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**PHONE:
635-6511**

NWCC
NORTHWEST COMMUNITY COLLEGE



FALL & WINTER
1995

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INFORMATION

WHY YOU SHOULD ATTEND NORTHWEST COMMUNITY COLLEGE IN TERRACE

NWCC offers a wide variety of educational opportunities to serve the needs of adults of all ages. Regardless of whether you are a high school graduate seeking a career, or a parent preparing for university, the College will help you achieve your goals.

The College offers a learning atmosphere that will not be found at a larger institution. Smaller class sizes mean enhanced learning and more instructor/student interaction. Staff at the Terrace Campus will ensure that your time spent at Northwest Community College is successful and enjoyable.

To find out more about programs, courses and services or how to prepare yourself for college, call 635-6511 to make a personal appointment with our Educational Advisor, Ian Hamilton.

PAYMENT INFORMATION

Registration is on a first qualified, first paid basis. Payment can be made by cash, cheque, Mastercard or Visa at the Registration Office.

**5331 McConnell Avenue
Terrace, BC V8G 4C2
8:30am - 4:30pm Mon. - Fri.**

- Full refunds will be made only if a course is cancelled or if a student withdraws for medical or bereavement reasons before the course starts.
- Withdrawal *before* second class - 100% refund less a \$10.00 administration fee.
- Withdrawal *after* second class - NO REFUND.



REGISTER EARLY!

SPACE IS LIMITED

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, and more. For more information, call the Student Success coordinator Dina Von Hahn at 635-6511 local 5364. Office hours are:

- Wed. 10:00am to 5:00pm
- Thurs. & Fri. 9:00am to 4:00pm

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.

January 4	Appts.
8:00	1:00
9:00	2:00
10:00	3:00
11:00	4:00
12:00	5:00

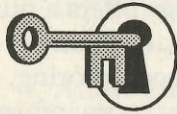
The *Advising/Career Centre* has calendars and application forms for other colleges and universities. We also offer a career planning computer program (*CHOICES*) to help you find occupations that meet your needs.

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

ADULT BASIC EDUCATION

The Doorway to Opportunity



- UNLOCK THE DOOR TO A BETTER FUTURE
- INCREASE YOUR OPTIONS
- PREPARE FOR COLLEGE AND EMPLOYMENT

The Adult Basic Education Program prepares students for admission to career, vocational, technical and university programs and for direct entry into employment.

Academic and skills upgrading, from basic literacy to grade 12 equivalency, is available in Terrace full-time or part-time. Students may choose a single course or a full program.

All students must meet with the Terrace Student Advisor before choosing ABE courses. Please call 635-6511 to make an appointment.

Adult Basic Education Courses
Terrace Campus
First Semester
September 5, 1995 - January 19, 1996

Fundamental Math 020:

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

Mon. - Fri. 1:00pm - 3:00pm
Room 205

Instructor: Nirmal Parmar

Intermediate Math 030 (Grade 10):

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

Mon. - Fri. 12:30pm - 2:30pm
Room 202A

Instructor: Ada Sarsiat

Intermediate English 030 (Grade 10):

Development of strategic reading, writing and communicating skills in preparation for life, work and further education.

Mon. - Fri. 9:00am - 11:00am
Room 203

Instructor: Elaine Walker

Advanced Math 040 (Grade 11):

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

Mon. - Fri. 9:00am - 10:30am
Room 202A

Instructor: Ada Sarsiat

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. - Fri. 2:30pm - 4:30pm

Room 203

Instructor: Elaine Walker

Advanced Biology 040 (Grade 11):

Ecology, evolution, classification, the cell, plus a survey of monera, protists, fungi and the major phyla of plants and animals. Lab and class activities develop science skills, critical thinking on current science issues, and communications skills.

Tues. - Fri. 10:30am - 12:00pm

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

Room 205(lecture) & 210(Lab)

Instructor: Pat Carson

Advanced Chemistry 040 (Grade 11):

Properties of matter, atomic theory, chemical reactions, the periodic table, solutions, acids and bases, as well as lab skills, problem solving, critical thinking and communication skills.

Mon. - Thurs. 2:30pm - 4:30pm

Lab: Fri. 1:00pm - 4:00pm

Room 202A(lecture) & 213(lab)

Instructor: Pat Carson

The following courses will likely be offered during the spring semester of Adult Basic Education (January 29, 1996 - June 7, 1996)

- Provincial Math 050 (Grade 12)
- Provincial Biology 050 (Grade 12)

Limited spaces may also be available in our self-paced ABE class 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, or in situations where time conflicts occur.

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

EXAM DATES - NWCC TERRACE:

- Sept 29 & 30, 1995
- Nov 24 & 25, 1995
- Jan 12 & 13, 1996
- Mar 1 & 2, 1996
- Apr 26 & 27, 1996
- June 14 & 15, 1996

Exam Fee: \$40.00

Applications are available at the Registration Office and *must* be received by the Ministry of Education in Victoria at least 28 days before the exam date.

G.E.D. Preparation Classes
September 12 - November 21, 1995
Tues. 7:30pm - 10:00pm
Fee: \$30
Caledonia Secondary School
Instructor: Eila George

English As A Second Language
September 12 - December 14, 1995
Tues. & Thurs. 6:30pm - 8:30pm
Fee: \$35
Location: TBA
Instructor: Ellen Boston

REGISTER EARLY TO
AVOID DISAPPOINTMENT!
PHONE 635-6511

UNIVERSITY CREDIT

The University Credit 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, History, Psychology, Sociology, Biology and Environmental Sciences. Thirty-seven different university credit courses will be offered in the winter semester.

Fees: \$42.40/Credit

COURSE OFFERINGS
SEPTEMBER - DECEMBER 95
 (Regular classes begin the week of September 5, 1995)
 (Labs begin the week of September 11, 1995)
 Please refer to the College Calendar for further course offerings and descriptions

Anthropology 201:


Social Organizations.
 A survey of world cultures representing different ecological and sociological adaptations. Special emphasis will be placed upon an anthropological analysis of Canadian cultures including the Quebecois and Native peoples.
 Time: Mon. 7:00pm - 10:00pm
 Instructor: Shannon Mark, M.Ed.

Biology 201:

Invertebrate Zoology.
 This course is an introduction to invertebrates and provides an overview of the structure, function, evolution, diversity and ecology of invertebrates.
 Time: Tues. 1:00pm - 4:00pm
 Lab: Thurs. 1:00pm - 4:00pm
 Instructor: Glenn Grieve, M.Sc.

Biology 203:

Non-Vascular Plants and Fungi.
 This course is an introduction to the biology of algae, fungi, lichens and bryophytes including discussions of their origins, evolution, ecology and physiology.
 Time: Tues. 9:00am - 12:00pm
 Lab: Wed. 9:00am - 12:00pm
 Instructor: Dr. Norma Kerby



**NEW UPDATED
 MACINTOSH (LC475)
 LABORATORY!**

Biology 205:

Cell structure and Function.
 This course provides an exciting, hands on, detailed examination of all levels of cell structure and function with emphasis being placed upon dynamic processes at the cellular level.
 Time: Mon. 1:00pm - 4:00pm
 Lab: Wed. 1:00pm - 4:00pm
 Instructor: Dr. John Krisinger

Chemistry 230:

Organic Chemistry I.
 An in depth introduction to organic chemistry is provided in this course with special emphasis on the properties and reactions of functional groups including alkanes, alkenes, alkynes and aromatics.
 Time: Tues. 7:00pm - 10:00pm
 Lab: Thurs. 7:00pm - 10:00pm
 Instructor: Dr. John Krisinger



English 201:

English Literature 1300-1650.
 A survey of English literature from Medieval times to 1650.
 Time: Wed. 1:00pm - 4:00pm
 Instructor: Leanne Boschman-Epp, M.A.

English 209:

Creative Writing I.
 Reading and criticism of student writing. Lyric poetry, short fiction, myths, autobiography, local history and journalism.
 Time: Thurs. 7:00pm - 10:00pm
 Instructor: Leanne Boschman-Epp, M.A.

