



**Northwest  
Community  
College**

**Continuing Education  
Terrace Campus**

# Table of Contents

|  |      |
|--|------|
| Continuing Education .....               | 1    |
| Computer Training                        |      |
| Computer "Starter" Course .....          | 2    |
| Windows 98 .....                         | 2    |
| Accounting .....                         | 2    |
| Internet/E-mail .....                    | 3    |
| MS Word 97 .....                         | 3    |
| MS Excel .....                           | 4    |
| MS Access .....                          | 4    |
| MS Outlook .....                         | 5    |
| MS PowerPoint .....                      | 5    |
| MS Project .....                         | 5    |
| Adobe PageMaker .....                    | 6    |
| Adobe PhotoShop .....                    | 6    |
| MOUS .....                               | 7    |
| On-Line Courses .....                    | 7    |
| General Interest                         |      |
| Picture Framing .....                    | 8    |
| Writing .....                            | 8    |
| Languages .....                          | 8    |
| Health & Safety                          |      |
| Outdoor Safety .....                     | 9    |
| Childsafe .....                          | 9    |
| Foodsafe .....                           | 9    |
| Occupational First Aid .....             | 9-10 |
| WHMIS .....                              | 10   |
| Skills for Success                       |      |
| Cashier Training .....                   | 11   |
| Management Skills for Supervisors .....  | 11   |
| Vocational/Trades/Technology             |      |
| Airbrakes .....                          | 12   |
| Electrical Code Refresher .....          | 12   |
| Class 1 -Professional Driving .....      | 12   |
| Traffic Control/Flagging .....           | 12   |
| WCB Worksafe .....                       | 13   |
| Other Terrace Programs                   |      |
| Adult Special Education .....            | 14   |
| Business Administration .....            | 14   |
| Career & College Preparation (CCP) ..... | 15   |
| GED .....                                | 15   |
| Computer Technology .....                | 16   |
| Office Administration .....              | 16   |
| Early Childhood Education .....          | 16   |
| Natural Resources (IRM Diploma) .....    | 17   |
| Trades Programs .....                    | 17   |
| Professional Cook Training .....         | 17   |
| Special Education Assistant .....        | 18   |
| University Credit .....                  | 18   |
| NWCC Services .....                      | 19   |
| Registration Form .....                  | 20   |

# Continuing Education

## Mission Statement

The Continuing Education Department of Northwest Community College is committed to:

- responding quickly to meeting community needs,
- providing standardized quality learning,
- operating in a flexible proactive learning environment.

## Our Staff

The Continuing Education department staff in Terrace are:

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Visit our website at: [www.nwcc.bc.ca](http://www.nwcc.bc.ca)

## Contract Training

Your organization requires training relevant to your needs which will meet your business objective! Contract training is quality, customized training, oriented to your workplace, campus, or other community facilities which provides high quality, accessible, cost-effective educational opportunities. We will tailor or develop programs to meet your specific requirements. Contract training may include credit courses.

The advantages of contract training is that it provides knowledge, skills and understanding to meet occupational, personal and/or community needs. The benefits the employer receives include:

- maintaining a competitive edge by having a trained workforce
- increased productivity
- confidentiality: exclusive seminars ensure the discussion of sensitive or proprietary information without fear of exposure to outside sources
- reduced costs of staff turnover
- on-going training allows you to attract and maintain employees
- employees receive hands-on skills and are trained on an as-needed basis
- increased confidence in staff who are trained, reducing stress
- regulatory compliance procedures are maintained.

In-house, on-site customized training brings courses to your company door. Whether we deliver the courses on-site or at the College, instructors will tailor the material to meet your specific needs. Training will be economical, effective and convenient.

For more information, phone 638-5451.

ABOUT OUR department

# Computer Training

## Computer "Starter" Course

This is the place to begin your journey into the world of computer technology. This introductory course is for learners with little or no computer knowledge. It's a *must* to help ensure your successful use of personal computers. Learn the basics of computer hardware. The instructor will demonstrate the different categories of computers, families of computers, part of a microcomputer, computer language, processors, drives, tracks and sectors, diskettes, keyboards, printers, and modems. And software. Learn to recognize software applications, internal and external commands, files, directories and folders, formats, batch files. Become familiar with computer technology, operating systems, protocols and much more. Instruction is hands-on, interactive and non-intimidating.

6 hours      Tues, Thur      19:00 - 22:00  
Sept 12 - Sept 14      \$69

6 hours      Mon, Wed      19:00 - 22:00  
Oct 2 - Oct 4      \$69

6 hours      Tues, Thur      19:00 - 22:00  
Nov 14 - Nov 16      \$69

## Introduction to Windows 98

The purpose of this course is to introduce the new user to the features and benefits of using Microsoft Windows 98. Knowledge of this program is essential in order to effectively and efficiently operate a Windows driven computer and this course should be taken before any "software" courses. A computer's operating system works behind the scenes, translating your commands into a language that the computer can understand. It takes care of those functions that keep your computer operating. While working through a Microsoft Office User Special (MOUS) course manual, learn about Explorer, how to customize your desktop, how to use your control panels, how to create short-cuts and much more.

**This course is a prerequisite for all our computer software courses.**

12 hours      Mon, Wed      19:00 - 22:00  
Sept 18 - Sept 27      \$169

12 hours      Mon, Wed      19:00 - 22:00  
Oct 16 - Oct 25      \$169

12 hours      Tues, Thur      19:00 - 22:00  
Nov 28 - Dec 7      \$169

## Introduction to Accounting

This course will introduce you to the basic concepts of accounting in preparation for "Introduction to Simply Accounting for Windows 7.0". Gain an understanding of fundamental accounting principles and terminology; of debits, credits, assets, liabilities, equity, revenue and expenses.

**Prerequisites:** Participants must be competent using PC computers and a Windows operating system.

6 hours      Tues, Thur      19:00 - 22:00  
Sept 19 - Sept 21      \$79

## Intro to Simply Accounting for Windows 7.0

This software program contains features that appeal to a wide range of small business managers, regardless of their level of experience with accounting. This hands-on course guides you through a Simply Accounting 7.0 MOUS course manual that introduces the program's various features.

Simply accounting 7.0 for Windows provides small businesses and home offices an affordable accounting software system with all the user-friendly features needed to run a business. Simply Accounting 7.0 includes several fully integrated modules, including general ledgers, purchasing, accounts payable and receivable, inventory control, payroll and project costing. One entry feature allows users to enter orders, quotes, estimates and accept credit card payments.

**Prerequisites:** Participants must be competent using PC computers and Windows operating system. They must also have some basic accounting knowledge and/or have completed our "Introduction to Accounting" course.

12 hours      Tues, Thur      19:00 - 22:00  
Sept 26 - Oct 5      \$184

# Computer Training

## Internet/E-mail

The Internet is a network of networks that connects all kinds of computers around the globe. Using Netscape Communicator, learn to access the World Wide Web, the Internet's application, a distributed browsing and searching system for exploring, viewing, and publishing multimedia documents. Be introduced to the search tools available to help you find the information you need on the web.

