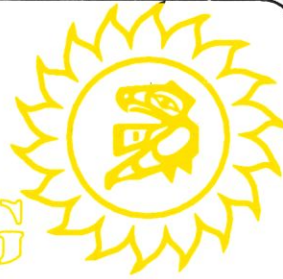


# NORTHWEST COMMUNITY COLLEGE

5331 McConnell Avenue  
Terrace, BC V8G 4C2  
Phone: 635-6511  
Fax: 638-5432

## WINTER/SPRING COURSES



# Register Now!

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# INFORMATION

## THE NORTHWEST ADVANTAGE

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, Local 5202

## 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, Local 5202

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. / 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 at 635-6511, local 5364.

Office hours are:  
 Tues., Wed., & Thurs. 9:00 a.m. - 3:00 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. - Thurs. 9:00 a.m. - 3:15 p.m.

## STUDENT SUPPORT SPECIALIST

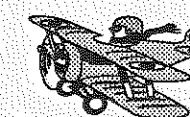
The Student Support Specialist offers assessment, support, and referral to students with problems that may not be directly related to their school work, but can interfere with their attendance or success in their classes. This is a confidential service. Community counselling services can also be accessed.

## PAYMENT INFORMATION

Registration is on a first qualified, first paid basis. Payment can be made by cash, cheque, debit card, 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)

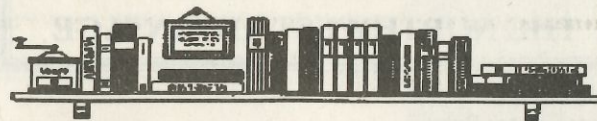
The LRC is available to all residents of the College Region, is free, open evenings and weekends, and has a variety of services. The collection supports all the programs offered by the College through books, videos, periodicals, government documents, etc. Access to the collection is available through computer to the "on-line catalogue." If you have a PC and modem, simply dial us up!

Internet: [noradm.nwcc.bc.ca](http://noradm.nwcc.bc.ca)  
Datapac address: 65100028  
Username: NWCAT

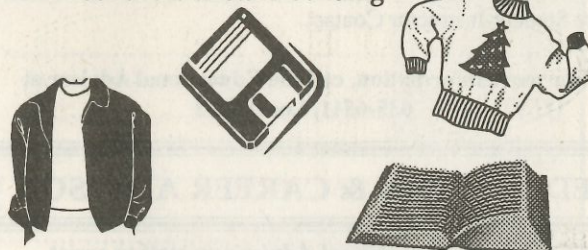
For your information needs, phone 638-5407 or drop down & visit us.

**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.



## 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

### Basic Crafts & Hobbies

January 9 - February 6, 1997  
Instructor: Sharon Proctor  
Time: 1:00 - 3:00 p.m.  
Room: 106  
\$30 (includes supplies)

### Applying For Your GST Credit

Session 1: February 13, 1997, 1:00 p.m. - 3:00 p.m.  
Session 2: March 6, 1997, 1:00 p.m. - 3:00 p.m.  
Instructor: Sharon Proctor  
Room 106  
Free

### Transition to College Planning Session

March 13, 1997, 1:00 - 3:00 p.m.  
March 24 - 27, 1997, 9:00 a.m. - 3:00 p.m.  
Instructor: Debbie Holkestad  
Free

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

## About This Brochure

Although every effort is made to ensure accuracy at the time of printing, the statements in this brochure are not intended as a legally binding document. Northwest Community College reserves the right to make changes to our brochure as necessary, including cancellation of courses and changes to fees.



## NWCC

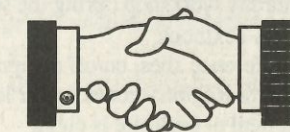
The Board of Governors of Northwest Community College cordially invite all students to attend

## GRADUATION CEREMONIES

May 10, 1997, at 2:00 p.m.  
in the  
REM LEE Theatre

Reception to follow at  
Northwest Community College  
5331 McConnell Ave  
Terrace, BC V8G 4X2

Please contact  
Larisa Tarwick  
635-6511, Local 5317  
for  
information





# 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 Infant/Toddler Supervisor Training and Special Needs Supervisor Training.

## ECE 141-3.0: Psychology of Human Development (Part II) Audioteleconference

This course is a continuation of ECE 140 and examines development in all spheres from the school years to adolescence through adulthood.

January 14 - April 22, 1997

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

(At least one Saturday workshop during the semester.)

Cost: \$134.70

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

Maximum enrollment at each site is eight.

Instructor: Larisa Tarwick

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

## ECE 219-3.0: Curriculum for Infant/Toddlers

The purpose of this course is to design developmentally appropriate program activities, through the practical application of developmental theories. It provides hands-on experiences with materials and activities suitable for infant and toddlers. The course provides opportunity for development of comprehensive program resources.

January 13 - April 21, 1997

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

(At least one Saturday workshop during the semester.)

Cost: \$134.70

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

Maximum enrollment at each site is eight.

Instructor: Marc Battle

Prerequisite: Completion of ECE Basic Level

## FAM 02: Understanding Child Development

This is the second course in the Family Daycare series. This course provides a basic understanding of a child's development so that providers can render appropriate care.

February 5 - April 16, 1997

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

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

Maximum enrollment at each site is eight

Instructor: Laura Jobb

Prerequisite: Completion of Grade 10

**NOTE:** Students must register before January 29, 1997, to ensure delivery of course material.

*Register Early - Space is Limited!*

*For further information contact  
Rosemarie Goodwin at (250) 638-5419*

## ECE 203: Special Needs Care & Growth

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

January 16 - April 24, 1997

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

(At least one Saturday workshop during the semester.)

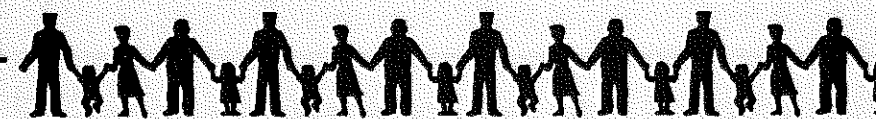
Cost: \$134.70 plus Textbook

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

Maximum enrollment at each site is eight.

Instructor: T.B.A.

Prerequisite: Basic ECE certificate



EARLY CHILDHOOD EDUCATION

SUMMER INSTITUTE '97

TERRACE CAMPUS

JULY 7 - 25, 1997

*The Summer Institute '97 will continue with funding from the Supported Child Care Transition Project. Students should register early in the new year to avoid disappointment. For further information contact Karen Chrysler, S.C.C.T.P. Coordinator at 635-6511, local 5290*

## ECE 251-3.0: Special Needs: Practicum I

This course will provide the student with opportunities to observe and have practical experience in an integrated or specialized preschool centre.

July 7 - 25, 1997

Monday - Friday 8:30 a.m. - 4:00 p.m.

Cost: \$134.70 plus text

Location: Terrace Campus Daycare

Instructor: Karen Chrysler

Maximum enrollment: 12

Prerequisite: ECE Basic Level

## ECE 253-3.0: Augmentative Communications

This course serves as an introduction to language and communication development and methods for enhancing these skills in special populations. Practical strategies for facilitating communication, both through interaction styles and through use of communication aids, are provided. A basic understanding of the types and purposes of augmentative communication systems are presented.

