

Northwest
*Community
College*

*Terrace
Campus*

**25th
Anniversary**

1975-2000

**Continuing
Education
Spring 2000**



Welcome to Northwest Community College's Spring 2000 brochure!

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

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

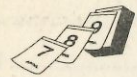
We are part of your community so make us a part of your life long learning activities.

**Dr. Peter Colebrook, Director
Central Region**

Connecting your communities for 25 years!

Table of Contents

COLLEGE SERVICES	2	FORESTRY	
CONTINUING EDUCATION		Introduction to Global Positioning	
General Information	3	System Fieldwork	12
COMPUTER COURSES		Mapping Using Microstation	12
Computer Starter Course	4	Chain Saw Safety	12
Introduction to Windows '95	4	Introduction to LoggerPC v3.2	12
Internet/Email	4	Computer Applications in Forest Road Design	12
Word '97	4	Electrofishing	13
Microsoft Excel Spreadsheets	4	Bear Aware	13
Microsoft Access Database	4	Map & Compass	13
Introduction to Accounting	5	Watershed Restoration Technician	13
Simply Accounting for Windows 6.0	5	SKILLS FOR SUCCESS	
Introduction to PowerPoint '97	5	Managing & Resolving Conflict	14
On-Line Learning	5	Assertive Communication Skills	14
MS Project Level I	5	Negotiation Skills	14
MS Project Level II	5	Strategic Negotiation	14
LOOK FOR FALL 2000 COURSES	6	Management Skills for Supervisors	15
HEALTH & SAFETY COURSES		Home Support/Resident Care Attendant	15
Occupational First Aid Level I	7	GENERAL INTEREST	
Occupational First Aid Level II	7	Worm Composting	16
Occupational First Aid		Heart Smart Cooking	16
- Transportation Endorsement	7	Homeopathy & the Healing Process	16
Occupational First Aid Level III	7	Beginners' Fly Tying	16
NID Day Specials	7	Plant Medicine	16
Occupational First Aid Level III		Chocolates for Easter	16
- Recertification	8	Guest Speaker - Jacqueline Levitin	16
Transportation of Dangerous Goods	8	PROGRAMS FOR CREDIT	
Childsafe First Aid	8	Adult Special Education	17
WHMIS	8	Business Administration	17
Advanced Wilderness First Aid	8	Computer Technology	17
Foodsafe Level I	9	Career & College Preparation	18
Foodsafe Level II	9	GED	18
WORKSAFE PROGRAMS		GED Preparation Classes	18
Health & Safety Committee Training	9	Early Childhood Education	19
Preventing Workplace Violence	9	Social Service Worker	19
Supervisor Safety Management	9	Special Education Assistant	19
Occupational Health & Safety in Small Business	9	Natural Resources	20
Investigating & Controlling Strains & Sprains	9	Office Administration	20
Hazard Recognition & Control	9	Professional Cook Training	20
TRADES' SPECIALTY COURSES		Trades' Programs	20
Air Conditioning Retrofit	10	University Credit	21
Airbrakes Certification	10	University Credit Tuition Comparison	22
Class I Driver Training	10	REGISTRATION INFORMATION	23
Commercial Public Vehicle Inspection	11	FAX OR MAIL IN REGISTRATION	24
Building Service Worker Level I	11		
General Pesticide Applicator/Dispenser	11		
Traffic Control Flagging	11		
Traffic Control Flagging Recertification	11		



Education & Career Advisor

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



Student Success/Peer Tutoring

Phone Ian Hamilton for an appointment at 635-6511 local 5364.



First Nations' Student Access

Phone Mae Derrick 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 Accommodation

Single or double rooms available at reasonable rates. Phone 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.

Contract

Training

Trying to find the right training for your employees? Talk to our experts in the Continuing Education Department.

Your organization requires training relevant to your needs and 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 your specific requirements. Contract Training may include credit courses.

