

Northwest *Community College*

CONTINUING STUDIES



COURSES, PROGRAMS
& WORKSHOPS



Spring
TV

1999

TERRACE CAMPUS

Director's Note:

WELCOME TO NWCC - CENTRAL REGION'S SPRING BROCHURE!

Whether you just want to brighten up the winter months, get ready for spring, or improve your employment skills, register for one of our many courses. If you don't see something that you are interested in or need, call our Continuing Education Department.

If you or your children plan to attend College in January or next fall, make an appointment with our Educational Advisor to assist you in career information planning.

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

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COLLEGE SERVICES



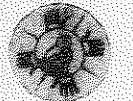
EDUCATION & CAREER ADVISOR

Phone Judy McCloskey/Ian Hamilton for an appointment at 635-6511 local 5202.



STUDENT SUCCESS/PEER TUTORING

Phone Dina Von Hahn for an appointment at 635-6511 local 5364



FIRST NATIONS' STUDENT ACCESS

Phone Mae Detrick for an appointment at 638-5421.



STUDENT SUPPORT SPECIALIST

Phone Debbie Holkestad for an appointment at 638-5460.



SERVICES FOR STUDENTS WITH DISABILITIES

Phone Elizabeth Snyder for an appointment at 638-5496.



LIBRARY

Books, videos, periodicals and much more. Open to everyone!
Phone 638-5407 for more information.



BOOKSTORE

Books, computer supplies, software, backpacks and clothing.
Phone Marilyn Bennett at 638-5403 for more information.



RESIDENCE ACCOMODATION

Single or double rooms available at reasonable rates.
Phone Margo Fleming at 638-5415 for more information.



CAFETERIA/CATERING

Full range of food & beverage services. Catering available to groups of 200 or more. Phone Randy Chalifoux at 638-5422.



TERRACE CAMPUS CHILDCARE CENTRE

Phone Mary McNeice at 638-5404 for more information.



COOPERATIVE EDUCATION

Phone Sandy Bullock at 638-5493 for more information.

CONTINUING EDUCATION

CONTRACT SERVICES

Courses and programs are regularly scheduled however, courses can be delivered on a contract basis. Contract training enables the department to tailor programs to suit the client as well as offer competitive contract prices. Training can be delivered on site to suit your schedule. 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 WBC - maximum is 12 in OFA Level I & Transportation Endorsement and 18 in OFA Level II & III. *Enroll early to avoid disappointment!*

WHO TO CONTACT

Phone - (250) 638-5408, 638-5452 or 638-5451
Fax - (250) 638-5433
Walk in - Room 1126 East (Trades) Building
Terrace Campus

STAFF

Coordinator	Peter Haigh	Local 5451
Program Officer	Joan Daniels	Local 5408
Instructor	Fred Adair	Local 5297

HEALTH & SAFETY COURSES

Course Information:

To qualify for First Aid training and 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. Successful course completion results in a WCB issued OFA Level I certificate, valid for two years. Course participants must show photo ID. (Evaluation is conducted by the instructor).

Time: 8:30 am - 5:30 pm
 Pre-requisite: 16 years of age
 Day: Thursday
 Course 1: February 11/99
 Course 2: March 18/99
 Course 3: April 15/99
 Course 4: May 20/99
 Note: Min. enrollment is 7.
 Max. enrollment is 12.
 Fee: \$75

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 & 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
 Pre-requisite: 16 years of age AND OFA Level I Certificate
 Day: Friday
 Course 1: February 12/99
 Course 2: April 16/99
 Note: Min. enrollment is 7.
 Max. enrollment is 12.
 Fee: \$75

Additional courses may be scheduled upon demand.

OCCUPATIONAL FIRST AID CERTIFICATE - LEVEL III

The OFA Level III is a 70 hour course in which First Aid theory and practical skill development form the basis. OFA Level III Certification requires an examination - written, oral and practical - conducted by the WCB examiner following course completion. A medical is required. 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
 Pre-requisites: Be at least 16 years of age (with restrictions)
 Course 1: February 16-26/99
 Course 2: March 22-April 7/99
 Course 3: April 19-30/99
 Course 4: March 27-May 1/99
 6:30 pm-10 pm
 Tuesday & Thursday
 8:30 pm-4:30 pm
 Saturday
 Course 5: May 24-June 1/99
 (Tentative)
 Note: WCB exam conducted early in the week following course completion.
 Fee: \$595

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.



OCCUPATIONAL FIRST AID CERTIFICATE - LEVEL II

OFA Level II is a 35 hour intermediate first aid course designed for those whose worksite is less than 20 minutes from medical aid. 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 II 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).



OCCUPATIONAL FIRST AID LEVEL III - RECERTIFICATION

This 35 hour OFA Level III recertification course is designed for those experienced and qualified candidates who have two OFA Level III renewals. Enroll in the second week of an OFA Level III course to obtain your recertification.
 Course 1: February 23/99
 Course 2: March 30/99
 Course 3: April 27/99
 Fee: \$395

OFA Level II & OFA Level III Recertification is offered upon demand or by contract. A minimum number of participants is required. Phone 638-5408 to register your interest!

ADVANCED WILDERNESS FIRST AID

This 56 hour Advanced Wilderness First Aid (NWCC-WFA) was successfully offered for the first time at the Terrace campus in the spring of 1998. Classroom instruction is supplemented by several outdoor simulations. Valid OFA Level I and Transportation Endorsement or OFA Level III certification is a pre-requisite.

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. 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 TAILOR MATERIALS TO MEET YOUR NEEDS. USE OUR TRAINING FACILITIES OR YOURS. TRAINING WILL BE ECONOMICAL, EFFECTIVE AND CONVENIENT. FOR MORE INFORMATION CALL - 638-5408

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. A certificate of course completion valid for three years is issued to each course participant.

Time: 8:30 am - 3:30 pm
 Date: March 17/99
 Days: Wednesday
 Fee: \$70



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. 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.