This course will be a combination of ATC, weekend workshops and classroom lectures at the Terrace Campus.

### Section 1

Date: Two weekends in May/June & July 2 - July 4, 1997

Cost: \$134.70 plus text

Location: Teleconference Sites, and Terrace Campus.

Instructor: Maureen Fox

Maximum enrollment: 24

Prerequisite: Basic ECE Certificate

### Section 2

Dates: July 7 - 25, 1997

Days: T.B.A.

Time: T.B.A.

Cost: 134.70 plus text

Location: Summer Institute /Terrace Campus

Instructor: Maureen Fox

Prerequisite: Basic ECE Certificate

## ECE 251-3.0 Special Needs: Practicum II

This course continues to build on the skills developed in ECE 251 through practical experiences in another integrated or specialized preschool centre. The student will take on a supervisory role, be responsible for programming, guiding, administration and family involvement.

July 7 - 25, 1997

Monday - Friday 8:30 a.m. - 4:00 p.m.

Cost: \$134.70 plus text

Location: Terrace Campus

Instructor: Karen Chrysler

Maximum enrollment: 12

Prerequisite: Basic ECE Certificate

## ECE 213: Health, Safety & Nutrition

This practical course focuses on methods of providing safe, healthy environments for groups of infants/toddlers and children with special needs, consistent with provincial regulations. The emphasis is on physical care, outlining procedures used for providing for daily living needs, as well as specialized practices (eg. medication), for infants and toddlers and school-aged special needs individuals.

Dates: July 7 - 25, 1997

Days: T.B.A.

Time: T.B.A.

Cost: \$ 134.70 plus text

Location: Summer Institute/Terrace Campus

Instructor: T.B.A.

Maximum enrollment: 24

Prerequisite: Basic ECE Certificate

**NOTE:** Students who have completed the Hanen Speech & Language Program will receive advanced credit for a portion of ECE 253.





# 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-inforcement 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 **reinforcing** 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**  
January 14 - 17, 1997 (Tuesday to Friday)  
\$425

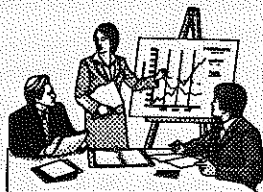
Part 2: **Group Skills**  
March 4 - 7, 1997 (Tuesday to Friday)  
\$425

Part 3: **Administrative Skills**  
April 15 - 18, 1997 (Tuesday to Friday)  
\$425

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.  
May 13 - 15, 1997 (Tues. Wed. & Thurs.)  
\$350

*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.

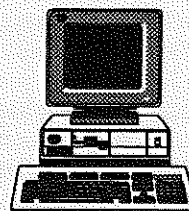


## INTRODUCTION TO COMPUTERS/WINDOWS 3.1

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 six hour course you'll be creating, saving and printing files like a pro!

Dates: January 20 & 22, 1997 OR  
January 28 & 30, 1997 OR  
February 3 & 5, 1997

Times: 7:00 p.m. - 10:00 p.m.  
Fee: \$60



## 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 is also a good foundation to have when working with Windows '95.

Dates: February 10 & 12, 1997 OR  
March 25 & 27, 1997

Times: 7:00 p.m. - 10:00 p.m.  
Fee: \$60

## 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: February 4 & 6, 1997 OR  
February 17 & 19, 1997

Times: 7:00 p.m. - 10:00 p.m.  
Fee: \$60

*Computer courses listed are offered on the IBM (DOS/WINDOWS) platform.  
Maximum Enrollment is Ten People to Ensure Individual Attention.*

## INTRODUCTION TO WORD 6

Word 6 is a powerful Word Processing Package 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: January 21 & 23, 1997 OR  
January 27 & 29, 1997

Time: 7:00 p.m. - 10:00 p.m.  
Fee: \$60

## 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: February 18 & 20, 1997  
Time: 7:00 p.m. - 10:00 p.m.

Fee: \$60

## 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: February 24 & 26, 1997  
Time: 7:00 p.m. - 10:00 p.m.

Fee: \$60

## 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: February 25 & 27, March 4 & 6, 1997 OR  
March 3, 5, 10, 12, 1997

Times: 7:00 p.m. - 10:00 p.m.  
Fee: \$90



## 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: March 11 & 13, 1997  
Time: 7:00 p.m. - 10:00 p.m.  
Fee: \$60

## ACCPAC SIMPLY ACCOUNTING FOR WINDOWS 4.0

### 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. The student **must take the General Module** as a prerequisite for the following modules.

Dates: March 24 & 26, 1997  
Time: 7:00 p.m. - 10:00 p.m.  
Fee: \$60

### 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: April 2, 1997  
Time: 7:00 p.m. - 10:00 p.m.  
Fee: \$35

### 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: April 7, 1997  
Time: 7:00 p.m. - 10:00 p.m.  
Fee: \$35

### 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: April 9, 1997  
Time: 7:00 p.m. - 10:00 p.m.  
Fee: \$35





# 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: January 7 - 11, 1997  
 Session 2: February 11 - 15, 1997  
 Session 3: March 11 - 15, 1997  
 Session 4: April 8 - 12, 1997  
 Session 5: May 6 - 10, 1997  
 Session 6: June 16 - 14, 1997

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

Fee: \$160

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: March 3 - 6, 1997

Days: Monday - Thursday

Time: 6:30 p.m. - 10:30 p.m.

Fees: \$225 (Includes Course Manual)

Location: NWCC Trades/Technology Building, Room 1112

Prerequisites: BC TQ. 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  
638-5430

## 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: January 13 - 17, 1997  
 Session 2: February 17 - 21, 1997  
 Session 3: March 18 - 22, 1997  
 Session 4: April 14 - 18, 1997  
 Session 5: May 12 - 16, 1997  
 Session 6: June 16 - 20, 1997

Time: 7:30 a.m. - 2:30 p.m.

Days: Monday - Friday

Fee: \$1400

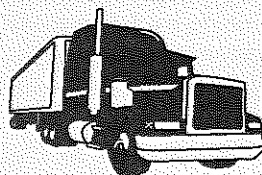
Prerequisites: 18 years of age

Clear driving abstract

Valid Airbrakes Endorsement Certificate

(offered each month at NWCC)

Valid Class 1 Learners Permit



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

ADDITIONAL COURSES  
CAN BE SCHEDULED  
UPON REQUEST

# HRAI INTERPROVINCIAL CFC CERTIFICATION

This course is based on Environment Canada's Code of Practice for reducing E.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.

Date: March 17 & 18, 1997

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

Fees: \$135 plus \$25 CFC Manual

Location: Northwest Community College

**NOTE:** Additional courses can be offered to meet the needs of your operation. CALL US (250-638-5430) and ask for Jim Bathgate, Coordinator.

