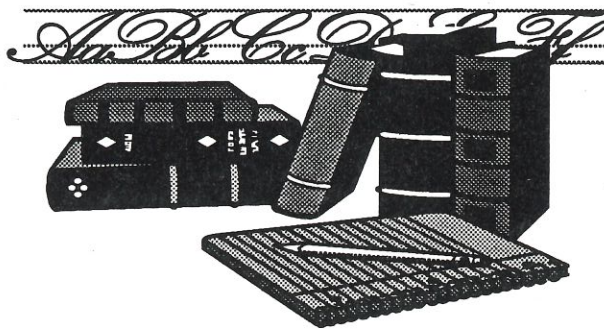


D. Golke

NWCC
NORTHWEST COMMUNITY COLLEGE

**TRANSFER
COURSE**



**1996
FALL &
WINTER
COURSES**

PHONE: 635-6511

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INFORMATION

- Smaller Classes
- Higher Success Rates
- Low Tuition
- Friendly
- High Quality Courses
- Enhanced Learning
- Job-Related Training
- Associate Degrees
- Diplomas
- Co-operative Education
- Professional Faculty
- More Student-Instructor Contact



For more information, call the Educational Advisor at 635-6511.

EDUCATION & CAREER ADVISOR

NWCC has an *Educational Advisor* on staff to assist students with their education and/or career planning, course selection, 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. Two self-paced computer programs are available to assist in career information planning, as well as the Strong Interest Inventory self-test.

ADVISING HOURS

- MONDAY.....8 a.m. - 4 p.m.
- TUESDAY.....8 a.m. - 4 p.m.
- TUESDAY.....7 p.m. - 9 p.m.
- WEDNESDAY.....8 a.m. - 5 p.m.
- THURSDAY.....8 a.m. - 4 p.m.
- FRIDAY.....8 a.m. - noon

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

- Tues., Wed., & Thurs. 9:00 a.m. - 4:00 p.m.

FIRST NATIONS' STUDENT ACCESS

NWCC's First Nations' Student Access Centre provides student support services, financial aid, student advocacy, referrals to counselling services and community liaison. For more information about these services or about special cultural and social events, contact Mae Derrick at 635-6511, local 5374. Office hours are:

- Mon. 10:00 a.m. - 4:00 p.m.
- Tues., Wed. & Thurs. 9:00 a.m. - 3:00 p.m.

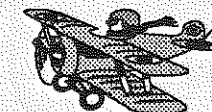
STUDENT SUPPORT SPECIALIST

The Student Support Specialist offers assessment, support, and referral to students with problems that aren't directly related to their school work, e.g., grief or loss issues, family or relationship problems, substance abuse issues, etc. This is confidential service. Community counselling services can also be accessed.

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 4X2
8:30 a.m. - 4:30 p.m. Monday - Friday



REGISTER EARLY!

SPACE IS LIMITED

**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 at 635-6511, local 5237.*



**LEARNING RESOURCE CENTRE
(LIBRARY)**

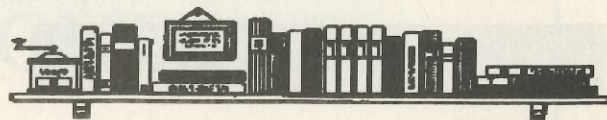
The LRC is available to all residents of the College region, is free, open evenings and weekends, and has a variety of services. The collection supports all the programs offered by the College through books, videos, periodicals, government documents, etc. Access to the collection is available through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

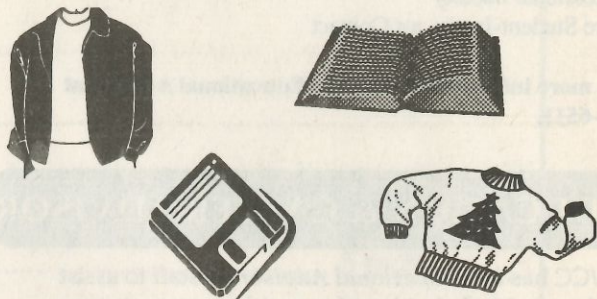
For your information needs, phone 638-5407 or drop down & visit us.

SEPTEMBER - APRIL HOURS
Monday - Thursday - 8:00 a.m. - 9:00 p.m.
Friday - 8:00 a.m. - 5:00 p.m.
Saturday - CLOSED
Sunday - 1:00 p.m. - 5:00 p.m.

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.



BOOKSTORE HOURS

9:00 a.m. - 10:30 a.m.
11:00 a.m. - 1:00 p.m.
2:15 p.m. - 3:15 p.m.

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.

CAREER AND COLLEGE PREP

(Adult Basic Education)

The Doorway to Opportunity

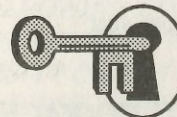
UNLOCK THE DOOR TO A BETTER FUTURE

INCREASE YOUR OPTIONS

PREPARE FOR EMPLOYMENT

PREPARE FOR ENTRY INTO

NATURAL RESOURCES, VOCATIONAL, UNIVERSITY, CAREER, and TECHNICAL PROGRAMS at NWCC or at other Colleges and Universities



The Career and College Prep (ABE) Program prepares students for admission to career, vocational, technical and university programs and for direct entry into employment.

CCP courses will help you improve your grades, review forgotten skills, complete pre-requisites, develop helpful study skills, and improve your chances for success in other programs.

Academic and skills upgrading, from basic literacy to grade 12 equivalency, is available in Terrace. Students can choose a single course or a full program and can attend in the daytime or in the evening.

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

**Career and College Prep (ABE) Courses
Terrace Campus
September 3, 1996 - January 17, 1997**

Fundamental Math 020:

Basic Arithmetic Skills - whole numbers, fractions, decimals, percentages, measurement, the metric system, and problem solving.
Monday - Friday 12:30 p.m. - 2:15 p.m.
Room 203
Instructor: Nirmal Parmar

Intermediate Math 030 (Grade 10):

An introduction to arithmetic, algebra, geometry, measurement, graphing and statistics.
Monday - Friday 12:30 p.m. - 2:30 p.m.
Room 202A
Instructor: Ada Sarsiat

Intermediate English 030/

Education and career planning 030 (Grade 10):

Development of study skills and strategic reading, writing, and communicating skills in preparation for life, work, and further education plus, the preparation of a detailed career and educational plan.

Monday - Friday 9:00 a.m. - 11:30 a.m.

Room 203

Instructor: Elaine Walker

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. This is a pre-requisite for entry into many NWCC programs.

Monday - Friday 2:30 p.m. - 4:30 p.m.

Room 203

Instructor: Elaine Walker

Advanced Math 040 (Grade 11):

An exploration of algebraic expressions, equations, inequalities, functions, graphing and trigonometry.

Monday - Friday 9:00 a.m. - 10:30 a.m.

Room 202A

Instructor: Ada Sarsiat

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 communication skills.

Monday, Tuesday, Thursday & Friday 2:30 p.m. - 4:30 p.m.

Lab: Wednesday 1:00 p.m. - 4:00 p.m.

Room 205 (lecture) & 210 (Lab)

Instructor: Pat Carson

Advanced Computer Studies 040 (Grade 11):

An introduction to computers, including keyboarding, computer operations, word processing, data base, spreadsheets and computer communications. A computer lab component is included.

Monday, Tuesday, & Thursday 10:30 a.m. - 12:30 p.m.

Room 205

Instructor: Jack Perry

CCP Evening Program:

A self-paced program held in downtown Terrace for students who cannot attend during the day. Most regular CCP course are available. Students may attend as many evenings as they wish.

Monday, Wednesday, & Thursday 7:00 p.m. - 10:00 p.m.

Location: InterConnect, #205 - 4650 Lazelle Avenue

Instructor: Jack Perry

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:

- October 4 & 5, 1996
- November 29 & 30, 1996
- January 10 & 11, 1997
- March 7 & 8, 1997
- April 25 & 26, 1997
- June 6 & 7, 1997

Exam Fee: \$45.00

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 10 - November 26, 1996

Tues. 7:30 p.m. - 10:00 p.m.

Fee: \$40

Location: Caledonia Secondary School
Room 5

Instructor: Eila George

E.S.L.

(English As A Second Language)

September 10 - December 12, 1996

Tues. & Thurs. 6:30 p.m. - 8:30 p.m.

Fee: \$40

Location: The Reading Place

Instructor: Ellen Boston

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, Psychology, History, Social Sciences, Sociology/Anthropology, Biology and Environmental Sciences.

THE FOLLOWING COURSES WILL BE OFFERED FROM SEPTEMBER 3RD TO DECEMBER 13TH, 1996. MANY OF THESE OFFERINGS ARE SEPARATE ONE SEMESTER COURSES. YOU MAY ENROL IN UNIVERSITY CREDIT COURSES IN SEPTEMBER IF YOU HAVE THE CORRECT PRE-REQUISITES. FOR FULL COURSE DESCRIPTIONS AND TRANSFER CREDITS, PLEASE CONSULT THE COLLEGE CALENDAR. PLEASE TALK TO THE STUDENT ADVISOR OR THE COURSE INSTRUCTOR IF YOU HAVE QUESTIONS.

In addition to this timetable, other sections of University Credit courses are offered through integrated programs. Please consult with the registration desk.

MORNINGS (9:00 A.M. TO NOON)

Anthropology 101 - 1:

Introduction to Physical Anthropology

Time: Thursday 9:00 a.m. - 12:00 p.m.

Instructor: Shannon Mark, M.Ed., PBD Arch

Anthropology 111:

First Nations People of Canada

Time: Tuesday 9:00 a.m. - 12:00 p.m.

Instructor: TBA

Biology 201:

Invertebrate Zoology: marine, terrestrial and freshwater

Time: Thursday 9:00 a.m. - 12:00 p.m.