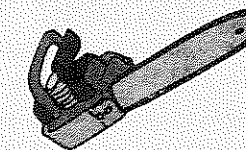
Time: 8:30 am - 12:30 pm
 Date: March 16/99
 Days: Tuesday
 Fee: \$50

ADDITIONAL TRANSPORTATION OF DANGEROUS GOODS OR WHMIS COURSES MAY BE SCHEDULED UPON DEMAND. PHONE 638-5408

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



FOODSAFE LEVEL I

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. 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 service workers and is the pre-requisite for Foodsafe Level II.

Date: March 2, 4, 9 & 11/99
 Days: Tuesdays & Thursdays
 Time: 7 pm - 10 pm
 Fee: \$89

OR

Date: April 16 & 17/99
 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: May 4, 6, 11, & 13/99
Days: Tuesday & Thursday
Time: 7 pm - 10 pm
Fee: \$89

TRAFFIC CONTROL/ FLAGGING

A Traffic Control/Flagging course is required for those monitoring, controlling and directing traffic in and around maintenance and construction areas. This 16 hour course provides in-depth coverage of the skills and information needed to become a qualified traffic control flag person.

Course 1: April 14 & 15/99
Wednesday & Thursday
Course 2: May 1 & 2/99
Saturday & Sunday
Course 3: May 29 & 30/99
Saturday & Sunday
Time: 8 am - 5 pm
Fee: \$169 (includes complete set of resource books)

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!!

GENERAL PESTICIDE APPLICATOR/DISPENSER COURSE

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

This three day course will be of interest to individuals working with the application and/or dispensing of pesticides. Training will provide the basics in the proper use and handling of pesticides and will prepare participants to challenge the BC Ministry of Environment, Lands and Parks (BC MOELP) Pesticide Dispenser and Applicator exams appropriate to their field of work. The course includes forestry, landscaping, weed control and any other required certification categories.

Dates: TBA (March or April)
Days: TBA
Time: 9 am - 3 pm
Fee: \$265 (includes exam fee)
Instructor: David McLernon
Note: Course fee does not include \$40 (approx) fee for study kit. Purchase kit in advance by calling 1-800-282-7955. Be sure to indicate your type of work.

Fred Adair, our full-time Health & Safety instructor, teaches WCB and Red Cross First Aid, WCB Worksafe, Advanced Wilderness First Aid, WHMIS, Transportation of Dangerous Goods, Falling & Bucking, Forest Practices Code and S-100 Fire Suppression. Fred's courses are well received by participants who enjoy his enthusiastic and knowledgeable teaching.

S-100 FIRE SUPPRESSION

Learn the fundamentals of Fire Fighting! This 16 hour course, delivered by Fred Adair, includes classroom instruction and field work. It "meets the training requirements of the Forest Practices Code, Forest Fire Prevention and Suppression Regulations for those who work in BC Forests." It also "meets the training requirements for individuals hired temporarily by BC Ministry of Forests as firefighters." This is a basic course for all firefighters.

Dates: May 12 & 13/99
Days: Wednesday & Thursday
Time: 8:30 am - 5:30 pm
Fee: \$199
Max: 18 participants

*Additional courses may be
scheduled upon demand.*

RED CROSS COURSES

Northwest Community College offers a number of Canadian Red Cross courses, scheduled upon demand or on a contract basis. 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.

CHILDSAFE

Learn to care for young children in emergency situations. This seven hour course is an excellent guide to safety as it teaches you the basics of first aid, including CPR. An ideal course for both parents and other child-care givers. A certificate valid for two years is awarded.

Course 1: February 27/99
Course 2: April 17/99
Days: Saturday
Time: 8:30 am - 4:30 pm
Max: 12 participants
Fee: \$70

WORKSAFE PROGRAMS

New Occupational Health & Safety regulations were introduced in the spring of 1998. The immediate goal 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. 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 courses are offered on a contract basis. To that end, worksite examples and situations are analyzed in order to tailor the programs to your particular work site.

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 & 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 & 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.

Worksafe will be scheduled upon demand. Phone 638-5408 to place your name on a waitlist or to arrange a contract for your staff training.

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.

GENERAL INTEREST COURSES

SPANISH LEVEL I

'Te invito a tomar Español conmigo!
Are you planning to travel to a Spanish speaking country? Mexico perhaps? This 12 hour introductory course provides instruction in everyday usage of the language: pronunciation, reading, vocabulary and basic grammar. Course participants will learn to carry on basic communications in Spanish. Hasta la vista!

Dates: Jan 26, 28 &
Feb 2, 4, 9 & 11/99
Days: Tuesday & Thursday
Time: 7 pm - 9 pm
Fee: \$69 + GST



SPANISH LEVEL II

Become more proficient in Spanish! You will improve the Spanish communication skills learned in Level I and increase your practical knowledge of the language.

Dates: Feb 23, 25 &
March 2, 4, 9 & 11/99
Days: Tuesday & Thursday
Time: 7 pm - 9 pm
Fee: \$69 + GST

**★ BACK BY ★
POPULAR DEMAND....**

WOODWORKING FOR WOMEN

This 18 hour course provides women with an introduction to woodworking skills. Woodworking tools are introduced and participants select an individual project for completion.

Date: January 27 - March 3/99
Days: Wednesdays
Time: 6:30 pm - 9:30 pm
Fee: \$89 + GST
Instructor: Peter Vogelaar
Note: Participants supply materials for their projects.

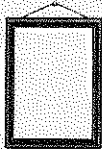
PICTURE FRAMING

Back by Popular Demand!
Once again we are bringing
Homespun Enterprises from
Abbotsford to teach you how
to mat and frame pictures.

PICTURE FRAMING - BASIC

- In this course the participant will:
- With practice, become proficient at using mat and circle cutters.
 - Practice color coordination.
 - Completely mat, mount and frame a print with a single mat and double mat.
 - Cut creative mat openings.
 - Be shown how to do needlework stretching and framing.
 - Be shown conservation framing.
 - Be shown how to do object (things rather than pictures) framing.