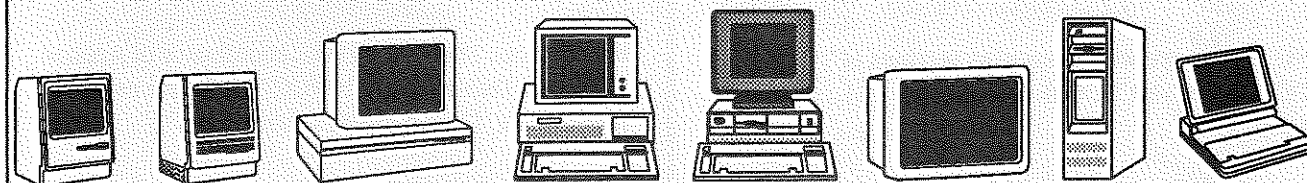
# APPLIED COMPUTERS TECHNOLOGY

NWCC, Terrace campus, offers a one-year certificate in Applied Computers Technology. The Applied Computers Technology Certificate gives the computer skills and knowledge which enable the student to be employable on its own merit or complements existing and future job skills. The end result is the student being more valuable in the workplace and competitive in the job market.

This Certificate Program is designed to provide the student with **computer skills and computer knowledge** relating to the fields of Business, Technical Trades and University Studies. Students can transfer their work at NWCC towards a diploma or BSc. in Computing Science at other institutions.

Courses are now being offered on a **full and part-time basis** in the Winter of 1997.

**Additional courses will be offered in Winter/ Spring of 1997 during non-traditional hours to allow accessibility of full-time workers.**





# APPLIED COMPUTERS TECHNOLOGY

January - April, 1997

ACCT 151: Fundamentals of Accounting II (45 hrs.)  
Time: Thurs. 7:00 - 10:00 p.m.  
Date: January 9 - April 24, 1997  
Instructor: Grant Bennest

CPSC 122: Data Structures (90 hrs.)  
Time: Tues. & Thurs. 4:00 - 5:30 p.m. (lecture)  
Lab: Wed. 9:00 a.m. - noon. OR Thur. 9 a.m. - noon  
Date: January 7 - April 24, 1997  
Instructor: Peter Anderson

TCOM 101; Introduction to Computer Hardware (60 hrs.)  
Time: Mon. 9:00 - 10:30 a.m.  
Wed. 1:00 - 2:00 p.m. Fri. 9:00 - 10:30 a.m.  
Date: January 6 - April 23, 1997  
Instructor: Al Cool

TCOM 121: Introduction to Networking (90 hrs.)  
Time: Mon. 10:30 a.m. - 12:00 p.m. Wed. 2:00 - 5:00 p.m.  
Fri. 10:30 a.m. - 12:00 p.m.  
Date: January 6 - April 23, 1997  
Instructor: Al Cool

TCOM 171: Intro. to CAD I (25 hrs.)  
Time: Mon. 4:00 - 6:00 p.m. & Fri. T.B.A.  
Date: Jan. 6 - Feb. 7, 1997  
Instructor: Alan Oleksewich

TCOM 172: CAD II (45 hrs.)  
Time: Mon. 4:00 - 6:00 p.m. & Fri. T.B.A.  
Date: Feb. 10 - April 10, 1997  
Instructor: Alan Oleksewich

TCOM 111: Introduction to GIS (60 hrs.)  
Time: Mon. & Tues. T.B.A.  
Date: Jan. 6 - April 22, 1997  
Instructor: David Cake

To Be Offered in May - June, 1997

TCOM 101: Introduction to Computer Hardware (60 hrs.)

TCOM 121: Introduction to Networking (90 hrs.)

TCOM 111: Introduction to GIS (60 hrs.)

## Winter Evening Courses

TCOM 111: Introduction to GIS (60 hrs.)  
Time: 7:00 - 10:00 p.m., Tues. & Wed.  
Date: January 13, 1997  
Instructor: David Cake

TCOM 171: Intro. to CAD I (25 hrs.)  
Time: Tuesday & Thursday 7:00 - 10:00 p.m.  
Date: January 14, 1997  
Instructor: Alan Oleksewich

TCOMP 172: CAD II (45 hrs.)  
Time: Tuesday & Thursday 7:00 - 10:00 p.m.  
Date: February 13, 1997  
Instructor: Alan Oleksewich

The Spring (and Winter evening) courses will run dependent upon student interest. Please phone the Coordinator of Applied Computer Technology at NWCC Terrace to express your interest and to ensure your place on the tentative class list. Approximate cost of a 60 hour Spring session or evening course is: \$350.

Completion of these courses will be directly transferable to the Applied Computers Certificate. Admission requirements for these courses are Math 11 and a previous Computer Science course (CPSC 111) or permission of the instructor except CPSC 122 which is CPSC 121 or permission of the instructor

Please phone Phil Bialobzyski, coordinator of Applied Computer Technology at NWCC Terrace for more information. (250) 635-6511, Local 5368

**NOTE: There will be evening sections of TCOM 111, TCOM 171 and TCOM 172 offered mid-January to April, 1997.**

## 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.

SSW courses for which part-time students may (depending on pre-requisites) be admitted in January 1997 are:

### Certificate Level Courses:

SSW 142: Social Policy and Procedures  
Time: Monday 9:00 a.m. - 12:00 noon  
Instructor: Jake Muller

SSW 192: Introduction to Social Service Practice  
Time: Thursday 9:00 a.m. - 12:00 noon  
Instructor: Doug Foster

Anthropology: First Nations of BC  
Time: Monday 1:00 p.m. - 4:00 p.m.  
Instructor: Lillian Garcia

Psychology: Introductory Psychology II  
Time: Thursday 1:00 - 4:00 p.m.  
Instructor: Ted Altar

Sociology 102: Introductory Sociology II  
Time: Friday 9:00 a.m. - 12:00 noon  
Instructor: T.B.A.

### Diploma Level Courses:

SSW 244: Community Agencies  
Time: Wednesday 6:00 p.m. - 9:00 p.m.  
Instructor: Doug Foster

## Provincial Instructor Diploma



### A Ministry of Education, Skills and Training Program

The Provincial Instructor Diploma provides you with instructional skills to teach adults in private and public post-secondary institutions in BC.

Credits are transferable to the University of Alberta Bachelor of Education program offered in Vancouver and Simon Fraser University's Master's Degree in Education on site at Kelowna, Nanaimo, Prince George, Surrey, the Sunshine Coast and Terrace.

The program consists of six courses, 30 hours per course and a final assignment. Weekend courses are available at:

### Northwest Community College in Smithers and Prince Rupert.

102B Elements of Instruction B  
Date: January 24, 25, 26 & February 7, 8, 9, 1997  
Location: Smithers, BC

104A Evaluation of Learning & Instruction A  
Date: February 21, 22, 23 & March 7, 8, 9, 1997  
Location: Prince Rupert, BC

103 Use & Design of Instructional Media  
Date: April 4, 5, 6, 18, 19, 20, 1997  
Location: Prince Rupert, BC

104B Evaluation of Learning & Instruction B  
Date: May 2, 3, 4, & 16, 17, 18, 1997  
Location: Smithers, BC

102A Elements of Instruction A  
Date: May 30, 31, & June 13, 14, 15, 1997  
Location: Smithers, BC

Tuition: \$275 per course

VANCOUVER  
COMMUNITY  
COLLEGE



Vancouver Community College  
Program Development Department  
1155 East Broadway  
Vancouver BC  
(604) 871-7488/871-7499

Call Northwest Community College  
and ask for Bev Davidson at the  
Smithers Campus  
(250) 847-4461, Local 5808





# UNIVERSITY CREDIT PROGRAM

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 BC.

