



# Northwest *Community College*

LEARN A BETTER LIVING

FALL  
&  
WINTER  
1998

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# WELCOME

## TO NORTHWEST COMMUNITY COLLEGE CENTRAL REGION'S FALL BROCHURE!

Northwest Community College makes every effort to respond to the ever changing educational and training needs of its communities. We invite you to tell us about your ideas for courses of personal interest, courses to enhance your work situation, or courses to retrain for new job opportunities.

After reviewing the diverse range of courses listed in this brochure, we hope you will register for one or more courses. We hope you also take advantage of our other services. For example: library, educational planning, financial aid information, cafeteria, banquet services, conference services, bookstore and on-campus daycare.

We are part of your community so make us a part of your life long learning activities.

  
Dr. Peter Colebrook, Director  
Central Region

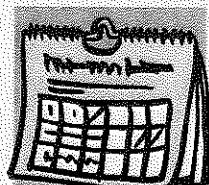
**Northwest**  
Community  
College

# SERVICES FOR YOU!

## 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 or Judy McCloskey**  
635-6511, Local 5202



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.

## ADVISING HOURS

MONDAY ..... 8:30 am - 4:30 pm  
TUESDAY ..... 8:30 am - 4:30 pm  
WEDNESDAY ..... 8:30 am - 4:30 pm  
THURSDAY ..... 8:30 am - 4:30 pm  
FRIDAY ..... 8:30 am - 4:30 pm

## STUDENT SUCCESS/ PEER TUTORING

The Terrace campus of NWCC offers a peer tutoring program for students. Successful students are hired by the College to help students having difficulty with their course work at NWCC. If you are interested in working as a tutor, need the help of a tutor or just want to know more, call the Student Success Coordinator at 635-6511, local 5364. Individual advice on how to study more effectively is also available, and workshops on study skills can be arranged on request. Call to make an appointment, or drop in to room 103A during the following hours:

Monday - Friday  
8:30 am - 12:30 pm

## 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 638-5421 during the following hours:

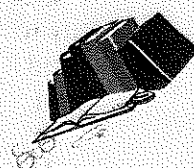
Monday - Thursday  
9 am - 3:15 pm

## 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. For more information, call Debbie Holkestad at 638-5460.

# 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.

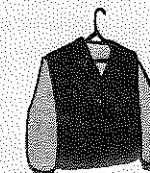


## BOOKSTORE HOURS

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

Drop in for a visit or contact  
Marilyn Bennett at 638-5403.

*Your patronage is appreciated!*



## OPEN TO EVERYONE!

## SERVICES FOR STUDENTS WITH DISABILITIES

A range of services and/or equipment is 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 638-5496



## LEARNING RESOURCE CENTRE (LIBRARY)

The LRC is open to all residents of the Northwest. It is free, open evenings and weekends, and has a variety of services. The collection supports all the programs offered by the College with 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/Telnet: [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.

## ADULT SPECIAL EDUCATION

### \*WORKPLACE SKILLS TRAINING\*

This full-time program is intended to prepare a student to be work ready. The interests and aptitudes of students will be explored. Program objectives include developing good work habits, increasing awareness of work-site expectations and providing on-the-job experience. This course is recommended for students planning to apply for modified programs.

### ENTRY LEVEL EMPLOYMENT PROGRAMS

#### CORE STREAM

#### Workplace Skills Training

- Nine month program designed to prepare students for entry level employment.

#### Functional Literacy Programs (max. 12 students)

- Completion of Literacy Level courses required for entry to integration stream sequential courses.

Sequential courses include:

- CCP 020 level courses
- Preschool Aide Training
- General Trades Training
- Food Service Worker
- Modified General Office Clerk

#### INTEGRATION STREAM

#### Preschool Aide Training Prerequisite

- Nine month program required for entry to the Preschool Aide Training Program.

#### Food Service Worker Prerequisite (max. 3 students)

- Five month program required for entry to the Food Service Worker Program.

#### General Trades Training Orientation (max. 2 students)

- Five month program required for entry to the Modified Entry Level Training (mechanics) Program.

\* Not all integration stream courses are offered each year.

### SPECIAL INTEREST PROGRAMS

#### Christmas CRAFTS (Max. 10 people)

Focus on hands-on participation and fun. Students who require support are encouraged to bring an assistant.

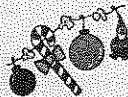
Dates: November 12 - December 17/98 (Thursdays)

Times: 1 pm - 3 pm

Room: 106 - NWCC Administration Building

Fee: \$35 (includes supplies)

Instructor: Sharon Proctor



For further information,  
contact Debbie Holkestad - ASE Coordinator  
at 638-5460

## 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 and Natural Resource Programs. Plans are being made to expand into other programs.

FOR MORE INFORMATION CONTACT  
SANDRA BULLOCK  
638-5493



## SIMON FRASER UNIVERSITY & NORTHWEST TEACHER EDUCATION CONSORTIUM

### FALL SEMESTER COURSES

#### EDUC 396-4: Issues in Aboriginal Education

This course is suitable for teachers, potential teachers, and others working in educational settings. It is designed to heighten awareness of issues in aboriginal education through the examination of personal perspectives, historic development and current traditions.

Times: Friday evenings/Saturdays

Six alternate weekends

Beginning: September 18, 1998

Where: NWCC - Terrace

#### EDPR 415-3: Field Studies in Educational Practice (Developmental Supervision)

This course is designed to examine and implement strategies for mentoring the development of teaching practice. Participants will examine and clarify their practice and develop strategies and skills for working with student teachers or colleagues.

Times: 9 am - 3 pm

Four evening seminar meetings during  
the semester

Beginning: September 4, 1998

Where: NWCC - Terrace

#### EDUC 375-3: Learning Communities

This course will examine the role of the ethic of care in creating a positive learning community. Participants will examine this concept from a personal and professional perspective to understand its impact on learning. Experiences will be structured through case studies and field experience.

Times: Monday/Wednesday (4:30 pm - 8:30 pm)

Six weeks throughout the semester

Beginning: September 14, 1998

Where: NWCC - Terrace

Tuition fee certificates may be  
used for any of these courses.

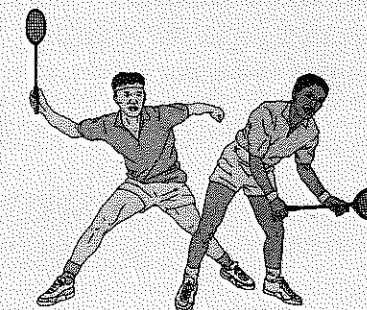
FOR REGISTRATION INFORMATION, PLEASE  
PHONE LORRIE GOWEN AT 638-5427.

## OASIS SPORTS CLUB

Located on the Northwest Community College campus, the Oasis Sports Club offers a variety of sports and entertainment. The new name and a fresh coat of paint are not the only additions!

- Pool tables & Video games
- Foosball & Ping Pong
- 50 inch satellite television
- 2 on 2 half court basketball

Squash, racquetball & wallyball courts  
are available for bookings daily.



Sign up your wallyball team for winter league!

Tuesdays - Thursdays - Sundays

### OASIS HOURS

MONDAY - FRIDAY

12 pm - 10 pm

SATURDAY

12 pm - 5 pm

SUNDAY

3 pm - 10 pm

Weekend hours may vary  
depending on court bookings

Relax in our lounge and enjoy a great  
selection of refreshments and snacks!

The Oasis is available for private parties -  
call us for bookings at 638-5457

# CAREER AND COLLEGE PREP

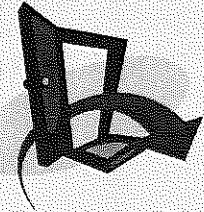
(Adult Basic Education)

ALL  
CAREER & COLLEGE  
PREP  
COURSES  
ARE NOW  
TUITION FREE!!

Please call the College for full details.  
Other fees still apply.

## 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 prerequisites, 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 8, 1998 - January 22, 1999

### Fundamental English 020: (Grade 8)

Basic reading, writing and speaking skills: spelling, vocabulary, grammar, oral communication, paragraph and letter writing, library skills, study skills, basic computer skills, keyboarding and word processing.

Days: Monday - Friday  
Time: 9 am - 11 am  
Room: 205  
Instructor: Nancy Ross

### Fundamental Math 020: (Grade 8)

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

Days: Monday - Friday  
Time: 12:30 pm - 2:30 pm  
Room: 203  
Instructor: Nirmal Parmar

### 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.

Days: Monday - Friday  
Times: 9 am - 11:30 am  
Room: 203  
Instructor: Elaine Walker

### Intermediate Math 030: (Grade 10)

An introduction to arithmetic, algebra, geometry, measurement, graphing and statistics.