E-mail is an electronic mail system that allows users to send messages (mail) from one computer to another. E-mail is fast, it doesn't depend on location, it facilitates group communication, messages can be edited and combined with attached computer documents. Learn about mailboxes, address books, how to do attachments, and how to organize and store your e-mail messages.

**Prerequisites:** Introduction to Windows 98 or familiarity with the Windows operating system.

6 hours      Sat      09:00 - 16:00  
Sept 30      \$89

6 hours      Mon, Wed      19:00 - 22:00  
Oct 30 - Nov 1      \$89

6 hours      Tues, Thur      19:00 - 22:00  
Dec 12 - Dec 14      \$89

## Microsoft Word 97 - Level I

This course is designed to introduce new users to the basic operation of Microsoft Word 97. Upon successful completion of this MOUS courseware, you should be able to: start the PC, load Windows 98 and load Word 97; be able to use the mouse and keyboard to make selections; use the Office Assistant; create and edit documents; save, open and close documents; move efficiently within a document; use the Letter Wizard and different document formatting methods; apply text formatting, move and copy text; proof-read and correct your documents using the Spelling and Grammar AutoCorrect, Thesaurus and AutoText features; use the Find and Replace features; use Zoom and Print Preview; print documents; understand file management techniques; change the paper size; create envelopes and labels.

**Prerequisites:** Participants must be competent using PC computers and Windows operating systems. Knowledge using a mouse and keyboard is also required.

12 hours      Tues, Thur      19:00 - 22:00  
Oct 3 - Oct 12      \$169

12 hours      Tues, Thur      19:00 - 22:00  
Oct 31 - Nov 9      \$169

## Microsoft Word 97 - Level II

This course will provide a review of Word for Windows basics and will introduce the learner to the intermediate features of the program. Upon successful completion of this MOUS courseware, you should be able to: format documents with styles; work with document templates; add headers and footers; add special characters; work with tables and perform simple math calculations; use borders and shading; insert graphics; work with columns; perform mail merges; perform sorts; understand some basic concepts about working with macros; customize Word 97.

**Prerequisites:** The participant must have completed Word 97 - Level I (or have instructor's permission), as well as a good working knowledge of PC computers and Windows operating systems.

12 hours      Tues, Thur      19:00 - 22:00  
Nov 21 - Nov 30      \$169

## Microsoft Word 97 - Level III

The objectives of this course are to introduce experienced users to the desktop publishing features of Word 97. Using MOUS courseware, the following topics will be covered: add comments; add footnotes and endnotes; create an index and table of contents; desktop publishing concepts; setting up the page layout; formatting with styles; adjusting character and paragraph spacing; using headers and footers to create repeating graphics; working with text boxes; inserting and formatting graphics; creating and using fill-in and on-line forms; using the Drawing feature; creating charts; using the WordArt feature.

**Prerequisites:** The participant must have completed Word 97 - Level II (or have instructor's permission), as well as a good working knowledge of PC computers and Windows operating systems.

12 hours      Mon, Wed      19:00 - 22:00  
Dec 4 - Dec 13      \$169

## Microsoft Excel - Level I

MS Excel is a comprehensive graphical spreadsheet program. This number-crunching application will make it easy for you to analyze, report and share your data. MS Excel is a versatile tool that can be used for formatting and tracking financial transactions, budgeting, calculating grades, forecasting economic conditions, investment management, recording scientific data - just about any task that involves repetitive number calculations.

This course introduces the learner to the basic commands, functions, and capabilities of Microsoft Excel 97. It is designed for computer users who are new to spreadsheets, or who only plan to use Excel occasionally. Upon successful completion of this MOUS courseware, you will be able to: start and run MS Excel 97; use a mouse to select from menus, toolbars, prompts and screens; create and use worksheets and charts; enter, edit and format information on the worksheet; enhance worksheets with fonts and borders; design and build sample worksheets; freeze the titles on large worksheets; view different parts of a worksheet simultaneously; view several worksheets at one time; set up the printer; print worksheets; exit and save your work.

**Prerequisites:** Participants must be competent using PC computers and Windows operating systems. Knowledge using a mouse and keyboard is also required.

12 hours      Tues, Thur      19:00 - 22:00  
Oct 10 - Oct 19      \$169

12 hours      Tues, Thur      19:00 - 22:00  
Nov 7 - Nov 16      \$169

## Microsoft Excel - Level II

This course is a continuation of the Microsoft Excel - Level I course in which you were introduced to the basics of worksheets. You will begin with a review of these basic operations and then move to more advanced topics. Upon successful completion of the MOUS courseware, you will be able to: use the AutoFill handle; create and name ranges of cells; sort a list of data; create and use worksheet outlining; create a Web page from an Excel worksheet; apply built-in and custom formats, change cell size and alignment; use conditional formatting and styles; use various commonly used functions for analysis; summarize information in the database; change Excel options; turn the AutoSave feature on and off; protect your worksheets and workbooks; verify the correctness of worksheet formulas by displaying them; customize your printing options; customize your chart; use drawing tools.

**Prerequisites:** The participant must have completed Excel - Level I (or have instructor's permission), as well as have a good working knowledge of PC computers and Windows operating systems.

12 hours      Mon, Wed      19:00 - 22:00  
Dec 4 - Dec 13      \$169

## Microsoft Access - Level I

MS Access is an information manager that allows users to quickly and efficiently store, organize, retrieve, communicate and manage information. This computerized file cabinet can be a flexible electronic version of an inventory file, to-do lists, notebooks, appointment calendars, a phone book, a card index with names and addresses of your business contacts, a catalogue of your goods and possessions - just about any collection of information.

This course is designed to introduce you to one of the most popular database programs. Using MOUS courseware, participants will learn: how to load and exit from Access; how to use the Database Wizard; how to create a new table; how to enter, adjust and delete information in the table; how to sort the records in a table, how to create and use queries, how to create and use forms, how to create mailing labels and reports from the table.

**Prerequisites:** Participants must be competent using PC computers and Windows operating systems. Knowledge using a mouse and keyboard is also required.

12 hours      Mon, Wed      19:00 - 22:00  
Oct 16 - Oct 25      \$169

## Microsoft Access - Level II

This course expands on the fundamentals of databases; multiple tables, advanced queries, forms and reports design, and command buttons. During this course you will use MOUS courseware to learn how to: add validation edits to improve the quality of the data entered into a table; design databases with multiple tables; use queries to handle multiple tables; look up values in other tables in a query; form and report; update multiple records in a table with one query; modify the fonts, alignment, and other properties of text tables and fields on a form and report; create check boxes, combo boxes, list boxes, and option groups on a form; create forms and reports to handle multiple tables; create a report using a query; modify the group interval on a report; create a report with parameters; create and use command buttons to do record navigation, and to open and close forms; use export and import data with other applications.

**Prerequisites:** The participant must have completed Access - Level I (or have instructor's permission), as well as a good working knowledge of PC computers and Windows operating systems.

12 hours      Mon, Wed, Fri      19:00 - 22:00  
Nov 6 - Nov 17      \$169

## Microsoft Outlook - Level I

An introductory course designed to show the student how to use MS Outlook, a desktop information management program. While working through a MOUS approved course manual you will: use the Office Assistant; send, check and manage your messages; send mail; manage your calendar; manage contacts, tasks and files; track activities; share information with other MS Office programs; use Journal and Notes.