Dates: May 8 & 9/99
Days: Saturday & Sunday
Time: 9 am - 4 pm
Fee: \$89+GST



PICTURE FRAMING - ADVANCED

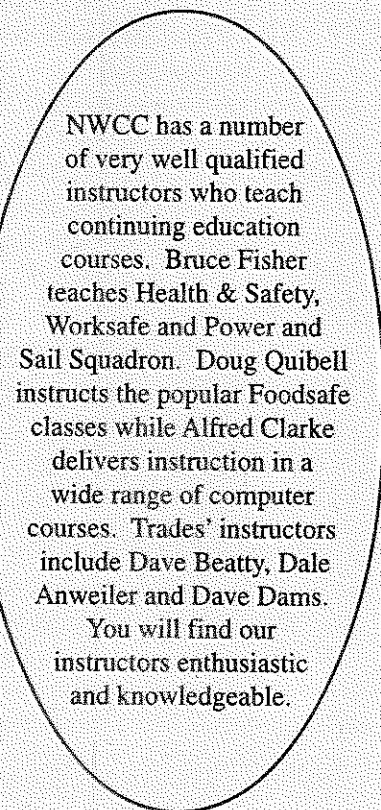
- In this course the participant will:
- Mount and mat a print in a conservation/preservation method.
 - Stretch a needlework with conservation in mind.
 - Carry out several french matting projects.
 - Design mats and shadow boxes for various objects.
 - Lay out and complete a number of creative mat designs

Dates: May 10, 11, 12 & 13/99
Days: Monday - Thursday
Time: 7 pm - 10 pm
Fee: \$89+GST
Note: Basic Picture Framing is a pre-requisite for this course.



The following courses may be offered if warranted by demand and facility availability. Minimum/maximum numbers may apply. Phone 638-5452 to place your name on a waitlist.

- Golf for Beginners
- Golf for Intermediates
- Power and Sail Squadron (30 hours)
- PADI Recreational Diving (Introductory level approximately 18 hours).



Learn And Enjoy

BUSINESS & COMPUTING COURSES

EXPLORE THE WORLD OF COMPUTERS!

Learn the "what is what" about the computer world! This three hour introduction will explain the basics of computer software and hardware and the terms that are used. What is word processing, spreadsheet, database? What is Windows 95 and how does it work? What is RAM, memory, CPU?
Date: January 21/99
Day: Thursday
Time: 7 pm - 10 pm
Fee: \$49



INTRODUCTION TO WINDOWS '95

This 12 hour course is considered a prerequisite for all computer courses and is for the novice and intermediate user who would like to know more about this popular operating system. Explorer, control panel, desktop customization and short cuts will be presented.
Dates: Jan. 25, 27 & Feb. 1, 3/99 or March 1, 3, 8 & 10/99
Days: Monday & Wednesday
Times: 7 pm - 10 pm
Fee: \$139+approx. \$25 manual

INTRODUCTION TO WORD 97

Word 97 is a powerful word processing package which can produce high-quality output. This six hour course provides 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: Feb. 9 & 11/99 (Tues&Thurs) Mar. 15 & 17/99 (Mon&Wed)
Time: 7 pm - 10 pm
Fee: \$89+approx. \$25 manual
Note: Familiarity with Windows '95 or Introduction to Windows '95 required.

INTERMEDIATE WORD 97

This six hour course presumes some knowledge of Word 97. Some of the topics include: customizing Word 97, linking and embedding files, inserting and manipulating graphics. Participants are encouraged to bring actual problems for class examples.
Dates: March 22 & 24/99
Days: Monday & Wednesday
Time: 7 pm - 10 pm
Fee: \$89+approx. \$25 manual

INTRODUCTION TO MS WORKS 4

Works is an excellent application program to learn the basics of wordprocessing, spreadsheets and databases and also produces professional quality output. This 12 hour course is highly recommended for those who would like to know what a computer can do for them or their business.

Dates: February 8, 10, 15 & 17/99
Days: Monday & Wednesday
Times: 7 pm - 10 pm
Fee: \$139+approx. \$25 manual
Note: Familiarity with Windows '95 or Introduction to Windows '95 required.

INTRODUCTION TO MICROSOFT EXCEL SPREADSHEETS

This six hour course is for users with little or no spreadsheet experience and will cover all the basic skills required to develop a spreadsheet.
Course 1: February 23 & 25/99
Tuesday & Thursday
Course 2: April 12 & 14/99
Monday & Wednesday
Times: 7 pm - 10 pm
Fee: \$89+approx. \$25 manual
Note: Familiarity with Windows '95 or Introduction to Windows '95 required.



INTRODUCTION TO MICROSOFT ACCESS DATABASE

This six hour course is for users with little or no database experience and will cover all the basic skills required to develop a database.
Course 1: March 23 & 25/99
Tuesday & Thursday
Course 2: April 19 & 21/99
Monday & Wednesday
Times: 7 pm - 10 pm
Fee: \$89+approx. \$25 manual
Note: Familiarity with Windows '95 or Introduction to Windows '95 required.

INTRODUCTION TO ACCOUNTING

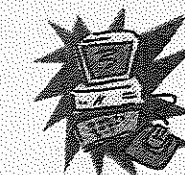
This six hour course introduces you to the basic concepts of accounting and is a prerequisite for the 15 hour Simply Accounting course. You will gain an understanding of debits, credits, assets, liabilities, equity, revenue and expenses.
Dates: February 16 & 18/99
Days: Tuesday & Thursday
Times: 7 pm - 10 pm
Fee: \$89
Note: Maximum 10 participants

SIMPLY ACCOUNTING FOR WINDOWS 6.0

This 15 hour accounting course will teach you the basics of computerized accounting for small business use. Offered over five evenings, the course will include: set up of accounts/general ledger, receivables, payables and payroll. This popular software program will enable you to keep the "account books" and complete the monthly transactions. The student MUST have some basic accounting knowledge.
Dates: March 2, 4, 9, 11 & 16/99
Days: Tuesday & Thursday
Times: 7 pm - 10 pm
Fee: \$235+approx. \$25 manual
Note: Maximum 10 participants