Days: Monday - Friday  
Times: 12:30 pm - 2:30 pm  
Room: 202A  
Instructor: Ada Sarsiat

### Advanced English 045: (Grade 11)

Development of critical reading skills, clear writing skills, oral/aural communication skills and computer skills to prepare for employment or for career, technical and trades programs. This course is a prerequisite for entry into many NWCC programs.

Days: Monday - Friday  
Times: 2:30 pm - 4:30 pm  
Room: 203  
Instructor: Elaine Walker

### Advanced Math 040: (Grade 11)

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

Days: Monday - Friday  
Times: 9 am - 10:30 am  
Room: 202A  
Instructor: Ada Sarsiat

### 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.

Days: Monday, Tuesday, Thursday & Friday  
Times: 12:30 pm - 2:30 pm  
Lab: Wednesday 12:30 pm - 3:30 pm  
Room: 205 (class) & Room 213 (Lab)  
Instructor: Pat Carson

## 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, 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:

- OCT. 2 & 3, 1998
- NOV. 27 & 28, 1998
- JAN. 8 & 9, 1999
- MAR. 5 & 6, 1999
- APRIL 23 & 24, 1999
- JUNE 4 & 5, 1999
- JULY 16 & 17, 1999

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

Dates: September 8 - November 24, 1998  
Day: Tuesday  
Times: 7:30 pm - 10 pm  
Fee: \$40  
Location: Caledonia Secondary School  
Instructor: TBA

### ENGLISH AS A SECOND LANGUAGE

Dates: September 8 - December 10, 1998  
Days: Tuesday & Thursday  
Times: 6:30 pm - 8:30 pm  
Fee: \$40  
Location: InterConnect #205-4650 Lazelle Ave - Terrace  
Instructor: TBA

Limited spaces may also be available in our self-paced CCP class during the daytime 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 prerequisites.

# 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, Infant/Toddler 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. Please consult the College calendar for admission requirements.



## BASIC TRAINING

### ECE 140-3.0: Human Development I

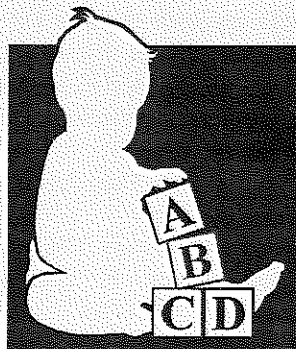
This course provides students with an introduction to the theories, methods, concepts and research findings relevant to normal human development through the life span. The importance of individual differences, the effects of heredity and environment and the ethical issues involved in research and program 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 text and other references.

Dates: September 15 - November 24/98  
 Day: Tuesday & two Saturday workshops  
 Times: 7 pm - 9 pm  
 Fee: \$134.70  
 Location: Teleconference sites, on/off campus across the Northwest Region - contact your local college centre  
 Instructor: Nancy Hogue  
 Prerequisite: Students registering for this course must complete the admission requirements for the IHS program which includes Early Childhood, Special Education Assistants, and Social Service Worker options.  
 Note: Maximum enrollment at each site is eight.

### ECE 141-3.0: Human Development II

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

Dates: January 12 - April 19/99  
 Day: Tuesday & one Saturday workshop  
 Times: 7 pm - 9 pm  
 Fee: \$134.70  
 Location: Teleconference sites, on/off campus across the Northwest Region - contact your local college centre  
 Instructor: Nancy Hogue  
 Prerequisite: ECE 140 or equivalent  
 Note: Maximum enrollment at each site is eight.



## Special Needs Educator Training

### ECE 203-3.0: 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.

Dates: September 14 - December 7/98  
 Day: Monday & one Saturday workshop  
 Times: 7 pm - 9 pm  
 Fee: \$134.70  
 Location: Teleconference sites, on/off campus across the Northwest Region - contact your local college centre

Instructor: Karen Chrysler  
 Prerequisite: Completion of ECE Basic Level.  
 Note: Maximum enrollment at each site is eight.  
 This is a course for the Special Needs certificates.

### ECE 213-3.0: 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. use of equipment, administration of medication), for infant and toddlers and school-aged special needs individuals. This is a "core course" for both Special Needs & Infant/Toddler certificates.

Dates: April & May/99 (interim session)  
 Day: TBA  
 Times: TBA  
 Fee: \$134.70  
 Location: Teleconference sites, on/off campus across the Northwest Region - contact your local college centre

Instructor: TBA  
 Prerequisite: Completion of ECE Basic Level.  
 Note: Maximum enrollment at each site is eight.

## Infant/Toddler Training

### ECE 219-3.0: Infant, Toddler Curriculum Planning

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.

Dates: September 17 - November 26/98  
 Day: Thursday & two Saturday workshops  
 Times: 7 pm - 9 pm  
 Fee: \$134.70  
 Location: Teleconference sites, on/off campus across the Northwest Region - contact your local college centre

Instructor: Marc Battle  
 Prerequisite: Completion of ECE Basic Level.  
 Note: Maximum enrollment at each site is eight.

### 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.

Dates: January 14 - April 15/99  
 Day: Thursday & one Saturday workshop  
 Times: 7 pm - 9 pm  
 Fee: \$134.70  
 Location: Teleconference sites, on/off campus across the Northwest Region - contact your local college centre

Instructor: Marc Battle  
 Prerequisite: Completion of ECE Basic Level.  
 Note: Maximum enrollment at each site is eight.

FOR MORE INFORMATION,  
 CONTACT OUR  
 EDUCATIONAL ADVISOR  
 AT 635-6511

# SPECIAL EDUCATION ASSISTANT

The Special Education Assistant (SEA) option of the Integrated Human Services Program prepares students to work at the para-professional level in the field of education. The program emphasizes skills and knowledge required to facilitate the child's integration within a classroom. Special Education Assistants work under the supervision of classroom or resource teachers, in supporting students with special needs. This program is currently offered on a **PART-TIME BASIS** in the college regions.

**Note:** PLEASE REFER TO THE COLLEGE CALENDAR FOR ADMISSION REQUIREMENTS. Students who have previously been admitted to the CRW, ECE or SSW Programs will be directly admitted into the SEA Program upon request. Students who have course credit for CRW, ECE or SSW, which is also applicable to the SEA Program, will have their transcripts assessed for transfer credit to the SEA Program.

**Cost:** Courses for the SEA Program are NOT directly funded (base funded) from the Ministry of Education, Skills and Training. Fees are based on COST RECOVERY (a minimum of 16 students @ \$300 per course). Where SEA students can access common or speciality courses from the BASE FUNDED programs (ECE OR SSW), the cost for the courses will be in accordance with base funded programs (\$134.70).

## IHS 104-3.0: Health, Safety & Nutrition

This course provides students with an understanding of the basic principles of health, safety and nutrition as it applies to the child and the adult in a school setting. The course will focus on health promotion, nutrition, illness prevention & management, safety promotion, children's emotional & sexual development, child abuse prevention and occupational health.

**Dates:** September 17 - December 10/98  
**Day:** Thursday & one Saturday workshop  
**Times:** 6:30 pm - 9:30 pm  
**Fee:** \$300  
**Location:** Terrace Campus  
**Note:** Students need to apply for formal admission into the SEA program. This course is a cost-recovery course especially for SEA students. Minimum enrollment is 16. Maximum enrollment is 24.



## ECE 140 or IHS 105-3.0: Human Development 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 and program 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 text and other references.

**Dates:** September 15 - November 24/98  
**Day:** Tuesday & two Saturday workshops  
**Times:** 7 pm - 9 pm  
**Fee:** \$134.70  
**Location:** Teleconference sites, on/off campus across the Northwest Region - contact your local college centre  
**Instructor:** Nancy Hogue  
**Prerequisite:** Students registering for this course must complete the admission requirements for the IHS program which includes Early Childhood, Special Education Assistant, and Social Service Worker options.  
**Note:** Maximum enrollment at each site is eight.

## ECE 105 or IHS 115-3.0: Families and Early Childhood Programs I

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

**Dates:** January 7 - April 22/99  
**Day:** Thursday  
**Times:** 6:30 pm - 9:30 pm  
**Fee:** \$300  
**Location:** Terrace Campus  
**Instructor:** TBA  
**Prerequisite:** Students registering for this course must complete the admission requirements for the IHS program which includes Early Childhood, Special Education Assistant, and Social Service Worker options.  
**Note:** Minimum enrollment is 16. Maximum enrollment is 24.

## ECE 141 or IHS 106-3.0: Human Development II

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

**Dates:** January 12 - April 19/99  
**Day:** Tuesday & one Saturday workshop  
**Times:** 7 pm - 9 pm  
**Fee:** \$134.70  
**Location:** Teleconference sites, on/off campus across the Northwest Region - contact your local college centre  
**Instructor:** Nancy Hogue  
**Prerequisite:** ECE 140 or equivalent  
**Note:** Maximum enrollment at each site is eight.