**Prerequisites:** Participants must be competent using PC computers and Windows operating systems. Knowledge using a mouse and keyboard is also required.

12 hours      Tues, Thur      19:00 - 22:00  
Oct 17 - Oct 26      \$169

## MS PowerPoint 97 - Level I

MS PowerPoint 97 is a dynamic, interactive multimedia presentation software program. Most commonly used for creating and displaying "slides" to serve as visual aids for presentations, this program makes it easy for non-artists to combine text, graphics and other media into multimedia presentations. It helps you organize your thoughts, powerfully illustrate your ideas, and deliver your message in any setting. While working through a MOUS approved course manual, begin to create visual aids for lectures, training sessions, sales' demonstrations and other presentations.

Upon successful completion of this course, you should be able to do the following: start the PC and PowerPoint 97; use the mouse and keyboard to make selections; create and edit slides; create and edit graphs and charts; save, close and open slide shows; view slides; change the order of the slides; create and print a presentation; develop notes for the slides; develop handouts for the slides; view the presentation; and use PowerPoint viewer.

**Prerequisites:** Participants must be competent using PC computers and Windows operating systems. Knowledge using a mouse and keyboard is also required.

12 hours      Mon, Wed      19:00 - 22:00  
Nov 20 - Nov 29      \$169

## MS Project - Level I

At your own workstation, learn the basics of project scheduling and management. Progress to utilizing software to create and modify projects. Practice files will reflect real world applications. Files will highlight different aspects of the Project Management cycle: developing parts of the project; displaying a project in different views; adjusting time scales; printing schedule information; entering tasks, durations and task notes; entering recurring tasks; hiding and showing outlines; establishing task dependencies; lag and lead time; managing project resources; assigning resources and costing. Students will apply the knowledge to create a project and work through all the steps.

**Prerequisites:** Participants must be competent using PC computers and Windows operating systems. Knowledge using a mouse and keyboard is also required.

10 hours      Sat      09:00 - 16:00  
Sun      09:00 - 13:00  
Nov 18 - Nov 19\*      \$169

\*Must register no later than 10 working days prior to start of class.

## MS Project - Level II

A review of the Level I concepts will be conducted. Practice files will be used to highlight each new component of the software. Topics include: working with different calendars; scheduling with resources; creating resource contours; managing resource workloads; resolving resource conflicts; displaying different task and assignment details; scheduling task constraints; restricting start and finish dates; establishing a baseline; tracking progress to actual data; filtering data, tasks and resources; working with multiple projects. Course participants will have a good understanding of MS Project and will be able to utilize the software for Project Management.

**Prerequisites:** MS Project - Level I

|                |     |               |
|----------------|-----|---------------|
| 10 hours       | Sat | 09:00 - 16:00 |
|                | Sun | 09:00 - 13:00 |
| Dec 2 - Dec 3* |     | \$169         |

\*Must register no later than 10 working days prior to start of class.

## Adobe PageMaker - Level I

This course, designed for those who have experience with personal computers but are new to desktop publishing, provides a function-oriented introduction to Adobe PageMaker (version 6.5). Students will begin with a review of desktop publishing concepts and then look at how to create documents such as newsletters, flyers, and brochures. Hands-on exercises include how to set up a publication by specifying margins and column guides, set up master pages, create text and graphics using PageMaker, use text and graphics from other applications, position items exactly, change text specifications with and without style sheets, create tables and adjust graphics right on the page, work with layers, insert and remove pages and an introduction to all PageMaker tools.

**Prerequisites:** The material covered in this course assumes the student has a good working knowledge of their computer, its operating system and that the student is familiar with the use of the mouse and keyboard as well as opening and saving PageMaker files.

|                  |     |               |
|------------------|-----|---------------|
| 14 hours         | Fri | 18:00 - 21:00 |
|                  | Sat | 09:00 - 16:00 |
|                  | Sun | 09:00 - 13:00 |
| Oct 20 - Oct 22* |     | \$225         |

\*Must register no later than 10 working days prior to start of class.

## Adobe Photoshop - Level I

The objective of this course is to introduce Adobe PhotoShop 5.0 and to teach the basic skills needed in order to edit and manipulate images with this software application. This amazing program lets you alter and retouch photos and create special effects graphics. This course takes you through the first steps of learning the program, showing you its basic tools and giving you some projects to work through.

**Prerequisites:** The material covered in this course assumes the student has a good working knowledge of their computer, its operating system and that the student is familiar with the use of the mouse and keyboard and familiarity with opening and saving PhotoShop files.

|                  |     |               |
|------------------|-----|---------------|
| 14 hours         | Fri | 18:00 - 21:00 |
|                  | Sat | 09:00 - 16:00 |
|                  | Sun | 09:00 - 13:00 |
| Nov 17 - Nov 19* |     | \$225         |

\*Must register no later than 10 working days prior to start of class.

For most of our computer courses, we provide MOUS approved courseware. This MasterTrak Standard Courseware provides clear, concise topic explanations that teach the student what the software features are, how the features work, and when the student would apply these features. The student then experiences hands on, step-by-step exercises that teach the most effective way to perform a task.

Five unique exercise types provide a complete guide to learning. Students learn, practice, develop, apply and build skills with these hands on exercises. Exercise data files are provided on disk and included with most books.

In these manuals you will find step by step exercises, frequent use of screen captures, and quick tips and notes which provide additional information and other ways to perform a task.

## Microsoft Office User Specialist (MOUS)

The MOUS program is a certification program provided by Microsoft that verifies an end user's expertise in Microsoft Office applications such as Word, Excel, Access, and PowerPoint.

*Step 1: Determine which Microsoft Office product and level you want to prove your skills on.*

The MOUS certification program provides students with two levels of certification to meet the need for varying skill levels. The level you participate in depends on your experience.

- a) Microsoft Office Proficient/Core Specialist  
This certification verifies a person's ability and general knowledge of Office applications.
- b) Microsoft Office Expert Specialist  
This certification verifies a person's skills using advanced functions of the Microsoft Office family of products.

Advanced users can prove your comprehensive ability to use all of the Microsoft Office core applications together by passing each basic Expert-level exams, along with a special Integration exam.

*Step 2: Assess your experience and get prepared.*

You can go to the website [www.mous.net](http://www.mous.net) where you will find an Exam Preparation Guide that describes a list of skills you will need to demonstrate in order to become a Specialist at the level you choose.

*Step 3: Take and pass the Microsoft Office User Specialist exam.*

The Specialist exam is not a written test. It features real-world assignments that are based on the way you actually use your computer. For example, you'll be asked to perform a series of tasks that clearly demonstrate your desktop computing skills.

A typical exam takes less than an hour - and in some cases as little as 30 minutes. It all depends on how efficiently you work.

To book a time to take this exam please call 635-6511.