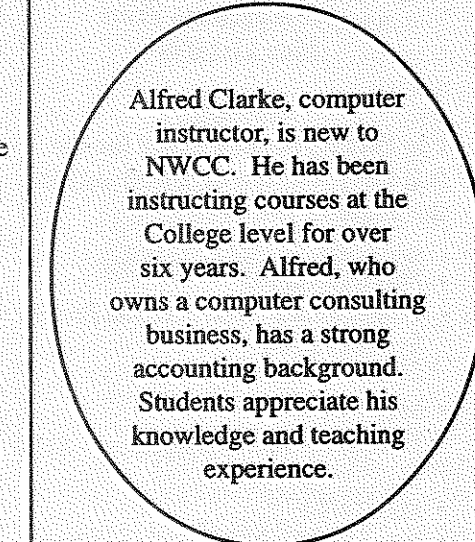
SOFTWARE SURVEY

This eight hour course is a quick introduction to Windows '95, word processing, spreadsheet and data base software. You will focus on each of the software modules over the four Saturday mornings.
Dates: February 6, 13, 20 & 27/99
Days: Saturday
Times: 10 am - 12 noon
Fee: \$89
Note: Maximum 12 participants



COMPUTER INSTITUTE '99

Plans are being considered for a one week summer institute of computers. This week long session is directed to students grades six to twelve. An experienced, qualified instructor will enable the student to "brush up" on his or her computer skills and knowledge.
To register your child's interest, phone 638-5452.



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 BC.
- 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.



- Part 1:** Interpersonal Communication & Problem Solving Skills
March 2-5/99
- Part 2:** Leadership, Motivation & Team Building Skills
April 6-9/99
- Part 3:** Interpersonal & Self Management Skills
May 11-14/99

NOTE:

For Part 3 you may enroll for the full 4 day seminar or enroll only in the modules you prefer!

- May 11&12/99: People Smart - The Personal Profile System - \$240
- May 13/99: Effective Stress Management - \$120
- May 14/99: Effective Time Management - \$120

Participants completing modules 1, 2, and 3 may receive 6 unassigned elective credits on enrollment into the two year Business Administration Program.

Days: Tuesday - Friday
Times: 8:30 am - 4:30 pm
Instructor: Phil Kolbuc (Management consultant with over 10 years of experience in training supervisory staff.)
Fee: \$465 - each four day part

Enroll in all three parts by February 19/99 and pay a course fee of \$445 per part. For more information please call 638-5452.

LOOK WHAT'S NEW

FOR THE 98/99 SCHOOL YEAR!!

Northwest Community College has purchased new computers for various labs within the college system. Houston, Smithers, Terrace, Prince Rupert & Kitimat campuses will have either new additional labs or will have existing labs upgraded. The Terrace campus has phased out the Macintosh lab and will be replacing the Business Department's 486 lab. Both of these labs will now be networked PC labs. The PC's are Pentium 200MMX computers with 32Mb Ram. The labs will also have 1 - 2 full multimedia workstations with CDROM capability. This upgrade now provides the Terrace campus with 4 PC based labs. There will be 2 - 3 stand alone Macintosh computers available for student use in the Library.

ON-LINE LEARNING

Do you enjoy learning at your own pace? Do you prefer to learn at home or perhaps can't access the College in the evenings? Then these on-line courses may be for you! Step by step instructions enable you to learn quickly and easily.

COMPUTER COURSES - \$99

- Introduction to Microsoft Word
- Intermediate Microsoft Word
- Advanced Microsoft Word
- Introduction to Microsoft Excel
- Intermediate Microsoft Excel
- Introduction to Microsoft Access
- Intermediate Microsoft Access
- Microsoft Powerpoint
- Introduction to PC Troubleshooting
- Intro to Quickbooks
- Quicken for Windows
- Windows File & Disk Management
- Word Perfect
- Keyboarding

INTERNET COURSES - \$99

- Introduction to the Internet
- Creating Web Pages
- Advanced Web Pages
- Creating Web Graphics
- Microsoft Front Page
- Java Programming for the Web
- JavaScript Programming for the Web
- CGI Programming for the Web

BASIC SUPERVISION COURSES - \$119

- Transition to Managerial Work
- Communication
- Motivation
- Conflict Resolution & Problem Solving
- Interpersonal Skills for Managers

FINANCE/BUSINESS COURSES - \$99 to \$169

- Personal Financial Planning
- Business Communication using E-mail
- Marketing for Small Business
- Practical Financial Management - Small Business
- Start and Operate your own Homebased Business
- Small Business - Writing a Business Plan

Phone 638-5452 for details!

COMPUTER TECHNOLOGY

INTERNET PROFICIENCY CERTIFICATE PROGRAM

Whether you just want to build a Website for yourself, or you are considering an on-line enterprise, this series of courses are taught by experienced Internet professionals and have what you need. The courses are designed to give you valuable knowledge covering issues of web page construction, design and marketing. They may be taken on an individual basis or as a complete series. Individuals completing the whole series will receive an NWCC Internet Proficiency recognition, which is a stand alone component of the NWCC's Certificate in Computer Education. Complete program cost is \$825 - cost separately is \$920.

CPED 151: Internet Fundamentals

This course ensures that students have the basic computer skills and Internet knowledge to successfully complete the rest of the program. The student will also be introduced to the software and the hardware necessary to access the Internet. Topics include: file management, Windows '95, browsers, search engines, Internet research skills, FTP, email, newsgroups, network/internet hardware.
Dates: January 29 - February 13/99
Days: Friday 6 pm - 9 pm
Saturday 9 am - 1 pm
Fee: \$220
Note: Students should be familiar with basic mouse and keyboard operations.

For course pre-requisite and course credit information, please call Peter Haigh at 638-5451.