**MAXIMIZE YOUR POTENTIAL!  
 CONSIDER THE  
 NORTHWEST ADVANTAGE!**  
*Learn close to home & save  
 on-campus cafeteria and residence costs.*

- Provincial Curriculums
- Modularized, competency-based learning
- Networked computer labs
- On campus library
- On campus daycare

Call 635-6511 and apply today!

# FAMILY DAYCARE TRAINING

These courses are twenty-one hours of class time with four hours of guided observation. FAM 03 & FAM 04 are two of six courses in the 150 hour Family Daycare Program. Students who complete all six courses will receive a Family Daycare Certificate and 3 course credits towards an Early Childhood Education Certificate upon completion of ECE admission requirements.

## FAM 03: Understanding Children's Behaviour

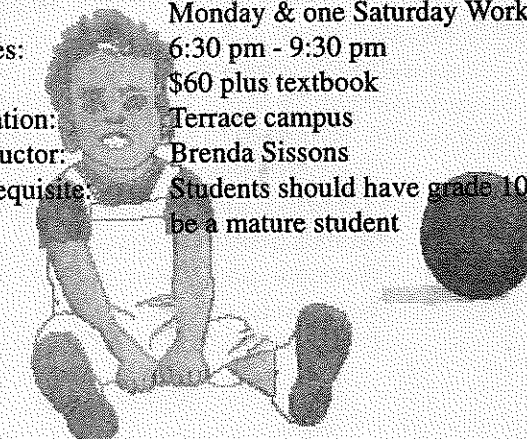
### Course Objective:

This course begins awareness of the spectrum of actions and behaviors of children. Through communication techniques, strategies for dealing with negative behaviors are developed.

### Course Description:

This course will focus on the guidance and nurturing of young children based on an understanding of their behavior. Family day care providers will have the opportunity to achieve competency in the development of strategies for interpersonal communication, child management and the fostering of positive, emotional and social development of young children.

**Dates:** September 14 - October 17/98  
**Day:** Monday & one Saturday Workshop  
**Times:** 6:30 pm - 9:30 pm  
**Fee:** \$60 plus textbook  
**Location:** Terrace campus  
**Instructor:** Brenda Sissons  
**Prerequisite:** Students should have grade 10 or be a mature student



### FAM 04: Health, Safety & Nutrition

#### Course Objective:

This course will introduce Family Day Care providers to some of the basic issues in the areas of nutrition, health and safety in child care settings, focusing on home environment.

#### Course Description:

This course will familiarize participants with the health, safety and nutritional needs of young children. It will emphasize how Family Day Care providers can offer a safe home environment that is consistent with the healthy growth and development of children.

Dates: October 26- November 28/98  
Day: Monday & one Saturday Workshop  
Times: 6:30 pm - 9:30 pm  
Fee: \$60 plus textbook  
Location: Terrace campus  
Instructor: Laura Jobb  
Prerequisite: Students should have grade 10 or be a mature student

### FAM 05: Planning Children's Experiences

#### Course Description:

This course offers Family Day Care providers practical knowledge in planning activities in terms of materials, space requirements and time management. The focus will be on play-based activities which promote learning that is developmentally appropriate so that children's needs can be met on an individual basis.

Dates: March 1 - 29/99  
Day: Monday & one Saturday Workshop  
Times: 6:30 pm - 9:30 pm  
Fee: \$60 plus textbook  
Location: Terrace campus  
Instructor: Brenda Sissons  
Prerequisite: Students should have grade 10 or be a mature student

### FAM 06: Administration/ Working with Families

#### Course Description:

This course will emphasize the importance of seeing Family Day Care in a professional manner - as a business and a career. The details of administrative procedures necessary to deal with licensing, tax planning, parent/caregiver contracts, record keeping, household management, networking and the operation of a business including liability insurance, will be covered.

Dates: April 12 - May 15/99  
Day: Monday & one Saturday Workshop  
Times: 6:30 pm - 9:30 pm  
Fee: \$60 plus textbook  
Location: NWCC Terrace  
Instructor: Laura Jobb  
Prerequisite: Students should have grade 10 or be a mature student

Program minimum is eight people.  
Please register early!



# INSTRUCTOR TRAINING

## PROVINCIAL INSTRUCTOR DIPLOMA



A Ministry of Education, Skills, and Training Program

The Provincial Instructor Diploma is for educators and trainers involved in the planning, design and delivery of adult education in government, business or industry. The practical hands-on approach emphasizes skill development in all aspects of curriculum and instruction.

The Program consists of six 30 hour courses and a final assignment.

For information on university transfer arrangements for this program, please contact us.



Program Development Department

Weekend courses are available at:

ID 104A	Evaluation of Learning & Instruction A	Sept. 11,12,13,25,26,27/98	Prince Rupert
ID 101	Curriculum & Instructional Design	Sept. 18,19,20, Oct. 2,3,4/98	Terrace
ID 102B	Elements of Instruction B	Oct. 16,17,18,30,31, Nov. 1/98	Smithers
ID 102A	Elements of Instruction A	Jan. 15,16,17,29,30,31/99	Terrace
ID 103	Use & Design of Instructional Media	Feb. 19,20,21, Mar. 5,6,7/99	Smithers
ID 104B	Evaluation of Learning & Instruction B	Mar. 19,20,21, Apr. 2,3,4/99	Prince Rupert

TUITION: \$275 PER COURSE

FOR INFORMATION OR REGISTRATION PLEASE CONTACT PROGRAM DEVELOPMENT AT 871-7499/88

WEBSITE: <http://www.vcc.bc.ca>



# CONTINUING EDUCATION

## WHO WE ARE AND WHAT WE DO....

The role of the Continuing Education Department of NWCC is to deliver a wide range of programs designed to serve community and individual needs. These courses include certification, professional development and general interest programs. Certification programs include WCB Occupational Health and Safety, Foodsafe, Defensive Driving and Red Cross Safety. General interest programs include Languages, Creative Photography and Picture Framing to name a few. Professional, experienced instructors deliver quality programming in an excellent college facility.

### CONTRACT SERVICES




Courses and programs are scheduled on a regular basis however, a major focus is on the delivery of programs on a contract basis. Contract training enables the department to tailor programs to suit the client as well as offer competitive contract prices. The department can deliver contract training off-site to convenience the client. For more information about contract training, phone (250)638-5408, 638-5452 or 638-5451.

### ABOUT THE COURSES

GST is not charged on fees for certification courses however, it is applicable to general interest courses. Unless otherwise stated, course fees include the cost of books, consumables, exams and certificates. There may be a minimum number required in order to deliver a course although the department makes every attempt to ensure that the participant will not be disappointed by course cancellations. First Aid course maximums are limited by the WCB - maximum is 12 in OFA Level I & Transportation Endorsement and 18 in OFA Level II & III.

**Enroll early to avoid disappointment!**

### WHO TO CONTACT

	<b>Phone</b>	(250) 638-5408, 638-5452 or 638-5451
	<b>Fax</b>	(250) 638-5433
	<b>Walk in</b>	NWCC- Room 1126 East (Trades) Building

### CONTINUING EDUCATION STAFF

		Local
Coordinator	Peter Haigh	5451
Program Officer	Coleen Taylor	5452
Program Officer	Joan Daniels	5408
Instructor	Fred Adair	5297
Instructor	Bruce Fisher	5356

# OCCUPATIONAL FIRST AID TRAINING

*by College Professionals*

The Continuing Education Department in partnership with the Workers' Compensation Board offers a wide range of First Aid courses in response to demand by industry and business. The department's well qualified instructors have been meeting this community need for over twenty years and the department's well equipped first aid teaching room is second to none.

To qualify for First Aid training and subsequent certification, participants must be at least sixteen years old, have the physical ability to successfully perform first aid skills and have a genuine interest in assisting others. No previous First Aid training is necessary. Course participants must present a valid photo ID. Upon successful completion of the courses and exams, participants receive a WCB issued OFA Certificate valid for two years.

### **OCCUPATIONAL FIRST AID CERTIFICATE - LEVEL I**

The OFA Level I is an eight hour course designed to provide basic first aid skills. Participants will learn the role and duties of an attendant including the identification of respiratory and circulatory emergencies and the management of critical interventions. Instruction in the procedures for medical referrals and the required paperwork are included. (Evaluation is conducted by the instructor). Successful course completion results in a WCB issued OFA Level I certificate, valid for two years. Course participants must provide photo ID.