How to Reach Us

Phone -(250) 638-5451 Fax-(250) 638-5433
Walk in -East Trades' Building Room 1126
Email -lnordstrom@nwcc.bc.ca
www.nwcc.bc.ca

Advantages of Contract Training

Contract Training 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
- Ongoing 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

Staff

Program Coordinator	Joan Daniels	638-5408	jdaniels@nwcc.bc.ca
Program Officer	Coleen Taylor	638-5473	ctaylor@nwcc.bc.ca
Program Officer	Debra Wall	638-5452	dwall@nwcc.bc.ca
Program Clerk	Lynne Nordstrom	638-5451	lnordstrom@nwcc.bc.ca
Instructor	Fred Adair	Local 5297	fadair@nwcc.bc.ca

About the Courses

GST is not charged for most courses, however, it is applicable to General Interest courses. **Unless otherwise stated, course fees include the cost of books, consumables, exams and certificates.** 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!**

Training Examples

Computers - Applications, Operating Systems, Internet, Automated Accounting, Database Management, Spreadsheets.
Vocational - Professional Driver Training, Forestry, Health & Safety, Traffic Control/Flagging.
Professional Development - Management Skills, Communications, Negotiation Skills.

Computer "Starter" Course

This six hour introduction is for individuals with little or no computer knowledge. Learn the basics of computer software and hardware. Students will be introduced to word processing, databases, spreadsheets and Windows '95.

Times: 9am - 4pm
Date: January 15
Day: Saturday
Fee: \$49

OR

Times: 7pm - 10pm
Dates: March 7 & 9
Days: Tuesday & Thursday
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.

Times: 7pm - 10pm
Dates: January 17, 19, 24 & 26
Days: Monday & Wednesday
Fee: \$164

OR

Times: 7pm - 10pm
Dates: March 14, 16, 21 & 23
Days: Tuesday & Thursday
Fee: \$164

Internet/Email

Learn the efficient methods of browsing the World Wide Web with Netscape Communicator in this nine hour course. Topics include: using URL; how to use scroll bars; hyperlinks & images; bookmarks; how to search the Web. Basic downloading and chatting will be covered.

Times: 7pm - 10pm
Dates: January 18 & 20
Days: Tuesday & Thursday
Fee: \$89

OR

Times: 7pm - 10pm
Dates: March 13 & 15
Days: Monday & Wednesday
Fee: \$89

Word '97

This 12 hour course begins with an introduction to the program, creating & printing documents and formatting tables. Learn the tools to use the program effectively at the intermediate level. Customizing Word '97, linking & embedding files, inserting & manipulating graphics are included.

Prerequisites: Familiarity with Windows '95 operating system or completion of "Introduction to Windows '95" is required.

Times: 7pm - 10pm
Dates: Jan 31, Feb. 2, 7 & 9
Days: Monday & Wednesday
Fee: \$164

OR

Times: 7pm - 10pm
Dates: Mar. 28, 30, Apr. 4 & 6
Days: Tuesday & Thursday
Fee: \$164

Microsoft Office User Specialist materials are provided.

Microsoft Excel Spreadsheets

This 12 hour MS Excel course takes you from the basics of creating & navigating spreadsheets through to design strategies and more functions and formatting. Create and use worksheets & charts, learn how to enter & edit data.

Prerequisites: Familiarity with Windows '95 operating system or completion of "Introduction to Windows '95" is required.

Times: 7pm - 10pm
Dates: February 14, 16, 21 & 23
Days: Monday & Wednesday
Fee: \$164

OR

Times: 7pm - 10pm
Dates: April 11, 13, 18 & 20
Days: Tuesday & Thursday
Fee: \$164

Microsoft Office User Specialist materials are provided.

Microsoft Access Database

This 12 hour MS Access course will teach you how to create tables, mailing labels, make queries and generate forms. Learn how to build a database and work with table design.

Prerequisites: Familiarity with Windows '95 operating system or completion of "Introduction to Windows '95" is required.