## On-Line Learning

Do you prefer to learn at your own pace or can't access the College in the evenings? These on-line courses may be for you! You need internet access, and in some cases, specific software. Courses are approximately six weeks in length with two lessons per week. Examples of available courses include:

*Internet Courses - \$75.00 each*

- Intro to the Internet
- Getting Organized with Outlook
- Creating Web Pages
- Advanced Web Pages
- Creating Web Graphics
- Microsoft Front Page
- JavaScript
- Java Programming for the Web
- Dreamweaver

*Computer Courses - \$75.00 each*

- Intro to PC Troubleshooting
- Windows File & Disk Management
- PhotoShop Basics
- Intro to QuickBooks
- Quicken for Windows
- Intro, Intermediate & Advanced MS Word
- Intro to MS Excel
- Intro & Intermediate MS Access
- Intro to MS Works
- Intro to PowerPoint
- Quatro Pro
- Keyboarding
- Microsoft Publisher
- Windows 2000 Professional
- 101 Tips & Tricks for the iMac & Macintosh

We also offer courses in Personal Enrichment, Small Business, Nursing, Basic Supervision, Production & Inventory Management, Project Management, Customer Service, Logistics, Manufacturing Excellence, Purchasing. Visit our website at [www.ed2go.com/nwccterrace](http://www.ed2go.com/nwccterrace) to learn more about the many courses available.

Start dates for the fall are:

- September 13
- October 11
- November 8
- December 13

You must pay your registration fees at the college at least 48 hours in advance of the start date. This allows you time to do the on-line registration and allows us to verify your fee payment.

# General Interest

## Basic Picture Framing

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 how to do conservation framing.
- be shown how to do object (things rather than pictures) framing.

12 hours      Fri      18:30 - 22:30  
                     Sat      08:30 - 17:30  
 Sept 15 - Sept 16      \$85 + gst

## The Birth of a Children's Book

Although publishers seem inscrutable, there are a few tricks to writing children's stories and sending them out that might lead to your own published book. Published children's author, Brenda Silsbe, will share her experiences and acquired knowledge in the business and politics of children's books.

Instructor Biography: Brenda Silsbe was born and raised in Terrace, BC. Brenda received a Bachelor of Education from U.B.C. in 1977 and taught Grade 3 for three years. Brenda began sending stories to publishers in 1988. She has published five children's books:

- The Bears We Know (Annick Press, 1989)
- Just One More Colour (Annick, 1991)
- Winning the Girl of the Sea (Annick, 1994)
- The Watcher (Annick, 1995)
- W. Haigh, Animal Poet (ITP Nelson, 1998)

Brenda expects her sixth children's book to be published this fall.

4 hours      Tues, Thur      19:00 - 21:00  
 Oct 17 - Oct 19\*      \$49 + gst

\*Must enrol two weeks prior to beginning of course.

## German Conversation - Level I

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

16 hours      Tues, Thur      19:00 - 22:00  
 Oct 17 - Nov 9      \$69 + gst

## Spanish Conversation - Level I

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. Course participants will learn to carry on basic communications in Spanish. Hasta la vista!

16 hours      Tues, Thur      19:00 - 22:00  
 Sept 19 - Oct 12      \$69 + gst

# Health & Safety

## Avalanche Awareness

This course is essential for backcountry snowmobilers, skiers, and hikers! If you venture into the mountains at any time of the year you must know about avalanches. This weekend introductory avalanche training course involves classroom and fieldwork. Topics of training include: formation of avalanches, avalanche terrain, safety measures for working and travelling in avalanche terrain, search and rescue, crystals and layers, and hazard recognition. This course will provide Canadian Avalanche Association approved material.

Scheduled on demand. Phone 638-5451 to place your name on our "request" list.

## Childsafe First Aid

For more than 50 years, the Canadian Red Cross has been teaching people like you how to help when an emergency occurs. Childsafe is a dynamic seven hour workshop that will teach you how to make your home a safer place and help you handle childhood emergencies with confidence. If you are a parent, grandparent, caregiver, babysitter or simply someone who loves children, Childsafe is designed for you.

7 hours      Sat      08:30 - 16:30  
 Oct 21      \$73

## First Aid for Snowmobilers

Snowmobiling presents unique dangers. Are you prepared? This course certified by the Canadian Red Cross Society will help prepare you should something go wrong. Topics covered include how to prevent and treat frostbite, initiating ice rescues, rescue breathing, and hypothermia.

4 hours      Thur      18:00 - 22:00  
 Nov 30      \$59

Health & Safety course participants should dress in loose, comfortable clothing and be prepared for physical activity.

## Foodsafe - Level I

This course, designed by the Ministry of Health - in consultation with the BC Restaurant & Food Services' Association, 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 prerequisite for Foodsafe Level II.

12 hours      Sat, Sun      09:00 - 16:00  
 Oct 14 - Oct 15      \$99

12 hours      Tues, Thur      19:00 - 22:00  
 Nov 7 - Nov 16      \$99

## 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.

**Prerequisite:** Foodsafe Level I.

Scheduled on demand. Phone 638-5451 to place your name on our "request" list.

## Occupational First Aid - 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. Evaluation is conducted by the instructor.

**Prerequisites:** Must be at least 16 years of age and present photo ID.

8 hours      Thur      08:30 - 17:30  
 Sept 14      \$83

8 hours      Thur      08:30 - 17:30  
 Oct 19      \$83

8 hours      Thur      08:30 - 17:30  
 Nov 16      \$83

8 hours      Thur      08:30 - 17:30  
 Dec 7      \$83

HEALTH & safety

## Occupational First Aid - 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.

**NOTE:** OFA Level III is required if the worksite is more than 20 minutes from the hospital.

*Scheduled on demand. Phone 638-5451 to place your name on our "request" list.*

## Occupational First Aid - Level III

The OFA Level III is a two week course of First Aid theory and practical skill development. 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 parts of the exam in order to be issued a WCB OFA Level III certificate, valid for two years from the date of the exam. A medical is required.

**Prerequisites:** Must be at least 16 years of age.

70 hours      Mon-Fri      08:30 - 17:30  
Sept 18 - Sept 29\*      \$639

70 hours      Mon-Fri      08:30 - 17:30  
Oct 23 - Nov 3\*      \$639

70 hours      Mon-Fri      08:30 - 17:30  
Nov 20 - Dec 1\*      \$639

\* WCB exam takes place early in the week following course completion.

## OFA 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. Phone 638-5408 for more information.

## OFA - 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 or ill workers to medical aid. The course focuses on the practical skills necessary to safely handle and secure the injured. These skills are required 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.

**Prerequisites:** OFA Level I certificate.

8 hours      Fri      08:30 - 17:30  
Sept 15      \$83

8 hours      Fri      08:30 - 17:30  
Nov 17      \$83

## 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. An NWCC certificate of course completion valid for three years is issued.

6 hours      Tues      08:30 - 15:30  
Nov 14      \$70

## WHMIS (Workplace Hazardous Materials Information System)

This four hour *instructor led* 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.

4 hours      Wed      08:30 - 12:30  
Nov 15      \$50

# Skills for Success

## Cashier Training

Employment within the retail or hospitality industry will require a basic understanding of cash registers and the handling of money. This hands-on workshop will introduce you to the basic operations of the electronic cash register.