Lab: Wednesday 9:00 a.m. - 12:00 p.m.

Instructor: Glenn Grieve, M.A.

Chemistry 101:

Introductory Chemistry I

Time: Monday, Wednesday, & Friday 11:00 a.m. - 12:00 p.m.

Lab: Monday 5:30 p.m. - 8:30 p.m. OR

Tuesday 1:00 p.m. - 4:00 p.m.

Instructor: TBA

Chemistry 121:

Advanced Chemistry I

Time: Monday, Wednesday, & Friday 8:30 a.m. - 9:30 a.m.

Lab: Tuesday 1:00 p.m. - 4:00 p.m. OR

Tuesday 4:00 p.m. - 7:00 p.m.

Instructor: TBA

Chemistry 230:

Organic Chemistry I

Time: Friday 9:00 a.m. - 12:00 p.m.

Lab: Tuesday 9:00 a.m. - 12:00 p.m.

Instructor: John Krisinger, Ph.D.

English 101 - 1:

Literature and Composition I

Time: Monday 9:00 a.m. - 12:00 p.m.

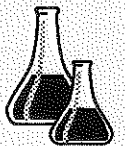
Instructor: Leanne Boschmann-Epp, M.A.

English 101 - 4:

Literature and Composition I

Time: Thursday 9:00 a.m. - 12:00 p.m.

Instructor: Leanne Boschmann-Epp, M.A.



Limited spaces may also be available in our self-paced CCP 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.

Please see the college calendar for a complete list of CCP courses and course pre-requisites.

English 203:*Canadian Literature 1832-1914*

Time: Wednesday 9:00 a.m. - 12:00 p.m.

Instructor: TBA

French 110:*Advanced French I*

Time: Monday 9:30 a.m. - 12:00 p.m.

Wednesday 10:00 a.m. - 12:00 p.m.

Instructor: Jo Patterson, Ph.D.

Geography 207:*Soils and Hydrology*

Date: September 30 - December 20, 1996

Time: Tuesday 8:00 a.m. - 12:00 p.m.

Lab: Thursday 8:00 a.m. - 12:00 p.m. OR

Thursday 1:00 p.m. - 5:00 p.m.

Instructor: Alan Gilchrist, Ph.D.

History 105:*Canada to the Mid-Nineteenth Century*

Time: Monday 9:00 a.m. - 12:00 p.m.

Instructor: John Hart, Ph.D.

**AFTERNOONS (1:00 P.M. - 4:00 P.M.)****Anthropology 101 - 2:***Introduction to Physical Anthropology*

Time: Thursday 1:00 p.m. - 4:00 p.m.

Instructor: Shannon Mark, M.Ed., PBD Arch

Biology 101 - 1:*Introductory Biology I - Cells, Diversity, and Physiology*

Time: Monday & Wednesday 1:30 p.m. - 3:00 p.m.

Labs: Tuesday 9:00 a.m. - 12:00 p.m., 1:00 p.m. - 4:00 p.m.

OR 7:00 p.m. - 10:00 p.m.

Instructor: Norma Kerby, Ph.D.

Biology 205:*Cell Structure and Function*

Time: Thursday 1:00 p.m. - 4:00 p.m.

Lab: Wednesday 1:00 p.m. - 4:00 p.m.

Instructor: John Krisinger, Ph.D.

Math 101:*Calculus I*

Time: Monday, Wednesday & Friday 9:30 a.m. - 11:00 a.m.

Instructor: Eric Turner, Ph.D.

Political Science 101:*Canadian Politics I*

Time: Friday 9:00 a.m. - 12:00 p.m.

Instructor: John Hart, Ph.D.

**Sociology 101 - 2:***Introductory Sociology I*

Time: Wednesday 9:00 a.m. - 12:00 p.m.

Instructor: Shannon Mark, M.Ed., PBD Arch

Sociology 101 - 3:*Introductory Sociology I*

Time: Friday 9:00 a.m. - 12:00 p.m.

Instructor: Jake Muller, M.A.

Computer Science 111 - 1:*Introduction to Computers*

Time: Monday and Wednesday 4:00 p.m. - 5:30 p.m.

Lab: Monday 9:00 a.m. - 12:00 p.m. OR

Tuesday 9:00 a.m. - 12:00 p.m.

Instructor: Peter Anderson, M.Sc.

Computer Science 121:*Programming in Pascal*

Time: Tuesday and Thursday 1:00 p.m. - 2:30 p.m.

Lab: Wednesday 9:00 a.m. - 12:00 p.m. (IBM lab) OR

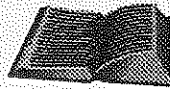
Thursday 9:00 a.m. - 12:00 p.m. (IBM lab)

Instructor: Peter Anderson, M.Sc.

English 101 - 2:*Literature and Composition I*

Time: Monday 1:00 p.m. - 4:00 p.m.

Instructor: Jo Patterson, Ph.D.

**English 101 - 3:***Literature and Composition I*

Time: Thursday 1:00 p.m. - 4:00 p.m.

Instructor: Jo Patterson, Ph.D.

Geography 150 - 1:*Physical Geography I - Biogeography, Meteorology, and Climatology*

Time: Tuesday 12:30 p.m. - 3:30 p.m.

Lab: Thursday 9:00 a.m. - 12:00 p.m. OR

Thursday 1:00 p.m. - 4:00 p.m.

Instructor: Norma Kerby, Ph.D.

History 210:*History of Western Canada*

Time: Thursday 1:00 p.m. - 4:00 p.m.

Instructor: John Hart, Ph.D.

Physics 101:*Introductory Physics I*

Time: Monday & Wednesday 3:00 p.m. - 4:00 p.m. AND

Friday 2:00 p.m. - 3:00 p.m.

Lab: Thursday 5:30 p.m. - 8:30 p.m.

Instructor: Eric Turner, Ph.D.

Physics 121:*Advanced Physics II*

Time: Monday, Wednesday, and Friday 12:30 p.m. - 2:30 p.m.

Lab: Wednesday 4:00 p.m. - 7:00 p.m.

Instructor: Eric Turner, Ph.D.

**EVENINGS (7:00 P.M. - 10:00 P.M.)****Biology 101 - 2:***Introductory Biology I - Cells, Diversity, and Physiology*

Time: Monday 7:00 p.m. - 10:00 p.m.

Labs: Tuesday 9:00 a.m. - 12:00 p.m., 1:00 p.m. - 4:00 p.m.

OR 7:00 p.m. - 10:00 p.m.

Instructor: Glenn Grieve, M.A.

Biology 209:*Genetics I*

Time: Tuesday 7:00 p.m. - 10:00 p.m.

Instructors: John Krisinger, Ph.D.

**Psychology 101 - 1:***Introductory Psychology I*

Time: Wednesday 1:00 p.m. - 4:00 p.m.

Instructor: Andre Klingner, M.A.

Psychology 101:*Introductory Psychology I*

Time: Thursday 1:00 p.m. - 4:00 p.m.

Instructor: Ted Altar, Ph.D.

Psychology 201:*Developmental Psychology I*

Time: Monday 1:00 p.m. - 4:00 p.m.

Instructor: TBA

**Psychology 221 - 2:***Abnormal Psychology and Therapy I*

Time: Wednesday 1:00 p.m. - 4:00 p.m.

Instructor: Ted Altar, Ph.D.

Sociology 101 - 1:*Introductory Sociology I*

Time: Tuesday 1:00 p.m. - 4:00 p.m.

Instructor: Shannon Mark, M.Ed., PBD Arch

Economics 201:*Principles of Microeconomics*

Time: Wednesday 7:00 p.m. - 10:00 p.m.

Instructor: John Campbell, Ph.D.

English 101 - 5:*Literature and Composition I*

Time: Thursday 7:00 p.m. - 10:00 p.m.

Instructor: Leanne Boschmann-Epp, M.A.

English 209:
Creative Writing I
Time: Monday 7:00 p.m. - 10:00 p.m.
Instructor: Leanne Boschmann-Epp, M.A.



French 101:
Intermediate French I
Time: Monday 7:00 p.m. - 8:30 p.m. AND
Wednesday 7:00 p.m. - 10:00 p.m.
Instructor: Jo Patterson, Ph.D.

Geography 203:
Soils and Hydrology
Date: September 30 - December 20, 1996
Time: Wednesday 6:00 p.m. - 10:00 p.m.
Lab: Monday 8:00 a.m. - 12:00 p.m. OR
Monday 1:00 p.m. - 5:00 p.m.
Instructor: Alan Gilchrist, Ph.D.

Geography 225:
Regional Geography of British Columbia
Time: Thursday 7:00 p.m. - 10:00 p.m.
Instructor: Gerry Sharples, B.Ed.

History 216:
History of the United States Since 1865
Time: Tuesday 7:00 p.m. - 10:00 p.m.
Instructor: John Hart, Ph.D.



Psychology 101 - 2:
Introductory Psychology I
Time: Wednesday 7:00 p.m. - 10:00 p.m.
Instructor: Andre Klingner, M.A.

Psychology 221 - 1:
Abnormal Psychology and Therapy I
Time: Tuesday 7:00 p.m. - 10:00 p.m.
Instructor: Ted Altar, Ph.D.

Sociology 101 - 4:
Introductory Sociology I
Time: Wednesday 7:00 p.m. - 10:00 p.m.
Instructor: Lillian Garcia, M.A.

Sociology 205:
Sociology of the Family
Time: Monday 7:00 p.m. - 10:00 p.m.
Instructor: Shannon Mark, M.Ed., PBD Arch

Sociology 205:
Sociology of the Family
Time: Tuesday 7:00 p.m. - 10:00 p.m.
Instructor: Lillian Garcia, M.A.