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 January 6 - April 25, 1997. Many of these courses are separate one-semester courses, others are continuations of first semester courses. You may enrol in university credit courses in January if you have the correct prerequisites. For full course descriptions, prerequisites and transfer credits, please consult the current college calendar. Talk with the student advisor or the course instructor if you have further questions.

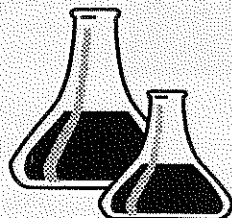
In addition to this timetable, other sections of university credit courses are offered through integrated programs. Please consult with the Admissions Officer.

## MORNINGS 9:00 A.M. TO NOON

**Anthropology 102:**  
*Introduction to Social and Cultural Anthropology*  
Time: Thursday 9:00 a.m. - 12:00 p.m.  
Instructor: Shannon Mark, M.Ed., PBD Arch

**Biology 202:**  
*Vertebrate Zoology*  
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.

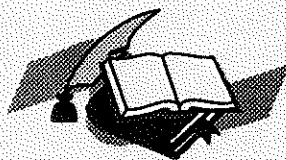
**Chemistry 102:**  
*Introductory Chemistry II*  
Time: Monday, Wednesday & Friday 11:00 a.m. - 12:00 p.m.  
Lab: Monday 5:30 p.m. - 8:30 p.m.  
Instructor: Fred Mistry, Ph.D.



**Chemistry 122:**  
*Advanced Chemistry II*  
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: Fred Mistry, Ph.D.

**Chemistry 231:**  
*Organic Chemistry II*  
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 102 - 4:**  
*Literature and Composition II*  
Time: Monday 9:00 a.m. - 12:00 p.m. OR  
Thursday 9:00 a.m. - 12:00 p.m.  
Instructor: Leanne Boschmann-Epp, M.A.



**English 204:**  
*Canadian Literature 1832-1914*  
Time: Tuesday 9:00 a.m. - 12:00 p.m.  
Instructor: Simon Thompson, M.A.

**French 111:**  
*Advanced French II*  
Time: Monday 10:30 a.m. - 12:00 p.m.  
Wednesday 9:00 a.m. - 12:00 p.m.  
Instructor: Jo Patterson, Ph.D.

**History 106:**  
*Canada to the Mid-Nineteenth Century*  
Time: Monday 9:00 a.m. - 12:00 p.m.  
Instructor: John Hart, Ph.D.



**Math 102:**  
*Calculus II*  
Time: Monday, Wednesday & Friday 9:30 a.m. - 11:00 a.m.  
Instructor: Eric Turner, Ph.D.

**Political Science 102:**  
*Canadian Politics II*  
Time: Friday 9:00 a.m. - 12:00 p.m.  
Instructor: John Hart, Ph.D.



**Sociology 102:**  
*Introductory Sociology II*  
Time: Wednesday 9:00 a.m. - 12:00 p.m.  
Instructor: Shannon Mark, M.Ed., PBD Arch

## AFTERNOONS 1:00 - 4:00 P.M.

**Anthropology 102:**  
*Introduction to Social and Cultural Anthropology*  
Time: Thursday 1:00 p.m. - 4:00 p.m.  
Instructor: Shannon Mark, M.Ed., PBD Arch

**Biology 102:**  
*Introductory Biology II*  
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 206:**  
*Cell Biochemistry*  
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.

**Computer Science 122:**  
*Data Structures and Algorithms*  
Time: Tuesday and Thursday 4:00 p.m. - 5:30 p.m.  
Lab: Wednesday 9:00 a.m. - 12:00 p.m. OR  
Thursday 9:00 a.m. - 12:00 p.m.  
Instructor: Peter Anderson, M.Sc.

**English 102:**  
*Literature and Composition II*  
Time: Monday 1:00 p.m. - 4:00 p.m. OR  
Tuesday 1:00 p.m. - 4:00 p.m.  
Instructor: Jo Patterson, Ph.D.

**Geography 160:**  
*Physical Geography*  
Time: Tuesday 12:30 p.m. - 3:30 p.m.  
Lab: Thursday 9:00 a.m. - 12:00 p.m. OR 1:00 - 4:00 p.m.  
Instructor: Norma Kerby, Ph.D.



**Geography 204:**  
*Introduction to Spatial Analysis and GIS*  
Time: Tuesday 4:00 p.m. - 7:00 p.m.  
Lab: Thursday 4:00 p.m. - 7:00 p.m.  
Instructor: Alan Gilchrist, Ph.D.

**History 241:**  
*The Soviet Union 1917 - 1990*  
Time: Thursday 1:00 p.m. - 4:00 p.m.  
Instructor: John Hart, Ph.D.



**Math 131:***Introduction to Statistics*Time: Wednesday 1:00 p.m. - 4:00 p.m.  
Instructor: Peter Anderson, M.Sc.**Physics 102:***Introductory Physics II*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 122:***Advanced Physics II*Time: Monday, Wednesday and Friday 12:30 p.m. - 1:30 p.m.  
Lab: Wednesday 4:00 p.m. - 7:00 p.m.  
Instructor: Eric Turner, Ph.D.**EVENINGS 7:00 - 10:00 P.M.****Biology 102:***Introductory Biology I I*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 210:***Genetics*Time: Tuesday 7:00 p.m. - 10:00 p.m.  
Instructor: John Krisinger, Ph.D.**Biology 211:***Ecology*Time: Wednesday 6:00 p.m. - 9:00 p.m.  
Instructor: Ross Nicholson, Ph.D.**Economics 202:***Principles of Microeconomics*Time: Wednesday 7:00 p.m. - 10:00 p.m.  
Instructor: John Campbell, Ph.D.**Psychology 102:***Introductory Psychology II*Time: Wednesday 1:00 p.m. - 4:00 p.m.  
Instructor: Andre Klingner, M.A.**Psychology 202:***Developmental Psychology II*Time: Monday 1:00 p.m. - 4:00 p.m.  
Instructor: M. Oates, M.A.**Sociology 102:***Introductory Sociology II*Time: Tuesday 1:00 p.m. - 4:00 p.m.  
Instructor: Shannon Mark, M.Ed., PBD Arch**English 102 :***Literature and Composition II*Time: Thursday 7:00 p.m. - 10:00 p.m.  
Instructor: Leanne Boschmann-Epp, M.A.**English 210:***Creative Writing II*Time: Monday 7:00 p.m. - 10:00 p.m.  
Instructor: Leanne Boschmann-Epp, M.A.**French 102:***Introductory French II*Time: Monday 4:15 p.m. - 5:45 p.m. AND  
Wednesday 7:00 p.m. - 10:00 p.m.  
Instructor: Jo Patterson, Ph.D.**Geography 204:***Introduction to Spatial Analysis and GIS*Time: Tuesday 4:00 p.m. - 7:00 p.m.  
Lab: Thursday 4:00 p.m. - 7:00 p.m.  
Instructor: Alan Gilchrist, Ph.D.**History 209:***History of Native People of Canada*Time: Tuesday 7:00 p.m. - 10:00 p.m.  
Instructor: John Hart, Ph.D.**Psychology 102:***Introductory Psychology II*Time: Wednesday 7:00 p.m. - 10:00 p.m.  
Instructor: Andre Klingner, M.A.**Psychology 222:***Abnormal Psychology and Therapy*Time: Tuesday 7:00 p.m. - 10:00 p.m.  
Instructor: Ted Altar, Ph.D.**Sociology 206:***The Family in Cross-Cultural Perspective*Time: Monday 7:00 p.m. - 10:00 p.m.  
Instructor: Shannon Mark, M.Ed., PBD Arch**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 (Humanities Major)
- Associate Degree in Arts (General)
- Associate Degree in Arts (Sociology/Anthropology Major)
- Associate Degree in Science (General)
- Associate Degree in Science (Biology Major)
- Associate Degree in Science (Environmental Sciences 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 Science (Physical Geography Major)