Times: 7pm - 10pm
Dates: Feb. 28, Mar. 1, 6 & 8
Days: Monday & Wednesday
Fee: \$164

OR

Times: 7pm - 10pm
Dates: Apr. 25, 27, May 2 & 4
Days: Tuesday & Thursday
Fee: \$164

Microsoft Office User Specialist materials are provided.

Introduction to Accounting

This six hour course introduces the basic concepts of accounting and is a prerequisite for Simply Accounting. Gain an understanding of debits, credits, assets, liabilities, equity, revenue and expenses.

Times: 7pm - 10pm
Dates: February 1 & 3
Days: Tuesday & Thursday
Fee: \$79

OR

Times: 7pm - 10pm
Dates: March 27 & 29
Days: Monday & Wednesday
Fee: \$79

Simply Accounting for Windows 6.0

This 12 hour accounting course will teach you the basics of computerized accounting for small business use. This includes: 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.

Prerequisites: Student must have some basic accounting knowledge and/or completed "Introduction to Accounting" as above.

Times: 7pm - 10pm
Dates: February 8, 10, 15 & 17
Days: Tuesday & Thursday
Fee: \$184

OR

Times: 7pm - 10pm
Dates: April 3, 5, 10 & 12
Days: Monday & Wednesday
Fee: \$184



Introduction to PowerPoint '97

This popular presentation program is great for handling basic graphics or developing attractive presentations. This course includes actual hands-on practice in class to learn the features.

Times: 7pm - 10pm
Dates: Feb. 22, 24, 29 & Mar. 2
Days: Tuesday & Thursday
Fee: \$164

OR

Times: 7pm - 10pm
Dates: May 1, 3, 8 & 10
Days: Monday & Wednesday
Fee: \$164



MS Project Level I

Have your own workstation and learn the basics of project scheduling and management. Progress to utilizing software to create & 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 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 & 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: Windows '95

Times: 6pm - 10pm
9am - 4pm
Dates: March 31 & April 1
Days: Friday & Saturday
Fee: \$149



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 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

Times: 7pm - 10pm
9am - 4pm
Dates: April 14, 15 & 16
Days: Friday, Saturday & Sunday
Fee: \$169

On-Line Learning

Visit our Website at www.ed2go.com/nwcc Terrace to find out about computer courses you can take from home. You will need access to the Internet, an email address and a web browser. Course offerings which begin once a month include:

- Wordperfect
 - Quicken
 - Keyboarding
 - Customer Service
 - Business & Management
- Course fees range from \$75 to \$299. For more information about all course offerings, phone 638-5452.

LOOK FOR....

these courses in our next brochure!

- Watershed Restoration Technician Certificate
- Bartending Skills
- Entrepreneurial Skills
- Grant Proposal Writing
- Theatre Arts
- Graphic Design Series
 - Introduction to Graphic Design
 - Illustrator
 - Photoshop
 - Pagemaker
 - Prepress Production
- Negotiations - Level I
- Excavator Training
- Forklift Operator Training
- First Aid for Snowmobilers
- Avalanche Safety Training
- Spanish Level III
- OFA Level III First Aid (105 hours)
- OFA Level III First Aid (evenings & weekends)

To express your interest in these courses or any others, please phone 638-5451 or fax 638-5433 to place your name on a waitlist.

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).

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

Times: 8:30am - 5:30pm
 Course 1: Jan. 27 - Thursday
 Course 2: Feb. 24 - Thursday
 Course 3: Mar. 23 - Thursday
 Course 4: Apr. 19 - Wednesday
 Course 5: May 18 - Thursday
 Course 6: June 22 - Thursday
 Course 7: July 27 - Thursday
 Course 8: Aug. 24 - Thursday
 Fee: \$83

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).

Scheduled on demand. Phone 638-5451 to register your interest!

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).