ASSOCIATE DEGREES

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

- 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 Arts (History Major)
- Associate Degree in Arts (Psychology Major)
- Associate Degree in Arts (Sociology/Anthropology Major)
- Associate Degree in Science (General)
- Associate Degree in Science (Biology Major)
- Associate Degree in Science (Physical Geography 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.

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 Department offers a variety of programs to prepare students for employment in Preschools, Group Daycare, Special Needs Care, and Family Daycare. 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 140-3.0: Psychology of Human Development (Part I)

This course provides students with an introduction to the theories, methods, concepts and research findings relevant to normal human development through the life span. The importance of individual differences, the effects of heredity and environment and the ethical issues involved in research are discussed. Application of child care situations are explored in lectures in reference to children and their families. Students will be required to read from the text and other references as required.

September 10 - December 10, 1996
Tuesday 7:00 p.m. - 9:00 p.m.

(At least one Saturday workshop during the semester.)

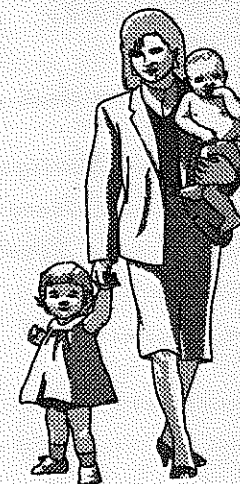
Cost: \$129.72

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

Maximum enrollment at each site is 8.

Instructor: TBA

Prerequisite: Completion of ECE program admission requirements OR current ECE student



Register Early -
Space is Limited!
For further information
contact
Rosemarie Goodwin at
638-5419

ECE 220-3.0: Programming for Infant/Toddlers

This course provides the theoretical foundations for planning infant and toddler programs, by close examination of the relationship between early child development, the various components of quality programming and the caregiver.

September 9 - December 9, 1996

Monday 7:00 p.m. - 9:00 p.m.

(At least one Saturday workshop during the semester.)

Cost: \$129.72

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

Maximum enrollment at each site is 8.

Instructor: TBA

Prerequisite: Completion of ECE Basic Level

Fam 01: Introduction to Family Daycare

This course gives an overview of all the aspects of operating a Family Daycare. It introduces the individual to the mechanics of running Family Daycare as a home-based business. This course would be of interest to potential and existing family daycare providers, parents and those considering a career change.

September 26 - November 28, 1996

Thursday 7:00 p.m. - 9:00 p.m.

(At least one Saturday workshop during the semester.)

Cost: \$60.00 plus \$45.00 for the Textbook

**Students must enroll by September 12 to ensure delivery of course materials.

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

Maximum enrollment at each site is 8.

Instructor: Laura Jobb

Prerequisite: Completion of Grade 10

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 Computers Made Easy course. The focus is on fun and participation. Anyone who is interested should contact the Registration Office at 635-6511.

- October 10 - November 28, 1996
- Thursdays 12:45 p.m. - 3:00 p.m.

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 caring for people with different social needs.

The Social Service Worker Program has a First Year Certificate Level and a Second Year Diploma Level.

Enrollment 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 635-5426.

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, Industrial Mechanic (Millwright), 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



Thank You

NWCC, Terrace Campus, wishes to thank
Bruce Belanger, Gemma Bath Boutiques
Ed Carroll, Terrace Public Library
Liada Lefleur, Northern Lights Studio
Sheena Mall Staff
Harold Cox, School District #88

for their co-operation over the years. Their generous donation of time and facilities enables us to bring the college to the community.

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 10 - 14, 1996
Session 2: October 8 - 12, 1996
Session 3: November 5 - 9, 1996
Session 4: December 3 - 7, 1996
Session 5: January 14 - 18, 1997

Times: Tuesday - Friday 6:30 p.m. - 10:30 p.m. AND
Saturday 8:00 a.m. - 4:00 p.m.

Fee: \$160.00

Location: NWCC Trades/Technology Building, Room 1112

Prerequisites: Valid BC Drivers License AND 16 years of age

COMMERCIAL/PUBLIC VEHICLE INSPECTION

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

Date: October 21 - 24, 1996
Days: Monday - Thursday
Time: 6:30 p.m. - 10:30 p.m.

Fees: \$200.00 (Includes Course Manual)

Location: NWCC Trades/Technology Building, 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.

FOR MORE INFORMATION,
PLEASE CONTACT
JIM BATHGATE AT
635-5430

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

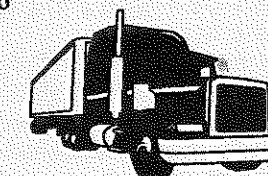
Session 1: September 16 - 20, 1996
Session 2: September 23 - 27, 1996
Session 3: October 14 - 18, 1996
Session 4: October 21 - 25, 1996
Session 5: November 11 - 15, 1996
Session 6: November 18 - 22, 1996
Session 7: December 9 - 13, 1996

Time: 7:30 a.m. - 2:30 p.m.
Days: Monday - Friday
Fee: \$1400.00

Prerequisites: 18 years of age
Clear driving abstract
Valid Airbrakes Endorsement Certificate (offered each month at NWCC)
Valid Class 1 Learners Permit

* Courses offered Sunday, 9:00 a.m. - 4:00 p.m. & Monday to Thursday, 6:30 p.m. - 11:30 and the driving test on Friday.

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



ADDITIONAL COURSES
CAN BE SCHEDULED
UPON REQUEST

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
October 4, 5, 6, 18, 19, 20, 1996 (T)

102A Elements of Instruction A
November 1, 2, 3, 15, 16, & 17, 1996 (T)

102B Elements of Instruction B
January 24, 25, 26 & February 7, 8, & 9, 1997 (S)

104A Evaluation of Learning & Instruction A
February 21, 22, 23, & March 7, 8, & 9, 1997 (PR)

103 Use/Design of Instructional Media
April 4, 5, 6, 18, 19, 20, 1997 (PR)

104B Evaluation of Learning & Instruction B
May 2, 3, 4, 16, 17, 18, 1997 (S)

DIPLOMA IN ADULT EDUCATION

400 Adult Native Learner
November 1, 2, 3, 15, 16, & 17, 1996 (T)

(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

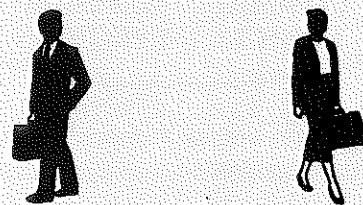
COMMUNITY RESOURCE WORKER

The Community Resource Worker program is 20 months in length and enables students to acquire the required skills for working as paraprofessionals in the fields of Addictions, Mental Health or Youth. Students who exit after completing 10 months of this two year program will receive a certificate as a Community Resource Worker.

The program focuses on a community based holistic approach to implementing changes in lifestyle. It is very important for students to recognize the need for a healthy lifestyle if they plan on working in the fields of: Youth, Addictions or Mental Health. The program is not intended to be part of a person's recovery process but rather to teach helping skills to assist others with implementing lifestyle changes.

The program allows students to acquire paraprofessional training in the caregiving field, at the same time acquiring speciality knowledge in either Youth, Addictions or Mental Health.

Mental Health is the only paraprofessional that is offered at the Terrace Campus.



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 raquetball 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:

Sunday to Friday

12:00 p.m. - 10:00 p.m.

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

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.

Times: 8:30 a.m. - 4:30 p.m.

Instructor: Phil Kolbuc (Management consultant with over 10 years of experience in training supervisory staff.)

Part 1: *Interpersonal Skills*

September 17 - 20, 1996 (Tuesday to Friday)
\$425.00

Part 2: *Group Skills*

November 5 - 8, 1996 (Tuesday to Friday)
\$425.00

Part 3: *Administrative Skills*

December 3 - 6, 1996 (Tuesday to Friday)
\$425.00

Part 4: *Supervising With Style*

- A three day program specifically designed for those who have completed the Certified Program "Management Skills for Supervisors" The object is to further, refine inter-personal/problem solving skills.
February 12 - 14, 1997 (Wednesday to Friday)
\$350.00

Participants completing modules 1, 2, and 3 may receive 6 Unassigned Elective Credits on enrollment into the Two-Year Business Administration Program.

For further information, please contact

Grant Bennest at
635-6511 - local 5205.



SOMETHING NEW!!!

MANAGEMENT SKILLS FOR SUPERVISORS - EVENING PROGRAM

Northwest Community College will be offering the **MANAGEMENT SKILLS FOR SUPERVISORS PROGRAM** on a modular basis (3 parts) in our evening program. This program is also beneficial to employees at all levels in an organization. The numerous and inter-related objectives of Management Skills for Supervisors are categorized by section and listed in sequence.

Times: November 5, 1996 - 6:30 p.m. (Subsequent times to be determined by participants.)

Instructor: Phil Kolbuc (Management consultant with over 10 years of experience in training supervisory staff.)

Part 1: *Interpersonal Skills*

- Foundation for Effective Communication
- One-to-one problem solving interview
- Decision making and problem solving
- Transactional analysis and assertive skills

November 5, 6, & 7 AND December 3, 4, & 5, 1996 (Tuesday to Thursday)
\$425.00

Part 2: *Group Skills*

- Leadership and motivation
- Team building and leadership
- Conducting effective meetings
- Group problem solving and decision making

Dates are to be announced
\$425.00

Part 3: *Administrative Skills*

- Performance appraisal
- training and instructional techniques
- Stress and time management
- Graduation - Wrap-up

Dates are to be announced
\$425.00

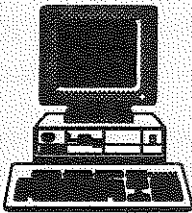
The courses listed below are offered on the **IBM (DOS/WINDOWS) platform.**

Maximum Enrolment is 10 People to Ensure Individual Attention.