English 224:

Women and Literature I.
 Through the study of several literary genres and feminist literary criticism, this course will examine the ways in which women are represented and have contributed to the literary tradition.
 Time: Tues. 7:00pm - 10:00pm
 Instructor: Dr. Jo Patterson

Geography 203:

Geomorphology.
 Geomorphology is a one semester course that attempts to provide a comprehensive examination of the natural processes that are active in shaping the face of this and other planets. This course will emphasize the basic principles of geomorphology.
 Time: Mon. 7:00pm - 10:00pm
 Lab: Wed. 7:00pm - 10:00pm
 Instructor: Dr. Alan Gilchrist

Geography 225:

Regional Geography of B.C.
 Using concepts and methods of regional geography, this course examines British Columbia in terms of its physical and human landscapes. The interactions of climate, geology, biogeography, history, resource utilization, settlement and economic activities are considered.
 Time: Thurs. 7:00pm - 10:00pm
 Instructor: Gerry Sharples, M.Ed.

History 210:

History of Western Canada.
 A review of the political, social and economic history of the Prairie Provinces and British Columbia. Immigration, Native Peoples, industrial, agricultural and resource development will be discussed. Urbanization and transportation will be a focus. The development of regional protest political parties will be reviewed.
 Time: Wed. 7:00pm - 10:00pm
 Instructor: Dr. John Hart



History 231:

Germany in the 20th Century.
 The driving forces in German society and politics under the Kaiser, in the Weimar Republic, under Hitler and in the two Germanies after 1945 are discussed in this course.
 Time: Thurs. 1:00pm - 4:00pm
 Instructor: Dr. John Hart

Psychology 201:

Developmental Psychology I.
 A study of life-span development is considered in this course. Following an introduction to methods and theories and a review of genetics and prenatal development an examination of development in infancy, early childhood and middle childhood, from a physical, cognitive and psychosocial point of view is discussed.
 Time: Mon. 1:00pm - 4:00pm
 Instructor: Andre Klingner, M.A.

Psychology 221:

Abnormal Psychology and Therapy I.
 A study of psychological disorders and therapy is presented in this course through an examination of historical antecedents, current theoretical perspectives, and assessment as they relate to abnormal psychology and therapy. This is followed by a review of some of the psychiatric disorders including perspectives on causes and treatment.
 Time: Tues. 1:00pm - 4:00pm
 Instructor: Andre Klingner, M.A.



French 107:

Intermediate French I.
 An intermediate course in French based upon the French in Action series with supplementary reading materials from Langue et Literature by Thomas Brown so that equal emphasis is placed upon understanding, speaking, reading and writing French.
 Time: Mon. 7:00pm - 8:30pm
 Wed. 7:00pm - 10:00pm
 Instructor: Dr. Jo Patterson

Biology 131:

Human Anatomy.
 The structural organization of the body starting with cells and tissues and proceeding to the major body systems including the nervous, muscle, skeletal and integumentary system is examined.
 Time: Tues. 7:00pm - 10:00pm
 Lab: Wed. 7:00pm - 10:00pm
 Instructor: Linda Zimmerling, M.Sc.



Math 141:*Mathematics for Managerial and Social Sciences I.*

An introduction to mathematical techniques relevant to students majoring in commerce, economics and social sciences including power functions, exponential functions, logarithmic functions and their derivatives is presented.

Time: Mon., Wed. & Thurs. 12:30pm - 2:00pm

Instructor: Dr. Eric Turner

Anthropology 111:*Native People of Canada.*

A course dealing with the nature and diversity of Native Canadian traditional cultures and lifestyles including an examination of the history of European colonialism and its impact on Native Canadians.

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

Instructor: Tom Weegar, M.A.

Computer Science 111:*Introduction to Computers (new updated Macintosh LC475 lab).*

This course is designed for students with little or no previous exposure to computers and offers an introduction to the ways that computers work and to commercially prepared software such as word processors, spreadsheets and databases.

Time: Mon. & Wed. 4:30pm - 6:00pm

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

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

Instructor: Peter Anderson, M.Sc.

**Economics 201:***Principles of Microeconomics.*

A detailed study of sectors of the Canadian economy and of economic policies of Canada are presented in various contexts and from various viewpoints including theory of firms, industrial organizations, consumer and price behaviour and allocation of resources.

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

Instructor: Dr. John Campbell

For more information on University Credit courses, Call 635-6511-local 5202.

Chemistry 121:*Advanced Chemistry I.*

Microscopic and macroscopic properties of matter are considered in this course with the emphasis being upon the electronic structure of elements and compounds, the phases of matter and descriptive inorganic chemistry.

Time: Mon., Thurs. & Fri. 8:30am - 9:30am

Lab: Thurs. 1:00pm - 4:00pm

Lab: Thurs. 4:00pm - 7:00pm

Instructor: Sid Nair, M.Sc.

Geography 150:*Physical Geography I.*

An overview of the physical environment and its relationship to human culture and impacts of human activity. Topics included are: cartography, meteorology, climatology, environment and biogeography.

Time: Tues. 1:00pm - 4:00pm

Lab: Mon. 1:00pm - 4:00pm

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

Instructor: Dr. Alan Gilchrist

Mathematics 101:*Calculus I.*

A study of differential calculus is presented for students majoring in the sciences and engineering. Topics include: discussion of function types, limits, graphing, derivatives and the use of calculus in science.

Time: Mon., Thurs. & Fri. 9:30am - 11:00am

Instructor: Dr. Eric Turner

Physics 121:*Advanced Physics I.*

A detailed investigation of Newtonian mechanics is presented in this course with the emphasis placed upon forces, torques, dynamics, statics, energy conservation and thermodynamics.

Time: Mon. & Wed. 3:00pm - 4:00pm &

Fri. 2:00pm - 3:00pm

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

Instructor: Dr. Eric Turner

COOPERATIVE EDUCATION

A Cooperative Education Program is one that formally integrates periods of academic training with periods of paid, program related employment in a three way arrangement among the employer, the student, and the College.

Participating students receive work experience relating to their program of study and employers have access to short term, temporary employees throughout the year and highly-qualified, experienced candidates for regular employment after graduation.

Cooperative Education is currently available in the Business Administration, Forest Technology and Natural Resource Programs and plans are being made to expand into other programs.

**FOR MORE INFORMATION
CONTACT SANDRA BULLOCK
(604)635-6511
local 5258**

**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.

**For more information contact
Elizabeth 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

NWCC is offering a Basic Christmas Crafts and Hobbies course. The focus is on fun and participation. Anyone who is interested should contact the Registration Office at 635-6511.

•October 26 - December 14, 1995

•Thursdays 12:45pm - 3:00pm

**For more information or to suggest topics for
Special Interest courses, contact Debbie Holkestad,
A.S.E. Coordinator
635-6511, local 5308**

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 supporting people with different social needs.

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

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

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 more information, contact
Tony Reddy at 638-5426.**



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 Program prepares students for employment in Group Daycare, Preschools, Special Needs and Family Daycare Programs. In addition to the Early Childhood Education Certificate Program there are post-basic programs available on a part-time basis in Under Three Supervisor Training and Special Needs Supervisor Training.

ECE 123-3.0: Issues in Family Living

This course examines the patterns and structures of family life, the influences on family and diversity of family from one culture and class to another. The purpose of this course is to provide insights that will influence the students' ability to provide support for families in child care settings.

September 12 - December 19, 1995

Tuesday 7:00pm - 9:00pm

\$127.20

Location: Teleconference sites, on/off campus across the Northwest - contact your local college centre.

Maximum enrollment at each site is 8.

Instructor: TBA

Text: Families: Celebration and Hope by Jo Boyden

Prerequisite: NONE

ECE 208-3.0: Administration Skills for E.C.E. Professionals

This Post Basic E.C.E. Core Course is concerned with the study of policies and procedures necessary for the operation of high quality E.C.E. facilities. This course includes provincial government policies, facility management, staff relations, evaluation procedures and planning change.

September 13 - December 20, 1995

Wednesday 7:00pm - 9:00pm

(at least one Saturday workshop during the semester).

\$127.20

Location: Teleconference sites, on/off campus across the Northwest - contact your local college centre.

Maximum enrollment at each site is 8.

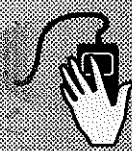
Instructor: Nancy Hogue

Text: TBA

Prerequisite: Basic E.C.E. Certificate



REGISTER EARLY - SPACE IS LIMITED!
FOR FURTHER INFORMATION CONTACT
ROSEMARIE GOODWIN AT 638-5419



BUSINESS & COMPUTING

MANAGEMENT SKILLS FOR SUPERVISORS

This course is a 12 day series incorporating three core components, each a separate learning experience, plus a re-enforcement component designed for skill mastery.