Prerequisites: Level I Certificate

Times: 8:30am - 5:30pm
 Course 1: Feb. 25 - Friday
 Course 2: Apr. 20 - Thursday
 Course 3: June 23 - Friday
 Fee: \$83

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. 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 exam. A medical is required.

Prerequisites: Must be at least 16 years of age

Times: 8:30am - 4:30pm
 Days: Monday - Friday
 Course 1: February 14 - 25
 Course 2: March 20 - 31
 Course 3: May 23 - June 2
 Fee: \$639



Nid Day Specials for Students!

Childsafe First Aid

February 18
 8:30am - 4:30pm

Boating Safety

May 11 & 12
 8:30am - 4:30pm

Foodsafe

May 11 & 12
 9am - 4pm

For complete details on these courses, please phone 638-5451

Occupational First Aid Certificate 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 638-5451 for more information.

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.

Times: 8:30am - 3:30pm
Course 1: March 11 - Saturday
Course 2: May 10 - Wednesday
Fee: \$70

Childsafe First Aid

Because you care

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.

Times: 8:30am - 4:30pm
Day: April 15
Day: Saturday
Fee: \$70

*Participants are asked to bring a large doll.

Workplace Hazardous Materials Information System (WHMIS)

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.

Times: 8:30am - 12:30pm
Course 1: March 4 - Saturday
Course 2: May 17 - Wednesday
Fee: \$50

Advanced Wilderness First Aid

This 56 hour Advanced Wilderness First Aid is offered in Terrace. Classroom instruction is supplemented by several outdoor simulations. An ideal course for those whose work is in the outdoors-guides, avalanche or forestry workers.

Prerequisites: Valid OFA I & Transportation Endorsement or OFA III certificate.

Times: TBA
Dates: TBA
Days: TBA
Fee: \$519

NWCC Wilderness First Aid has been approved by Parks Canada for their guides.

Foodsafe Level I

This 12 hour Foodsafe 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.

Times: 9am - 4pm
Dates: February 26 & 27
Days: Saturday & Sunday
Fee: \$99

OR

Times: 7pm - 10pm
Dates: May 8, 10, 15 & 17
Days: Monday & Wednesday
Fee: \$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.

Prerequisites: Foodsafe Level I
Times: 7pm - 10pm
Dates: May 23, 25, 30 & June 1
Days: Tuesday & Thursday
Fee: \$99

Worksafe courses are suitable for occupational health and safety committee members, supervisors, workers and health and safety professionals committed to preventing occupational injury and disease, and for members of the general public interested in acquiring a better understanding of risks associated with their work. A joint WCB/NWCC certificate is issued upon completion of each seminar.

Bill 14, effective since October 1, 1999, makes certain Health & Safety courses mandatory for company safety personnel. Bill 14 makes it a legal requirement for those companies with 9-19 employees to have a certified safety representative. Companies with 20 or more employees must have a qualified Joint Occupational Health and Safety Committee. Both safety representatives and safety committee members must receive eight hours of WCB approved training each year. Please contact 638-5473 or the local WCB office if you have any questions regarding the new legislation.

NWCC will be providing the following two courses in order to meet the requirements of Bill 14.

Health & Safety Committee Training

The objective of this course is to identify and interpret occupational health and safety committee members' responsibilities and carry them out in ways that promote workplace health and safety.

Times: 8:30am - 4:30pm
Dates: TBA
Days: TBA
Fee: TBA

Phone 638-5473 for more information.

Preventing Workplace Violence

This course explains the WCB requirements for protection of workers from workplace violence, conducting risk assessments, establishing preventative measures and developing a workplace violence prevention program.

Phone 638-5473 for more information.

The following Worksafe Courses are available on demand. Please call to have your name placed on our interest list.

Supervisor Safety Management

The objective of this course is to identify and explain supervisor responsibilities for a safe work environment and describe processes for risk assessments, inspections and accident investigations as applied to due diligence.

Occupational Health & Safety in Small Business

This course will explain employers' and workers' responsibilities and practices in carrying out due diligence in the workplace.