INTRODUCTION TO COMPUTERS/WINDOWS 3.1

If you have no prior knowledge of computers or have no confidence using computers, this course is for you! We will start with the basics and by the end of this 6 hour course you'll be creating, saving and printing files like a pro!

Dates: September 16 & 18, 1996 OR
September 24 & 26, 1996 OR
September 30 & October 2, 1996
Times: 7:00 p.m. - 10:00 p.m.
Fee: \$60.00



INTERMEDIATE WINDOWS 3.1

This course continues to build on the material presented in the Introduction to Computers/Windows 3.1 course, so some Windows knowledge is a prerequisite. We will spend time learning to use the File Manager, Paintbrush, Write, Macro Recorder and programs which control the Windows environment. This course also is a good foundation to have when working with Windows '95.

Dates: November 4 & 6, 1996 OR
November 5 & 7, 1996
Times: 7:00 p.m. - 10:00 p.m.
Fee: \$60.00

INTRODUCTION TO WINDOWS '95

This course is for the novice as well as the intermediate user who would like to know more about this very popular operating system. We'll look at the Explorer, Control Panel, desktop customization and short cuts. (Students should be comfortable having a mouse in their hand.)

Dates: October 1 & 3, 1996 OR
October 7 & 9, 1996
Times: 7:00 p.m. - 10:00 p.m.
Fee: \$60.00

INTRODUCTION TO WORD 6

Word 6 is a powerful Word Processor which can produce high-quality output. This course will give you an introduction to the program: creating and printing documents, formatting, tables, etc.. It will give you the confidence and tools to use the program effectively.

Dates: September 17 & 19, 1996 OR
September 23 & 25, 1996
Times: 7:00 p.m. - 10:00 p.m.
Fee: \$60.00

INTERMEDIATE WORD 6

This course presumes some knowledge of Word 6. Some of the topics we'll look at are: customizing Word 6, linking and embedding files, inserting and manipulating graphics. Participants are encouraged to bring actual problems for class examples.

Dates: October 8 & 10, 1996
Times: 7:00 p.m. - 10:00 p.m.
Fee: \$60.00

DOS WORKSHOP

Learn the most popular operating system in the world. File management, batch files and DOS commands that you can use to maintain and troubleshoot your computer. This course is a **MUST** for any computer owner who would like more control over their computer.

Dates: October 16, 1996
Times: 7:00 p.m. - 10:00 p.m.
Fee: \$35.00



INTRODUCTION TO MS WORKS 4 (WITH WINDOWS '95)

Works is an excellent application program to learn the basics of Wordprocessing, Spreadsheets and Databases and also produces professional quality output. This course presumes no prior knowledge of computers. This course is highly recommended for those who would like to know what a computer can do for them or their business.

Dates: October 15, 17, 22 & 24, 1996 OR
October 21, 23, 28 & 30, 1996
Times: 7:00 p.m. - 10:00 p.m.
Fee: \$90.00

INTRODUCTION TO EXCEL 5

Excel is a powerful Spreadsheet program. We'll start from the basics and get into charting, sorting, inputting formulas and using statistical functions.

Dates: October 29 & 31, 1996 OR
November 12 & 14, 1996
Times: 7:00 p.m. - 10:00 p.m.
Fee: \$60.00

ACCPAC SIMPLY ACCOUNTING FOR WINDOWS

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 setup as well as monthly transactions.

Dates: November 26 & 28, 1996
Times: 7:00 p.m. - 10:00 p.m.
Fee: \$60.00

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: December 2, 1996
Times: 7:00 p.m. - 10:00 p.m.
Fee: \$35.00

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.

Date: December 4, 1996
Time: 7:00 p.m. - 10:00 p.m.
Fee: \$35.00

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.

Date: December 9, 1996
Time: 7:00 p.m. - 10:00 p.m.
Fee: \$35.00



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.

Date: September 5 - December 13, 1996 (Thursdays)
Time: 7:00 p.m. - 10:00 p.m.
Fee: \$129.72 + text (plus application fee if applicable)

MATHEMATICS 150

Mathematics of Finance (45 hours)

This course will provide the student with skills necessary to solve common, practical business problems that employ the mathematics of finance. Topics covered include simple interest, installment plan financing, amortization, general annuities, and bonds. Emphasis on practical problem-solving in business rather than theoretical derivations.

Date: September 4 - December 12, 1996 (Wednesdays)
Time: 7:00 p.m. - 10:00 p.m.
Fee: \$129.72 + text (plus application fee if applicable)

Computer courses are offered by the Business department at NWCC. Groups can arrange to have special classes and are encouraged to obtain more information from Grant Bennest at 635-6511 Local 5205.

In response to numerous requests, we are offering portions of the **Office Administration Program** in the evenings.

OFFICE ADMINISTRATION

OADM 200 - .5 Credit (15 Hours)

Keyboarding I (Speed)

This course is designed to give the learner the skills necessary to touch-key at a minimum speed of 15 net words per minute (NWPM), on either the typewriter or the computer keyboard with three or fewer errors on an average of three two minute timings.

Date: September 17 - November 19, 1996 (Tuesdays)
Time: 7:00 p.m. - 8:30 p.m.
Fee: \$60.00

OADM 205 - .5 Credits (15 Hours)

Keyboarding II (Speed)

This course is designed to give the learner the skills necessary to touch-key at a minimum speed of 30 net words per minute (NWPM), on either the typewriter or the computer keyboard with three or fewer errors on an average of three five minute timings.

Prerequisite: OADM 200

Date: November 26, 1996 - February 11, 1997 (Tuesdays)

Time: 7:00 p.m. - 8:30 p.m.

Fee: \$60.00



O TEC 120 - 2 Credits (60 Hours)

Accounting Fundamentals I

This course covers the study of accounting based on a service business organized as a sole proprietorship. Accounting principles and procedures are covered to the preparation of financial statements using generally accepted accounting principles. The learner will be required to complete a project, meeting industry standards.

Date: September 10, 1996 - January 21, 1997 (Mondays)

Time: 7:00 p.m. - 10:00 p.m.

Fee: \$150.00



Additional courses may be offered subject to enrollment.

Call Grant Bennest, at 635-6511, Local 5205 for a list of courses or see the 1996/97 College Calendar.



The University of Northern British Columbia

Fall 1996 courses offered in Terrace

EDUC 601 - Educational Research Design & Methodology

Instructor: Ted Altar

HHSC 680 - Women & Health

Instructor: Beverly Leiper

ENGL 460 - Children's Literature

Instructor: Marian Scholtmeijer

Time: Wednesdays 6:30 p.m. - 9:30 p.m.

ENVS 306 - Human Ecology

Instructor: Norma Kerby

Time: Mondays 9:00 a.m. - 12:00 p.m.

PSYC 320 - The Psychology of Learning

Instructor: Ted Altar

Time: Mondays 6:30 p.m. - 9:30 p.m.

FNST 220 - Introduction to Linguistics

Instructor: Emmon Bach

Time: Saturdays 10:00 a.m. - 1:00 p.m.

UNBC is also offering a **NEW M.Ed. Curriculum & Instruction Programme** beginning in January 1997 -- contact the Northwest Regional Office for application packages (Deadline is September 30, 1996).

More courses are available in Prince Rupert. (First Nations Studies & English)

We look forward to hearing from you.

100 McBride Street

Prince Rupert, BC

V8J 3E8

Phone: 635-6511, Local 5742

Fax: 624-9703

EXTENSION SERVICES

Keep In Touch

Now you can visit us on line. That's right, check out our new Web Page and get the most up-to-date information about First Aid Training and course dates. Our Web Site is WWW.NWCC.BC.CA.



Email

Extension@Noradm.NWCC.BC.CA.



Fax

(604) 638-5433



Phone

(604) 638-5408 or 638-5452



Come in

Located at 5331 McConnell Avenue, Terrace, BC

The Extension Services Office is located at the Terrace Campus of Northwest Community College in the East Building next to the Daycare Centre. Our Office Hours are 8:00 a.m. - 4:00 p.m. from Monday - Friday.

Extension Services Staff - Call 635-6511

		Local
Coordinator	Peter Haigh	5451
Program Officer	Cheryl O'Connell	5452
Program Officer	Coleen Taylor	5408
Instructor	Fred Adair	5297
Instructor	Bruce Fisher	5356
Training Development	Dave McKeever	5303

"Price Quotes For Custom Training"

You need a First Aid course for your staff before the end of next week, and you don't know what it's going to cost. Call us, and one of our staff can immediately prepare a personalized training quote tailored to meet your needs. We will honour the quote for 30 days. Call us for more information at 638-5408 or 638-5452.



Registration Discounts

Extension Services, is pleased to announce that during Fall/Winter 1996, we are providing the community with new course discounts. The following discounts apply to all Extension Courses listed in this brochure unless otherwise noted.

Early Registration

- Register 14 calendar days prior to the first day of your course.

Discount

10%

Group Discount

- Register a group of 3 or more individuals prior to the first day of your course.

5%

Discounts are only valid at the time of registration.

First Aid Professionals, Providing Quality Instruction For Over 20 Years

Accidents and injuries can happen to anyone at any time. The Workers Compensation Board and Extension Services of Northwest Community College have formed a community partnership with the goal of teaching you and your employees the skills necessary to determine and treat injuries at your workplace.

W.C.B. Certificates have a two year expiry date. Course fees include all course materials and text book costs. There are no Pre-Requisites for the following courses unless they are specifically outlined in each course description. Avoid disappointment and pre-register at least 1 week prior to the course. Group rates are available and off-site training can be arranged by calling 638-5408 or 638-5452.

Look for a course that suits your needs in the following course descriptions.

First Aid Courses may be offered on request to employers, community organizations and 'Any' other interested groups.