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

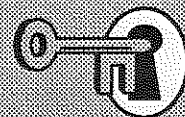
**FOR MORE INFORMATION CONTACT  
SANDRA BULLOCK (250) 635-6511, Local 5258**



# CAREER AND COLLEGE PREPARATION

(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**  
**January 27 - June 6, 1997**

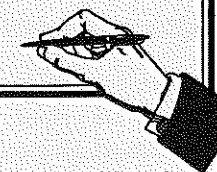
## Intermediate Math 030 (Grade 10):

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

*C.C.P. Courses*  
*Continued*



## 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 prerequisite 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 1:00 p.m. - 2:30 p.m.  
Room 205  
Instructor: Jack Perry

## 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 202A (class) & 210 (Lab)  
Instructor: Pat Carson

## Advanced Chemistry 040 (Grade 11):

Properties of matter, atomic theory, chemical reactions, the periodic table, solutions, acids and bases, introduction to organic chemistry, as well as lab skills, problem-solving and critical-thinking skills.  
Monday, Tuesday, Thursday & Friday 10:30 a.m. - 12:30 p.m.  
Lab: Wednesday 9:00 a.m. - 12:00 p.m.  
Room 205 (class) & 213 (Lab)  
Instructor: Pat Carson

## Provincial Math 050 (Grade 12):

An investigation of linear, quadratic, polynomial, rational, exponential, logarithmic and trigonometric functions.  
Monday - Friday 9:00 a.m. - 10:30 a.m.  
Room 202A  
Instructor: Ada Sarsiat

## CCP Evening Program:

A self-paced program held in downtown Terrace for students who cannot attend during the day. Most regular CCP courses 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: Nirmal Parmar

**G.E.D.**  
(Grade 12 Equivalency Test)

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 BC resident

## EXAM DATES - NWCC TERRACE:

- March 7 & 8, 1997
- April 25 & 26, 1997
- June 6 & 7, 1997

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.

Exam Fee: \$45

## G.E.D. Preparation Classes

Date: January 28 - April 22, 1997  
Tues. 7:30 p.m. - 10:00 p.m.  
Fee: \$40  
Location: Caledonia Secondary School  
Room 5  
Instructor: T.B.A.

**E.S.L.**

## English as a Second Language

January 14 - March 27, 1997  
Tues. & Thurs. 6:30 p.m. - 8:30 p.m.  
Fee: \$40  
Location: T.B.A.  
Instructor: T.B.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.



## Winter 1997 Courses Offered in Terrace

**EDUC 602 - Educational Research Data Analysis**

Instructor: Ted Altar  
Time:

**NURS 703 - Health Program Development & Evaluation**

Instructor: Bruno Zumbo  
Time:

**EDUC 780 - Foundations of Education**

Instructor: Anne Lindsay  
Time:

**ENVS 311 - Northern Perspectives**

Instructor: Norma Kerby  
Time:

**HIST 400 - Aboriginal People in Canada**

Instructor: Jon Swainger  
Time: Tuesday (teleconference)

**FNST 420 - Developing Language Materials**

Instructor: Emmon Bach  
Time:

**PSYC 330 - Cognition**

Instructor: Ted Altar  
Time:

**WMST 304 - Contemporary Women's Writing in an International Frame**

Instructor: Marion Scholtmeijer  
Time:

**FNST 136 - Haisla Language (Kitimaat Village)**

Instructor: Emmon Bach  
Time: Saturdays 10:00 a.m. - 1:00 p.m.

**Wilp Wilgo'oskwhi Nisga'a Courses in Nisga'a Language & Culture.**

### Courses Via WorldWideWeb:

**ENGL 430 - Canadian Literature**

Instructor: Karin Beeler

**ENGL 440 - Post Colonial Literature**

Instructor: David Dowling  
Time:

**ENGL 420 - First Nations Literature**

Instructor: Dee Horne  
Time:

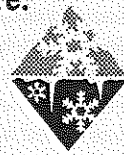
**ENGL 470 - Creative Writing**

Instructor: Ross Leckle  
Time:

**NOTE:** Students who require additional upper division courses should contact the Regional Coordinator to discuss alternatives. Please call Margaret Anderson (250) 624-2862 or (250) 635-6511, local 5742

Get on Our Mailing List and receive a personal copy of our Winter/Spring brochure.

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



### 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.

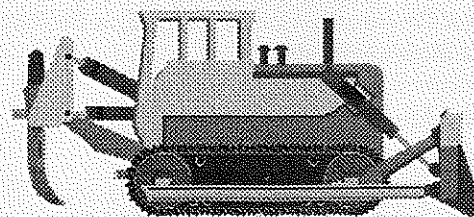
Please save your receipts for your tax record.

# TRADES PROGRAMS

Northwest Community College has a limited number of training spaces in the following Trades Programs:



**Automotive Repair Technician  
Carpentry/Joinery  
Commercial Transport Mechanic  
Heavy Duty Mechanic**



Our graduates are employed in the maintenance of Automotive, Forestry, Mining, Road Building & Industrial Equipment

Our Trades programs are designed to:

- Prepare learners for entry-level skilled employment.
- Be credited towards the first level of apprenticeship training. (Ministry of Labour)
- Provide a foundation for career development and specialization.
- Give advanced standing to secondary school graduates of Career Preparation, High School Apprenticeship programs.
- Give access to learners with prior learning & work experience.

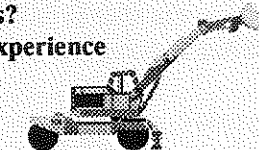
Call NWCC and apply today!!!  
(250) 635-6511



Our Carpentry/Joinery graduates build, renovate & repair residential, industrial and commercial buildings

## Need that trades qualification???

Got some time on your hands?  
Got six years of valid work experience in one of these trades?