Investigating & Controlling Strains & Sprains

This workshop is designed to teach the basic knowledge needed to understand the causes of sprains and strains and to identify signs and symptoms of these injuries. Learn the practical skills to identify risk factors in your workplace and implement effective control measures. This workshop will also help you understand the key components of the ergonomic requirement of the OH&S regulation.

Hazard Recognition and Control

This workshop will help safety personnel make informed decisions through identification of hazards and apply effective strategies to control hazards in the workplace.

Air Conditioning Retrofit Course

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

Times: 4pm - 10pm

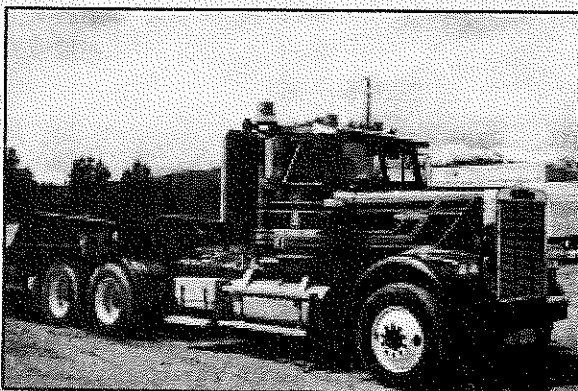
Date: May 2

Day: Tuesday

Fee: \$135

Note: Upon successful completion at 75% or greater of a 25 question multiple choice exam, you will receive a Government sealed certificate of completion.

VISIT US ON
THE WEB !!
WWW.NWCC.BC.CA



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

Times: 6:30pm - 10:30pm

Tuesday - Friday

8am - 4pm

Saturday

Course 1: February 1 - 5

Course 2: March 7 - 11

Course 3: April 4 - 8

Course 4: May 2 - 6

Course 5: June 6 - 10

Course 6: July 4 - 12

Course 7: August 8 - 12

Fee: \$180

*An Airbrake Endorsement is a prerequisite for our Professional Driver's Training course.

Class I 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 20 hour per person on-the-road driving course helps prepare you for the Class 1 Driver's 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

Prerequisites: 19 years of age, clear driving abstract, valid Airbrakes Endorsement Certificate and valid Class 1 Learner's Permit

Fee: \$1800

*Continuous enrolment. Please call to register!

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

Commercial/Public Vehicle Inspection

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

Prerequisites: BC T.O. in Automotive Mechanic, Heavy Duty Mechanic, Commercial Vehicle Mechanic or Commercial Transport Trailer Mechanic and CSA approved safety footwear.

Times: 8am - 5pm

Dates: May 11 & 12

Days: Thursday & Friday

Fee: \$350

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

Building Service Worker Level I

More and more employers are requiring that potential custodial employees have some formal service worker training.

This 20 hour course is an introduction to the skills required to work in the Building Service Custodial field.

Topics include basic cleaning procedures, WHMIS, interior office cleaning, ground rules for custodians, rest room cleaning and daily floor maintenance. Includes theory and practical demonstrations of techniques.

Prerequisites: Basic English speaking and writing skills.

Times: 6:30pm - 10pm (Friday)

8am - 5pm (Sat & Sun)

Course 1: January 21, 22 & 23

Course 2: May 12, 13 & 14

Fee: \$225

General Pesticide Applicator/Dispenser

(For prospective Commercial/ Applicator/Dispensers including Landscape/Forestry/Weed Control and any other required certification categories).

This 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 exam appropriate to their field of work. The course includes forestry, landscaping, weed control and any other required certification categories.

Times: TBA

Dates: March 2, 3, 4 & 5

Days: Thursday - Sunday

Fee: \$250

* 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. Exam will be held on Sunday, March 5.

Traffic Control/Flagging

Be ready for work in early spring of 2000! This Traffic Control/Flagging course is required for those monitoring, controlling and directing traffic in and around maintenance and construction areas. This sixteen hour course provides in-depth coverage of the skills and information needed to become a qualified traffic control flag person.