**Prerequisite:** Grade 8 level math skills are required in order to understand the course concepts.

*Scheduled on demand. Phone 638-5451 to place your name on our "request" list.*

## SuperHost

Improve your customer service skills! SuperHost, developed by Tourism BC, is designed to provide service professionals with the skills and knowledge needed to provide excellent customer service.

8 hours      Sat      08:30 - 17:30  
Oct 28      \$83

## Management Skills for Supervisors - Human Relations' Training

Today's collaborative workplace requires that all employees have good human relations' skills that include: highly developed interpersonal skills; conflict resolution and confrontation skills; group problem solving and decision making skills; motivation and self-management skills.

MSS-Human Relations Training provides 84 hours of practical, hands-on training, delivered in three 4-day sessions, over a period of several months.

Each 4-day session is a separate learning experience that can be taken in any sequence, however, they are best taken as a series as each module is designed to build on the knowledge and skills of the previous session.

The most complete and comprehensive training program of its kind...fully accredited and certified at B.C. Colleges and Universities.

## Part 1: Interpersonal Communication Skills and Conflict Resolution

In this session you will learn how to give and receive effective feedback to help resolve the most difficult situations and how to create a supportive communication climate for one-to-one problem solving discussions.

28 hours      Mon - Thur      08:30 - 16:30  
Oct 2 - Oct 5      \$445

## Part 2: Group Decision Making & Problem Solving Skills

In this session you will identify your problem solving and decision-making style and how it may positively or negatively effect others. You will learn how to be more effective in your group/team meetings, and to take advantage of the skills of shared responsibility and leadership.

28 hours      Mon - Thur      08:30 - 16:30  
Nov 6 - Nov 9      \$445

## Part 3: Self-Management Skills & Performance Reviews

In this session you will refine your interpersonal skills by identifying your behavioral preferences, motivational drives and to adjust your style of interaction to best meet the motivational needs of others. You will also learn how to use this information in conducting performance reviews and evaluations.

28 hours      Mon - Thur      08:30 - 16:30  
Dec 4 - Dec 7      \$445

All three parts of this program will be facilitated by Mr. P.J. (Phil) Kolbuc, President of Kolbuc and Associates Human Resource Development Training and Consulting Inc. (1985). Phil is a seasoned human resource professional with over 25 years of experience. He has trained over 6,000 employees from all types of organizations and organizational levels. His training style has been described as "Enthusiastic", "Fun", "Practical", "Knowledgeable", and "Knows how to get the best out of people".

You will:

- Receive a certificate of completion after each part from NWCC.
- You will receive over 200 pages of back-up reading and resource materials to reinforce and compliment your in-session activities.

Regardless of your position or title, and whether you work for a non-profit, or First Nation's organization, business, industry or government, you will find this program of immense value.

**ENROL IN ALL THREE PARTS FOR \$1275**

SKILLS for success

# Vocational/Trades/ Technology

## 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.

**Prerequisites:** Valid BC Driver's License.

24 hours      Tues - Fri      18:30 - 22:30  
Sat      08:00 - 16:00  
Sept 19 - Sept 23      \$185

24 hours      Tues - Fri      18:30 - 22:30  
Sat      08:00 - 16:00  
Oct 17 - Oct 21      \$185

24 hours      Tues - Fri      18:30 - 22:30  
Sat      08:00 - 16:00  
Nov 21 - Nov 24      \$185

## Electrical Code Refresher

This course is designed for electricians, contractors, maintenance supervisors and others involved in the electrical trade who need to upgrade their knowledge of the current Canadian Electrical Code (CSA) in British Columbia.

15 hours      Mon - Fri      19:00 - 22:00  
Scheduled upon demand.      Call 638-5408

The following courses may be delivered during the fall term depending upon demand. Phone Joan at 638-5408 for more information and to register your interest for:

- CVIP (16 hours) Heavy Duty & Automotive
- Forklift Operator (8 hours) - must have Forklift experience.
- Alternate Fuels - Propane Conversion [LPG] (36 hours)

## Class I - Professional Driving

This "behind the wheel" course is intended to help prepare learners for the Class I Driver's test. Safe operation, maintenance and duties of competent professional drivers are emphasized. The 22 hour course includes the two hour test.

Topics include:

- professional driving
- safe work practices
- vehicles and equipment
- maintenance of vehicles
- regulations
- cargo handling
- records.

**Prerequisites:** 19 years of age, clear driving abstract, valid Airbrakes Endorsement Certificate, and valid Class I Learner's permit. CSA approved safety footwear is required for pre-trip practicals.

Continuous Enrolment      \$1800  
Please call 635-6511 to register.

## Traffic Control Flagging

Be ready for work in early spring of 2001. This Traffic Control/Flagging course 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 qualified traffic control flag person. Certificate valid for two years.

16 hours      Sat, Sun      08:00 - 17:00  
Sept 16 - Sept 17      \$189

## Traffic Control Recertification

A recertification course for individuals who have received initial training through NWCC.

4 hours      Fri      12:30 - 16:30  
Sept 15      \$60

# WCB Worksafe

Bill 14, introduced October 1, 1999 requires workplace safety training. Worksites with 20 or more employees must have an Occupational Health & Safety Committee, while worksites with nine to 19 employees must have a Health & Safety representative. These safety committee members and representatives are required to receive at least eight hours of WCB approved training each year.

Six WCB Worksafe programs are designed to reduce worksite injury and ensure a culture of safety within those worksites. Each program is eight hours long and participants receive a WCB certificate and 0.5 unit credit towards the elective component of the OH&S Program at BCIT.

## Occupational Health & Safety Committee Training

Identify and interpret Occupational Health and Safety Committee members' responsibilities and duties, and carry them out in ways that promote workplace health & safety.

8 hours      Wed      08:00 - 17:00  
Oct 18      \$99

## Supervisor Safety Management

Identify and explain supervisor responsibility for a safe work environment and describe processes for risk assessments, inspections and accident investigations as applied to due diligence.

Scheduled upon demand.      Call 638-5408

## Hazard Recognition and Control

Make informed decisions through identification of hazards and apply effective strategies to control hazards in the workplace. Develop safe work procedures and corrective measures to control hazards.

Scheduled upon demand      Call 638-5408

## Occupational Health & Safety in Small Business

Explains employers' and workers' responsibilities and due diligence in carrying them out in the workplace.

Scheduled upon demand      Call 638-5408

## Preventing Workplace Violence

Explains the WCB's requirements for the protection of workers from workplace violence, how to conduct a risk assessment, establish preventive measures and procedures, and develop a workplace violence prevention program.

Scheduled upon demand      Call 638-5408

## Investigating and Controlling Sprains and Strains

Identify risk factors associated with musculoskeletal injuries (MSIs), and better determine causes and contributing factors during MSI investigations to prevent recurrence of injuries. These injuries have accounted for approximately 60% of WCB claims in past years.

Scheduled upon demand      Call 638-5408

WCB Worksafe



# Other Terrace Programs

## Adult Special Education

**Workplace Skills Training** - This full time program is intended to prepare students 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 program is recommended for students planning to apply for modified programs. Limited spaces are available in the following Workplace Skills' Training courses:

- \*100 Personal Profile and Career Planning
- \*101 Managing Your Money
- \*102 Introduction to Workplace Safety
- \*103 Developing a Positive Work Attitude - Part I
- \*104 Basic Computer Skills - Part I
- \*105 Survival Math

**Literacy** - Basic Literacy courses are available on a part-time basis. Students work at their own pace in this program.