- Heavy Duty Mechanics
- Commercial Transport Mechanics
- Industrial Mechanic (Millwright)

Give the apprenticeship branch a call to validate your experience & time. (250) 638-6582

Then give Northwest Community College a call and register for our TQ upgrade course.  
(250) 635-6511

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



# 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.



**Phone** (250) 638-5408 or 638-5452



**Fax** (250) 638-5433



**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 Raquet 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	Brenda McCarron	5452
Program Officer	Coleen Taylor	5408
Instructor	Fred Adair	5297
Instructor	Bruce Fisher	5356

## "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.

**SAVINGS**  
\$ \$

## Registration Discounts

Extension Services, is pleased to announce that during Winter/Spring 1997, 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. **Discount 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 one week prior to the course start date. 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  
 Pre-requisite: 16 years of age  
 Course 1: January 31 - Friday  
 Course 2: March 3 - Monday  
 Course 3: April 4 - Friday  
 Course 4: May 3 - Saturday  
 Course 5: June 26 - Thursday

(fee includes text book, materials & exam fees)  
 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/ill workers.

Pre-Register at least 1 week in advance

Time: 8:30 a.m. - 5:30 p.m.  
 Fee: \$70  
 Pre-requisite: 16 years of age AND  
 Valid Level 1 Certification  
 Course 1: March 10 - Monday  
 Course 2: May 10 - Saturday



## 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.

Days: Monday - Friday (2 weeks, 70 hrs.)

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

Fee: \$595

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

Course 1: February 17 - 28

Course 2: March 13 - 27

Course 3: May 16 - 30

Course 4: September 15 - 26

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 5: April 7 - 25

Fee: \$750

(fee includes text, materials & exam fees)



## 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: March 3 - 7, 1997

Days: Monday - Friday

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

Fee: \$350

(fee 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.

## Northwest Community College offers on-going courses in:

- AIR BRAKES
- PROFESSIONAL DRIVER TRAINING
- COMMERCIAL VEHICLE INSPECTION
- T. Q. UPGRADES



WORKERS' COMPENSATION BOARD OF BRITISH COLUMBIA

## WORKSAFE CERTIFICATE PROGRAM

WCB has recently developed five 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

- Safety And Health In Small Business
- Hazard Recognition And Control
- Occupational Health & Safety Committee Training
- Supervisor Safety Management
- Finding Solutions to musculoskeletal and repetitive strain injury

Participants who successfully complete each program will receive a WorkSafe Program Certificate issued by WCB & NWCC. We will begin training for the WorkSafe Program by offering 'Occupational Health & Safety Committee Training.' Subsequent Certificate programs will follow in the Fall.

### OCCUPATIONAL HEALTH & SAFETY COMMITTEE TRAINING WORKSAFE PROGRAM

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 learn: OS&H Committee functions and duties; elements of an OS&H program; regulations; key field operations policies and procedures; how to conduct inspections and investigations; the committee's role in refusal of unsafe work.

Date: T.B.A.

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

### Electives:

#### Date:

- Conducting A Crew Safety Talk
- Due Diligence
- Hazard Analysis Used To Create Safe Workplace
- Identifying The Scope and Cost of MSI & RSI In BC
- Identifying Risk Factors That Cause MSI & RSI
- Benefits of Effective Return-To-Work Programs

Training Location: NWCC CAMPUS

Program Fee: \$60

To Register your interest, please call Extension Services at (250) 638-5408 or 638-5452



## SAFETY COURSES

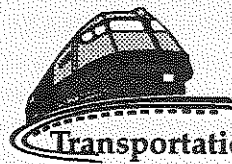
### The Workplace Hazardous Materials Information System

WHMIS is intended to prevent injuries, disease and fatalities among workers who use, handle or work near 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: April 1, 1997  
Day: Friday  
Time: 12:00 - 4:00 p.m.  
Fee: \$49 (includes all course materials)

(fee includes text, materials & exam fees)



### Transportation of Dangerous Goods (by Land & Rail)

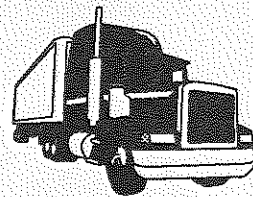
This 6-hour training session will cover regulations regarding the transportation of dangerous goods and how they are applied when shipping by road in Canada and the U.S.

#### 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: February 14, 1997  
Day: Friday  
Time: 9:00 a.m. - 3:00 p.m.  
Fee: \$75



(fee includes text, materials & exam fees)

## 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. Group rates are available and off-site courses can be arranged by calling 638-5408 or 638-5452.

### 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: May 24, 1997  
Days: Saturday  
Time: 8:30 a.m. - 5:30 p.m.  
Fee: \$70  
Expiry: 3 years

(fee includes text, materials & exam fees)

### 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 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 for Kindergarten and Grade one, Grade two and three and Grades four, five, six and seven upon request.

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.

# HEALTH

### Introduction To Community Mental Health

This program provides a comprehensive range of topics for those providing care for mental health clients in residential facilities, day rehabilitation centres, clubhouses, family care or semi-independent living settings. This program is recognized with shared certification from Douglas College and Northwest Community College. The program is 48 hours long and divided into the following 13 modules.

- Module 1 Psychosocial Rehabilitation
- Module 2 Overview of Psychiatric Disorders & Dual Diagnosis Issues
- Module 3 Communication Skills I: Listening
- Module 4 Communication Skills II: Speaking
- Module 5 Management Behaviour
- Module 6 Management Behaviour II
- Module 7 Overview of Psychotropic Medications
- Module 8 Crisis Management
- Module 9 Consumer Involvement & Psychiatric Rehabilitation
- Module 10 Consumer Involvement & Psychiatric Rehabilitation Planning/Goal Setting
- Module 11 Culturally Sensitive Mental Health Care
- Module 12 Managing Stress and Caring for Yourself
- Module 13 Role of Community Health Worker

Dates: January 30 - May 15  
Days: Thursdays  
Times: 6:30 p.m. - 9:30 p.m.  
Fee: \$395

### 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.

Dates: January 18 & 25  
Days: Saturdays  
Times: 9:00 a.m. - 3:00 p.m.  
Fee: \$124

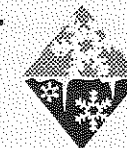
### ChildBirth Educators Program

A Childbirth Educators program is being developed at N.W.C.C. This program is being designed to meet the guidelines of perinatal education as being developed by the BC Ministry of Health & BC Reproductive Care Program.

The program will be available in January. The format of delivery will be through self-directed learning and seminar sessions. This program is being designed to prepare professionals and lay people to work with expectant parents on an individual basis and in group settings in urban and rural areas in Northwestern BC. For further information contact Cheryl Brown, NWCC at 638-5429.

Get on Our Mailing List and receive a personal copy of our Winter/Spring brochure.

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





## LANGUAGES

### German Level 1

If you're not traveling to Germany any time soon, Germany may be visiting you! That's right, Terrace has a growing number of German visitors. Become familiar with basic vocabulary and be able to talk about daily events in German. This course is for beginners and requires no previous knowledge of the German language.

Dates: February 4 - 20  
Days: Tuesdays and Thursdays  
Time: 7:30 p.m. - 9:30 p.m.  
Fee: \$56 plus GST

### Signed English I

Register for this Beginner's Signed English Language Course where basic communication skills will be taught. Learn the alphabet and practice using everyday signing to communicate with the hearing impaired.