- **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: 8:30am - 4:30pm

Instructor: Phil Kolbuc

(Management consultant with over 10 years of experience in training supervisory staff).

Part 1: *Interpersonal Skills*

September 19 - 22/95 (Tuesday to Friday)

\$425.00

Part 2: *Group Skills*

October 24 - 27/95 (Tuesday to Friday)

\$425.00

Part 3: *Administrative Skills*

November 28 - December 1/95 (Tuesday to Friday)

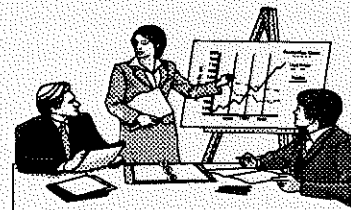
\$425.00

Part 4: *Review/Refine/Re-enforce Skills*

February 21 - 23/96 (Wednesday to Friday)

\$350.00

For further information, please contact
Grant Bennest at 635-6511 - local 5205.



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: September 18 & 20/95 or

October 24 & 26/95 or

November 14 & 16/95

Times: 7:00pm - 10:00pm

Fee: \$50.00



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, set up directories, and much more.

Dates: September 19/95 or

October 30/95

Time: 7:00pm - 10:00pm

Fee: \$30.00

INTERMEDIATE DOS

For the computer user who wants to know more about the "inner workings" of the computer's Operating System. This course picks up where "Working with DOS" leaves off.

Dates: November 1/95

Times: 7:00pm - 10:00pm

Fee: \$30.00

INTRODUCTION TO 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 more.

Dates: September 21/95 or

October 11/95

Times: 7:00pm - 10:00pm

Fee: \$30.00

INTRODUCTION TO MS EXCEL

This six hour course provides an overview of one of the most popular spreadsheet programs on the market. Business examples will be used to demonstrate the capability of this software program for everyday business use.

Dates: September 26 & 28/95 or
November 7 & 9/95
Times: 7:00pm - 10:00pm
Fee: \$50.00

INTRODUCTION TO MS ACCESS

This six hour course introduces participants to this easy to use database program.

Dates: October 2 & 4/95
Times: 7:00pm - 10:00pm
Fee: \$50.00

INTRODUCTION TO MS WORKS

This twelve hour course provides an introduction to this popular integrated software program. Learn how to integrate documents and spreadsheets/databases, create effective mail mergers, etc. This course will cover the word processing, spreadsheet and database components of the program.

Dates: October 3,5,10 & 12/95
Times: 7:00pm - 10:00pm
Fee: \$75.00

INTRODUCTION TO MS OFFICE

This twelve hour course provides an introduction to the most popular Windows based business software. Word processing, spreadsheet, database, and presentation components of this exciting program will be covered.

Dates: October 16,18,23 & 25/95
Times: 7:00pm - 10:00pm
Fee: \$75.00



INTRODUCTION TO WORDPERFECT 5.1

This six hour course covers the basics of how to use Wordperfect. Topics covered include: creating and editing simple documents, printing, creating tables and much more.
Dates: October 17 & 19/95
Times: 7:00pm - 10:00pm
Fee: \$50.00

INTRODUCTION TO MS WORD

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 documents, etc.

Dates: September 25 & 27/95 or
November 6 & 8/95
Times: 7:00pm - 10:00pm
Fee: \$50.00

ACCPAC SIMPLY ACCOUNTING

GENERAL LEDGER

Move into the age of computerized accounting with this six hour course. Participants will be exposed to one of the most popular accounting programs for small business use. The course will cover initial company set-up as well as monthly transactions.

Dates: November 20 & 22/95
Times: 7:00pm - 10:00pm
Fee: \$50.00

ACCOUNTS RECEIVABLE

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

Dates: November 27/95
Times: 7:00pm - 10:00pm
Fee: \$30.00

ACCOUNTS PAYABLE

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

Dates: December 4/95
Times: 7:00pm - 10:00pm
Fee: \$30.00

PAYROLL

Moving to computerized accounting? This three hour course provides the basics of setting up your payroll module in one of the most popular software programs for small business use.
Dates: December 7/95
Times: 7:00pm - 10:00pm
Fee: \$30.00

BUSINESS ADMINISTRATION

ACCOUNTING 150

Introductory Accounting (45 hours)

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

Dates: Sept. 13 - Dec 20/95 (Wednesdays)
Times: 7:00pm - 10:00pm
Fee: \$127.20 + text

LEARNING RESOURCE CENTRE (LIBRARY)

The LRC is open to all residents of the College region, 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!

Internet: noradm.nwcc.bc.ca
Datapac address: 65100028
Username: NWCAT

For your information needs, phone 638-5407 and ask for the Library, or drop down & visit us.

SEPT - APRIL HOURS

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

PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM

The Provincial Instructor Diploma Program provides individuals with opportunities to develop instructional competencies in the design, management and evaluation of instruction for adults. This program consists of six 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!

PROVINCIAL INSTRUCTOR DIPLOMA

- 101 Instructional & Curriculum Design
Sept. 29, 30 & Oct. 1,13,14 & 15/95 (PR)
- 102A Instructional & Curriculum Design
Nov. 3,4,5,17,18 & 19/95 (S)
- 102B Elements of Instruction B
Jan. 26,27,28 & Feb. 9,10 & 11/96 (T)
- 103 Use/Design of Instructional Media
Feb. 23,24,25 & Mar. 8,9 & 10/96 (T)
- 104A Evaluation of Learning & Instruction A
Mar. 29,30,31 & Apr. 12,13 & 14/96 (S)
- 104B Evaluation of Learning & Instruction B
May 3,4,5,17,18 & 19/96 (PR)

DIPLOMA IN ADULT EDUCATION

- 301 College Organization & its Educational Context
Feb. 16,17,18 & Mar. 1,2 & 3/96 (T)
- 302 Introduction to Developmental Psychology
May 17,18,19,31 & June 1 & 2/96 (T)
- 303 Microcomputers in Education
Oct. 13,14,15,27,28 & 29/95 (T)
- 304 Educational Leadership
Jan. 19,20,21 & Feb. 2,3 & 4/96

(S) Smithers / (T) Terrace / (PR) Prince Rupert
Provincial Instructor Diploma - \$275.00
102B - \$300.00(including textbook)
Diploma in Adult Education - \$410.00

For registration or further information, contact:

Bob Aitken - Program Development
Vancouver Community College

1155 East Broadway

Vancouver, BC
(604)871-7488

or

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



CONTINUING EDUCATION

FEES DO NOT INCLUDE GST

WILDERNESS SURVIVAL

Our instructor is a firefighter for the City of Terrace Fire Department and is an active member in the Terrace Water Search & Rescue. This one evening course prepares participants to survive in the bush under adverse temperature and weather conditions. It includes: effects of cold, hypothermia, food gathering, temporary shelter construction, direction finding and basic search and rescue techniques.

Dates: September 5 & 6/95
Time: 7:00pm - 10:00pm
Instructor: Dave Jephson
Fee: \$35.00



MAP & COMPASS

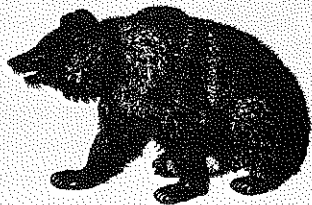
Thinking about doing some hunting, fishing, hiking, or mushroom picking this fall? Then this course is for you! This course offers a practical introduction to compass use, taking bearings, how to set bearings, as well as learning how to obtain bearings from a map. The proper use of sights will be demonstrated and practiced. Concepts such as magnetic north, true north (geographic north), declination, orienteering, scale, forest cover and topography will be covered. No prior experience necessary. It is recommended that students bring their own compass.

Dates: September 11 & 13/95
Time: 6:00pm - 9:00pm
Instructor: Linda Zimmerling
Fee: \$43.00

BEAR AWARE

This course could save your life. Learn what to do in the event of a bear encounter. The topics covered in this course include: planning to avoid encounters, knowing what to do when confronted with a bear, the use of deterrents, knowing what to do when bears are in an area and the need for cleanliness while in the bush.

