determined goals. Students will need to supply own watercolour materials and paper.

Wed., Nov. 30 & Dec. 7, 14 7:00 pm - 10:15 pm

### **Drawing and Composition 2 - Figure Drawing**

**Prerequisite Drawing and Composition 1.** Students will be taught the basics of gesture and contour drawing in relation to figure drawing. Students will be encouraged to model for each other. Evaluation will be based on exercises done in class and an individual project. Students will require the drawing materials of their choice.

Tues., Nov. 1, 8, 15, 22 7:30 pm - 10:00 pm

### **Northwest Native Design 2**

**Prerequisite Northwest Native Design 1** Participants will continue to learn about the elements of Northwest Native design and will be introduced to relief carving methods. Evaluation will be based on individual projects of relief carving or painted designs. Participants will need to supply their own paper and pay a moderate fee for wood and the use of carving tools.

Sat., Nov. 5, 19 10:00 am - 4:00 pm

### **Teaching Children to Draw 1**

Developed for primary and intermediate school teachers and parents of children aged 5-12 years. Participants will be introduced to theories of drawing and creativity. Drawing exercises and art projects will be presented with the reasons why they are useful in teaching children how to draw. Participants will be asked to take part in the exercises and experience the process of drawing and art making. Participants will need to supply their own paper, pencils, a black pen, scissors and a willingness to play.

Wed., Oct. 5, 12, 19, 26 7:30 pm - 10:00 pm

### **GENERAL INTEREST**

#### **Project-Based Woodworking**

Learn the safe use of basic carpentry tools while working on and finishing a project of your choice.

This course is a beginner level.

Bring your ideas to the first class and the instructor will help you make an appropriate choice. Project examples: books shelf, plant stand, night table, spice rack, etc.

Dates: Oct. 4 - Dec. 6

Days: Tues.

Time: 7 pm - 10:00 pm

Fee: \$130 (plus own project materials)

Location: NWCC carpentry shop

Instructor: Bob Jenkins

#### **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 638-5426.

#### **Telephone Communication Seminar**

This workshop will teach the steps to effective telephone communications. You will learn to deal effectively with incoming calls and the best method of closing a call.

Learn to identify the various customer types and the best way to deal with the angry, frustrated, confused, shy or impatient customer.

The telephone projects your personal and corporate image, learn the importance of leaving an excellent impression with the caller.

Sept. 27 9:00 am - 12 noon

Instructor: Doug Smith

Fee: \$35

Location: NWCC

#### **Conversational Spanish**

Are you interested in improving your Spanish speaking skills?

Check out the "Destino Video" series at the College library or call the Library for more information at 638-5407.

Texts (\$82) Cassettes (\$25) and study guides (\$25) can be ordered through the College Bookstore.

Call Marilyn Bennett to place your order at 638-5403.

#### **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.

If enough interest is shown we will offer a course Tues. and Thurs. evenings starting in October. To leave your name, call Coleen at 635-6511.

#### **Conversational German (Beginner)**

This course is designed for those adults wishing to acquire some skills in conversational German. Previous knowledge of German is not a necessity. Focus will be on everyday conversational topics.

Dates: Sept. 20-Oct. 21

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

Fee: \$70

Instructor: I. Kase

Location: TBA

#### **Basic Introductory Conversational Japanese - Beginner Level**

An introduction to Japanese emphasizing conversational skills. Learn to communicate in everyday social or business situations.

Date: Thurs., Sept. 29-Dec. 1

Thurs. 7:30 pm - 9:30 pm

Location: Caledonia Sr. Secondary

Instructor: J. Delpont

Fee: \$70

#### **Winterize Your Garden**

Put your garden to bed this fall and minimize winter kill of plants, shrubs and fruit trees.

You will learn about composting, bulb planting and care, tree protection and practical advice on soil preparation.

Date: Thurs., Sept. 22

Time: 7:00 pm - 10:00 pm

Location: NWCC

Instructor: Flicka Humphrey

Fee: \$25

#### **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.



**Something is Cooking at NWCC  
this fall!  
Attend a one day Workshop**

Saturday  
9:00 am - 4:00 pm  
Date: T.B.A.

**"I Left My Heart (Burn) in New Orleans"**

Cajun Crab Gumbo  
Crab meat salad with hazel dressing  
Cornbread muffins  
Frog legs in New Orleans Bordelaise sauce  
Chicken and shrimp jambalaya  
Bread pudding with lemon sauce and chantilly cream

**Tour of the Wonderful World of Wine**

Guest instructor: - Mr. Tom Cox - Mark Anthony Wines  
Serving of wine, tasting techniques, glassware, temperatures for wine, labelling, decanting, categories of wine, types of wine

**Let Them Eat Cake**

Special treats for my friends, learn the basic approach to baking and making of desserts

**The Art of Entertaining**

Mocktails and cocktails, specialty coffees and holiday drinks. Next time you entertain in your home, go ahead - show off!

If you are interested in any of the above, leave your name and number and program of choice by calling Coleen at 635-6511.

**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.

Oct. 17, 18, 24, 25  
Mon. & Tues. 7:00 pm - 10:00 pm  
Fee: \$50 (\$40 for groups of 4 or more)  
Location: NWCC  
Instructor: Russell Seltennich

**The Myers-Briggs Type Indicator**

*An exciting way to learn more about yourself and others.*  
In this personal growth workshop you will learn valuable insights about how your personality shapes your behaviours. It will help you to identify how to get along more effectively with different personalities that may be causing you stress, and help you develop an appreciation for these differences. Understanding your personality preferences will show you how other personality types can compliment your personality style. You may even begin to find these same differences useful, interesting or amusing! The understanding gained in this workshop will make the participants more effective in communicating with each other and in appreciating what is important to each other.

This seminar will be helpful and fun for couples, friends, co-workers, and it will also be helpful for counsellors and teachers - anyone working with people. Besides being beneficial to relationships, the Myers-Briggs Personality Indicator, can also help individuals identify fulfilling career choices by matching their personality preferences to the job description.

Date: Thurs., Sept. 29  
Time: 9:00 am - 4:00 pm (6 hours)  
Location: NWCC  
Instructor: Laurie Brady, RTC  
Fee: \$85 (includes materials & G.S.T.)  
The Growing Edge

**Registration Deadline: Sept. 14, 1994**

**Learning Resource Centre  
(Library)**

*The LRC is open to all residents of the College region.*  
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 638-5407 and ask for the Library; or drop down and visit us.*

**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