Times: 8am - 5pm

Course 1: April 8 & 9

Course 2: May 6 & 7

Days: Saturday & Sunday

Fee: \$169 - includes road manual and work book

Traffic Control/Flagging Recertification

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

Times: 12:30pm - 4:30pm

Course 1: April 7

Course 2: May 5

Day: Friday

Fee: \$60

Do you have a special skill or talent that you would like to share?

The Continuing Education Department is accepting resumes and proposals for consideration in Spring 2000.

Please fax, mail or drop off resumes/proposals to:

Northwest
Community College

5331 McConnell Avenue
Terrace BC
V8G 4X2
Fax: (250) 638-5433

Introduction to Global Positioning System Fieldwork

This twelve hour course will introduce basic GPS concepts. Topics include: GPS theory, an overview of GPS regulations, familiarization with GPS units, hands-on fieldwork with a GPS unit and a demonstration of GPS data processing and mapping.

Prerequisites: Competent using PC computers and Windows '95/'98.

Times: 7pm - 10pm
Tuesday & Thursday
9am - 4pm
Saturday

Dates: February 15, 17 & 19
Fee: \$149

Mapping Using Microstation

NWCC in partnership with BCIT presents a hands-on course, which introduces students to Microstation '95, a powerful and popular software program for digital mapping. Topics include: Microstation basics, 2D element constructions and manipulations, data entry, data editing and data integrity. BCIT Microstation course credit is available.

Prerequisites: Competent using PC computers and Windows '95/'98.

Times: 8:30am - 4:30pm
Dates: February 22 - 26
Days: Tuesday - Saturday
Fee: \$TBA

INSTRUCTORS AND IDEAS WELCOME!

If you would like to share your expertise, we would like to hear from you! Please call 638-5451 for more information.

Chain Saw Safety

This is a two day introductory course in chain saw safety. Topics include: personal protection, chainsaw maintenance and handling and safe bucking and limbing practices. Bring chainsaw and protective gear for both days. Course will include classroom instruction and practicum.

Times: 8am - 5pm
Dates: March 16 & 17
Days: Thursday & Friday
Fee: \$189

Introduction to LoggerPC v3.2

This course is an introduction to the computer software program essential for selecting cable logging systems. The software guides your analysis of cable yarding deflection lines based on actual equipment. Included in the program costs are a copy of a Windows version of LoggerPC v3.2 software and manual (\$120) for you to take home. Bring your problems for hands-on solutions and add to the general discussion.

Prerequisites: Competent using PC computers and Windows '95/'98.

Times: 7pm - 10pm
Dates: March 20 & 22
Days: Monday & Wednesday
Fee: \$169

Computer Applications In Forest Road Design

NWCC in partnership with BCIT presents a practical hands-on approach to forest road design using RoadEng '98. Topics covered include: road design parameters, survey notes, adjusting and closing traverses, horizontal and vertical alignment, earthwork volumes, mass haul diagram, culvert design, exporting data and design presentation. Students will also use the Terrain Tools features of RoadEng to create/edit maps and profiles, import data, generate a terrain model, and create site plans. BCIT RoadEng expert Jim Rudolf will instruct this course. BCIT course RRET 3277 credit is available.

Prerequisites: Competent using PC computers and Windows '95/'98.

Times: 8:30am - 4:30pm
Dates: April 10 - 14
Days: Monday - Friday
Fee: \$629

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



Bear Aware

This three hour seminar introduces you to the habits and behaviour of bears. Learn how to deal with bear encounters and high risk situations.

Times: 9am - Noon
Date: April 1
Day: Saturday
Fee: \$49 + GST

Planning to take a course featured in this brochure? Please register at least two weeks before the class start date!