Dates: September 25/95
Time: 7:00pm - 10:00pm
Instructor: Linda Zimmerling
Fee: \$23.00



MUSHROOM MANIA

Interested in becoming a productive mushroom picker? Learn valuable information from a Research Biologist and an experienced mushroom picker. Topics covered will include: information on local mushroom ecology, various plant species, and edible and non-edible mushroom species. Students will become familiar with identifying good mushroom habitat via the use of other plant species and soil conditions. Practical portion will be on Saturday, September 23, where students will be introduced to picking first hand. Students must supply their own transportation for field trip.

Dates: September 20/95 (classroom)
Time: 7:00pm - 10:00pm
Instructor: Linda Zimmerling

Dates: September 23/95 (field trip)
Time: 9:00am - 1:00pm
Instructor: Murray Metcalfe
Fee: \$46.00 (total)

SNOWSHOE WEAVING WORKSHOP

Do you have an old pair of snowshoes that are in need of repair? Learn the art of restringing new or old snowshoes and snowshoe frames from a snowshoe enthusiast. Supplies for restringing your snowshoes can be purchased from the instructor prior to the course start date. It may be possible for students to purchase snowshoe frames, if you are interested please contact Extension Services at 638-5408 prior to course start date. Please register early to ensure instructor has sufficient supplies on hand.

Dates: October 26 - November 23/95 (Thursdays)
Time: 7:00pm - 10:00pm
Instructor: Bill Geier
Fee: \$77.00

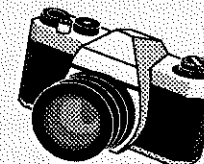
CAFETERIA

Food Services are available at a reasonable cost Monday to Friday during the school year. An appetizing welcome awaits you in the College's Food Service Facilities.

PICTURE PERFECT

Become familiar with your camera and understand the general concept of picture taking. Basic features and functions of cameras, information on film and the flash will be discussed. Learn how cameras work, film exposure, light, depth of field and composition to make your pictures perfect!

Dates: October 4 - 25/95 (Wednesdays)
Time: 7:00pm - 10:00pm
Instructor: Murray Metcalfe
Fee: \$60.00



DARKROOM MAGIC

This introduction to developing and printing black and white film will show you simple techniques to obtain the best possible finish. Most of the class time will be spent in the darkroom with lots of hands-on experience and demonstrations. Supplies for the course are available from the instructor at a cost of \$40.00, payable the first night of class.

Dates: November 7 - 28/95 (Tuesdays)
Time: 7:00pm - 10:00pm
Instructor: Murray Metcalfe
Fee: \$60.00 + supplies

FOODSAFE

Designed by the Ministry of Health in consultation with the BC 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.

Dates: September 18, 19, 25 & 26/95 (Mon. & Tues.)
Time: 7:00pm - 10:00pm
Instructor: Russell Seltenrich
Fee: \$75.00

Dates: Oct 25, 26 & Nov 1 & 2/95 (Wed. & Thurs.)
Time: 7:00pm - 10:00pm
Instructor: Guy Osachoff
Fee: \$75.00

FOODSAFE II

This course is designed for those in the food service industry who are responsible for making decisions. The advanced level gives managers and owners the information to make decisions to ensure a high standard of food safety. Topics covered will be:

1. Review of Level I - Foodborne illness organisms.
2. Design and maintenance of a Foodservice Establishment/Pest Control.
3. Managing Sanitary Practices in a Foodservice Operation.
4. An introduction to the Hazard Analysis Critical Control Point System (HACCP).

Course prerequisite: Foodsafe Level 1 - Basic

Dates: November 8, 9, 15 & 16/95 (Wed. & Thurs.)
Time: 7:00pm - 10:00pm
Instructor: Russell Seltenrich
Fee: \$75.00

NOW THAT'S ITALIAN

Follow the irresistible aroma of olive oil, fresh basil, spicy tomato sauce and parmesan cheese to NWCC. Our instructor has a love for Italian cooking and is interested in sharing his skills with others. Students will create a delicious four course Italian dinner. Bring your energy and an appetite!

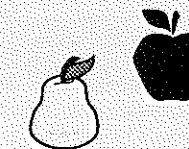
Dates: October 7/95
Time: 9:00am - 12:00pm
Instructor: Mark Hoefling
Fee: \$25.00



FRUIT TREES

The time is right! This course is a must for the fruit tree enthusiast. From determining your root stock for apple trees to learning about the developing tree, pruning and tree training. This course will cover all you need to know to produce your own healthy and tasty fruit in a garden size orchard. You will also learn about reclaiming old and abandoned fruit trees. There will be hands on demonstrations. Students will also receive a Production Guide on growing their own fruit trees. No prior experience necessary.

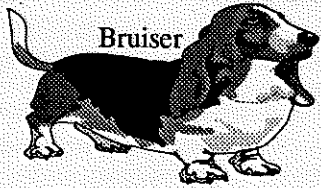
Dates: October 21, 28 & November 4/95
Time: 9:00am - 3:00pm
Instructor: Bruce Haskin
Fee: \$75.00



DOMESTIC PET CARE

Do you love your pets? Do you want to ensure they have the best possible care you can provide them with? Dr. Tom Sager is interested in helping you guarantee your domestic pet has the happiest and healthiest life possible. Dr. Sager is the owner/veterinarian of the Skeena Animal Hospital in Terrace and writes a column in the Terrace Times specifically on pet care. Topics to be covered in this course will be: vaccinations, nutrition, housing, skin care, flea control and de-worming.

Dates: October 2/95
Time: 7:00pm - 10:00pm
Instructor: Dr. Tom Sager
Fee: \$10.00



INTRODUCTION TO FLY TYING

Do you enjoy fly fishing? Would you like to make your own flies? Learn how from a well-seasoned pro. Our instructor has taught several courses on fly tying and is enthusiastic about helping others make their own flies. Students are required to purchase their own supplies prior to course start date. Supply list is available at the Registration Office.

Dates: November 28, 30 & December 5 & 7/95
Time: 7:00pm - 9:00pm
Instructor: Rob Brown
Fee: \$44.00

BASIC CAR MAINTENANCE

Don't let your car intimidate you. Learn what goes on under your hood and what to do to keep your car in good running condition. Learn to do minor maintenance at home, handle roadside emergencies and deal more effectively with your mechanic.

Dates: October 16 & 18/95
Time: 6:30pm - 9:30pm
Instructor: Tom Logan
Fee: \$36.00

FANTASY FINISHES

Learn how to create "Fantasy Finishes" in your home with flair & imagination. NWCC in partnership with Color Works are proud to offer a course to assist you in decorating your home using the latest techniques. Fantasy finishes are painting techniques that are easy to do while producing truly stunning and dramatic visual effects. Topics include sponging, stippling, rag-rolling, dragging, stenciling & wallpapering.

Dates: September 12 & 19/95
Time: 7:00pm - 10:00pm
Instructor: Claude Chepil
Fee: \$35.00



TRAVEL SERIES

Northwest Community College in partnership with Terrace Travel and Northern Drugs is proud to present a four part travel series that is sure to address all your travel questions. These classes are **FREE!** Everyone is welcome! Please call 638-5408, to register your interest prior to course start date to ensure sufficient enrollment.

TRAVEL TIPS

Learn travel tips that will help make your next vacation safe and worry free. Topics will include: the do's and don'ts of travelling, personal safety, security and important time and money saving tips.

Dates: October 3/95
Time: 7:00pm - 10:00pm



TRAVEL TIPS II

Learn travel tips to help make your next vacation a healthy and enjoyable one. Two areas covered will be remedies to bring on your vacation & ensuring your photographs reflect the great time you've had.

Dates: October 5/95
Time: 7:00pm - 10:00pm

TAKE A VACATION CHOOSE YOUR DESTINATION

Want to go on a vacation but are unsure of where to go? Then this class is for you. Information will be available on a variety of locations from deciding where to go to what activities will interest you when you get there.

Dates: October 10/95
Time: 7:00pm - 10:00pm

TRAVEL SERIES SIESTA

This is our wind-up class to our 4 part travel series. This class will focus on three of the most popular holiday choices: Hawaii, Mexico and California. This class is sure to be a lot of fun and we've got some special surprises planned to help wrap up our travel series.