CPED 152: Web Page Fundamentals

This course ensures that students will be able to create and publish simple web pages to free web sites or local providers of public web space. As well, this course will go into HTML mail, graphic formats, how to use FrontPage 98 and meta tags.
Dates: March 5 - 20/99
Days: Friday 6 pm - 9 pm
Saturday 9 am - 1 pm
Fee: \$220

CPED 153: Advanced Web Page Design

This course ensures that students will be able to create and publish advanced web pages to free web sites or to fully equipped hosting packages. As well, this course will go into JavaScript, CGI, forms, FrontPage Extensions, basic Design principles, basic Design software principles, graphic formats, advanced file and project management and introduce search engines.
Dates: March 26 - April 17/99
Days: Friday 6 pm - 9 pm
Saturday 9 am - 1 pm
Fee: \$240

CPED 154: Web Commerce

This course reviews the WWW and its application to business. A review of the current general and specific technological concerns will be included.
Dates: April 23 - May 14/99
Days: Friday 6 pm - 9 pm
Fee: \$120

CPED 155: Advanced Web Project

Students will use web pages from previous Internet Proficiency courses to produce and place their web site on the WWW. The site will be submitted to search engines and include server side programming.
Dates: April 24 - May 15/99
Days: Saturday 9 am - 12 noon
Fee: \$120

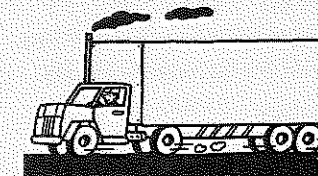
INDUSTRIAL & TECHNICAL COURSES

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: January 12 - 16/99
Session 2: February 9 - 13/99
Session 3: March 9 - 13/99
Session 4: April 6 - 10/99
Session 5: May 4 - 8/99
Session 6: June 8 - 12/99
Session 7: July 6 - 10/99
Session 8: August 10 - 14/99
Times: Tuesday - Friday
6:30 pm - 10:30 pm &
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

CLASS 1 DRIVER TRAINING CERTIFICATION

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. 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.

Topics include:

- Professional driving
- Safe work practices
- Vehicles and equipment
- Maintenance of vehicles
- Regulations
- Cargo handling
- Records

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

Session 1: January 18 - 22/99

Session 2: January 25 - 29/99

Session 3: February 15 - 19/99

Session 4: February 22 - 26/99

Session 5: March 15 - 19/99

Session 6: March 22 - 26/99

Session 7: April 12 - 16/99

Session 8: May 10 - 14/99

Session 9: June 14 - 18/99

Session 10: July 12 - 16/99

Session 11: August 16 - 20/99

Time: 7:30 am - 2:30 pm

Days: Monday - Friday

Fee: \$1800

- Prerequisites:
- 19 years of age
 - Clear driving abstract
 - Valid Airbrakes Endorsement Certificate
 - Valid Class 1 Learners Permit

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

COMMERCIAL/PUBLIC VEHICLE INSPECTION

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

Date: March 15 - 18/99

Days: Monday - Thursday

Time: 6:30 pm - 10:30 pm

Fees: \$350 (Includes course manual)

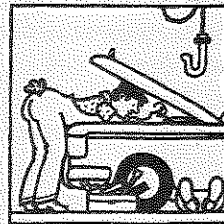
- Prereqs:
- BC T.Q. in Automotive Mechanic, Heavy Duty Mechanic, Commercial Vehicle Mechanic or Commercial Transport Trailer Mechanic.
 - CSA approved safety footwear.

Note: According to the Motor Vehicle Branch regulations, all outstanding motor vehicle fines **MUST BE PAID** prior to issuance of an Inspector's Certificate.

IS THERE A COURSE YOU WANT OR NEED THAT ISN'T OFFERED AT NWCC? PHONE OUR CONTINUING EDUCATION DEPARTMENT TO LET US KNOW! 638-5452

AIR CONDITIONING RETROFIT COURSE

Effective 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: May 11/99

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.

TRACTOR BACKHOE OPERATOR

This 75 hour course is designed to assist individuals to acquire skills and knowledge to become an entry level tractor backhoe operator. Throughout the course, emphasis is placed on safety, maintenance, efficient operation and general duties of a competent operator. Training is comprised of 45 hours of classroom and non-operational machine time and 30 hours of in-the-seat machine operation time. Topics include:

- Safety Procedures
- Equipment Systems
- Preventative Maintenance Procedures
- Site Preparation
- Operation of a tractor backhoe in on-the-job situations
- Identification of construction symbols and terms.
- Check Grades
- Culvert Installation
- 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

Dates: This course will be delivered on a demand basis. **Phone 638-5451.**

Times: 9 am - 4 pm (Tentative)

Days: Monday - Friday

Fee: \$3,995 (subject to change)



EXCAVATOR OPERATOR

This 75 hour course is designed to assist individuals to acquire skills and knowledge to become an entry level excavator operator. Throughout the course, emphasis is placed on safety, maintenance, efficient operation and general duties of a competent operator. Training is comprised of 45 hours of classroom and non-operational machine time and 30 hours of in-the-seat machine operation time. Topics include:

- Safety Procedures
- Equipment Systems
- Preventative Maintenance Procedures
- Site Preparation
- Operation of an excavator in on-the-job situations
- Identification of construction symbols and terms.
- Check Grades
- Culvert Installation
- 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

Dates: This course will be delivered on a demand basis. **Phone 638-5451.**

Times: 9 am - 4 pm (Tentative)

Days: Monday - Friday

Fee: \$4,495 (subject to change)



NOTE:

These courses are offered on-site, so participants will require appropriate outdoor clothing and CSA approved safety footwear. Transportation to and from the worksite is the responsibility of the participant.

COMMERCIAL TRANSPORT VEHICLE MECHANIC INTERPROVINCIAL (IP) UPGRADE COURSE

Northwest Community College is offering a 60 hour upgrading course for Commercial Transport Vehicle Mechanics. This course is designed to prepare individuals wishing to challenge the Industry Training and Apprenticeship Commission (ITAC) Interprovincial trades exam. Subjects to be covered include: Engines and Accessories, Fuel and Exhaust Systems, Electrical, Steering, Suspension and Brakes, Power Trains, and Auxiliary Equipment. At the end of the course, the Interprovincial Exam will be scheduled.

To be eligible for the examination, individuals must submit satisfactory evidence from employers of a minimum of six years full time experience as a Commercial Transport Vehicle Mechanic. Application forms are available by contacting the Industrial Training and Apprenticeship Commission at (250) 638-6587 or by picking up a Participant Information Package when registering for this course at Northwest Community College.