Time:	8:30 am - 5:30 pm
Fee:	\$75
Pre-requisite:	16 years of age
Course 1:	September 11, 1998 - Friday
Course 2:	October 15, 1998 - Thursday
Course 3:	November 12, 1998 - Thursday
Course 4:	December 3, 1998 - Thursday
Note:	Minimum enrollment is 7. Maximum enrollment is 12.

### **OCCUPATIONAL FIRST AID TRANSPORTATION ENDORSEMENT**

The Transportation Endorsement is an eight hour course designed to prepare holders of a valid OFA Level I certificate with the skill and knowledge needed to secure and transport injured/ill workers to medical aid. The course focuses on the practical skills necessary to safely handle and secure the injured. These skills are necessary if the worksite is more than 20 minutes from medical aid. Successful course completion results in a WCB issued certificate valid for two years. (Evaluation is conducted by the instructor).

Time:	8:30 am - 5:30 pm
Fee:	\$75
Pre-requisite:	16 years of age <b>AND</b> Valid OFA Level I Certificate
Course 1:	October 16, 1998 - Friday
Course 2:	December 4, 1998 - Friday
Note:	Minimum enrollment is 7. Maximum enrollment is 12.



**Additional courses may be scheduled for Saturdays or evenings depending upon demand.**

**Register for the Transportation Endorsement at the same time as the OFA Level I and receive a 10% discount on the Transportation Endorsement course fee!!**

## OCCUPATIONAL FIRST AID CERTIFICATE - LEVEL II

OFA Level II is a 36 hour intermediate first aid course designed for those whose worksite is less than 20 minutes from medical aid. This course includes all medical techniques considered to be the responsibility of the Occupational First Aid attendant. Theory and practical skill development form the basis of this course which is ideal for anyone working in hospitals or other medical care facilities. OFA Level II certification requires an examination - written, oral and practical - conducted by a WCB examiner following course completion. Course participants must score at least 70% on all portions of the exam in order to be issued a WCB Level I certificate, valid for two years from the date of examination. (Remember - OFA Level III is required if the worksite is more than 20 minutes from the hospital).

OFA Level II is offered upon demand and/or by contract. A minimum number of participants is required.

**Phone (250) 635-5408 to  
indicate your interest!**

## OCCUPATIONAL FIRST AID LEVEL III - RECERTIFICATION

This 35 hour OFA Level III recertification course is designed for those experienced and qualified candidates who can demonstrate the skills and knowledge required for certification as an OFA Level III First Aid attendant. A pre-test to determine skill and knowledge level is administered. Potential participants should have two OFA Level III renewals before attempting the recertification program.

OFA Level III Recertification is offered upon demand and/or by contract. A minimum number of participants is required.

**Phone (250) 635-5408 to  
indicate your interest!**

## OCCUPATIONAL FIRST AID CERTIFICATE - LEVEL III

The OFA Level III is a 70 hour course designed to present all medical techniques considered to be within the responsibility of an OFA attendant providing emergency care in industry and business. Course curriculum includes the identification, assessment, and management of respiratory/circulatory emergencies, critical airway interventions, head, brain and spinal cord injuries, upper limb fractures and dislocations, environmental emergencies, diabetic conditions and seizures. First Aid theory and practical skill development form the basis of this OFA Level III course. OFA Level III certification requires an examination - written, oral and practical - conducted by the WCB examiner following course completion. Course participants must score at least 70% on all portions of the exam in order to be issued a WCB OFA Level III certificate valid for two years from the date of the examination.

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

Time: 8:30 am - 4:30 pm

Fee: \$605

Pre-requisites: Be at least 16 years of age  
(with restrictions)

Course 1: September 14 - 25, 1998

Course 2: October 19 - 30, 1998

Course 3: November 16 - 27, 1998

Note: WCB examination conducted early in  
the week following course completion.

**A THREE WEEK (105 HOUR)  
OFA LEVEL III IS LESS INTENSIVE  
AND ALLOWS MORE TIME FOR  
PRACTICE. THIS COURSE MAY BE  
OFFERED DEPENDING UPON DEMAND.**

**WORKERS'  
COMPENSATION  
BOARD**  
OF BRITISH COLUMBIA



## ADVANCED WILDERNESS FIRST AID

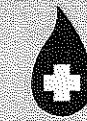
This 72 hour Advanced Wilderness First Aid (NWCC-WFA) was successfully offered for the first time at the Terrace campus in the spring of 1998. The course incorporates the WCB OFA Level I and the Transportation Endorsement courses as well as the Red Cross Basic Rescuer certification. Classroom instruction is supplemented by several outdoor simulations. The AWFA course can be streamlined to 56 hours provided participants hold valid OFA Level I and Transportation Endorsement or OFA Level III certification.

This is an ideal course for those whose work is in the outdoors - for example: guides, avalanche or forestry workers. The Advanced Wilderness First Aid may be offered in the Spring of 1999 depending upon demand. The NWCC - Terrace campus also offers this course on a contract basis.

FOR INFORMATION OR TO  
INDICATE YOUR INTEREST,  
PHONE 638-5408.

***\*NWCC WILDERNESS FIRST AID HAS  
BEEN APPROVED BY PARKS CANADA  
FOR THEIR GUIDES\****

**IN-HOUSE, ON-SITE CUSTOMIZED  
TRAINING BRINGS OUR COURSES  
TO YOUR COMPANY DOOR.  
OUR INSTRUCTORS WILL CUSTOMIZE  
MATERIALS TO YOUR NEEDS. USE  
OUR TRAINING FACILITIES OR  
YOURS. TRAINING WILL BE  
ECONOMICAL, EFFECTIVE AND  
CONVENIENT. FOR MORE  
INFORMATION CALL - 638-5408**



## RED CROSS COURSES

Northwest Community College offers a number of Canadian Red Cross courses, scheduled upon demand or on a contract basis. You can learn the basics of first aid including CPR and responding to common household emergencies. Vital Link, Basic Rescuer and Childsafe provide the course participant with knowledge and skills to both avert and respond to emergencies.

Red Cross Certificates are valid for two years. Course fees include all books, materials and certification costs. There is no prerequisite to these Red Cross courses. Courses can be delivered off-campus to groups on a contract or group rate basis. Phone 638-5408 for more information.

## CHILDSAFE

Learn to care for young children in emergency situations. This 7 hour course is an excellent guide to first aid and safety as it teaches you the basics of first aid, including CPR. An ideal course for both parents and other child-care givers. Children are precious and we can never learn enough about how to protect them. A certificate valid for two years is awarded.

Date: October 17, 1998

Days: Saturday

Time: 8:30 am - 4:30 pm

Fee: \$70

Note: Maximum of 12 participants.



**INSTRUCTORS AND IDEAS  
WELCOME!**

**If you would like to share your expertise,  
we would like to hear from you!  
Please call 638-5408 or 638-5452  
for more information.**

## OCCUPATIONAL HEALTH & SAFETY REGULATIONS

The introduction of new Occupational Health & Safety regulations in the Spring of 1998 ended a long process to update the rules governing worker safety at BC worksites. Some of the changes include regulations related to the operation of automated equipment, to chemicals, as well as ergonomic requirements to reduce the risk of over-exertion injuries. The immediate goal of the New Occupational Health & Safety regulations is the reduction in workplace injury rates amongst BC employees. More and more emphasis will be placed upon a culture of safety within industry and business in order to achieve that goal.

### SAFETY IN THE WORKPLACE WITH WORKSAFE CERTIFICATION PROGRAMS

The Worksafe educational programs developed by the WCB are offered as part of regularly scheduled programming and on a contract basis. The objectives of the Worksafe program are:

- to assist employers and employees in learning the prevention of workplace injury and disease and thereby reduce associated WCB claims' costs.
- to assist employers and employees in developing occupational safety and health expertise.
- to assist employers and employees in developing a positive and proactive attitude to workplace health and safety.

There are six Worksafe educational modules, each of which requires approximately 10 to 12 hours of class time. A certificate is issued upon the successful completion of each Worksafe module. Worksafe modules are scheduled on a regular basis over the fall and spring terms. In addition, the Continuing Education Department can deliver any or all of the Worksafe courses on a contract basis to industry and business.

To that end, worksite examples and situations are analyzed in order to tailor the programs to the particular work place.

*Phone 638-5408 for more information.*

## WORKSAFE EDUCATION PROGRAMS

### OCCUPATIONAL SAFETY & HEALTH IN SMALL BUSINESS

- informs about legal responsibilities for employee safety; how to prevent worksite injury and disease; how to manage workers' compensation costs; "due diligence"; WCB safety and hygienic policies.

### HAZARD RECOGNITION AND CONTROL

- explains how to identify and evaluate hazards; who is responsible for identifying and controlling hazards, how to identify key causes of repetitive strain and musculoskeletal injuries.