Dates: October 12/95
Time: 7:00pm - 10:00pm



CHRISTMAS CRAFT SERIES

Northwest Community College in partnership with Stuff 'n' Such Craft Supplies is proud to offer a Christmas craft series! Crafts will be on display at Stuff 'n' Such Craft Supplies. Please register early to ensure sufficient supplies are in stock. Supply list is available for pick up at the Registration Office prior to course start date.

POTPOURRI JAR

This is a fabric covered glass bowl decorated with lace, cord and roses. May be used for potpourri or candies. Great for gifts!

Dates: November 6/95
Time: 7:00pm - 10:00pm
Fee: \$25.00 (includes \$15.00 in supplies)

CHRISTMAS ORNAMENTS

Students will construct an assortment of beautiful ornaments for their Christmas tree. Ornaments will include a ribbon angel, poinsettia broom and a wire ribbon heart.

Dates: November 20/95
Time: 7:00pm - 10:00pm
Fee: \$28.00 (includes \$18.00 in supplies)



LACE ANGEL

A 14" angel decorated with lace, ribbon and pearls. This angel will make a beautiful addition to your tree or mantle.

Dates: November 27/95
Time: 7:00pm - 10:00pm
Fee: \$41.00 (includes \$33.00 in supplies)



PIN CUSHION HAT

A straw hat that is covered with fabric and lace. Decorated with ribbons, spools and flowers.

Dates: December 4/95
Time: 7:00pm - 10:00pm
Fee: \$25.00 (includes \$15.00 in supplies)

FOR MORE INFORMATION
CONTACT EXTENSION SERVICES
638-5408

LEGAL SERIES

November is "The People's Law School" month at NWCC, Continuing Education Department. Look for a **FREE** law class every Wednesday or Thursday evening this month. Everyone is welcome! Please call 638-5408 to register your interest prior to course start date and to ensure sufficient enrollment.

YOUNG OFFENDERS ISSUES

There has been much discussion recently about the Young Offenders Act and its ability to protect youth and also allow for sentencing appropriate to the crime. This class discusses the guiding principles and scope of the Act, the trial process, sentencing and appeals.

Dates: November 1/95
Time: 7:00pm - 9:30pm
Instructor: Holly Gruger



WRITING YOUR WILL

This class outlines the basic aspects of writing and legalizing a Will. The instructor will discuss the information that should be contained in a Will, what property can be disposed of in the Will, what makes a Will valid, the role of the notary public, how a Will is revoked or changed, appointing guardians and what happens when there is no Will.

Dates: November 8/95
Time: 7:00pm - 9:00pm
Instructor: Don Brown

BUYING & SELLING A HOME

This class will help you determine what to look for when you buy a house and how to decide whether to sell your own home or use the services of a real estate agent. Included in the discussion are the roles of the real estate agents, lawyer and the notary public, the types of home ownership, the interim agreement, title searching, the steps in conveyance, agreement of sale and the transfer of property.

Dates: November 16/95
Time: 7:00pm - 9:00pm
Instructor: John Bandstra



MORTGAGE MATTERS

This session deals with the practical matters involved in obtaining or renewing your mortgage. Topics to be discussed include the types of mortgages available, how interest is calculated, terms you should know, appraisals, finding the best mortgages, how to apply for a mortgage, the roles and responsibilities of the lender, realtor, lawyer and notary public.

Dates: November 23/95
Time: 7:00pm - 9:00pm
Instructor: Royal Bank Representative

NATIVE LAND CLAIM ISSUES

Come to this class and learn more about Native land claims. Our speaker will discuss the historical and cultural issues involved, as well as some of the recent land claim cases (e.g. the Wet'suwet'en-Gitksan) and the effect of these decisions for future claims.

Dates: November 30/95
Time: 7:00pm - 10:00pm
Instructor: TBA

ASSOCIATE DEGREES

Northwest Community College offers two year Associate Degrees in University Credit Arts (A.A.) and University Credit Sciences (A.Sc.). There are seven available Associate Degree programmes based on University Credit courses:

- Associate Degree in Arts (General)
- Associate Degree in Arts (Humanities Major)
- Associate Degree in Arts (Social Sciences Major)
- Associate Degree in Arts (English Major)
- Associate Degree in Science (General)
- Associate Degree in Science (Biology Major)
- Associate Degree in Science (Environmental Sciences Major)

These Associate Degrees may lead to bachelor degrees in different specializations at a university depending upon the requirements of that particular university.

HAIR TRICKS

Northwest Community College and Images by Karlene invite you to an evening of hair design. Consultants will be on hand to help you design simple yet elegant styles with ease. Topics to be covered are simple techniques to change your looks, french braiding and tips for managing children's hair. Students are asked to bring the following: a model (adult or child), comb and/or brush and elastic bands.

Dates: October 19/95
Time: 7:00pm - 9:00pm
Instructor: Karlene Clark
Fee: \$14.00

HAIR CUTS FOR KIDS

This course will provide you with some simple techniques from a professional on how to cut your little ones hair at home. Sharon is a successful owner/operator of her own home based hair salon "Hair by Sharon" and is eager to instruct others on the basics of cutting your children's hair (no prior experience necessary). Students are asked to bring a model (adult or child) to the second evening. Scissors will be available for purchase from the instructor.

Dates: October 3 & 4/95
Time: 7:00pm - 10:00pm
Instructor: Sharon Cleve
Fee: \$23.00



PERSONAL FINANCIAL PLANNING

This course is designed to assist you in planning your financial future. Part one will be an overview to cover budgets, net worth, inflation, taxation and goal setting. Part two will be dedicated to your personal risk factor and the financial pyramid including: mutual funds, guaranteed certificates, annuities, treasury bills, bond funds, mortgage funds, derivatives and junk bonds. The instructor has 32 years in this business. He welcomes open discussion from his students and likes to add a touch of humor to keep the course interesting and informative.

Dates: October 16,23,30 & Nov 6/95
Time: 7:30pm - 9:00pm
Instructor: Frank Donahue
Fee: \$56.00



FAMILY MEMORY ALBUMS WORKSHOP

Are your photos and memorabilia in shoe boxes and drawers? Are you overwhelmed by the task of organizing years of photos and mementos? In this course you will learn creative tips such as cropping, decorating, photo journalizing and album page layout ideas. We will discuss ways of documenting your family history as well as how to store your albums to keep them safe. Students should bring a recent pack of 12-24 photos (preferably from one event) and a pair of sharp scissors. Elizabeth is a teacher from New Westminster with experience in adult education, who enjoys showing people how to organize and responsibly store their priceless photos and memorabilia. Please bring a bag lunch.

Dates: October 28/95
Time: 10:00am - 2:30pm (1/2 hour for lunch)
Instructor: Elizabeth Walker
Fee: \$34.00 (includes supplies)

WCB FIRST AID COURSES



OCCUPATIONAL FIRST AID CERTIFICATE LEVEL I (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: \$70.00 (includes books & materials)
Evaluation is by the instructor.

Times: 8:30am - 5:30pm

- Course 1: Friday - September 15/95
- Course 2: Wednesday - October 18/95
- Course 3: Friday - November 17/95
- Course 4: Saturday - December 2/95
- Course 5: Thursday - December 14/95

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

Fee: \$70.00 (includes books & materials)
Times: 8:30am - 5:30pm

- Course 1: Thursday - October 19/95
- Course 2: Saturday - December 9/95
- Course 3: Friday - December 15/95

Prerequisite: Holder of a valid Occupational First Aid Level 1 certificate

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. Evaluation is the WCB exam.

Applicants wishing the WCB Level 2 certification must, before writing the WCB examinations:

- a) be at least 16 years (with restriction) or 19 years of age (no restriction).
- b) undergo a medical examination and complete a WCB medical form.
- c) successfully complete 36 hours of the WCB Level 2.

Fee: \$395.00 (includes books, materials & exam fee)
Times: 8:30am - 4:30pm

Course 1: Monday - Friday
September 11 - 15/95

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

Additional courses available on demand or by contract.
Call Brenda - 638-5452.

EDUCATION IS THE KEY TO SUCCESS



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 certificate must, before writing the WCB examinations:

- be at least 16 years of age (with restriction) or 19 years (no restriction).
- undergo a medical examination and complete a WCB medical form.
- successfully complete 70 hours of the WCB Level 3.