Dates: January 19 - February 21/99

Times: 7 pm - 10 pm (Tues&Thurs)
9 am - 4 pm (Saturdays)

Exam: February 23/99 (tentative)

Fee: \$475 (Does not include ITAC application or exam fees).

For further information please contact Peter Haigh at:
Phone: (250) 638-5451
Fax: (250) 638-5433

ELECTROFISHING

Northwest Community College in conjunction with Malaspina University College will be offering a 12 hour Electrofishing course at the Terrace Campus. This course is certified by the Worker's Compensation Board and the Ministry of Environment.

We have included the following course schedule, details and outline for you to review.

Dates: April 26 - 28/99
(1 day of field work)
Days: Monday - Wednesday
Times: 9 am - 4:30 pm
Fee: \$340
Instructor: Erick Groot - Fisheries and Aquaculture, Malaspina University College

Supplies that will be provided:

- Electrofishers
- Linesman's gloves
- Instruction booklets (manuals)
- Examination Papers
- Ancillary equipment for the lecture portion

Participants MUST bring the following ESSENTIAL safety equipment:

- A pair of "leak-free" chest waders (it is the individual participant's own responsibility to ensure "leak-free" status. Failure to meet this requirement may prevent certification.
- A Wading Belt, to keep water out of the waders in the event of submergence.
- Sunglasses (polarized)
- A hat with a brim (baseball style)
- Participants also must obtain:
1) Worker's Compensation Board approved level I First Aid Training



2) The WCB Transportation Endorsement, for their electrofishing certification to meet the WCB and Ministry of the Environment, Lands, and Parks' standards. Although it is strongly recommended that this training be obtained before the Electrofishing course, it is not a strict requirement in order to attend the course. However, it is required for the issued electrofishing certificate to be valid with WCB. We will certify or recertify your people to the Crew Supervisor or Crew Member level, depending on their examination marks and performance in the field.

For more information, please contact Extension Services at 638-5408.

To register, please call 635-6511 local 5203.

INTRODUCTION TO MICROSTATION

This 30 hour course is an introduction to Microstation software which is used extensively throughout the forest industry for digital mapping and computer assisted design. Topics include: introduction, viewing your drawings, microstation fundamentals, drawing and manipulating elements, modifying and grouping elements, text and dimensioning, reference files and plotting. Participants should have some background in drafting or computer drafting and experience working in a Microsoft Windows environment.

THIS COURSE WILL BE OFFERED ON A DEMAND BASIS.

To register your interest, please contact Peter Haigh at:
Phone: (250) 638-5451
Fax: (250) 638-5433

INTRODUCTION TO ROADENG

This 18 hour introductory course is designed for individuals with little or no experience using Roadeng software and possess some forestry field experience. Topics include: Overview of Roadeng, Inputting Boundary Traverses, Inputting Road Traverses, Survey Adjustments, Mapping and Drafting, Mapping Project, Profiles, Digital Terrain Modeling, Customized Symbols and Linetypes, Cable Analysis and Terrain Project.

Dates: February 22 - 24/99
Days: Monday, Tuesday & Wednesday
Times: 9 am - 4 pm
Fee: \$190

ROAD DESIGN USING ROADENG

This 30 hour course will introduce participants to road design using Roadeng software. Participants should be familiar with the use of Roadeng software and possess some forest engineering field experience. Topics include: Concepts, Starting a New Design, Creating a Simple Plan Design, Creating Screen Layouts, Editing Labels, Using Background Terrain, Section Editing, Editing Templates, Site Preparation and Fill Materials, Mass Haul, Expansion and Compaction, Exporting Data to a Spreadsheet, Adding Culverts, Creating a Drawing Using Multi-Plot, Exporting to a Terrain Model and Road Design Project.

Dates: February 25 - 27/99
March 6 & 13/99
Days: Thursday, Fridays & Saturdays
Times: 9 am - 4 pm
Fee: \$375

PROGRAMS FOR CREDIT

(FULL TIME OR PART TIME)

APPLIED COMPUTER TECHNOLOGY

Terrace Campus offers a one year certificate in this program. There are spaces available for the Spring 1999 semester in the following courses:
• TCOM 170 - CAD
• TCOM 111 - GIS
• CPED 133 - VISUAL BASIC
• TCOM 121 - NETWORKING
A complete list of courses and a timetable is available. Students interested in taking any or all of the Applied Computer Technology courses are asked to contact Phil Bialobzyski, the program coordinator at 635-6511, local 5368 or email phil@kermode.net.

ADULT SPECIAL EDUCATION

Workplace Skills Training

This full-time program is intended to prepare a student to be work ready. The interest 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 program is recommended for students planning to apply for modified programs. Limited spaces are available in the following Workplace Skills Training courses:

- 106: Developing Positive Work Attitudes (Part II)
- 108: Basic Computer Skills (Part II)
- 111: Job Search Techniques
- 113: Superhost
- 115: Interpersonal Skills
- 116: Interacting with others at Work
- 117: Rights and Responsibilities

For information regarding courses and start dates, please contact Debbie Holkestad - ASE Coordinator at 638-5460

BUSINESS ADMINISTRATION

The Business Administration Program at Northwest Community College uses innovative, creative and flexible techniques to provide students with a knowledge of management practice and appropriate administrative skills, techniques and methods from a number of perspectives. To ensure students have the technical skills to enter the business world, the Northwest Community College Business Administration Program integrates hands-on computer based applications into most courses. Students may attend full-time or part-time (space permitting).

The Business Administration Program has a first year certificate option and a second year diploma option.

There are spaces available in the following night courses beginning in January 1999:

ACCOUNTING 151-3.0:

Fundamentals of Accounting II

Days: Thursday
Time: 7 pm - 10 pm
Date: January 4 - April 30/99
Fee: \$134.70
Instructor: John Campbell, Ph.D.