WORKERS' COMPENSATION BOARD OF BRITISH COLUMBIA

Occupational First Aid Certificate - Level 1

An (8 hour) program designed to provide life saving first aid skills to workers in industry.

Course Objectives:

- the role and duties of an attendant
- scene assessment
- priority action approach for conscious and non conscious patients
- identify and perform airway interventions of the airway
- identify respiratory/circulatory emergencies
- be familiar with procedures for medical referrals and required paper work.

Pre-Register at least 1 week in advance

Time: 8:30 a.m. - 5:30 p.m.

Fee: \$70.00 (includes text book, materials & exam fees)

Place: NWCC

Pre-requisite: 16 years of age

Course 1: September 12 - Thursday

Course 2: September 28 - Saturday

Course 3: October 3 - Thursday

Course 4: October 15 - Tuesday

Course 5: November 7 - Thursday

Course 6: December 16 - Monday

Level 1 is now available over two evening sessions.

Course 7: September 10 & 12 - Tuesday & Thursday

Time: 6:00 p.m. - 10:00 p.m.

Evaluation is done by the instructor

Occupational First Aid Transportation Endorsement

The Transportation Endorsement is an (8 hour) course that focuses on the development of practical skills in patient handling techniques and patient securing procedures. If your work site is more than 20 minutes from medical aid, your Transportation Endorsement Certificate will provide you with the skills necessary to transport injured/fill workers.

Pre-Register at least 1 week in advance

Time: 8:30 a.m. - 5:30 p.m.

Fee: \$70.00 (includes text, materials & exam fees)

Place: NWCC

Pre-requisite: 16 years of age AND
Valid Level 1 Certification

Course 1: September 13 - Friday

Course 2: October 4 - Friday

Course 3: October 17 - Thursday

Course 4: November 8 - Friday

Course 5: December 17 - Tuesday

Evaluation is done by the instructor

Course Discount
Register for WCB Level 1 and
Transportation Endorsement at
the same time and receive a
\$10.00 discount

Occupational First Aid Certificate - Level 2

Occupational First Aid Level 2 is a 36 hour intermediate first aid training program designed for those who are working, or plan to work, twenty minutes or less from a hospital. This course is equivalent to the Occupational First Aid Level 3 program without the Transportation Endorsement.

Pre-Register at least 1 week in advance.

Date: September 4 - 10, 1996

Days: Wednesday, Thursday, Friday, Monday & Tuesday

Time: 8:30 a.m. - 4:30 p.m.

Place: NWCC

Fee: \$350.00 (includes text, materials & exam fees)

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

Occupational Level 3 Recertification Program

The Occupational First Aid Level 3 Renewal Training Program is a 35 hour program designed to provide a forum where qualified candidates can demonstrate the skills and knowledge required for certification as a Level 3 First Aid Attendant.

Pre-Register at least 1 week in advance.

Date: October 7 - 11, 1996

Days: Monday - Friday

Time: 8:30 a.m. - 4:30 p.m.

Place: NWCC

Fee: \$350.00 (includes text, materials & exam fees)

Note: Participants should hold two level 3 renewals before attempting the Recertification Program.

Going The Distance With Extension Services

We believe that everyone deserves the opportunity to learn.

If you, your staff, your club or your organization can't come to the College - We can come to you! That's right, NWCC can provide a First Aid course for you at your worksite even if you are located out of town.

**For more information, call us at
638-5408 or 638-5452.**

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.

Course Objectives:

To Identify & Manage:

- the priority action approach
- critical interventions of the airway
- respiratory/circulatory emergencies
- prepare patients for rapid transport
- the need for medical aid referral
- head, brain and spinal injuries
- upper limb fractures and dislocations
- environmental emergencies
- diabetic conditions and seizures

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

Pre-Register at least 1 week in advance.

Day: Monday - Friday

Time: 8:30 a.m. - 4:30 p.m.

Fee: \$595.00 (includes text, materials & exam fees)

Place: NWCC

Pre-requisites: a) be at least 16 years of age (with restrictions)
b) Complete a WCB medical form and examination.

Course 1: September 16 - 27, 1996
(2 weeks - 70 hours)

Course 2: October 1 - November 2, 1996 (5 weeks - 70 hours)
Tuesday & Thursday, 6:30 p.m. - 10:00 p.m.
Saturdays, 8:30 a.m. - 4:30 p.m.

Course 3: November 18 - November 29, 1996
(2 weeks - 70 hours)

The following three week (105 hour) course is recommended for students taking the course for the first time or those who feel they would benefit from the extra class time.

Course 4: October 15 - November 4, 1996
(3 weeks - 105 hours)

Fee: \$750.00 (inclusive)



WORKSAFE CERTIFICATE PROGRAM

WCB has recently developed 5 Worksafe Certificate Programs. These programs are a requirement for the business industry in order to meet WCB regulations. Each of the 5 Certificate Programs consist of both core and elective courses. The certificate programs are as follows:

Certificate programs to be offered September 1996 - December 1996

- Safety And Health In Small Business
- Hazard Recognition And Control
- Occupational Health & Safety Committee Training

Certificate programs to be offered spring 1997

- Finding Solutions to Musculoskeletal and Repetitive Strain Injury
- Supervisor Safety Management

Participants who successfully complete each program will receive a Worksafe Program Certificate issued by WCB & NWCC.

Safety & Health In Small Business

It is important for owners and operators of small business to know their legal responsibilities and liabilities for employee safety and health, and how to manage their Worker's Compensation costs. This Worksafe program was developed by the Worker's Compensation Board for small business.

CORE SESSION:

The Safety & Health In Small Business program provides participants with a definition of due diligence in legal terms and the significance of due diligence in safety and health. Participants will also learn of key field operation policies and procedures, how to manage claim costs and assessment rates, and the key elements of an OS&H program.

Date: November 13, 1996

Time: 8:00 a.m. - Noon

Training Location: NWCC CAMPUS

Program Fee: \$75.00

ELECTIVE SESSIONS:

Following the four hours of core programming participants will be required to complete three hours of elective programming. Participants will have the option of choosing 3 of the 4 outlined electives. Hours of elective are as outlined:

Elective: Locating and Interpreting OFA regulations

Time: 1:00 p.m. - 2:00 p.m.

Date: November 13, 1996

Elective: Identifying Solutions to Select MSI's & RSI's

Time: 2:00 p.m. - 3:00 p.m.

Date: November 13, 1996

Elective: Conducting Hazard Analysis

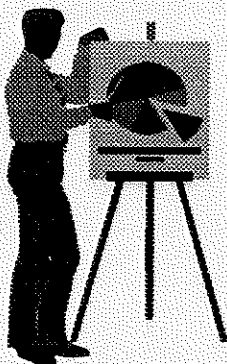
Time: 4:00 p.m. - 5:00 p.m.

Date: November 13, 1996

Elective: Conducting an Inspection & Investigation

Time: 5:00 p.m. - 6:00 p.m.

Date: November 13, 1996



WORKSAFE CERTIFICATE PROGRAM

Hazard Recognition and Control

The Hazard Recognition and Control program will be of interest to workers, new supervisors, safety committee members, safety stewards and small business owners who wish to improve their ability to make informed decisions to identify and control hazards and risks in their workplace. This program consists of 6 hours of core material, and 1 elective hour.

CORE SESSION:

During the 6 hours of core training participants will study and identify key OS&H responsibilities; key parts of WHIMS; solutions to selected MSI's and RSI's; how hazard analysis is used to create a safe workplace; and discuss identifying sources of hazardous energy and controls.

Date: December 3, 1996

Time: 8:00 a.m. - 3:00 p.m.

Training Location: NWCC CAMPUS

Program Fee: \$75.00

The Electives for this Certificate Program will be offered on the dates outlined below:

Elective: Identify Risks and Controls In Ground

Time: 8:00 a.m. - 9:00 a.m.

Date: December 4, 1996

Elective: Skidding & High Lead Logging

Time: 9:00 a.m. - 10:00 a.m.

Date: December 4, 1996

Elective: Identifying Risks and Controls in Sawmills

Time: 10:00 a.m. - 11:00 a.m.

Date: December 4, 1996

Elective: Identifying Risks and Controls in Offices

Time: 11:00 a.m. - Noon

Date: December 4, 1996

Elective: Identifying Risks and Controls in Healthcare

Time: 1:00 p.m. - 2:00 p.m.

Date: December 4, 1996

Elective: Identifying Risks and Controls in Food Preparation

Time: 2:00 p.m. - 3:00 p.m.

Date: December 4, 1996

Elective: Identifying Risks and Controls in Retail Outlets

Time: 3:00 p.m. - 4:00 p.m.

Date: December 4, 1996

Occupational Health & Safety Committee Training

This program will be of interest to both new and established safety committee members as well as other safety and health representatives. The aim is to assist committee members to reduce occupational injury and disease through promoting safety and health and assisting to maintain standards in their respective workplace. This program consists of 7 hours of core material and 3 elective hours.

CORE SESSION:

During the 7 hours of core training participants will discuss the OS&H Committee functions and duties; identify the elements of an OS&H program; regulations; key field operations policies and procedures; learn how to conduct inspections and investigations; the committee's role in refusal of unsafe work

Date: December 5, 1996

Time: 8:00 a.m. - 4:00 p.m.

Training Location: NWCC CAMPUS

Program Fee: \$75.00

The Electives for this Certificate Program will be offered on the dates outlined below:

Elective: Conducting A Crew Safety Talk

Time: 8:00 a.m. - 9:00 a.m.

Date: December 6, 1996

Elective: Due Diligence

Time: 9:00 a.m. - 10:00 a.m.

Date: December 6, 1996

Elective: Hazard Analysis Used To Create Safe Workplace

Time: 10:00 a.m. - 11:00 a.m.