Session 1: September 18 - 29/95 (2 weeks - 70 hours)
Monday - Friday, 8:30am - 4:30pm
\$595.00

Session 2: October 21 - November 25/95 (5 weeks - 70 hours)
Tuesday & Thursday, 6:30pm - 10:00pm
Saturdays, 8:30am - 4:30pm
\$595.00

Session 3: November 3 - November 24/95 (3 weeks - 105 hours)
Monday - Friday, 8:30am - 4:30pm
\$750.00

- This three week course is recommended for students taking the course for the first time or anyone who feels they would benefit from extra class time.

Session 4: November 27 - December 8/95 (2 weeks - 70 hours)
Monday - Friday, 8:30am - 4:30pm
\$595.00

* Course fees include books, materials and exam fee.

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 STANDARD

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.

- Scheduled on demand or by contract.

CHILDSAFE

This is an eight 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.

Dates: October 16 & 18/95 (8 hours)
Monday & Wednesday
Time: 6:00pm - 10:00pm
Fee: \$70.00



- Additional courses scheduled on demand or by contract.

WCB FALLING & BUCKING TRAINING STANDARD

This training meets the requirements for certification as specified by WCB. It is divided into two segments, the classroom portion and the fieldcheck. Tuition is charged for each segment.

Prerequisite: to be an experienced faller/bucker.

- Scheduled on demand or by contract.

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

Dates: October 23 & 25/95 (6 hours)
Days: Monday & Wednesday
Time: 7:00pm - 10:00pm
Fee: \$80.00

- Additional courses scheduled 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 labelling 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

Dates: October 17/95 (4 hours)
Time: 6:00pm - 10:00pm
Fee: \$50.00

- Additional courses available on demand or by contract

PREVENTING AND RESOLVING PUBLIC CONTROVERSY

Do you often find that the public:

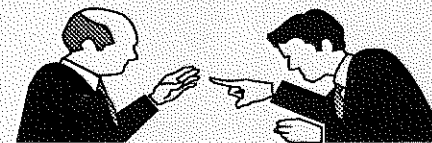
- misunderstands your proposals
- ignores the needs of the community
- rejects the information you have provided

Let Northwest Community College and Connor Development Services help you manage the issues, before the issues manage you.

NWCC, in conjunction with Connor Development Services Ltd, is offering a one day workshop on "Preventing and Resolving Public Controversy". Connor Development Services from Victoria, has been preventing and resolving public controversy for corporations and government agencies with proposals for new projects, programs and policies for more than twenty years.

Dates: November 2/95
Time: 8:30am - 4:00pm
Fee: \$295.00

- 10% discount for 3 or more participants (discount applies to participants billed on same invoice)



WORKSHOPS

NWCC is offering several workshops designed to improve your performance and well-being both at work and at home. The instructor, Phil Kolbuc, is a certified Human Resource Professional from Prince George who has over twenty years of experience. He has worked with hundreds of organizations, including business, industry, government, non-profit and aboriginal groups as well as thousands of individuals.

Would you like to take more than one? First workshop is \$99.00, each additional one is only \$89.00!

MEETINGS MEETINGS MEETINGS

This one day session is for anyone who has to lead/chaire meetings or anyone who has to attend a large number of meetings. Learn how to:

- understand and apply principles of effective group management in terms of task specific skills and human relations skills.
- recognize the various stages of group development and how to facilitate it.
- learn how to deal with "problem group members".
- apply key foundation principles for effective meetings.

Dates: September 18/95
Time: 9:00am - 4:00pm
Fee: \$99.00

TIME/STRESS MANAGEMENT

This one day self-improvement program will approach time management as a stress management tool. The program will benefit anyone who has to operate under stressful time constraints. You will:

- identify your personal time/stress factors.
- have the opportunity to apply proven effective time management principles to your specific situation.
- learn effective stress management techniques that will not require major lifestyle changes
- develop your own self-improvement plan.

Dates: October 23/95
Time: 9:00am - 4:00pm
Fee: \$99.00

FOR MORE INFORMATION ON
CONTINUING EDUCATION COURSES,
PLEASE CALL 638-5408

DEALING WITH DIFFICULT PEOPLE

This one day highly interactive seminar will help you in dealing more effectively with interpersonal conflict. Upon completion you will:

- understand yourself and others better and why people behave the way they do.
- be able to recognize potential conflict situations quickly and learn how to minimize them.
- learn proven effective interpersonal skills such as active listening and questioning techniques.
- learn how to read non-verbal communication of others and set a favorable communication climate by using effective non-verbal listening skills.
- be able to create win-win situations with even the most difficult people.

Dates: November 27/95
Time: 9:00am - 4:00pm
Fee: \$99.00

COMMUNICATING FOR RESULTS

This course will explore the foundations for effective communication. You will learn how to:

- establish a supportive communication climate.
- use active listening techniques to improve understanding.
- give and receive effective feedback.
- read and use non-verbal communication cues.

Dates: October 24 & 26/95
Time: 7:00pm - 10:00pm
Fee: \$99.00

RACQUET & FITNESS CENTRE

The Racquet and Fitness Centre is a facility located on the Terrace Campus that is open to students, staff and the public. The Racquet Centre offers the use of weight training equipment, a squash and racketball court and scheduled fitness classes throughout the school year. There is also Wallyball, a form of volleyball that is played in the racquet court. Staff & students of the college may access the facility at a discount off the public fees.

The hours of operation are:
3:00pm - 10:00pm - Mon. - Fri.
10:00am - 10:00pm Sundays

These are subject to change according to facility use, so look for posting of any changes. Please phone 638-5457 for more information.

Northwest Community College in partnership with the Terrace Seventh-Day Adventist Church are proud to offer the following three courses to help meet community needs.

MANAGING LIFE'S STRESS

Includes the following topics: Stress - It comes only to the living; Will life ever return to normal? Hearing what people are really saying; Is your job killing or fulfilling? You become what you believe!

Dates: September 6 - October 4/95 (Wednesdays)
Time: 7:00pm - 9:00pm
Fee: \$30.00
Instructor: Dr. Dean Burtch

MOLDING YOUTH INTO CAPABLE PEOPLE

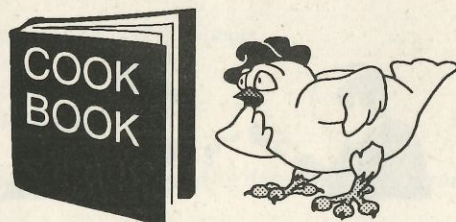
Our children are being challenged in life as never before. Young people need responsible and caring adults to help them learn important life skills necessary to become capable, responsible and healthy adults. This program is for any adult who comes in contact with children such as: parents, coaches, social workers, child care workers, law enforcement personnel, clergy and school counsellors.

Dates: September 19 - November 7/95 (Tuesdays)
Time: 7:00pm - 9:30pm
Fee: \$95.00
Instructor: Dene Shipowick, M.A., Certified Counsellor

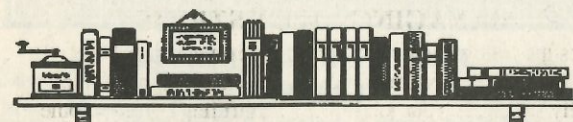
NATURAL LIFESTYLE COOKING

A step beyond regular cooking, designed to add joy and years to your life. A course for the 90's when health and nutrition are fast becoming the most important part of our lives. The following topics will be covered: Homemade breadmaking made easy; Making breakfast a better meal; Planning a balanced meal; Adequate protein inexpensively: The advantages of a vegetarian diet; and Simple, healthful desserts.

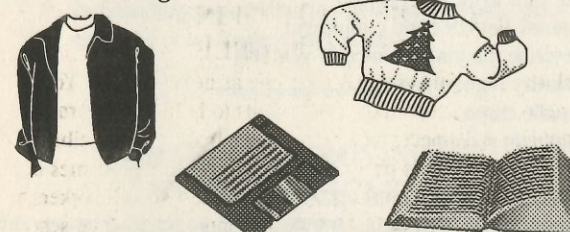
Dates: October 11 - November 8/95 (Wednesdays)
Time: 7:00pm - 9:00pm
Fee: \$40.00



NWCC 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 through our "special order" department. You can also find classroom supplies, computer supplies, software, 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
9:00am - 10:30am
11:00am - 1:00pm
2:15pm - 3:15pm

Drop in for a visit or contact Marilyn Bennett at 638-5403. Your patronage is appreciated!
Open to Everyone!