Dates: February 5 - March 12  
Days: Wednesdays  
Time: 7:00 p.m. - 10:00 p.m.  
Fee: \$89 plus GST

### Spanish - Level II

!Te invito a continuar estudiando Español conmigo. Did you take SPANISH - LEVEL I and want to learn more? This course is a continuation of Spanish - Level I. In this course you will improve on your Spanish communication skills learned in Level I. Come and increase your practical knowledge of the language. !Hasta la vista!

Dates: April 15 - May 1  
Days: Tuesdays & Thursdays  
Time: 7:30 p.m. - 9:30 p.m.  
Fee: \$56 plus GST

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

## PROFESSIONAL DEVELOPMENT

### Foodsafe Level 1

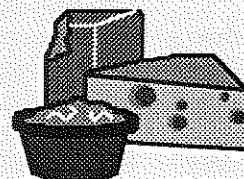
Designed by the Ministry of Health in consultation with the BC Restaurant and Food Services Association. This 12 hour Foodsafe program is a comprehensive course in sanitary food handling practices for food service workers. Successful completion of the course and final exam lead to the Foodsafe Certificate issued and registered by the Ministry of Health.

#### Course 1:

Dates: February 21 & 22  
Days: Friday & Saturday  
Time: 9:00 a.m. - 4:00 p.m.  
Fee: \$89

#### Course 2:

Dates: April 11 & 12  
Days: Friday & Saturday  
Time: 9:00 a.m. - 4:00 p.m.  
Fee: \$89



### 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 Food Service Establishment/Pest Control.
3. Managing Sanitary Practices in a Food Service Operation.
4. An Introduction to the Hazard Analysis Critical Control Point System (HACCP).

Course prerequisite: Foodsafe Level I; participants will also be asked to complete pre-reading.

Dates: May 5, 7, 12 & 14  
Days: Mondays & Wednesdays  
Time: 7:00 p.m. - 10:00 p.m.  
Fee: \$89

## General Pesticide Applicator Dispenser Course For

Prospective Commercial/Applicator/Dispensers includes Landscape/Forestry/Weed Control and any other required certification categories.

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

Dates: March 18 - 21  
Days: Tuesday - Friday  
Time: 9:00 a.m. - 3:00 p.m.  
Fee: \$174

*Cost does not include \$32 fee for study kit (purchase in advance) or \$25.00 exam fee. Purchase study kit by contacting 1-800-282-7955.*

## Traffic Control Flagging

This 16 hour certification is required for those monitoring, controlling, and directing traffic in and around road maintenance and construction areas. *Fee includes course materials, exam and certification.*

Dates: April 26 & 27  
Days: Saturday & Sunday  
Time: 8:00 a.m. - 5:00 p.m.  
Fee: \$137

## Rape Aggression Defense Systems R.A.D.

This course will develop and enhance the options of self-defense so they may become viable considerations to the woman who is attacked. The focus will be on the development of easily mastered personal safety skills and a way to reduce victimization through informed decision making and sensible action. **A must for every woman!!**

Date: February 14 & 15, 1997  
Day: Friday & Saturday  
Time: 9:30 a.m. - 3:30 p.m.  
Fee: \$30 (Free to NWCC staff & students)

## PERSONAL/BUSINESS DEVELOPMENT

### Introduction to the Internet

This two-evening crash course on the Internet teaches beginners the basics of sending e-mail, electronic mailing lists, USEnet newsgroups, and surfing the World Wide Web. Many shortcuts and tips on using the Internet more efficiently will also make this course invaluable to those with some experience. Covers use of Eudora e-mail software and Netscape Web Browser.

Dates: February 11 & 18  
Days: Tuesdays  
Time: 6:30 p.m. - 9:30 p.m.  
Fee: \$39 plus GST

### Specialized Internet Workshop

Do you have an office full of travel agents, or realtors or doctors who need to learn to use the Net but barely know what a mouse is? This is the course for them. This specialized version of our introductory course above is tailored to the interests and needs of your business or organization. Your staff sells cars? The instructor will teach them the Internet basics with automotive examples at every stage. For more information or to book your class, call Extension Services at 638-5408.

### Communication 'Sense' in Business

This course is designed to stimulate your senses and their application in business. Evenings will alternate between the theory and the practical written application concerning advertising, hiring, training, motivating, evaluating, and organizing meetings.

Dates: March 3 - 19  
Days: Mondays & Wednesdays  
Time: 6:30 - 9:30 p.m.  
Fee: T.B.A. plus GST  
Course materials will be included



## GENERAL INTEREST

### Israel - The Holy Land

Northwest Community College and Travel Professionals International - Value Travel are bringing you a night in Israel on Wednesday, January 22. Have you wondered about this destination. Come and find out all about traveling to Israel. This class is **FREE!** Please call 638-5452 to register your interest prior to course start date to ensure sufficient enrollment.

Date: January 22, 1997  
 Days: Wednesday  
 Time: 7:00 p.m. - 9:30 p.m.  
 Fee: FREE

### SAFE BOATING

Training will acquaint participants with important aspects of small boat usage. The course focuses primarily on individuals who own or handle small pleasure craft, but applies equally to pleasure craft of any size. (If your interest is outboards, canoes, cruisers, or sail, this course is for you.) Participants will be required to purchase supplies (pair of dividers, parallel rules, map of Douglas Channel or Prince Rupert Harbour) at a cost of \$32.70.

Date: May 6 - 15, 1997  
 Time: 7:00 p.m. - 10:00 p.m.  
 Days: Tuesdays & Thursdays  
 Fee: \$79 plus supplies

### GOLF FOR BEGINNERS

In this series of five sessions for beginners, the participants will be learning the basic fundamentals of golf which entails the grip, posture, stance, ball position and alignment. The bulk of our instruction will concentrate on the golf swing.

Dates: T.B.A.  
 Fee: \$60

### Going The Distance With Extension Services

We believe that everyone deserves the opportunity to learn. If you or your staff or your club or organization can't come to the College - we can come to you! That's right, NWCC can provide courses for you at your worksite even if you are located out of town.

## CULTURAL WORKSHOPS

### Cedar Bark Weaving

This course will involve the gathering and preparation of cedar bark, traditional dyeing methods, and the completion of two or three small weaving projects.

Dates: May & June, 1997  
 Days: Four Saturdays  
 Time: 1:00 - 4:00 p.m.  
 Fee: \$80.00  
 Instructor: Marti Bolton  
 Supplies: Bring a spray bottle.



### First Nations Drum Making

Make a traditional First Nations hand drum with Tsimshian artist Alvin Seymour. Each participant will be provided with a 14 foot steam bent hoop and will proceed to prepare the hide and lace it. A drum stick will also be made, so you will be ready to perform.