Date: December 6, 1996

Elective: Identifying The Scope and Cost of MSI & RSI In B.C.

Time: 11:00 a.m. - Noon

Date: December 6, 1996

Elective: Identifying Risk Factors That Cause MSI & RSI

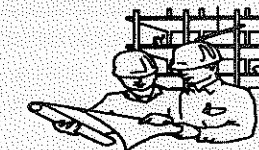
Time: 1:00 p.m. - 2:00 p.m.

Date: December 6, 1996

Elective: Benefits of Effective Return To Work Programs

Time: 2:00 p.m. - 3:00 p.m.

Date: December 6, 1996



SAFETY COURSES

WCB Falling/Bucking Training Standard

This (16 hour) training meets the requirements for certification as specified by W.C.B. It is divided into two segments, the classroom portion and the field check. This training is designed for the those who already have experience with falling/bucking.

Pre-Register at least 1 week in advance.

Date: September 14 & 21, 1996
Day: Saturday
Time: 8:00 a.m. - 5:00 p.m.
Place: NWCC
Fee: TBA (includes all course materials)

The Workplace Hazardous Materials Information System

WHMIS, is intended to prevent injuries, disease and fatalities among workers who use, handle or work near to hazardous products as part of their jobs. You have the "right to know" how to handle hazardous materials. Your health, safety, and future depend on it.

Pre-Register at least 1 week in advance.

Date: October 2, 1996
Day: Wednesday
Time: 6:00 p.m. - 10:00 p.m.
Place: NWCC
Fee: \$50.00 (includes all course materials)

Transportation of Dangerous Goods (by Land & Rail)

This (6 hour) training session will cover regulations regarding the transportation of dangerous goods and how they are applied when shipping by road in Canada and the U.S.

- Course Objectives:
- 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

Pre-Register at least 1 week in advance.

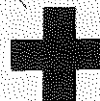
Date: November 15, 1996
Day: Friday
Time: 9:00 a.m. - 3:00 p.m.
Place: NWCC
Fee: \$75.00 (includes all course materials)

RED CROSS COURSES

The Canadian Red Cross Society and Northwest Community College invite you to join our team of first aiders and make your community a better place to live. We have a goal of teaching you the basics of first aid, including CPR, and dealing with household emergencies. You will learn how to improvise and adapt to changing emergency situations on the basis of knowledge and skills gained from the following first aid/CPR certificate training courses.

Red Cross Certificates have a two year expiry date. Course fees include all course materials and text book costs. There are no Pre-Requisites for the Following courses unless they are specifically outlined in each course description. Avoid disappointment and pre-register at least 1 week before the start date of the class you would like to attend. Group rates are available and off-site courses can be arranged by calling 638-5408 or 638-5452.

Look for a course that suits your needs in the following course descriptions.



The Canadian Red Cross Society

Emergency First Aid

Emergency First Aid is an (8 hour) course designed to train the learner how to think, react, and improvise when dealing with time priorities in life-threatening emergencies. The course covers: initial assessment, rescue breathing, choking, CPR, bleeding, unconsciousness, shock and secondary assessment.

Pre-Register at least 1 week in advance.

Date: November 6, 1996
Day: Wednesday
Time: 8:30 a.m. - 5:30 p.m.
Place: NWCC
Fee: \$70.00 (includes all course materials)

Instructors And Ideas Welcome!

If you would like to share your expertise, we would like to hear from you. Please call 638-5408/638-5452 to have an instructor package sent to you.



RED CROSS COURSES

Standard First Aid

The Canadian Red Cross Society's new Vital Link Program upgrades the former Red Cross Standard First Aid course. This (18 hour) course includes all material covered in the Emergency First Aid course PLUS injuries due to heat and cold, poisons, medical conditions, bone and joint injuries, head and spinal injuries, and moving and transportation of the injured.

Pre-Register at least 1 week in advance.

Date: November 5 - 14, 1996
Days: Tuesdays & Thursdays
Time: 5:30 p.m. - 10:00 p.m.
Place: NWCC
Fee: \$150.00 (includes all course materials)

Basic Rescuer

This (8 hour) course teaches you to recognize, treat and prevent airway and cardiac emergencies. It includes one- and two-way rescuer CPR and obstructed airway rescue skills.

Pre-Register at least 1 week in advance.

Date: September 7, 1996
Day: Saturday
Time: 8:00 a.m. - 5:00 p.m.
Place: NWCC
Fee: \$70.00 (includes all course materials)
Pre-requisites: None

HeartSaver Plus

This (6 hour) course covers all of the topics in the HeartSaver Course plus a component of CPR as it relates to infants and children.

Pre-Register at least 1 week in advance.

Date: November 16, 1996
Day: Saturday
Time: 9:00 a.m. - 3:00 p.m.
Place: NWCC
Fee: \$60.00 (includes all course materials)

NSF CHEQUES

There will be a service charge of \$25 levied against ALL cheques returned as NSF.

HeartSaver

This (4 hour) course concentrates on the ABC's of CPR for adults. Learn the signals of heart attack and actions you should take.

Pre-Register at least 1 week in advance.

Date: November 9, 1996
Day: Saturday
Time: 9:00 a.m. - 1:00 p.m.
Place: NWCC
Fee: \$40.00 (includes all course materials)

ChildSafe

A Parent's Guide to First Aid and Safety. Caring for young children is a special responsibility. If you are a parent or someone who takes care of children, ChildSafe was developed for you. This 8 hour course has two main sections, safety and first aid for children.

Pre-Register at least 1 week in advance.

Date: December 3 & 5, 1996
Days: Tuesday & Thursday
Time: 6:00 p.m. - 10:00 p.m.
Place: NWCC
Fee: \$70.00 (includes all course materials)
Expiry: 3 years

PeopleSavers

This active, student oriented program introduces children to First Aid and how to react in an emergency situation. It is appropriate for school age since children who are beginning to take on more responsibilities such as playground patrols and baby-sitting.

The PeopleSaver's course covers dangers, how to get help, choking, rescue breathing, unconsciousness, bleeding, shock, poisons, broken bones and burns.

We now have the PeopleSaver course available upon request for Kindergarten to grade Seven.

Our instructors are willing to come to your school or club to teach you how to become a First Aider. Call us for more details at Extension Services 638-5408 or 638-5452.

SPORTS MEDICINE



The Sport Medicine Council of B.C. (SMCBC) is an umbrella organization for sport medical, paramedical and scientific activities in British Columbia. Founded as a non-profit organization in 1982, the SMCBC is located in Vancouver at the University of B.C. Developing, promoting and coordinating a wide variety of educational programs, resources and services, the SMCBC's focus is to optimize safe and healthful participation in sport, recreation and leisure activities for all British Columbians. The SportsAid certificate is widely recognized both provincially and nationally.

Sports First Aid Level 1

This (8 hour) session serves as an introduction to injury prevention and on-site management of sports related injuries. Topics covered include recognition and control of potentially hazardous situations, injury assessment and the handling of life-threatening situations, management of common injuries, referral patterns and the development of a sports first-aid kit. Course fees include an 85 page manual and a certificate.

Pre-Register at least 1 week in advance.

Date: September 24 & 26, 1996
Days: Tuesday & Thursday
Time: 6:00 p.m. - 10:00 p.m.
Place: NWCC
Fee: \$75.00

How To Avoid Sports Injuries

Have you experienced a sport related injury? Have you been plagued by it? If so, this workshop is for you. Learn what risks there are for sports and how you can prevent them in this two hour workshop.

Pre-Register at least 1 week in advance.

Date: September 10, 1996
Day: Thursday
Time: 7:00 p.m. - 9:00 p.m.
Place: NWCC
Fee: TBA

Taping I

This (8 hour) workshop is designed as an introduction to taping. Lecture, demonstration and practical sessions primarily focus on preventative and supportive techniques for the ankle. A comprehensive taping manual and all supplies are included in the registration fee for Taping Level 1.

Pre-Register at least 1 week in advance.

Date: October 8 & 10, 1996
Days: Tuesday & Thursday
Time: 6:00 p.m. - 10:00 p.m.
Place: NWCC
Fee: \$75.00

If you may need upgrading before entering college programs, please see the college advisor. Courses are available through the Career and College Prep Department to help you prepare for other college programs. See page 3 for details.

FIRST AID (Special Focus Courses)

The following courses have been designed for those who currently have a Level 3 Occupational First Aid Certificate and wish to enhance their skills using advanced techniques in First Aid. These courses are considered an extension of our First Aid Program, therefore you will receive a certificate of participation from NWCC for each session you complete.

Splinting Techniques (Upper Limb)

This (4 hour) course will give participants guided practice on arm splinting techniques according to Level 3 Occupational First Aid standards. Scenarios will be given to have participants practice all aspects of splinting arm injuries and first aid protocols.

Pre-Register at least 1 week in advance.

Date: September 14, 1996
Day: Saturday
Time: 9:00 a.m. - 1:00 p.m.
Place: NWCC
Fee: \$40.00
Pre-requisite: Valid OFA Level 3 Ticket

Splinting Techniques - Part 1 (Lower Limb)

This (4 hour) course will give participants guided practice on mid 1/3 Tibia Fibula and lower leg fractures according to Level 3 Occupational First Aid standards. Scenarios will be given to have participants practice all aspects of splinting leg fractures and first aid protocols.

Pre-Register at least 1 week in advance.

Date: September 21, 1996
Day: Saturday
Time: 9:00 a.m. - 1:00 p.m.
Place: NWCC
Fee: \$40.00
Pre-requisite: Valid OFA Level 3 Ticket

Splinting Techniques - Part II (Lower Limb)

This (4 hour) course will give participants guided practice on upper leg and knee injuries according to Level 3 Occupational First Aid standards. Scenarios will be given to have participants practice all aspects of splinting leg fractures and first aid protocols.