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 more information, contact Tony Reddy at 638-5426.

COOKING

MAKING BREAD IS EASY:

Learn the basic preparation of bread making in this one day workshop:

- Sourdough rye bread
- Soda bread
- Scones and pieces
- Poppy seed bread
- Soft buns and dinner rolls
- Rye bread
- Specialty breads

FEE: \$45.00

HEY, WANT TO BUY SOME PASTRIES?

Enjoy a one day workshop as you visit the world of international pastries and cakes:

- Butter wafers
- Genoise almond chocolate
- Choux rings and eclairs
- Savoury garnishes
- Pastries for special holidays

FEE: \$45.00

THE ART OF CAKE DECORATING

An exciting one day workshop on how creative and satisfying cake decorating can be. Learn the fundamentals and the world of decorating will expand before your eyes!

- Piping techniques
- Buttercream icing
- Royal icing
- Glazes
- Marzipan
- Chocolate petals and characters



FEE: \$45.00

FOR MORE INFORMATION
PLEASE CONTACT
NICK GARCIA
638-6311

INDUSTRIAL & TECHNICAL

AIR BRAKE SYSTEMS

You will receive 24 hours of theory and practical instruction on Airbrakes 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 required for the practical instruction.

Session 1: September 12 - 16/95
 Session 2: October 10 - 14/95
 Session 3: November 14 - 18/95
 Session 4: December 5 - 9/95

Time: Tuesday to Friday - 6:30pm-10:30pm
 Saturday - 8:00am-4:00pm
 Fee: \$150.00
 Location: NWCC room 1112
 Prerequisites: Valid BC Drivers License and 18 years of age

AIRBRAKES REFRESHER

Airbrakes for Operators and Mechanics

For mechanics with limited experience servicing airbrakes and for owners/operators of trucks/fleets. The learner will be able to identify the parts of an airbrake system, understand their functions, diagnose problems and perform preventative maintenance procedures. The learner, upon successful completion of a pre-trip inspection, will receive credit for the pre-trip for thirty days toward the Motor Vehicle Air Endorsement Examination. Upon successful completion of this course, the learner will be able to:

- identify the components of an airbrake system and state their function.
- disassemble and assemble airbrake valves and foundation brakes.
- diagnose problems in an airbrake system.
- perform preventative maintenance on airbrake equipped vehicles.
- perform a pre-trip inspection on an airbrake equipped vehicle.

Dates: November 14,16,21,23,28,30 & December 5&7/95
 Time: 6:30pm - 9:30pm
 Fee: \$165.00
 Prerequisite: basic mechanical knowledge & ability
 Books required: Airbrakes from the Driver's Seat
 BC Airbrake Manual (supplied)

PROFESSIONAL DRIVER TRAINING

This modularized course is designed to assist learners to acquire the skills required to obtain Class 1 driving status. Safe operation, maintenance and duties of competent professional drivers are emphasized in the program. Acquiring your Class 1 Drivers License could enhance your employment opportunities. Our 36 hour (18 hours per person) on-the-road driving course prepares you for the Class 1 Drivers test. CSA approved safety footwear is required for the pre-trip practicals. You will learn to:

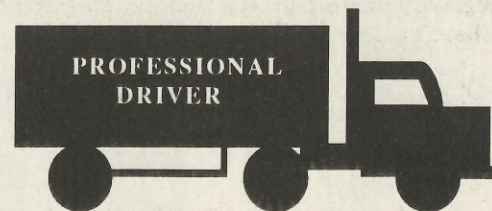
- describe professional driving
- use safe work practices
- operate vehicles and equipment
- describe the maintenance of vehicles
- identify regulations
- handle cargo
- maintain records

Session 1: September 18 - 22/95
 Session 2: September 25 - 29/95
 Session 3: October 16 - 20/95
 Session 4: October 23 - 27/95
 Session 5: November 6 - 10/95
 Session 6: November 20 - 24/95
 Session 7: November 27 - December 1/95
 Session 8: December 11 - 15/95

Time: 7:30am - 2:30pm
 Days: Mon. - Fri.
 Fee: \$1400.00
 Prerequisites: Valid Airbrake Endorsement Certificate
 Valid Class 1 Learners Permit
 19 years of age
 Clear driving abstract

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

ADDITIONAL COURSES CAN BE SCHEDULED UPON REQUEST



COMMERCIAL/PUBLIC VEHICLE INSPECTION

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

Dates: October 23 - 26/95
 Days: Monday - Thursday
 Time: 6:30pm - 10:30pm
 Fees: \$190.00 (includes course manual)
 Location: NWCC room 1112
 Prerequisites: BC T.Q. in Automotive Mechanic, Heavy Duty Mechanic, Commercial Vehicle Mechanic or Commercial Transport Trailer Mechanic.
 CSA approved safety footwear.

NOTE: According to the Motor Vehicle Branch regulations, all outstanding motor vehicle fines must be paid prior to issuance of an Inspector's Certificate.

HRAI INTERPROVINCIAL CFC CERTIFICATION

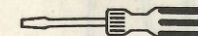
This course is based on Environment Canada's Code of Practice for reducing C.E.C. emissions. If you work with refrigerants as a service technician, installer, purchasing or selling agent, you MUST be certified. Individuals will not be able to purchase or sell refrigerants without this certificate. This 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 H.R.A.I. on behalf of Environment Canada and the BC Government.

Dates: October 17 & 18/95
 Times: 6:30pm - 9:30pm
 Fee: \$135.00
 \$25.00 - CFC Manual

SMALL ENGINE REPAIR

Learn the basic operating principles, trouble shooting techniques, repair procedures and maintenance tasks for two and four cycle small engines. Learn both the theory and practical applications. Bring a basic tool kit and your own one cylinder engine.

Dates: October 4 - December 6/95 (Wednesdays)
 Times: 7:00pm - 10:30pm (36 hours total)
 Fee: \$160.00



AUTOCAD - LEVEL I

An introduction to AUTOCAD (including AUTOCAD for Windows), using basic drawing creation, editing, view manipulation, text dimensioning, hatching & plotting. Upon successful completion of this course, the learner will be able to use AUTOCAD at Level 1 proficiency.

Dates: November 2/95 - 1:30pm-6:30pm
 November 3/95 - 8:30am-7:30pm
 November 4/95 - 8:30am-7:30pm
 November 5/95 - 8:30am-12:30pm



Fee: \$450.00
 Location: Room 1122(PC Lab) Trades Building
 Prerequisites: Basic drafting knowledge and computer literacy
 Instructor: John Savage, Sage Advice Consulting
 (Certified AUTODESK instructor)
 Materials required: 4 hi-density, double-sided, 3.5" floppy disks

AUTOCAD - LEVEL II

A continuation of AUTOCAD Level I with a focus on increasing production by customizing the AUTOCAD environment. Topics include digitizing, block libraries introduction lisp. and 3D, attributes, external references, command and menu customization, slides and scripts. Upon successful completion of this course, the learner will be able to use AUTOCAD at Level 2 proficiency.

Dates: November 30/95 - 6:00pm-11:00pm
 December 1/95 - 8:30am-6:30pm
 December 2/95 - 8:30am-6:30pm
 December 3/95 - 8:30am-6:30pm



Fee: \$450.00
 Location: Room 1122(PC Lab) Trades Building
 Prerequisites: AUTOCAD Level 1
 Instructor: John Savage, Sage Advice Consulting
 (Certified AUTODESK instructor)
 Materials required: 4 hi-density, double-sided, 3.5" floppy disks

CONFERENCES & CONVENTIONS

The College is able to accommodate large gatherings with seating areas of 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.



WHY YOU SHOULD ATTEND NORTHWEST COMMUNITY COLLEGE IN TERRACE

Northwest Community College offers a wide variety of educational opportunities to serve the needs of adults of all ages. Regardless of whether you are a high school graduate seeking a career or a parent preparing for university, the College will help you achieve your goals.

The College offers a learning atmosphere that will not be found at larger institutions. Smaller class sizes mean enhanced learning and more instructor/student interaction. Staff at the Terrace Campus will ensure that your time spent at Northwest Community College is successful and enjoyable.