**Christmas Crafts** - The ASE Department will be offering a special interest program on Christmas Crafts. Students will do a series of crafts themed around the Christmas season. Focus is hands-on participation and fun. Students who require support are encouraged to bring an assistant.

10 hours                      Thur                      13:00 - 15:00  
Nov 23 - Dec 21                      \$35

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

## Business Administration

This program is designed to give students a solid background in business and prepare them for a wide range of careers in the public, private and not-for-profit sectors. The program also provides the opportunity to pursue further advanced studies at a host of universities, colleges and professional associations (i.e. CMA, CGA, CA, PMAC).

The program consists of a first year certificate program and a second year diploma program. Students may attend full-time or part-time (space permitting).

There are currently spaces available in the following second year courses. (Note: Some prerequisites may apply.)

**Business Finance I**                      Sept 7 - Oct 27  
Tues, Thur, Fri                      10:30 - 12:30

**Organization Behaviour**                      Sept 6 - Oct 27  
Mon                      10:30 - 12:30  
Wed, Fri                      8:30 - 10:30

**Taxation**                      Sept 7 - Oct 27  
Tues, Thur                      13:30 - 16:30

**International Business**                      Sept 6 - Oct 27  
Mon, Wed                      13:30 - 16:30

**Business Finance II**                      Oct 31 - Dec 22  
Tues, Thur, Fri                      10:30 - 12:30

**Intermediate Accounting I**                      Oct 30 - Dec 22  
Mon, Wed                      10:30 - 12:30  
Thur                      13:30 - 15:30

**Accounting Information Systems**                      Oct 30 - Dec 22  
Tues, Thur                      8:30 - 10:30  
Fri                      13:30 - 15:30

**Human Resource Management**                      Oct 30 - Dec 22  
Mon, Wed                      13:30 - 16:30

**Credit & Collections**                      Oct 30 - Dec 22  
Mon, Wed, Fri                      8:30 - 10:30

**Fundamentals of Accounting I\***                      Sept 11 - Dec 22  
Mon                      19:00 - 22:00

\*First year course

For more information call the program coordinator, Cathay Sousa at 638-5467.

# Other Terrace Programs

## Career and College Preparation (CCP)

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

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

Scheduled courses will run from September 5, 2000 to January 19, 2001.

**Fundamental English 020** (Grade 8) - Basic reading, writing and speaking skills: vocabulary, grammar, oral communication, paragraph and letter writing, library skills, study skills, basic computer skills, keyboarding and word processing.

Mon-Fri                      09:00 - 11:00

**Fundamental Math 0201/0202** (Grade 8) - Basic arithmetic skills: whole numbers, fractions, decimals, percentages, measurement, the metric system and problem solving.

Mon-Fri                      13:15 - 15:15

**Intermediate English 030** (Grade 10) - Development of study skills and strategic reading, writing and communicating skills in preparation for life, work and further education.

Mon-Fri                      09:00 - 11:00  
Downtown Classroom

**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.

Mon, Tue, Thur, Fri                      13:00 - 15:00  
Wed (Lab)                      13:00 - 16:00

**Advanced English 045** (Grade 11) - Development of critical reading skills, clear writing skills, oral/aural communication skills to prepare for employment or for career, technical and trades programs. This course is a prerequisite for entry into many NWCC programs.

Mon-Fri                      09:00 - 11:00

**Advanced Math 0401/0402** (Grade 11) - An introduction to algebraic expressions, equations, inequalities, functions, graphing and trigonometry.

Mon-Fri                      11:00 - 13:00

All other CCP courses will be available in continuous intake classes in the daytime or the evening. These courses include the following: English, math, chemistry, biology, physics, science, computer studies, social sciences, and geography. Courses are available from Fundamental (Grade 8) to Provincial (Grade 12) levels.

## English as a Second Language

Designed especially for those who want to improve their conversational, reading and writing skills.

56 hours                      Tues, Thur                      18:30 - 20:30  
Sept 12 - Dec 14                      Downtown Class                      \$40

## GED Preparation Class

This is designed to help the student prepare for all the components covered on the GED exam.

30 hours                      Tues                      19:30 - 22:00  
Sept 5 - Nov 21                      Caledonia High School                      \$40

## Grade 12 Equivalency (G.E.D.)

GED 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.

**Prerequisites:** To write the tests, you must be at least 19 years of age, out of high school for at least one year, and be a B.C. resident.

Exams times are:                      Friday                      18:00 - 21:30  
Saturday                      09:00 - 14:00

Exam dates are:                      Sept 29/30                      Nov 24/25  
Jan 12/13                      Mar 2/3                      Apr 27/28  
June 1/2                      July 13/14

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 is \$45.**

For more information please call a Student Advisor at 635-6511 local 5202.

OTHER Terrace programs

## Other Terrace Programs

### Computer Technology

The Computer Technology Program offers a one year certificate which provides individuals with computer skills and knowledge necessary to remain competitive in today's job market. Students will be introduced to operating systems, computer hardware, programming, geographic information systems, computer-aided drafting, and will receive a certificate in internet proficiency.

Distance Education Courses - beginning September include:

*CPTE 132 Introduction to Structured Programming*

*CPTE 141 Office Applications I*

Students interested in taking the Computer Technology Certificate or Internet Proficiency Certification can contact the program coordinator, Trish Nuyten, 638-5469, for further information on admission requirements and course availability.

### 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 may, upon completion, 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.

For more information, please contact the program coordinator, Ann-Marie Merkel at 635-6511 ext. 5225.

### Instructors Wanted

Resumes are being accepted for teaching positions for short-term Continuing Education programs. Programs include, but are not limited to: MS Office Suite, First Aid, Negotiation Skills, MS Front Page, Grant/Proposal Writing, Snow Safety, Pet First Aid, Internet/E-mail, Boating Safety, Simply Accounting, MS Project, Bartending, Entrepreneurial Skills, Airbrakes, Commercial/Public Vehicle Inspection.

### Early Childhood Education

The Early Childhood Education announces a new regional delivery model! The department will begin delivery of the ECE program throughout the region starting September, 2000.