Pre-Register at least 1 week in advance.

Date: September 28, 1996
Day: Saturday
Time: 9:00 a.m. - 1:00 p.m.
Place: NWCC
Fee: \$40.00
Pre-requisite: Valid OFA Level 3 Ticket

Minor Wound Care & Management

This (4 hour) course will allow participants to practice small wound management. The most common injuries will be reviewed, and their management practiced. This session will include burns, eyes and hand injuries according to Level 3 Occupational First Aid standards.

Pre-Register at least 1 week in advance.

Date: December 7, 1996
Day: Saturday
Time: 9:00 a.m. - 1:00 p.m.
Place: NWCC
Fee: \$40.00
Pre-requisite: Valid OFA Level 3 Ticket

HEALTH (Special Focus Classes)



Meal Management For Group Homes

Directed towards the staff and operators of small residential care homes, following the Ministry of Health program. This course will assist with both the food service and nutrition components of providing quality care. Menu planning and food purchasing will be highlighted, along with textured diets, common eating problems and ideas to improve the dining experience. Students will gain experience in applying nutrition and food service techniques through participation in classroom discussion, case studies, problem solving exercises, menu assessment and quizzes.

Date: October 12 & 19, 1996
Days: Saturdays
Time: 9:00 a.m. - 3:00 p.m.
Place: NWCC
Fee: TBA

Safe Medication & the Older Adult

Have you had concerns about the medications you are taking as an older adult? Are you a caregiver of an aging parents and have similar concerns? The older adult responds differently to medications as they age, they are at greater risk of experiencing side effects of drugs. The proper use of medications will be presented along with drug and food interactions in this seminar.

Date: November 7, 1996
Day: Thursday
Time: 7:00 p.m. - 9:00 p.m.
Place: NWCC
Fee: TBA

NSF CHEQUES

There will be a service charge of \$25 levied against ALL cheques returned as NSF.

The following Health classes are available upon request at Northwest Community College. NWCC will provide the following courses if there is an interest within our community. Please call Extension Services to have your name included on our course wait list. You can reach us at 638-5408 or 638-5452.

Mental Health & The Older Adult

For health care workers and care givers. This workshop will help you to understand work with older adults and mental health issues with a focus on difficult behaviour. Topics include:

- Assessing the older person with difficult behaviour
- Dementia in the elderly
- Depression in the elderly

*Call now and register your interest
638-5408*

Wellness

Our concept of health has grown beyond such things as stress management; instead we speak now of wellness.

What is wellness?

Wellness can be defined as an integrated and dynamic level of functioning oriented toward maximizing potential, dependent on self-responsibility. This is a lifestyle in which you strive to achieve your highest potential of well-being! It is a continuous effort to reach full potential - a process of gaining control of yourself and your environment.

*Call now and register your interest
638-5408*

Vitamins and Herbal Medicine

A generalized discussion on vitamins and herbal treatments by a pharmacist will help provide you with a broader base of consumer information.

A "Herbal Explosion" is occurring. Find out why Ginseng and other treatments are used.

*Call now and register your interest
638-5408*

CERTIFICATE OF LANGUAGES

German - Level II

This course is a follow up to German - Level I. Participants will have the opportunity to expand their vocabulary, learn how to form questions and statements by using verbs and transition phrases. This is an opportunity to develop your foreign language skills while in the Northwest. Herzlich willkommen und viel Spaß in Deutsch II.

Date: October 8 - 24, 1996
Days: Tuesdays & Thursdays
Time: 7:30 p.m. - 9:30 p.m.
Place: NWCC Campus
Fee: \$56.00 + GST



Spanish - Level I

!Te invito a tomar Español conmigo! Are you planning to travel to a Spanish speaking country? Mexico perhaps? This introductory course provides instruction in everyday usage of the language: pronunciation, reading, vocabulary and basic grammar. Upon completion, course participants will have the skills to carry on basic communications in Spanish. Look for Level II and III in our next brochure in the spring. !Hasta la vista!

Date: November 12 - 28, 1996
Days: Tuesdays & Thursdays
Time: 7:30 p.m. - 9:30 p.m.
Place: NWCC Campus
Fee: \$56.00 + GST

\$ \$ \$ TUITION FEE TAX DEDUCTIONS

In most cases, you may deduct continuing education tuition fees if the total amount exceeds \$100 and is paid to one educational institution. Contact the Registration Office for more information.

Please save your receipts for your tax record.

AN INTRODUCTION TO AYURVEDA WITH DR. ROBERT SVOBODA

Ayurveda, the "science of life" in Sanskrit, is the oldest and most comprehensive system of natural medicine, originating at least 5000 years old. It is a holistic system of health practice, using thousands of medicinal flora from around the world, diet, herbal formulas to strengthen the body, exercises, and other lifestyle regimes to address the imbalances which lead to disease.

Ayurveda recognizes that each individual has a unique physiology - your prakruti - which properly identifies and allows individuals to take on specific remedies appropriate to their mind-body type. It explains why people with an illness may not respond to the same treatment, and why similar symptoms may result from different problems in different people.

There are three components to everyone's mind-body type: Vata, Pitta, and Kaphs, and these combine in different proportions to give rise to the millions of unique human identities.

In this workshop, Dr. Svoboda will introduce basic concepts in Ayurveda, including the doshas, principles and practices for achieving a balanced constitution, including purification, rejuvenation therapies, seasonal factors, and discussion of herbs and plants.

Originally for Texas, Dr. Svoboda is the only westerner ever to graduate from college of Ayurveda in India. He lived in India for more than a decade and has spent the last 15 years lecturing on Ayurveda and related subjects in North America, Europe and Australia. He is the author of several books, including four on Ayurveda, and serves on the faculty of the Ayurvedic Institute in New Mexico.

This workshop is suitable for health care professionals interested in natural and holistic therapies, and individuals who wish to enhance their ability to manage their own health.

Date: September 14, 1996
Day: Saturday
Time: 9:00 a.m. - 4:30 p.m.
Location: NWCC Campus
Fee: \$105.00 + GST
Supplies: If you wish to bring a sitting cushion to the workshop, please do so.

DISCOVER YOUR POWER WITHIN! Energy Mastery

Tap the power of the ancient shamanic practice of soul retrieval to maximize and master your essential energy. Learn how to apply these principles to develop improved:

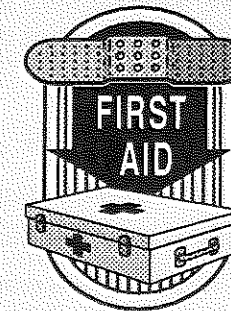
- self-esteem & confidence
- ability to reach personal and professional goals
- relationships

Soul Retrieval is the powerful shamanic practice of bringing disconnected parts of your essential energy home.

In this workshop you will discover:

- how to have more productive relationships through using your energy effectively.
- how to protect personal boundaries so people don't drain you energy.
- areas of your life where you could enhance your energy.

Date: November 6, 1996
Day: Wednesday
Time: 7:00 p.m. - 10:30 p.m.
Place: NWCC Campus
Fee: \$50.00 + GST
Instructor: Laureen Rama
Change Makers Consulting



FIRST AID KITS
If you would like to purchase a First Aid Kit, please contact Extension Services at 638-5408 OR 638-5452.

LEGAL SERIES

Northwest Community College, in conjunction with the The People's Law School of B.C. is offering the following FREE public legal education workshops.

Custody Access

This session will provide participants with information which will assist them with custody access issues. When a relationship breaks down, the custody and access of children becomes a critical and emotional issue. The instructor will help you understand the legal process by discussing the types of custody, the forms of access, the rights of third parties, court orders and how to enforce them - especially when out of province, and much more.

Date: October 23, 1996
Day: Wednesday
Time: 7:00 - 9:00 p.m.
Place: NWCC Campus
Fee: FREE

Call now and register your interest
638-5408

Wills & Estates

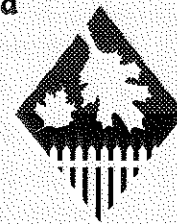
A will is your opportunity to disperse property and possessions according to your wishes. This class will discuss how to make a will and what should be included in your Will; what restrictions exist; the probate of an estate; what forms are necessary; people to contact; the notary public; where to forward the forms upon their completion and what happens in the event that there is no Will.

Date: November 20, 1996
Day: Wednesday
Time: 7:30 - 9:30 p.m.
Place: NWCC Campus
Fee: FREE

Call now and register your interest
638-5408

Get on Our Mailing List and receive a personal copy of our Fall brochure.

To be placed on our Brochure Mailing List, Call 635-6511, local 5203.



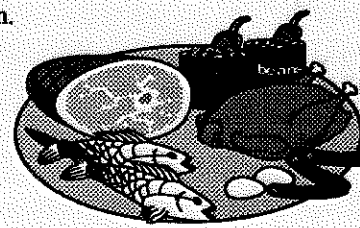
PROFESSIONAL DEVELOPMENT



Foodsafe Level I

Designed by the Ministry of Health in consultation with the B.C. Restaurant and Food Services Association and the Ministry of Advanced Education. This 12 hour 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.

Date: October 18 & 19, 1996
Days: Friday & Saturday
Time: 9:00 a.m. - 4:00 p.m.
Place: NWCC Campus
Fee: \$90.00



Foodsafe Level II

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

1. Review of Level 1 - 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).

Date: November 5, 6, 7, & 13, 1996
Days: Tuesday, Wednesday & Thursday
Time: 7:00 p.m. - 10:00 p.m.
Place: NWCC Campus
Fee: \$90.00

PERSONAL/BUSINESS DEVELOPMENT

Upon completion of 3 Personal/Business Development courses, participants will receive a program completion certificate.