### FINDING SOLUTIONS TO MUSCULOSKELETAL & REPETITIVE STRAIN INJURY

- of interest to supervisors, safety committee members and business owners who want to confront the most significant causes of high-cost claims; how to prevent back injury, strains and musculoskeletal disorders associated with office work.

### OCCUPATIONAL SAFETY AND HEALTH COMMITTEE

- explains roles and duties, the elements of an effective safety and health committee, responsibilities of the committee, how to use the safety and health regulations; how to conduct effective workplace inspections and accident investigations.

### SUPERVISOR SAFETY MANAGEMENT

- provides key information to effectively manage safety and health; supervisors learn how to practice "due diligence"; how to identify and analyze workplace hazards and how to conduct effective workplace safety inspections.

### PREVENTING WORKPLACE VIOLENCE

- includes explanations of WCB's requirements for protection of workers from workplace violence; as well as risk assessment, violence prevention and development of a workplace violence protection program.

THE FOLLOWING 12 HOUR MODULES ARE SCHEDULED. OTHERS WILL BE OFFERED ON DEMAND AND/OR A CONTRACT BASIS TO INDUSTRY, BUSINESS & NON-PROFIT GROUPS.

### HAZARD RECOGNITION & CONTROL

Date: October 19 & 20/98  
Days: Monday & Tuesday  
Time: 8:30 am - 3:30 pm  
Fee: \$105

### OCCUPATIONAL SAFETY & HEALTH FOR SMALL BUSINESS

Date: November 18 & 19/98  
Days: Wednesday & Thursday  
Time: 8:30 am - 3:30 pm  
Fee: \$105

### TRANSPORTATION OF DANGEROUS GOODS (LAND & RAIL)

This six hour course is designed for people who handle and/or transport dangerous goods by land and rail. The course content includes the TDG Act, classification, documentation, packaging, placarding and reporting procedures. Both theory as well as practical exercises in labeling and documentation ensure that course participants recognize the responsibility of handling dangerous goods. A certificate of course completion valid for three years is issued to each course participant.

Date: October 22/98  
Days: Thursday  
Time: 8:30 am - 3:30 pm  
Fee: \$70

### DEFENSIVE DRIVING

Are you new to the road or have you been on the road for many years? This six hour Defensive Driving course is for you and everyone in between. Enhance your driving skills while learning the dos and don'ts of the road. Learn how to avoid those common "fender benders" and to better protect you and your family. A BC Safety Council Certificate is awarded.

Date: October 17/98  
Days: Saturday  
Time: 9 am - 4 pm  
Fee: \$59  
Note: Enrollment may be limited.



## WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

This four hour WHMIS course provides information and training in the safe handling, recognition, storage and disposal of controlled products (hazardous materials). Emergency procedures as well as an understanding of the risk and necessary precautions will help prevent workplace injury or loss of life. Suppliers are responsible for providing product labels and safety data sheets and must ensure that this information is made available to employees. Employers must provide education and training in WHMIS which is administered by the WCB. A certificate of attendance and completion of the course is awarded.

Date: October 21/98  
Days: Wednesday  
Time: 8:30 am - 12:30 pm  
Fee: \$50



### COMMUNICABLE DISEASE & OUTBREAKS

The bug stops here! It's a small world and diseases once thought to exist in other countries only, have the possibility of posing a threat to the Pacific Northwest. This six hour introductory course will explore the history, the life cycles and the modes of transportation of the most dangerous infectious diseases. Control measures designed to protect families from outbreaks will be outlined.

Date: October 6 & 8/98  
Days: Tuesday & Thursday  
Time: 7 pm - 10 pm  
Fee: \$54 + GST

### WCB FALLING & BUCKING

New WCB regulations for fallers require that all fallers must be certified. The law will be strictly enforced by April, 1999. The Falling/Bucking course may be offered during this fall term subject to the WCB certification process. This course for experienced fallers consists of classroom instruction and a field check by an experienced faller.

**DATE, TIME AND COURSE FEE WILL BE ANNOUNCED AT A LATER DATE.**

**PHONE 638-5408 FOR MORE INFORMATION AND TO PLACE YOUR NAME ON A "WAITLIST"**

## FOODSAFE LEVEL I

Foodsafe Level I certification is an advantage to those seeking employment in the food services industry. This 12 hour Foodsafe course was designed by the Ministry of Health in consultation with the BC Restaurant & Food Services' Association. This comprehensive course provides instruction in the safe and sanitary handling, storage and preparation of food. A student workbook is provided. Successful completion of the course and final exam results in certification and registration by the Ministry of Health. This course is designed for all food services workers and is the pre-requisite for Foodsafe Level II.

Date: October 13, 15, 20 & 22/98  
Days: Tuesdays & Thursdays  
Time: 7 pm - 10 pm  
Fee: \$89

**OR**

Date: November 6 & 7/98  
Days: Friday & Saturday  
Time: 9 am - 4 pm  
Fee: \$89

## FOODSAFE LEVEL II

This 12 hour Foodsafe course explores, in greater detail, safe food handling, storage and preparation practices. This advanced level is designed for managers, potential managers and those who plan on a career in the food services industry. Successful completion of the course and final exam results in certification and registration by the Ministry of Health.

Date: November 17, 19, 24 & 26/98  
Days: Tuesday & Thursday  
Time: 7 pm - 10 pm  
Fee: \$89

## TRAFFIC CONTROL FLAGGING

Get the jump on spring '99 job opportunities! Take this fall sixteen hour certification course that is offered over two days. Certification is required for those monitoring, controlling and directing traffic in and around maintenance and construction areas. This course provides in-depth coverage of the skills and information needed to become a certified traffic control flag person.

Date: September 12 & 13/98  
Days: Saturday & Sunday  
Time: 8 am - 5 pm  
Fee: \$165 (includes complete set of resource books)

## GENERAL INTEREST

### 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. Hasta la vista!

Date: October 13 - 29/98  
Days: Tuesdays & Thursdays  
Time: 7 pm - 9 pm  
Fee: \$69 + GST



### CONVERSATIONAL JAPANESE

Learn to converse in Japanese. This introductory Japanese course will teach you to understand basic symbols and basic skills to communicate in Japanese.

Date: October 20 - November 5/98  
Days: Tuesdays & Thursdays  
Time: 7 pm - 9 pm  
Fee: \$69 + GST



### WOODWORKING FOR WOMEN

This 18 hour course provides women with an introduction to woodworking skills. This first class is an introduction to woodworking tools and participants select an individual project for completion.

Date: October 28 - December 9/98  
Days: Wednesdays  
Time: 6:30 pm - 9:30 pm  
Fee: \$89 + GST  
Instructor: Peter Vogelaar  
Note: Participants supply materials for their projects.

### FULL CLASS?

IF YOU TRY TO REGISTER FOR A COURSE AND FIND THAT IT'S FULL - ASK TO BE PUT ON THE WAITLIST! IF SPACE BECOMES AVAILABLE YOU WILL BE NOTIFIED.

WAITLISTS ALSO TELL US A COURSE IS IN DEMAND - SO WE'LL TRY TO OFFER IT AGAIN FOR YOU!!

## INTEGRATED HUMAN SERVICES PROGRAM

### SOCIAL SERVICE WORKER OPTION

The Social Service Worker option is for those people who wish to obtain training and skills in the social services field. This training includes University Credit courses and special courses to prepare the student to work as a para-professional helping and caring for people with different social needs. Usually para-professionals are supervised by a professional with a university degree. Opportunities for graduates include child and youth workers, teacher assistants, home-school coordinators, support workers in transition houses, or with developmentally and psychiatrically disabled people, family resource workers, etc.

**The Social Service Worker Option has a First Year Certificate Option & a Second Year Diploma Option.**

*\*Enrollment may be on a full-time or part-time basis. Priority for placement is given to full-time students. There may be prerequisites for some courses.*

For further information contact Doug Foster, 635-6511 - Local 5236.