The new delivery model includes:

- A two year completion time frame
- Part-time courses integrated into a child-care workplace setting
- Regionally delivered courses and workshops

Enrolment for each region will be limited to 16 students. No full-time program will operate on the Terrace Campus. College regional areas are:

**Western Region** - Prince Rupert, Queen Charlotte Islands, and adjacent coastal communities

**Central Region** - Terrace, Kitimat and the Nass Valley

**Eastern Region** - Hazelton, Smithers, Houston and adjacent communities.

The following courses will be presented in EACH regional area between September 2000 and July 2001. Local timetables will vary. Contact your regional college center for exact dates and times. Enrolments in each region are limited to 16 students. All courses are worth 3 credits. Costs for a 3 credit course is \$134.70

#### Fall 2000

*IHS 143 Curriculum Activities I*

*IHS 141 Child Environments I*

*IHS 139 or 140 Practicum I or II (both semesters)*

#### Winter 2001

*IHS 147 Curriculum Planning I (commences)*

*IHS 144 Role of the Educator I (commences)*

*IHS 112 Interpersonal Communications*

#### Summer Session - July 3-20, 2001

**(Held at Terrace Campus only)**

*IHS 147 Curriculum Planning I (completed)*

*IHS 145 The Role of the Educator I (completed)*

*IHS 121 Child and Adolescent Development I*

If you wish to be considered for admission into this program, you need to:

- 1) complete an application at your regional college center.
- 2) provide admission documentation including employer reference, proof of Grade 12 English or IHS English placement test, Criminal Record Search, medical and immunization documentation.

For more information on the ECE or SEA program, call the program coordinator, Rosemarie Goodwin at 638-5419.

## Other Terrace Programs

### Natural Resources (IRM Diploma)

Students who enrol in the Integrated Resource Management Diploma benefit from instructors who have recent field experience, professional designations such as Registered Professional Biologists, Certified Silviculture Surveyors, Silviculture Institute of BC recognition, and academic credentials in Zoology, Geography, Biology and more.

Graduates receive a wide complement of technical and university level courses which can be used towards a degree program at numerous Universities in British Columbia and Alberta.

Some courses that can be taken on a part-time basis this September include:

*NRES 140 Fish and Wildlife*

*NRES 153 Silvics and Dendrology*

*IRM 275 Rehabilitation and Restoration*

*NRES 220 Tourism and Recreation*

*NRES 362 Business Studies*

*FRST 375 Silviculture I*

Please note that prerequisites may apply to the courses listed above.

For more information please contact the program coordinator, Trish Nuyten at 638-5469.

### Trades Programs

Northwest Community College offers the following trades programs:

- Automotive Repair Technician
- Carpentry/Joinery
- Commercial Transport Mechanic
- Heavy Duty Mechanic
- Industrial Mechanic/Millwright
- Welding

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 and work experience.

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

### Professional Cook Training

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

Level I & II @ eight months, Level III @ two months

Communications, interpersonal skills, decorum, professional ethics and standards are continuous goals throughout this program to ensure that NWCC culinary students are adaptable to the many expectations of today's hospitality industry.

The Professional Cook Training program is available for individuals who wish to train for employment as entry level cooks in the food catering industry.

Topics presented in this program include:

- Vegetables and Starch Cookery
- Meats and Poultry Cookery
- Seafood Cookery
- Stocks, Soups and Sauces Cookery
- Meat, Poultry and Seafood Cutting
- Cold Kitchen
- Baking and Desserts
- Basic Food Service and Kitchen Management
- Egg and Breakfast Cookery
- Safety, Sanitation and Equipment - Level I only
- Health Care/Cook Chill

For more information, please consult the college calendar or phone the Educational Advisor at 635-6511 ext. 5202.

Fine Dining - The Culinary Arts students, Level III, offer evenings of fine dining to the community throughout the academic year. This cuisine includes a variety of international dishes prepared and presented by students in the Cook Training program. For an evening of excellent food in our College Dining area, phone 638-5422 for dates, reservations, and menu selection.

#### Sample Menu Pacific Rim Cuisine

##### Appetizers

Pork and Corn Dumplings in a Cilantro Cream Sauce - or  
Panko Shrimp with Orange Marmalade and Wasabi Dip

##### Salad

Jicama apple and Cantaloupe Salad

##### Entree

Fillet of Sea Bass with Cashew Nut Crust Served with Papaya Basil Sauce

##### or

Black Soya Seared Beef Tenderloin Medallions w/ Green Curry Sauce

##### Vegetables

All main courses are served with fresh vegetables of the season  
Caramelized root vegetables  
Green beans with mint

##### Dessert

Coffee and Kahlua Flan

## Other Terrace Programs

### Special Education Assistant

The Special Education Assistant Option of the IHS program prepares students to work at a 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.

The Special Education Assistant program has been revised to meet the needs of current practitioners and interested non-practitioners.

The SEA program will commence September 2000 with a completion date of December 2002. The program will be offered in Terrace and Kitimat communities through a combination of community based classes, weekend workshops, summer sessions, and the use of Audio-teleconference.

Prospective students should complete an application at their local College center as soon as possible in order to receive full details of scheduled courses, dates, and costs.

Most courses are presented on a cost recovery basis and require a minimum enrolment of 20 students.

#### Fall 2000

IHS 112 - Interpersonal Communication  
(Required) \$134.70  
Sept 11 - Dec 11 Mon 18:00 - 21:00

ENGL 151 - Technical Writing\*  
(Recommended/not required) \$134.70  
Sept 7 - Dec 14 Thur 19:00 - 22:00

#### Spring 2001

IHS 121 - Child Development I  
(Required) \$395  
Jan 8 - Mar 12 Mon 18:30 - 21:30

IHS 122 - Child and Adolescent Development II  
(Required) \$395  
Mar 26 - June 2 Mon 18:30 - 21:30

\*This course will provide students with the opportunity to develop writing skills for use throughout the SEA Program.

Highlights of the revised SEA program are:

- Fewer course and shorter completion time frame.
- Opportunity for demonstrating current skills through Prior Learning Assessment (PLA).
- Increased emphasis on guidance and managing difficult behaviour.
- New condensed modules in Student Success, computer use, cultural diversity and First Aid training/safety.

### University Credit

NWCC offers a University Credit Program in Arts and Science. All courses have transfer credit to Universities and allow students to enter second or third year (see the Transfer Guide at [www.bccat.bc.ca](http://www.bccat.bc.ca)) For the timetable that matches your career choice, contact the Educational Advisor at 635-6511.

New University Transfer courses for the fall include:

- Archaeology of Northern BC
- Introduction to Painting I
- Human Anatomy
- Introduction to Criminology
- Literature & Classical Mythology
- Introduction to Film Studies
- Introductory French I
- Introduction to Philosophy

NWCC University Credit students do as well or better than direct entry students at BC Universities and achieve an equivalent graduation rate at the Baccalaureate Level (Student Outcomes Studies of Ministry of Advanced Education).

The University Credit Department offers a number of courses during the evenings for those who may be interested in continuing their studies on a part-time basis. All courses are worth 3 credits. Cost for a 3 credit course is \$134.70. Classes begin the week of September 4th.

#### Monday Evenings 19:00 - 22:00

- ANTH 205: Archaeology of Northern BC
- ENGL 101: Introduction to Composition
- FILM 101: Introduction to Film Studies

#### Tuesday Evenings 19:00 - 22:00

- FREN 101: Introductory French I
- GEOG 225: Regional Geography of BC
- PSYC 222: Abnormal Psychology & Therapy

#### Wednesday Evenings 19:00 - 22:00

- ECON 111: Principles of MicroEconomics
- FREN 101: Introductory French I
- PSYC 101: Introductory Psychology I
- SOCI 205: Sociology of the Family

#### Thursday Evenings 19:00 - 22:00

- ART 105: Introduction to Painting I
- CRIM 101: Introduction to Criminology
- ENGL 151: Technical Writing I

For a full list of University Credit courses see the NWCC calendar. For further information call the Student Advisor at 635-6511, local 5202 or Rocque Berthiaume, Academic Head at 635-6511, local 5254.