Pre-Retirement Workshop

This workshop will assist participants in preparing for their retirement years. The workshop will include such subject matter as challenges of aging, transition from working to retirement; personal time management; approaches to enjoying life to the fullest - health, fitness; pension plans and related benefits; RRSP's, annuities, insurance; wills and estates.

Date: October 30, 1996
Day: Wednesday
Time: 7:00 p.m. - 10:00 p.m.
Place: NWCC Campus
Fee: \$25.00 + GST

Internet - Introduction to Cyber-Surfing

Enroll in this Introductory session and learn what the Internet consists of and what the various uses of internet are in today's world. Demonstrations and lecture will be supported with ample question and answer time. This is an opportunity to learn about Downloading Files and how to Chat with people around the world.

Date: October 8 & 10, 1996
Days: Tuesday & Thursday
Time: 6:30 p.m. - 9:30 p.m.
Place: NWCC Campus
Fee: \$40.00



Internet Training - Surfing The Net

This training session will introduce you to the Internet and how to use it. Surf the World Wide Web for entertainment, research, job postings and even information which will be of benefit to your business. Learn how to use E-mail, Telnet, FTP, and other Internet Utilities.

Date: October 29 & 31, 1996
Days: Tuesday & Thursday
Time: 6:30 p.m. - 9:30 p.m.
Place: NWCC Campus
Fee: \$40.00

Meetings That Work

This workshop is for anyone who organizes and runs meetings. This is your opportunity to learn when not to meet, alternatives to meetings, how to gain commitment and participation from meeting participants, and how to plan and prepare pre-work to boost productivity and reduce meeting time. Participants will also have the opportunity to practice designing agendas and discover techniques for maximizing group thinking power.

Date: November 7, 1996
Day: Thursday
Time: 8:00 a.m. - Noon
Place: NWCC Campus
Fee: \$45.00
Instructor: Lauren Rama



Facilitation Skills

Much of our work and personal lives involves collaborating with others. Knowing how to facilitate a group to meet their goals and build relationships. Facilitation skills are essential for fostering collaboration in all areas of life! In this workshop you'll learn about the role of a facilitator, group dynamics, and how to best work with groups at different stages of development. You'll learn by practicing skills in group start-up, motivating the group to accomplish goals, and methods of closure.

Date: November 7, 1996
Day: Thursday
Time: 1:00 p.m. - 5:00 p.m.
Place: NWCC Campus
Fee: \$45.00
Instructor: Lauren Rama

PERSONAL/BUSINESS DEVELOPMENT



The Business Development Bank of Canada and Extension Services are offering Home Based Business Workshops. The first offering is scheduled to take place in conjunction with Small Business Week.

Small Business Week is an annual event which takes place October 25. Small Business week is a registered trademark event of the Business Development Bank. It is a celebration of entrepreneurship. This year's theme is "New Markets, New Challenges... New Economy!" which will be highlighted nationwide by the BDC in co-operation with the Canadian Chamber of Commerce, in B.C. the Ministry of Small Business, Tourism & Culture and the Scotia Bank. Among other things, the Terrace Branch will be co-sponsoring, with the Kitimat Chamber, a keynote luncheon featuring Frank Ogden, futurist, at the North By Northwest AGM in Kitimat.

Home Based Business Workshops

This workshop is designed to assist people who have a business idea and would like some guidance as to how to get started. The workshop will provide participants with an understanding of sound business practices, providing them with the foundation for developing a business idea. This is an opportunity for participants to evaluate their entrepreneurial abilities, and an opportunity to learn how to write a business plan, and to conduct your own market survey.

Date: October 26, 1996
Day: Saturday
Time: 9:00 a.m. - 4:00 p.m.
Place: NWCC Campus
Fee: \$42.75

Register by calling the BDC Office at
635-4951 OR 1-800-663-5035
Course Discounts Do Not Apply!

Marketing Your Home Based Business

This is an opportunity for present and potential Home Based Business owners to learn of the most effective techniques of marketing a Home Based Business. The workshop will target the whole issue of successful business management, operating for profit, and marketing your product or service for optimum return.

Date: November 23, 1996
Day: Saturday
Time: 9:00 a.m. - 4:00 p.m.
Place: NWCC Campus
Fee: \$42.75

Register by calling the BDC Office at
635-4951 OR 1-800-663-5035

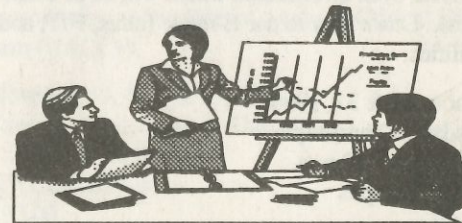
Course Discounts Do Not Apply!

CONFERENCES

Northwest Community College provides Conference Coordination Services. We as a College have the amenities and ability to meet your needs. A few of our features include:

- Conference Coordination Services
- Meeting facilities
- Dormitories
- Catering Services
- Registration Services
- Teleconference Capabilities
- Video Conference Capabilities
- Audio Visual Equipment
- Bookstore

Please call 638-5408 or 638-5452
to discuss the planning of
your special event.



JUSTICE INSTITUTE OF BRITISH COLUMBIA

CONFLICT RESOLUTION CERTIFICATE PROGRAM

This program is being co-offered by Northwest Community College and the Justice Institute of British Columbia. The Conflict Resolution Certificate Program is a highly acclaimed program consisting of (154 hours) 6 core courses and 56 hours of electives.

Enrol now for the Conflict Resolution Program. Don't miss this course, this is the initial course to the Conflict Resolution Certificate Program.

Dealing With Interpersonal Conflict

This course focuses on the dynamics and sources of conflict, and explores ways to resolve them more effectively. Participants will have an opportunity to assess their own conflict style and to broaden their range of approaches. This course will examine conflict attitudes and beliefs, defensiveness, and the role of assumptions and emotions. It will include specific concepts and skills useful in resolving interpersonal conflict. Emphasis is on increasing self-awareness and skill development through structured exercises and simulations. This course is a prerequisite for all other core courses.

Dates: November 20 - 22, 1996
Days: Monday, Tuesday & Wednesday
Time: 8:00 a.m. - 5:00 p.m.
Place: NWCC Campus
Fee: \$650.00
Instructor: Nancy McPhee



Core Courses:

- Dealing With Interpersonal Conflict
- Resolving Conflict In The Workplace
- Dealing With Anger
- Mediation Skills, Level I
- Mediation Skills, Level II
- Negotiation Skills, Level I
- Negotiation Skills, Level II

Electives:

Due to the assortment of Elective options, those requested most frequently will be offered.

- Asserting Yourself Under Pressure
- Building Consensus
- Caucusing In Mediation
- Comprehensive Family and Divorce Mediation
- Conciliation: Mediating In Separate Meetings
- Critical Skills For Communicating In Conflict
- Criticism: How To Give And Receive It
- Dynamics Of Power In Dispute Resolution
- Facilitating Multi-Party Disputes
- Group Dynamics
- Making It Hard To Say No - Negotiating With Difficult People
- Managing The Hostile Individual
- Mediating And Consulting With Work Teams
- Mediating The Financial Divorce
- Mediating Workplace Conflicts And Harassment
- Shifting From Positions To Interests
- Silent Messages: Communicating Non-Verbally In Conflict
- The Best Interests Of The Child: Children And The Mediation Process
- Unfinished Business
- Welcoming Diversity: A Prejudice Reduction Workshop

DR. PATRICK MOORE SPEAKING TOUR FOREST ALLIANCE OF B.C.

The Northwest - Terrace is very fortunate to be one of the selected sites to be visited by Dr. Moore. Dr. Moore has been a leader in the international environment field for over 20 years. He is a founding member of Greenpeace and served for seven years as a Director of Greenpeace International. As a leader of many campaigns, Dr. Moore was a driving force in shaping policy and direction while Greenpeace became the world's largest environmental activist organizations.

Recently, Dr. Moore has focused on British Columbia and the promotion of sustainability, consensus-building, and collaborative efforts among competing concerns. He was a member of the government-appointed B.C. Round Table on the Environment and Economy from 1990-1994. In 1990, Dr. Moore founded and chaired the B.C. Carbon Project, a multi-stakeholder group that worked to develop a common understanding of climate change as it applies to B.C.

As Chair of the Forestry Practices Committee of the Forest Alliance of B.C., he leads the process of developing the "Principles of Sustainable Forestry", which have been adopted by a majority of the industry. In 1995, Dr. Moore published *Pacific Spirit - The Forest Reborn*, a photobook that explores the beauty, biodiversity and health of new forests growing after logging in British Columbia and the Pacific Northwest.

In 1991 Dr. Moore founded Greenspirit, an environmental consultancy focusing on public involvement in the resource and energy sectors.

Mr. Moore will be presenting a slide show which will include discussion on the following:

- clearcutting
- endangered species
- old growth
- second growth
- sustainable forest practices
- true deforestation (urbanization and agriculture)
- the environmentalist agenda
- global demand for wood



Join Mr. Moore for this special workshop!

Workshop Date: October 22, 1996
Day: Tuesday
Time: 7:00 p.m. - 8:30 p.m.
Location: NWCC Campus
Fee: FREE

Please call 638-5452 to pre-register for this workshop.

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<u>COURSE TITLE</u>	<u>DATE</u>	<u>TIME</u>	<u>FEE</u>
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TOTAL ENCLOSED: \$ _____

POST DATED CHEQUES ARE NOT ACCEPTED. NO REFUNDS AFTER SECOND CLASS. ALL PRICES INCLUDE GST EXCEPT WHERE NOTED. MAKE CHEQUE PAYABLE TO: NORTHWEST COMMUNITY COLLEGE
 5331 McCONNELL AVENUE
 TERRACE, BC
 V8G 4X2

PHONE 635-6511
FAX 638-5432

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