Dates: February 2 & 3, 1997  
 Days: Saturday & Sunday  
 Time: Saturday 9:00 a.m. - 4:00 p.m.  
 Sunday 1:00 p.m. - 4:00 p.m.  
 Instructor: Alvin Seymour  
 Maximum: 10 Participants  
 Fee: \$110



### Native Medicine Plants

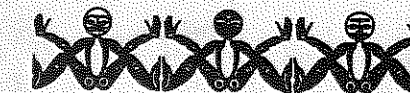
Participants will gather 10 to 12 plants used in traditional First Nations medicines, such as labrador tea, devils club, soap berry, licorice fern root, red elderberry, goats beard, yew, wild onion and inner bark of balsam and spruce. Learn their uses and find out how to prepare them.

Dates: May 4th OR 11th  
 Days: Saturdays  
 Time: 9:00 a.m. - 4:00 p.m.  
 Fee: \$75  
 Instructor: Gunnar Eide  
 Supplies: Please bring your lunch and dress appropriately for the field trip on the second class.

### Maximize Your Potential - Consider the NORTHWEST ADVANTAGE

Learn close to home & save  
 On-campus cafeteria & residence  
 Provincial Curriculums  
 Flexible start & completion dates  
 Modularized, competency-based learning  
 Networked computer labs  
 On-campus daycare  
 Call Northwest Community College  
 and apply today !!!!!  
 (250) 635-6511

Are you interested in taking part in a multi-cultural drumming and storytelling event in February, or a blessing of the drums ceremony? Are you interested in teaching or taking part in First Nations Cultural Workshops? Let us know what interests you by calling Mae Derrick at (250) 635-6511, local 5374



For more information call us at (250) 638-5408 or 638-5452



## CONFLICT RESOLUTION CERTIFICATE PROGRAM

This program is 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.

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

Electives: There are a number of elective choices. Due to the assortment of Elective options, those requested most frequently will be offered.

### 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 conflicting 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: T.B.A.  
Location: Northwest Community College  
Fee: \$650

To register your interest or for more information call us at (250) 638-5452 or 638-5408.

## ELDER HOSTEL MAY BE COMING IN SUMMER OF 1998

**What is Elder Hostel:** Elder Hostel is an educational adventure of older adults looking for something different. Elderhostel is a non-profit educational organization, which offers inexpensive, short-term, non-credit academic programs hosted by educational institutes around the world.

**LOCATION:** Northwest Community College, Terrace, BC. If space permits, local elders may enroll in these courses without the use of dorms or meals.

To register your interest in this type of program please call Brenda McCarron at (250) 638-5452

## ARE YOU INTERESTED IN EMPLOYMENT AS A LICENSED SECURITY GUARD?

All those who want to be employed as licensed security patrol guards must successfully complete training now mandated by the Ministry of Attorney General's Security Programs Division.

The Courts Academy of the Justice Institute of BC is an approved security training school and will offer BASIC STANDARDS TRAINING at the Terrace campus of Northwest Community College. Our comprehensive course provides private security guards with 8 days of basic instruction for application in most security settings. The course consists of the following courses:

- Basic Standards Training 1 (BST1)
- Security Theory & Operations
- Basic Standards Training 2 (BST2)
- Communications Skills and Personal Safety

DATE: February 17 - 21, Monday - Friday (Basic Standards Training 1)  
March 1 - 3, Saturday - Monday (Basic Standards Training 2)

LOCATION: Northwest Community College Campus

FEE: \$675 plus \$20 exam fee

#### REGISTRATION:

Participants will register through the Justice Institute of BC. Pick up your registration form and a more detailed description at Northwest Community College registration or from Extension Services. You must read this information before registering. You may also register by phone with the Justice Institute Registration Office. Call (604) 528-5590, Monday - Friday, 8:30 a.m. - 4:30 p.m., and have your Visa or Mastercard handy. Request course #PSP100T

NOTE: For a more detailed description call us at NWCC Extension Services at (250) 638-5452 or 635-5408.

### Lawn Mower Maintenance

Coming in the Spring of 1997,  
To register your interest call Extension  
Services at (250) 638-5452 OR  
638-5408

### Community Volunteer Income Tax Program

Do you need help with your personal income tax return and can't afford to pay for assistance? Revenue Canada can help. Two 4-hour workshops are being offered at NWCC and the Happy Gang Centre in Terrace absolutely FREE for seniors or persons with disabilities. Come and learn how to complete basic income tax returns.

Location: NWCC & the Happy Gang Centre  
Date: Wednesday, February 5, 1997  
Times: 12 p.m. - 4 p.m. OR 6 p.m. - 10:00 p.m.  
Cost: Free

Please register at NWCC (by phone or in person) or for more information call 638-5452.





## Business Administration

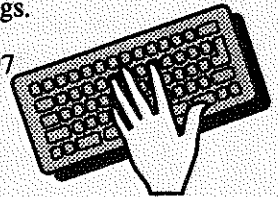
Accounting 151 (45 hrs.)  
**Fundamentals of Financial Accounting II**  
 Concerned with interpretation of income measurement and valuation problems with regard to sources and uses of invested capital. Preparation of financial statements for the various types of business operations, and introduction to financial reporting analysis and interpretation for management purposes. Preparation of payroll records.

Date: January 9 - April 24, 1997  
 Day: Thursdays  
 Time: 7:00 p.m. - 10:00 p.m.  
 Fee: \$134.70 plus text (plus application fee if applicable)  
 Prerequisite: Accounting 150

## Office Administration

OADM 200 (15 hrs.)  
**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: January 14 - March 18, 1997  
 Day: Tuesdays  
 Time: 7:00 p.m. - 8:30 p.m.  
 Fee: \$60



O TEC 120 (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: January 6, - April 14, 1997  
 Day: Mondays  
 Time: 7:00 p.m. - 10:00 p.m.  
 Fee: \$150 (plus text)

*NOTE: Additional courses may be offered subject to enrollment. Call Grant Bennest, at (250) 635-6511 local 5205 for a list of courses or see the 1996/97 College Calendar.*

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 by calling (250) 635-6511, local 5205.

## INTEGRATED HUMAN SERVICES PROGRAM

An Integrated Human Services program is presently being planned for implementation in the Fall of 1997. It will include the specialties of Early Childhood Education, Community Resource Worker (Addictions, Youth and Mental Health), Social Service Worker and Home Support/Resident Care Aide. The planning includes the potential addition of two new programs - Special Education Assistant and Practical Nursing.

The rationale for undertaking the project is to integrate courses common to the programs and to offer them in a flexible manner that will enable the student to have multiple entry and exit points.

More information will be forthcoming as the integration project is completed.

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# WEEKLY SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
8:00 a.m.							
9:00 a.m.							
10:00 a.m.							
11:00 a.m.							
12:00 p.m.							
1:00 p.m.							
2:00 p.m.							
3:00 p.m.							
4:00 p.m.							
5:00 p.m.							
6:00 p.m.							
7:00 p.m.							
8:00 p.m.							
9:00 p.m.							
10:00 p.m.							



*Your College Serving You  
in Your Community*



*The Northwest Advantage*

- Learn close to home and save
- On-campus cafeteria and residence
  - Provincial Curriculums
- Flexible start and completion dates
- Modularized, competency-based learning
  - Networked computer labs
  - On-campus daycare

**APPLY TODAY!**