#### Certificate Level Courses:

- ENGL 151 - Technical Writing I
- IHS 195 - Introduction to Social Services
- IHS 112 - Interpersonal Communication
- IHS 109 - Computers in the Human Services I
- IHS 191 - Introduction to Social Services Agencies
- PSYC 101 - Introduction to Psychology I
- SOCI 101 - Introduction to Sociology I
- FAID 110.5 - Occupational First Aid Level I

#### Diploma Level Courses:

- ENGL 101 - Introduction to Composition
- IHS 213 - Group Theory and Practice
- SOCI 205 - Sociology of the Family
- University Credit and/or IHS Credit Electives

For more information regarding dates & times of these courses, please contact the Registration Office at NWCC - 635-6511

# UNBC

## REGIONAL COURSE OFFERINGS FALL 1998

### Graduate Courses:

EDUC 632 - Language Development (Ter)  
EDUC 719 - Counselling Practicum (Ter & region)

### Undergraduate Courses:

COMM 310 - Intermediate Financial Accounting (Pr Rup)  
COMM 345 - Retail Management (Ter & Pr Rup)  
ENGL 330 - Canadian Literature (Ter & Pr Rup)  
ENGL 385 - 20th Century American Literature (Ter)  
FNST 237 - Sm'algyax, Level III (Ter)  
FNST 302 - First Nations Health and Healing (Ter)  
HIST 400 - Aboriginal People in Canada (Ter & Pr Rup)  
PSYC 307 - Motivation and Emotion (Ter)

### Worldwide Web:

ENGL 270 - Expository Writing  
GEOG 402 - Geography of the Circumpolar North

At-home access to full University programmes through UNBC regional delivery & partnership with Northwest Community College. To apply/register for these courses, please contact the Northwest Regional Office at:  
(250) 624-2862 Prince Rupert  
(250) 638-5448 Terrace  
Toll Free at 1-888-554-6554  
or 1-888-419-5588  
(Automated Registration Information)

# APPLIED COMPUTER TECHNOLOGY

Terrace campus offers a one-year certificate in Applied Computer Technology. The Applied Computer 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 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 or to other programs at NWCC.

Courses are now being offered on a **full and part-time basis** in the Winter of 1998. Evening courses are offered to allow full-time workers to upgrade their computer skills.

## APPLIED COMPUTER TECHNOLOGY EVENING CREDIT COURSES

Students must apply to NWCC and enrol as a part-time student in the Applied Computer Technology Program in order to register for these courses.

**TCOM 101: Introduction to Computer Hardware**  
Days: Monday & Wednesday  
Time: 4 pm - 6 pm  
Date: September 9 - December 18/98  
Fee: \$179.60  
Instructor: Lorna Mathisen

**TCOM 101: Introduction to Computer Hardware**  
Days: Tuesday & Wednesday  
Time: 7 pm - 9 pm  
Date: September 9 - December 18/98  
Fee: \$179.60  
Instructor: Lorna Mathisen

**ACCT 150: Fundamentals of Accounting I**  
Days: Thursday  
Time: 7 pm - 10 pm  
Date: September 10 - December 18/98  
Fee: \$134.70  
Instructor: John Campbell, Ph.D.

**MATH 150: Business Math**  
Days: Monday  
Time: 7 pm - 10 pm  
Date: September 14 - December 18/98  
Fee: \$134.70  
Instructor: Gregory Krabes

Students interested in taking any or all of these courses on a part-time basis are asked to contact the program coordinator - Phil Bialobzyski at NWCC in Terrace.

Email [phil@kermode.net](mailto:phil@kermode.net)  
or call 635-6511, local 5368

## GENERAL INTEREST COURSES

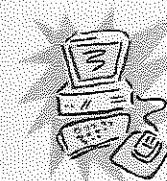
See **next page** for the general interest courses that the Applied Computer Technology Department will be offering in SEPTEMBER, 1998 relating to computer hardware.

## APPLIED COMPUTER TECHNOLOGY GENERAL INTEREST COURSES

### COMPUTERS EXPLAINED

This two-evening course will answer those questions you've always wondered about. Topics include: things you should know before you buy a computer, interpretation of acronyms, overview of computer hardware, memory and CPU types, identifying your computer hardware requirements and comparison of software bundles. Students are encouraged to bring their questions. Class size is limited to 12 students.

Dates: October 5/98 OR  
October 15/98  
Times: 6:30 pm - 9:30 pm  
Fee: \$30  
Instructor: Nolan Beaudry



### TROUBLE SHOOTING AND REPAIRING YOUR COMPUTER

This course is offered over four evenings and gives a basic hands-on approach to diagnosing and repairing common computer hardware problems. The course starts with a basic introduction to computer architecture. Topics include: diagnostic programs, replacing hard drives and memory trouble-shooting. Students are encouraged to bring their questions and their malfunctioning computers for diagnosis and repair. Enrollment is limited to ten to ensure individual attention.

Dates: October 19, 22, 26 & 29/98  
Days: Monday & Thursday  
Times: 6:30 pm - 9:30 pm  
Fee: \$115  
Instructor: Nolan Beaudry

### UPGRADING YOUR COMPUTER

This course is offered over four evenings and gives the student basic advice and hands-on experience to upgrade their PC's. Topics include: RAM and CPU, peripherals, adding hard drives and sound cards. There will be a one week break half-way through the class to allow those students who are interested to obtain components to upgrade their own PC's. Enrollment is limited to ten to ensure individual attention.

Dates: November 9, 12, 16 & 19/98  
Days: Monday & Thursday  
Times: 6:30 pm - 9:30 pm  
Fee: \$115  
Instructor: Nolan Beaudry

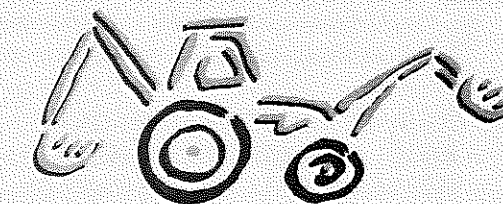


# TRADES PROGRAMS

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
- Welding

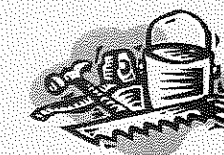
OUR GRADUATES ARE EMPLOYED IN THE MAINTENANCE OF AUTOMOTIVE, FORESTRY, MINING, ROAD BUILDING & INDUSTRIAL EQUIPMENT.



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!!  
635-6511



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

# INDUSTRIAL & TECHNICAL

## AIRBRAKES CERTIFICATION

This course includes 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 towards the Motor Vehicle Branch Air Endorsement Examination. CSA approved safety footwear is required for the practical instruction.

Session 1: September 15 - 19/98  
Session 2: October 13 - 17/98  
Session 3: November 17 - 21/98  
Session 4: December 8 - 12/98  
Times: Tuesday - Friday 6:30 pm - 10:30 pm  
AND Saturday 8 am - 4 pm  
Fee: \$165  
Location: Room 1112  
Prerequisites: Valid BC Drivers License  
Note: An Airbrake Endorsement is a pre-requisite for our Professional Drivers Training course.

COURSES ARE SCHEDULED ON  
A REGULAR BASIS THROUGHOUT  
THE YEAR. CALL US - WE CAN  
ACCOMMODATE YOUR SCHEDULE!  
**638-5452**

## COMMERCIAL/PUBLIC VEHICLE INSPECTION

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

Date: October 26 - 29/98  
Days: Monday - Thursday  
Time: 6:30 pm - 10:30 pm  
Fees: \$350 (Includes course manual)  
Location: 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.

## PROFESSIONAL DRIVER TRAINING

This modularized, behind the wheel, 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 40 hour (20 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

*We use the Province of British Columbia approved curriculum developed with the assistance of the Professional Commercial Vehicle Operators BC.*

Session 1: August 10 - 14/98  
Session 2: September 21 - 25/98  
Session 3: September 28 - October 2/98  
Session 4: October 19 - 23/98  
Time: 7:30 am - 2:30 pm  
Days: Monday - Friday  
Fee: \$1800  
Prerequisites: 19 years of age  
Clear driving abstract  
Valid Airbrakes Endorsement Certificate (offered each month at NWCC)  
Valid Class 1 Learners Permit



COURSES ARE SCHEDULED ON A REGULAR BASIS  
THROUGHOUT THE YEAR. CALL US - WE CAN  
ACCOMMODATE YOUR SCHEDULE!

For more information contact the Registration Office at NWCC - Terrace Campus 635-6511, local 5203 or the instructor at 638-2822

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

## AIR CONDITIONING RETROFIT COURSE

Beginning October 1, 1997, any person servicing a motor vehicle air conditioning system must have successfully completed a motor vehicle air conditioning retrofitting course approved by the Ministry. The term **servicing** refers to any person repairing or replacing automotive air conditioning systems and components.



### COURSE CONTENT:

You will learn a generic Class II retrofit, including the importance of:

- A/C System Inspection
- Refrigerant Identification
- System Performance
- Leak Detection
- Component Replacement
- Service Port Installation
- A/C Refrigerant Recovery
- Evacuation and Recharge
- The Dangers of Blend Refrigerants
- System Flushing
- Oil Replacement
- Retrofit Label Completion

### COURSE MATERIAL:

You will be provided with a student manual which is yours to keep.