If you plan to attend Northwest Community College, it is important that you plan ahead now.

To find out more about programs, courses and services or how to prepare yourself for college, call 635-6511 to make a personal appointment with our Educational Advisor, Ian Hamilton.

If you think you may need upgrading before entering college programs, please see the Educational Advisor. Courses are available through the Adult Basic Education Program to help you prepare for other college programs. See page 2 for details.

DRAFTING/CAD - INDT 140

This is an introductory drafting course using basic drafting techniques, standards and methods. Proper lettering, line weight, projection techniques and an introduction to computer assisted drafting will be studied and applied. This course is for learners considering a career in drafting or for people working in industry that want or need basic skills required to read and/or prepare workplace drawings.

Upon completion of the course, the learner will have knowledge of projection at all angles, be proficient and accurate with drawing instruments, be able to dimension and assemble objects and demonstrate proper lettering techniques. The learner will also be able to use a computer assisted drafting program (CAD) to prepare to minimum industrial standards, a simple working drawing.

COURSE OUTLINE:

- introduction to drafting
- lettering techniques
- standard drafting layouts
- line weights
- orthographic projections
- isometric projections
- dimensioning
- drafting project (multi-view drawings)
- introduction to CAD
- using CAD (working drawings)

*There will be assignments for each topic.

REQUIRED TEXT/MATERIAL:

- Basic Blueprint Reading & Sketching, Olivo (6th edition)
- Autosketch for Windows (available on a signout basis)
- 1 pad of 8 1/2 x 11 fade out paper with 8 squares/inch
- Drafting pencils, 2H and HB (others may be desirable depending upon personal preference & technique)
- 2 diskettes (3 1/2 inch high density floppies)
- Eraser

Dates: September 26 - December 8/95 (55 hours)

Days: Tuesday & Thursday

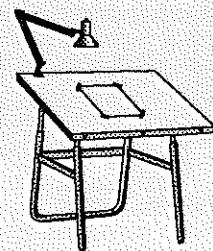
Time: 7:00pm - 9:30pm

Place: NWCC room 1112 & 1122 (computer lab)

Credit: 2

Fee: \$325.00

Instructor: Allan Oleksewich



ATTENTION AUTOMOTIVE MECHANICS!! BE PREPARED FOR JULY, 1996 CERTIFICATION REQUIREMENTS

AUTOMOTIVE MECHANICAL REPAIR TO PREPARATION

This course is designed to prepare trades people for the Provincial Automotive Repair Trades Qualification examination.

NOTE: Contact the Ministry of Skills, Training & Labour office to determine eligibility and examination schedules.

Dates: October 31 - December 14/95 (Tues. & Thurs.)

Times: 6:30pm - 10:00pm

Fee: \$430.00

Based on local and regional demand this course could be offered in January 1996.

INTRODUCTION TO AUTOMOTIVE ELECTRICAL TESTING

This introductory course is designed for trades people or owner/operators with limited experience in electrical and electronic testing. Topics include: electrical theory, circuits, diagnosing, testing and maintenance (safety glasses and CSA approved footwear required).

Dates: October 2 - 25/95 (Mon. & Wed)

Times: 6:30pm - 10:00pm

Fee: \$215.00

AIRCARE THEORY AND OPERATIONS

This introductory course is designed to prepare qualified trades people to write the Provincial Air Care Repair Service Technician examination.

Dates: November 18,19,20 & December 2,3, & 4/95 (45 hours total)

Times: Class times will be scheduled to meet the needs of participants (please contact admissions).

Fee: \$575.00

Prerequisites: B.C. Trades Qualification in Automotive Mechanic, Commercial Transport Mechanic, Heavy Duty Mechanic with three years experience or Automotive Electric and Tune-up Apprentice certificate.

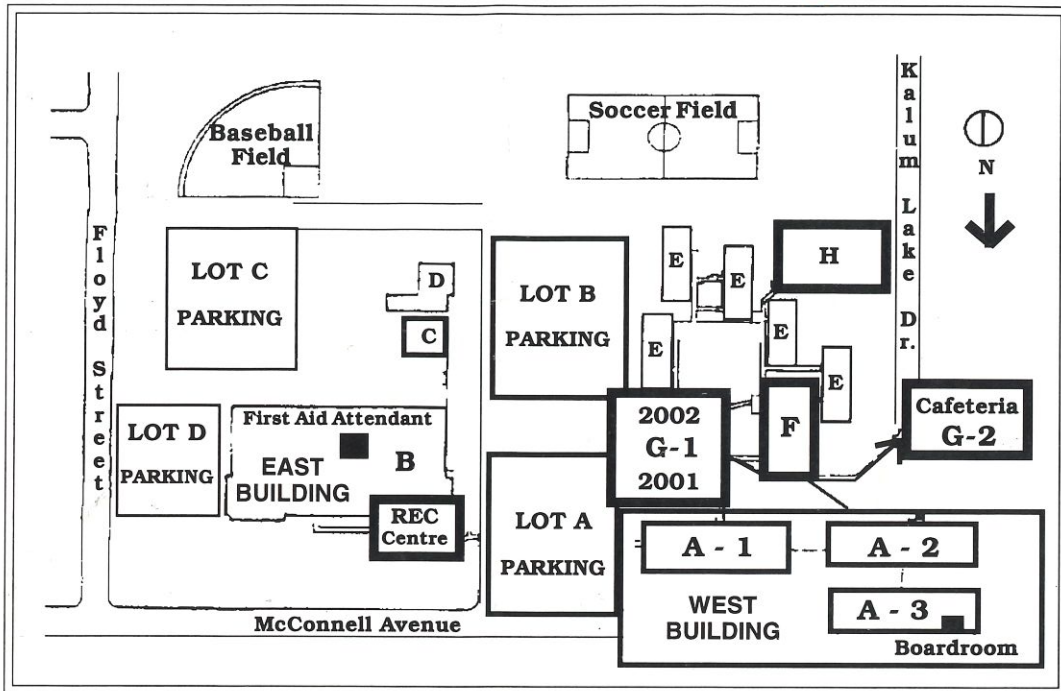
THROUGH AN AGREEMENT WITH B.C. AUTOMOTIVE RETAIL ASSOCIATION YOU COULD ENROLL IN ALL THREE: AUTOMOTIVE MECHANICAL REPAIR TO PREPARATION, INTRODUCTION TO ELECTRICAL TESTING AND AIRCARE THEORY AND OPERATIONS FOR ABOUT ONE-HALF THE COST.

**INTERESTED!?
CONTACT ADMISSIONS FOR DETAILS**



Northwest Community College

5331 McConnell Avenue
Terrace Centre Directory



KEY

WEST BUILDING

A - 1 (LOWER LEVEL)
LIBRARY/LRC
Academic Faculty Offices

A - 2 (ENTRANCE LEVEL)
Admissions/Registration
Educational Advisor/
Financial Aid
Career Resource Centre
Switchboard/Reception
Campus Administration
Business Classrooms
Campus Services
Mac/IBM Computer Labs

A - 3 (TOP LEVEL)
CLASSROOMS
Adult Basic Education
Adult Special Education
Social Service Worker
Academic/Univ. Credit
Program Admin. Offices
■ **BOARDROOM - Rm. 208**

EAST BUILDING

B
Carpentry
Millwright
Welding
Mechanics
Early Childhood Education
Extension Services
Nursing/Continuing Care
Daycare
Program Admin. Offices
Warehouse/Mailroom
● Tool Crib/First Aid Attendant
■ **Student Body REC CENTRE**
■ Student Association

C
Audio Visual Repair

D
Maintenance

E
Residences

COLLEGE SERVICES

F - 1 (ENTRANCE LEVEL)
Registrar's Services
Prog. Support & Development
Co-op Education
Human Resources
Payroll
Print Shop
Purchasing

F - 2 (TOP LEVEL)
College President
Director/Ed. & Student Serv.
V. President -Admin./Bursar
Financial/Accounting Services

G - 1 (ENTRANCE LEVEL)
BOOKSTORE
Residence/Security Office
CONFERENCE ROOMS
Rm. 2001/2002

G - 2 (TOP LEVEL)
Cook Training
CAFETERIA

H
First Aid Courses