# NWCC Services

### Accessibility Support Services

If you have a disability, illness or injury which may prevent you from being successful in your studies, contact Elizabeth Snyder at 638-5496. Support is available ranging from tutoring services, equipment loans and program accommodations.

### Bookstore

The Bookstore is located on the ground floor of the Cafeteria building. Texts and reference books for courses are available as well as stationery supplies, backpacks, and a wide variety of sportswear and memorabilia. Phone Marilyn Bennett at 638-5403 for more information.

### Cafeteria/Catering

The college cafeteria is open five days a week (Monday-Friday) from 7:30 am to 5:30 pm. A full range of food and beverages is available. Please phone Randy Chalifoux at 638-5422 for more information.

### Cooperative Education

Cooperative Education combines academic study with related work experience in business, industry or government. Students gain practical skills and awareness of the variety of employment opportunities available to them. Students alternate between full-time studies and full-time paid work, resulting in a graduate better prepared to enter the work force. Call Sandy Bullock at 638-5493 for more information.

### Educational Advisor

The advisor can provide you with information on programs, courses, college services, policies, procedures, facilities, and learning opportunities at NWCC and other educational institutions. Advisors provide assistance in developing educational plans and course planning. For further information call 635-6511 and book an appointment.

### First Nations' Student Access & Support

Mae Derrick, First Nations Student Access Coordinator, provides consultation regarding personal and educational matters to First Nations' students. Students are able to access services and resources both on and off campus. She can provide general information regarding programs and registration procedures, act as a liaison between instructors and Band education officers. Call Mae at 638-5421 for more information.

### Library

The Library is located on the lower level of the West (Admin) Building. In addition to a growing collection of books and videos to assist you in your research, the Library also has quiet study space, darkroom facilities, video and audio play-back equipment, a comfortable lounge area to browse through over 400 different magazines and newspapers and an interlibrary loan service. It is open evenings and weekends September to June. Call 638-5407.

### Residence

NWCC is able to offer students modern residence space. All rooms are equipped with a bed, study desk, dresser and closet for each student. There are five, two storey residence buildings, each floor has a washroom with showers, a lounge with TV/VCR, a microwave, oven and pay telephone. Blankets, pillows, sheet and pillow covers are available at a small charge of \$25 for people who choose not to bring their own bedding. Short-term stays are available at \$20 night for single dorm, \$15/per person a night for double. Call 638-5415 for more information.

### Student Success/Peer Tutoring

The Student Success Coordinator will work with you to find a solution to whatever study problems you may be having. You can learn more about different study methods, or you may be eligible to receive free tutoring from a more experienced student. Call 635-6511 local 5364 for more information.

### Student Support Specialist

The Student Support Specialist can help you with the problems you encounter when you are a student here at the College. These could be financial problems, problems with your sponsorship, substance abuse, parenting pressures, daycare, a housing crisis, discrimination, harassment, or abuse issues, self-esteem problems, or a complaint. If you feel you need to talk to someone, please call Debbie Holkestad, 638-5460.

### Terrace Campus Childcare Center

Daycare is available at the Terrace Campus and offers two separate programs for children. The first group is for children ages 18 months to 3 years, the other is for children from 30 months to 5 years of age. If you wish further information call the Daycare Supervisor, Mary McNeice, at 638-5407.

OTHER NWCC SERVICES

# Registration Form

Please Type or Print in Black Ink

Mr.  Mrs.  Ms. \_\_\_\_\_

Bus. Tel. \_\_\_\_\_ Home Tel. \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Payment by:  Cheque (payable to NWCC)  Money Order  Credit Card

Credit Card Information:  Visa  Mastercard

Card Number \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Expiry Date \_\_\_\_\_

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

| Course Name | Start Date | Time | Fee          |
|-------------|------------|------|--------------|
| #1          |            |      |              |
| #2          |            |      |              |
| #3          |            |      |              |
|             |            |      | <i>Total</i> |

Please note Refund Policy on next page.

Please Type or Print in Black Ink

Mr.  Mrs.  Ms. \_\_\_\_\_

Bus. Tel. \_\_\_\_\_ Home Tel. \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Payment by:  Cheque (payable to NWCC)  Money Order  Credit Card

Credit Card Information:  Visa  Mastercard

Card Number \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Expiry Date \_\_\_\_\_

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

| Course Name | Start Date | Time | Fee          |
|-------------|------------|------|--------------|
| #1          |            |      |              |
| #2          |            |      |              |
| #3          |            |      |              |
|             |            |      | <i>Total</i> |

Please note Refund Policy on next page.

## To Register...

Phone:  
635-6511 x 5342

Fax:  
638-5432

Mail:  
NWCC-Terrace  
5331 McConnell  
Terrace, BC  
V8G 4X2

Drop In:  
Admin. Building  
Main Floor

# Registration Information

## Register Early

Some classes fill quickly, only receipt of payment guarantees a place in a class. Space is limited so register in advance to guarantee your spot in the class of your choice!

Phone In...635-6511 local 5204 or 5342. Register using Visa or MasterCard, receipts will be mailed.

Drop In...Register in person with the Cashier in the Administration Building, main floor.

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

Fax...Fill in the registration form and fax to 638-5432. Credit card payment only.

## Cashier/Registration Hours

The cashier is open Monday to Friday from 8:30 am to 4:00 pm.

## Course Cancellations

A minimum enrolment is required to recover the costs of the course. If that number is not reached, Continuing Education reserves the right to cancel classes. Every attempt will be made to notify you in advance. A full refund will be processed automatically unless we are notified of your wish to transfer to another class.

## Seniors

Senior citizens (age 65 or over) are eligible for tuition-free enrolment in many NWCC courses subject to the following conditions:

- 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 fee does not include any charges for books or materials that may be required.

## Waitlists for Courses

Registrations are accepted on a first-come, first-served basis, upon full receipt of tuition fees at the time of registration. If a course is full, your name is placed on a wait list. If the wait list is sufficiently large, another session of the course may be added. Those on the wait list will be contacted and registration will be confirmed upon full receipt of tuition fees.

Should space become available in a course (due to student withdrawals or other factors) 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.

## Fees, Withdrawals and Refunds

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 start of the course.

Withdrawals and requests for refunds made three days prior to the start of class will be subject to a \$10 administration fee. The balance of course fees will be refunded by cheque, or if fees were paid by credit card, refunded to your card. Receipts will be mailed. As an alternative we would be pleased to hold the registration fee as a credit toward taking another Continuing Education course.

Course fees will **NOT** be refunded for withdrawals made less than three days prior to the start of any course.

WHAT YOU need to know



# ***What's Inside?***

- **Computer Training**
- **General Interest**
- **Health & Safety**
- **Skills for Success**
- **Vocational/Trades/Technology**
- **WCB Worksafe**
- **Other Terrace Programs**

**Phone: (250) 635-6511**

**[www.nwcc.bc.ca](http://www.nwcc.bc.ca)**