INTERNATIONAL BUSINESS 200-3.0:

Days: Monday
Time: 7 pm - 10 pm
Date: January 4 - April 30/99
Fee: \$134.70
Instructor: Gregory Krabes, BBA, MBA

For more information, contact the coordinator, Grant Bennest at 638-5435.

CAREER AND COLLEGE PREPARATION

(Adult Basic Education)

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

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

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

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

SPRING SEMESTER COURSES

FEBRUARY 1/99 TO JUNE 11/99

Intermediate English 030/
Education & 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

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

Advanced Math 040: (Grade 11)

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

Days: Monday - Friday
Times: 12:45 pm - 2:30 pm

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

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.

Days: Monday, Tuesday, Thursday & Friday
Times: 10:30 pm - 12:30 pm
Lab: Wednesday 9:30 am - 12:30 pm

Provincial English 050: (Grade 12)

An introduction to Canadian Literature, writing research papers, plus technical and professional writing and reading skills to prepare students for further education.

Days: Monday - Friday
Times: 2:30 pm - 4:30 pm

Provincial Math 050: (Grade 12)

An investigation of linear, quadratic, polynomial, rational, exponential, logarithmic and trigonometric functions.

Days: Monday - Friday
Times: 9 am - 10:30 am

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.

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:

- March 5 & 6/99
- April 23 & 24/99
- June 4 & 5/99
- July 16 & 17/99

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: Jan 19 - April 20/99
Day: Tuesday
Times: 7:30 pm - 10 pm
Fee: \$40
Location: Caledonia School

ENGLISH AS A SECOND LANGUAGE

Dates: Jan 12 - March 30/99
Days: Tuesday & Thursday
Times: 6:30 pm - 8:30 pm
Fee: \$40
Location: InterConnect #205-4650
Lazelle Ave - Terrace

PROFESSIONAL COOK TRAINING



The Cook Training Program is a 10 month course made up of time frames:

- Level I & II = 8 months
- Level III = 2 months

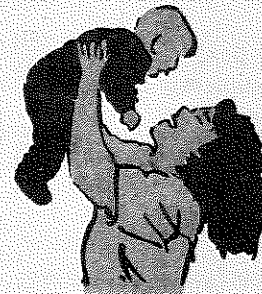
Communications, interpersonal skills, decorum, professional ethics and standards will be a continuous goal throughout this program to ensure that Northwest Community College culinary students are adaptable to the many expectations of today's hospitality industry.

Professional Cook Training programs are available for individuals who wish to train for employment as cooks at a junior level in the food catering industry and for those already employed who wish to upgrade their skills or prepare for the Trades Qualification Certificate. A program in General Cooking is available for students who wish to pursue a career in the hospitality industry. The Trades Qualification Program is intended to help the student prepare for the Tradesmen's Qualification exam and has been designed so that the student can study at home while continuing to work. The Upgrading Program provides students currently working in the industry with the opportunity to acquire the specific skills they need and is custom designed to meet the needs and skills of the student.

For more information,
please consult the
College calendar
or phone our
Educational Advisor
at 635-6511 local 5202.

EARLY CHILDHOOD EDUCATION

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 complete course descriptions and admission requirements.



BASIC TRAINING

ECE 104-3.0:

Health, Safety & Nutrition
Dates: February 5 - April 23/99
Days: Fridays
Times: 9 am - 12noon
Fee: \$134.70
Instructor: Marc Battle

ECE 135-3.0:

Working with Children Requiring Extra Support
Dates: February 2 - April 20/99
Days: Tuesdays
Times: 1 pm - 4 pm
Fee: \$134.70
Instructor: TBA

ECE 141-3.0: (Audio Teleconference)

Human Development II
Dates: January 12 - April 19/99
Days: Tuesdays & one Saturday
workshop
Times: 7 pm - 9 pm
Fee: \$134.70
Instructor: Nancy Hogue

POST BASIC TRAINING

ECE 213-3.0:

Health, Safety & Nutrition
Dates: March - May/99
Days: 3 - 13 hour weekend classes.
Fee: \$134.70
Note: This is a "core course" for both Special Needs and Infant/Toddler
Instructor: Karen Chrysler
Prerequisite: ECE Basic Level

ECE 220-3.0:

Programming for Infant/Toddler
Dates: January 14 - April 15/99
Days: Thursday & one Saturday workshop
Times: 7 pm - 9 pm
Fee: \$134.70
Instructor: Marc Battle
Prerequisite: ECE Basic Level

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.

IHS 104-3.0:

Health, Safety & Nutrition
Dates: February 5 - April 23/99
Days: Fridays
Times: 9 am - 12noon
Fee: \$134.70
Instructor: Marc Battle

IHS 117-3.0:

Working with Children Requiring Extra Support
Dates: February 2 - April 20/99
Days: Tuesdays
Times: 1 pm - 4 pm
Fee: \$134.70
Instructor: TBA

NATURAL RESOURCES

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

- Integrated Resource Management - Terrace Campus
- Coastal Integrated Resource Management - Prince Rupert Campus
- Forest Technology - Smithers Campus

Unlike similar technology programs offered in British Columbia, graduates of the program at Northwest Community College may receive up to two years transfer credit towards a degree in:

- BSc Forestry - University of Northern BC
- University of Alberta
- Grande Prairie Regional College
- BSc Environmental Science - Royal Roads University
- University of Lethbridge
- BSc Natural Resource Science - University College of the Cariboo

Professionals, students and/or interested members of the community are encouraged to enroll in individual courses. Beginning in January, the following courses are available:

- Geographic Information Systems
- Cartography
- Biodiversity and Habitat
- Log Scaling (Introductory)
- Forest Products
- Fire Science
- Physical Geography
- Soil Physical Characteristics
- Silviculture
- Outdoor Safety

Contact Trish Nuyten at 638-5469 or Ken Downs at 638-5468 for further information regarding schedules and course prerequisites.