Dates: October 6/98  
Day: Tuesday  
Time: 6 pm - 10 pm  
Fee: \$135 (GST included)  
Note: Upon successful completion at 75% or greater of a 25 question multiple choice exam, you will receive a Government sealed certificate of completion.

## BACKHOE/LOADER OPERATOR

This modularized course is designed to assist operators to acquire skills and knowledge required to be an entry level backhoe/loader operator. Safe, efficient operation, maintenance and duties of competent operators are emphasized in this course. In this competency-based course the following operator requirements will be offered:

- Safety Procedures
- Equipment Systems
- Preventative Maintenance Procedures
- Site Preparation
- Operation of a backhoe in on-the-job situations
- Identification of construction symbols and terms, check grades, install a culvert and identify road building stages
- Road reclamation and related environmental practices codes.

### CAREER OPPORTUNITIES

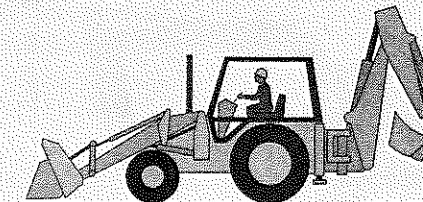
The operational skills and knowledge acquired in this program will enable graduates to pursue entry level jobs and/or a career in the construction and excavation industries.

### ENTRANCE REQUIREMENTS

- 18 years of age
- Valid drivers license

Session 1: September 21 - October 2/98  
Session 2: October 26 - November 6/98  
Times: TBA  
Fee: \$2,200  
Note: This course is offered on site, so participants will require appropriate outdoor clothing and CSA approved safety footwear.

COURSES CAN BE SCHEDULED  
UPON REQUEST, CALL 638-5430



\*JOHN DEERE EQUIPMENT AND TRAINING  
RESOURCES ARE USED IN THESE COURSES\*

## EXCAVATOR OPERATOR

This modularized course is designed to assist operators to acquire skills and knowledge required to be an entry level excavator operator. Safe, efficient operation, maintenance and duties of competent operators are emphasized in this course. In this competency-based course the following operator requirements will be offered:

- Safety Procedures
- Equipment Systems
- Preventative Maintenance Procedures
- Site Preparation
- Operation of a backhoe in on-the-job situations
- Identification of construction symbols and terms, check grades, install a culvert and identify road building stages
- Road reclamation and related environmental practices codes.

### CAREER OPPORTUNITIES

The operation skills and knowledge acquired in this program will enable graduates to pursue entry level jobs and/or a career in the construction and excavating industries.

### ENTRANCE REQUIREMENTS

- 18 years of age
- Valid drivers license

Session 1: October 5 - 23/98

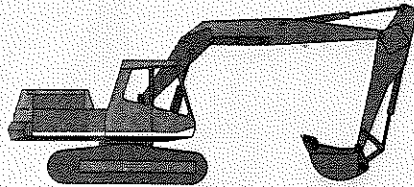
Session 2: November 9 - 27/98

Times: TBA

Fee: \$2,750

Note: This course is offered on site, so participants will require appropriate outdoor clothing and CSA approved safety footwear.

**COURSES CAN BE SCHEDULED  
UPON REQUEST, CALL 638-5430**



\*JOHN DEERE EQUIPMENT AND TRAINING  
RESOURCES ARE USED IN THESE COURSES\*

## NATURAL RESOURCES PROGRAM

The Natural Resources Program is an innovative program that provides training in numerous areas of resource management. The program integrates university credit courses with technical courses and offers three diploma options. Field sites are located within minutes of the campuses providing students with opportunities to combine the theory learned in the classroom with the practical skills necessary for employment in the Natural resources field.

### PART-TIME STUDIES

Students interested in part-time studies are encouraged to enroll in individual courses. See admission requirements in the College Calendar or contact the Program Coordinator for more information.

### TECHNICAL COURSES

- Fish and Wildlife
- Silvics & Dendrology
- Surveying
- Bio-diversity and Habitat
- Fish Biology and Management
- Wildlife Biology and Management
- Bio-geoclimatic Classification



### UNIVERSITY CREDIT COURSES

- English 151 - Technical Writing
- Biology 101 - Introductory Biology
- Computer Science 111 - Introduction to Computers
- Geography 150 - Physical Geography I
- Geography 203 - Geomorphology

(COURSES WILL RUN FROM  
SEPTEMBER TO DECEMBER 1998)

PLEASE CONTACT  
TRISH NUYTEN @638-5469  
OR  
KEN DOWNS @ 638-5468  
FOR FURTHER INFORMATION  
REGARDING SCHEDULES AND  
PREREQUISITES.

## BUSINESS AND COMPUTING

### MANAGEMENT SKILLS FOR SUPERVISORS

This course is a 12 day series incorporating 3 core components, each a separate learning experience.

- 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.

Times: 8:30 am - 4:30 pm

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

Part 1: **Interpersonal Communication & Problem Solving Skills**

September 29 - Oct 2/98 (Tuesday to Friday)  
\$425

Part 2: **Leadership, Motivation & Team Building Skills**

November 3 - 6/98 (Tuesday to Friday)  
\$425

Part 3: **Interpersonal & Self Management Skills**

December 8 - 11/98 (Tuesday to Friday)  
\$425

Part 4: **Supervising with Style**

October 21 - 23/98 (Wednesday to Friday)  
\$350

**THIS IS THE LAST TIME PART 4 WILL BE OFFERED!!** The content of these courses has been updated and the former Part 4 (Supervising with Style) has been incorporated in the first 3 parts. Participants completing modules 1, 2, and 3 may receive 6 Unassigned Elective Credits on enrollment into the Two-Year Business Administration Program.

For more information,  
please call  
638-5452



### 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: November 16 & 18/98

Times: 7 pm - 10 pm

Fee: \$85



### 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: September 21 & 23/98 OR

October 6 & 8/98 OR

November 3 & 5/98

Times: 7 pm - 10 pm

Fee: \$85

### 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: October 13 & 15/98

Time: 7 pm - 10 pm

Fee: \$60

Computer courses listed are offered on the IBM (DOS/WINDOWS) platform. Maximum enrollment is ten people to ensure individual attention.







# Northwest

Community College

## KITIMAT CAMPUS

FALL 1998

### CREDIT PROGRAMS

- **Industrial Technology**  
Upgrade your skills in Math, English and many other courses!
- **Office Administration**  
Learn skills necessary for entry level clerical positions. Different certificate options available!
- **University Credit -**  
Anthropology 111, English 101, Sociology 101
- **Integrated Human Service Program -**  
IHS 112 - Interpersonal Communication

### CONTINUING EDUCATION

- On-Line Computer Courses
- Computer Workshops
- Occupational First Aid Level 3
- Transportation Endorsement
- Foodsafe
- Air Conditioning Retrofit
- Traffic Control Flagging
- Airbrakes
- C.O.R.E. - Conservation & Outdoor Recreation

Plus many more - contact us for an up-to-date list of courses!

COURSES ARE ALSO AVAILABLE ON A CONTRACT BASIS!

CONTACT: CLAIRE LIBERMAN -  
CONTINUING EDUCATION DEPARTMENT  
LOCAL 5621

### FOR MORE INFORMATION

CALL 632-4766

FAX 632- 5069

## Registration Information

### REGISTER EARLY!!

Some classes fill quickly, some may be cancelled due to insufficient interest! Space is limited so register in advance to guarantee your spot in the classes of your choice!

### WAYS TO REGISTER

# 4



PHONE - IN



WALK - IN



MAIL - IN



FAX - IN

1. **PHONE** - Have your Visa or Mastercard ready and call 635-6511. Receipts will be mailed.
2. **WALK IN** - Register in person at the Registration Office at NWCC. Pay by cash, cheque or credit card.
3. **MAIL IN** - Fill in the registration form and send in with cheque or credit card information. Make cheques payable to NWCC. Sorry, no post-dated cheques accepted.
4. **FAX IN** - Fill in the registration form and fax to NWCC at 638-5432. Payment by credit card only.

### SENIORS

(Age 65 or over)

Senior citizens are eligible for tuition-free enrollment in many NWCC courses subject to the following:

- A fee paying student cannot be displaced. Seniors requesting a fee waiver will be registered conditionally and, should the class fill, be given the option of paying to retain their seat.
- The waiver of course fees does not include any charges for books or materials that may be required.

### COURSE CANCELLATIONS

Northwest College reserves the right to cancel courses. You will be notified by telephone in advance of any cancellations. A full refund will be processed automatically unless we are notified of your wish to transfer to another class.

### GOODS AND SERVICES TAX

(GST)

Many of our courses are exempt from GST. You will not be charged GST unless it is specified in the brochure that a course has GST attached.

### WAIT LISTS

Registrations are accepted on a first-come, first-served basis, upon receipt of full fees at the time of registration. If a course is full, your name is placed on a waiting list. If the wait list is sufficiently large, another section of the course *may* be added. Those on the wait list will be contacted and registration will be complete upon full receipt of course fees. Should space become available in a course, the person whose name is first on the wait list will be contacted. If that person cannot be reached, the next name will be contacted.

### WITHDRAWALS AND REFUNDS

#### Continuing Education Programs & Courses

- Full refunds will be made only if a course is cancelled by the College or if a student withdraws from a course for medical or bereavement reasons before the course starts.
- Withdrawal before second class - 100% of fees, less a \$10 administration charge.
- Withdrawal after second class - NO REFUND.

#### Semester Based Programs

- Withdraw before the end of the 1st week of classes - 80% of tuition and student fees.
- Withdraw during the 2nd, 3rd or 4th week of classes - 50% of tuition and student fees.
- Withdrawal after the 4th week of classes - NO REFUND.

# Fax or Mail-In Registration

Mail or drop off registration to:  
**Northwest Community College**  
5331 McConnell Avenue  
Terrace, BC V8G 4X2  
Phone: 635-6511

Fax registration to:  
**638-5432**  
(Visa or Mastercard Only)  
Photocopy this form for  
additional students.

## REGISTRATION INFORMATION

Last Name \_\_\_\_\_ First Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Local \_\_\_\_\_

## COURSE INFORMATION

Course Name \_\_\_\_\_ Start Date \_\_\_\_\_ Fee \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## METHOD OF PAYMENT

- Money Order
- Cheque
- Credit Card

Credit Card Information  MasterCard  Visa

Name on card \_\_\_\_\_

Credit Card Account Number \_\_\_\_\_ Expiry date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Local \_\_\_\_\_

## COURSE INFORMATION

Course Name \_\_\_\_\_ Start Date \_\_\_\_\_ Fee \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## METHOD OF PAYMENT

- Money Order
- Cheque
- Credit Card

Credit Card Information  MasterCard  Visa

Name on card \_\_\_\_\_

Credit Card Account Number \_\_\_\_\_ Expiry date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



### University Education at Northwest Community College in Terrace

- NWCC University Credit courses are completely transferable to all BC Universities.
- NWCC University Program offers full first and second year Arts courses.
- NWCC University Program students receive more student-instructor contact than at the BC Universities.
- NWCC University Credit Program entrance requirements are more flexible than BC Universities.
- NWCC University Credit Transfer students do as well or better than direct entry students at BC Universities.

#### Example of Full Course Load at NWCC or University

<i>1st Year Arts</i>	<i>1st Year Science</i>
English 101/102	English 101/102
Psychology 101/102	Mathematics 101/102
Sociology 101/102	Physics 101/102
Biology 101/102	Biology 101/102
History 105/106	Chemistry 101/102

Costs	University	NWCC
Tuition	\$2,640	\$1,347
Living expenses	\$2,500	Home
Transportation	\$1,200	\$ 300
Accommodation	\$3,000	Home
Books	\$ 600	\$ 600
<b>TOTAL</b>	<b>\$9,940</b>	<b>\$2,247</b>

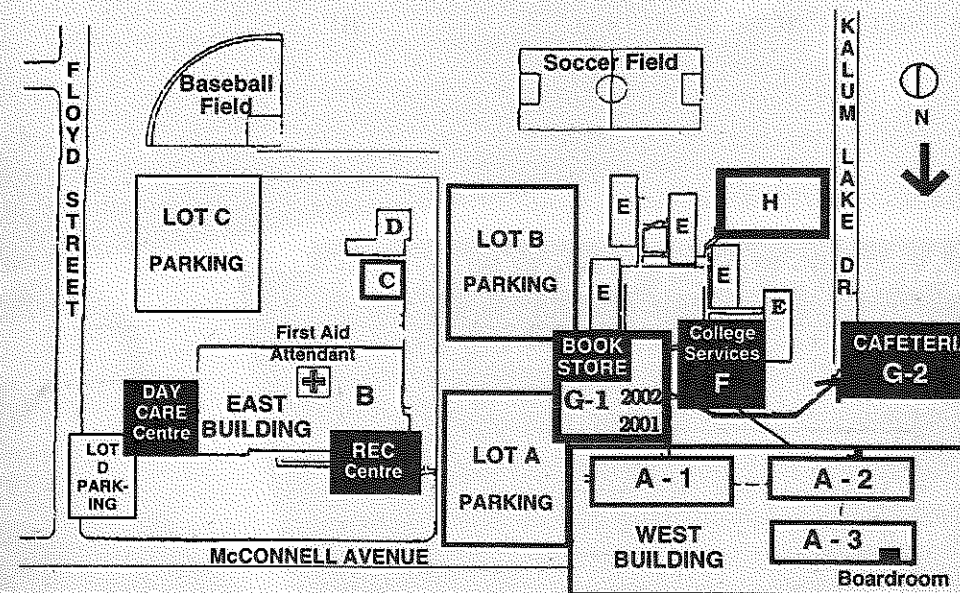
#### NWCC Facilities include:

- |  |                     |                    |
|--|---------------------|--------------------|
| •Networked computer labs IBM             | •Library            | •Cafeteria         |
| •Student Support Services                | •Racquetball Centre | •On-Campus Daycare |
| •Peer Tutor Program                      | •Residences         | •Bookstore         |
| •Services for Students with Disabilities |                     |                    |

For further information call the Student Advisor, 635-6511 - local 5202  
or Dr. John Krisinger, Academic Head, at 635-6511 - local 5252



### Northwest Community College 5331 McConnell Avenue Terrace Centre Directory



#### KEY

##### WEST BUILDING - A

- A - 1 (Lower Level)**  
LIBRARY/LRC  
Academic Faculty Offices
- A - 2 (Entrance Level)**  
Admissions/Registration  
Campus Administration/Services  
Educational Advisor/Financial Aid  
Services for Students with Disabilities  
Student Success  
First Nations' Student Access  
Student Support Specialist  
Adult Special Education  
Business Classrooms  
Mac/IBM Computer Labs
- A - 3 (Top Level)**  
Career & College Prep  
Social Service Worker  
Academic/Univ. Credit  
Program Admin. Offices  
Science Labs  
■ BOARDROOM - Rm. 208

##### EAST BUILDING - B

- Applied Computers Technology  
Carpentry/Joinery  
Industrial Mechanic (Millwright)  
Automotive Mechanic  
Commercial Transport Mechanic  
Heavy Duty Mechanic  
Welding  
Natural Resources  
Community Resource Worker  
Special Education Assistant  
Early Childhood Education  
First Aid  
IBM Computer Lab  
Continuing Ed./Extension Services  
Warehouse
- DAYCARE CENTRE  
+ First Aid Attendant/Tool Crib  
■ REC CENTRE
- C**  
Audio Visual Repair  
Print Shop/Mailroom
- D**  
Maintenance Department
- E**  
Student Residences

##### COLLEGE SERVICES - F

- (Entrance Level)  
Registrar's Services  
Prog. Support & Development  
Co-op Education  
Human Resources  
Payroll  
Purchasing
- (Top Level)  
College President  
Director/Ed. & Student Services  
V. President Admin./Bursar  
Financial/Accounting Services
- G**  
G - 1 (Entrance Level)  
■ BOOKSTORE  
Residence/Security Office  
CONFERENCE ROOMS  
Rm. 2001/2002
- G - 2 (Top Level)  
Cook Training Program  
■ CAFETERIA
- H**  
Student Association



## LEARN A BETTER LIVING

"THE SOCIAL SERVICE WORKER PROGRAM AT N.W.C.C. TAUGHT ME SOME VALUABLE LIFE SKILLS AND I LEARNED THAT MY CAREER OPTIONS ARE NOT LIMITED."

JUDITH BENSON  
SOCIAL SERVICE WORKER PROGRAM

## LEARN A BETTER LIVING

"I COMPLETED THE BUSINESS ADMINISTRATION COURSE AT N.W.C.C. NOW I'M HERE AS THE INSTRUCTOR OF SEVERAL OF THEIR COMPUTER CLASSES."

FERNANDO PIMENTEL  
BUSINESS ADMINISTRATION PROGRAM



## LEARN A BETTER LIVING

"BEFORE N.W.C.C. I COULD ONLY GET PART-TIME WORK, NOW MY FUTURE JOB PROSPECTS LOOK GREAT AND I AM EVEN CONSIDERING SELF EMPLOYMENT."

PAT JORGENSEN  
APPLIED COMPUTER TECHNOLOGY



Northwest  
Community  
College

PHONE 250-635-6511

WWW.NWCC.BC.CA

Northwest  
Community  
College