OFFICE ADMINISTRATION

The Office Administration Program is designed to provide the learner with the knowledge and skills necessary to function effectively in an entry level clerical position in the business community. These programs are designed to serve the needs of full-time and part-time learners. The entry level certificate, Office Assistant, is designed such that, learners upon completion may enter the work force or continue on into an advanced level certificate in Office Technology. Each certificate level will take 5 months of full-time study to complete. Advanced level certificates available are:

- Office Technology - Accounting Specialty
- Office Technology - General Specialty
- Office Technology - Word Processing Specialty
- Desktop Publishing Certificate

For more information, contact our Educational Advisor at 635-6511 local 5202.

**MAXIMIZE YOUR POTENTIAL!
CONSIDER THE NORTHWEST ADVANTAGE!**

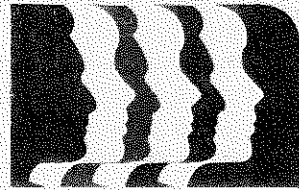
- Smaller Classes
- Higher Success Rates
- Low Tuition
- Friendly
- High Quality Courses
- Enhanced Learning
- Job-Related Training
- Associate Degrees
- Diplomas
- Co-operative Education
- Professional Faculty
- More Student-Instructor Contact



For more information, call the Educational Advisor at 635-6511 local 5202

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 are prerequisites for some courses.

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

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
- Millwright

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.

For more information, contact the program coordinator, Jim Bathgate at 638-5430



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

UNIVERSITY CREDIT PROGRAM TERRACE CAMPUS - JANUARY 1999

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. The following courses will be offered from January 4 - April 30, 1999. 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.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
A.M.	Chem 122 F. Mistry PhD CpSc 111 G. Grieve MA Math 102 E. Turner PhD Chem 102 F. Mistry PhD Hist 106 J. Hart PhD Soci 102 J. Muller MA Geog 160L A. Gilchrist PhD	Math 131 P. Anderson MSc Geog 204 A. Gilchrist PhD Poli 102 J. Hart PhD Biol 102 N. Kerby PhD	Chem 122 F. Mistry PhD CpSc 111 P. Anderson MSc CpSc 111L G. Grieve MA Math 102 E. Turner PhD Chem 102 F. Mistry PhD Engl 102 D. Heinemann PhD	Biol 102 N. Kerby PhD Engl 102 D. Heinemann PhD Geog 160L N. Kerby PhD CpSc 122L P. Anderson MSc Anth 112 R. Berthiaume MA	Chem 112 F. Mistry PhD Bio 102 G. Grieve MA Math 102 E. Turner PhD Chem 102 F. Mistry PhD Engl 208 D. Heinemann PhD Biol 102L R. Nicholson MSc
P.M.	CpSc 111L G. Grieve MA Phys 122 E. Turner PhD Biol 102 N. Kerby PhD CpSc 111 G. Grieve MA Phys 102 E. Turner PhD Soci 102 L. Garcia MA Hist 106 J. Hart PhD CpSc 111L G. Grieve MA Chem 102 L F. Mistry PhD Geog 160L A. Gilchrist PhD	Chem 122L F. Mistry PhD Geog 160 N. Kerby PhD Engl 102 S. Thompson MA Soci 102 L. Garcia MA Biol 102L J. Krisinger PhD	Phys 122 E. Turner PhD Biol 102 N. Kerby PhD Geog 160 A. Gilchrist PhD Biol 102 R. Nicholson MSc Phys 102 E. Turner PhD Psych 102 A. Klingner MA Engl 102 S. Thompson MA Anth 208 R. Berthiaume MA Phys 122L E. Turner PhD	CpSc 122 P. Anderson MSc Anth 102 R. Berthiaume MA Geog 204L A. Gilchrist PhD Hist 231 J. Hart PhD Geog 160L N. Kerby PhD Psych 102 A. Klingner MA Engl 152 S. Thompson MA	Phys 122 E. Turner PhD Phys 102 E. Turner PhD Anth 112 L. Garcia MA Biol 102L R. Nicholson MSc
Evening	Soci 102 L. Garcia MA Psyc 222 A. Klingner MA Anth 111 TBA	Chem 122L F. Mistry PhD Engl 102 S. Thompson MA Phil 101 D. Heinemann PhD Geog 226 R. Nicholson MSc	Econ 112 J. Campbell PhD Psych 102 A. Klingner MA Soci 206 L. Garcia MA	Phys 102L E. Turner PhD Psyc 202 L. Oates MA Anth 102 R. Berthiaume MA Geog 204L A. Gilchrist PhD Engl 204 S. Thompson MA	

FOR COMPLETE COURSE DESCRIPTIONS, PLEASE CONSULT THE COLLEGE CALENDAR.

FOR MORE INFORMATION REGARDING DATES & TIMES FOR COURSES, PLEASE CONTACT OUR EDUCATIONAL ADVISOR AT 635-6511.

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!

4

WAYS TO REGISTER



PHONE - IN

Have your Visa or Mastercard ready & call 635-6511 local 5203. Receipts will be mailed.



WALK - IN

Register in person with the Cashier at NWCC. Pay by cash, cheque or credit card.



MAIL - IN

Fill in the registration form and send in with a cheque or credit card information. Make cheques payable to NWCC. Sorry, no post-dated cheques accepted.



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

Many of our courses are exempt from GST. You won't 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 - Fees non-refundable.

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

RUMOUR HAS IT.....

“As a recent transplant to Terrace, I’m a novice student at Northwest College. Right from my first contact with the counsellors, through the Continuing Education staff and into the classroom, I have had a very positive experience. My projected home-based secretarial/office business is off to a great start with the computer training I am receiving. Thanks NWCC!”

--Linda DiMambro

“The Northwest Loggers Association (NWLA) was very satisfied with the Safety Management workshops (Worksafe) delivered by Fred Adair and NWCC. Our members found these workshops informative, relevant and concise. A job well done that will be of benefit to each participant.”

--NWLA

“InterConnect would like to thank Continuing Education at Northwest Community College for the way that they have contracted quality service for InterConnect’s clients in the past. They have been very professional in every aspect of the program development and delivery. All our students have benefited greatly from these services.”

--InterConnect



5331 McConnell Avenue
Terrace BC V8G 4X2
Phone (250) 635-6511
Fax (250) 638-5432

WWW.NWCC.BC.CA