Map & Compass

An ideal course if you are interested in hunting, fishing, hiking and other outdoor activities. This course will provide training in map reading, compass use and basic orienteering. Participants will learn how to take and set bearings, as well as obtain bearings from a map. The proper use of the sights will be demonstrated and practiced. Concepts covered in the course include: magnetic north, true north (geographic north), declination, orienteering, scale, forest cover and topography. **Bring your own compass!**

Times: 8:30am - 4:30pm
Date: June 3
Day: Saturday
Fee: \$79 + GST

Electrofishing

In conjunction with Malaspina University-College, we are offering a twelve hour Electrofishing course that is certified by WCB and the Ministry of Environment.

Supplies provided are:

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

Participants MUST provide:

- A pair of "leak-free" chest waders (it is the individual participants own responsibility to ensure "leak-free" status).
- A Wading Belt, to keep water out of the waders in the event of submergence.
- Sunglasses (polarized)
- A hat with a brim (baseball style)
- Valid WCB OFA Level I
- Valid Transportation Endorsement (these courses are scheduled to accommodate electrofishing students)

FAILURE TO PROVIDE VALID OFA I AND TRANSPORTATION ENDORSEMENT WILL PREVENT CERTIFICATION.

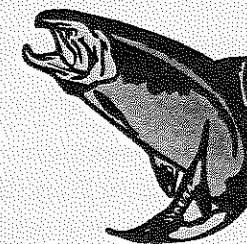
Times: 9am - 4pm
Dates: April 27 & 28
Days: Thursday & Friday
Fee: \$299

Be sure to check admission requirements and prerequisites before you register for any course!

WATERSHED RESTORATION TECHNICIAN CERTIFICATE

COMING IN THE FALL OF 2000!

This two semester program gives participants the skills required to work as fisheries' technicians on fisheries' management and aquatic rehabilitation projects in BC.



Phone 638-5451 for more information.

Northwest Community College is offering more opportunities for you to obtain the skills you need to succeed in your career. The esteemed Ryane Consulting Inc. of Vancouver is presenting three quality-training workshops that will improve your communication skills.

Managing and Resolving Conflict

This workshop will offer a balance of theory, discussion, group and individual participation with an emphasis on positive attitudes and helpful principles to use in solving human problems and in developing rewarding interpersonal relations. Participants will: discuss your sources of conflict and identify the conditions, internal and external, that affect those conflicts. Identify five conflict resolution strategies and develop an awareness of the typical ways you deal with conflicts. Practice effective strategies/methods of responding to conflict situations. Practice communication skills for conflict situations such as: listening, asking questions, probing and being assertive. Increase your understanding and ability to manage anger: yours and the other persons.

Times: 8:30am - 4:30pm
Date: February 18
Day: Friday
Fee: \$189

Assertive Communication Skills

Can you always get your message across directly and clearly and be heard and understood? Can you resolve a conflict without being aggressive or passive? Are you influential in a way that you're able to get an opening to speak, you're able to think on your feet and get your ideas and opinions across, and have others listen without interrupting or being defensive? Become a more influential communicator and better conflict resolver. This workshop will examine: what is assertiveness and how does it differ from passive and aggressive behaviour; the relationship between assertive communications and non-verbal communications; techniques for confronting people who have overstepped their boundaries; techniques for handling people who deliberately ignore or interrupt you; when to take the initiative and how to hold it; techniques for resolving conflicts by reaching a workable compromise.

Times: 8:30am - 4:30pm
Date: May 11
Day: Thursday
Fee: \$189

Negotiation Skills

Negotiating is a skill that can be learned through practice and honest feedback. The successful negotiator understands his/her own values, is persuasive and knows when to be tough and when to compromise, can influence the direction of discussion and strives for win-win outcomes. This workshop will be a balance between theory and practice. Short lectures, discussion groups, simulations, case studies, video, instructor and peer feedback allow you to practice your newly learned skills. Participants will: identify their present negotiation styles and patterns; identify the issues, analyze needs and interests of both parties; use proven strategies for creating mutually acceptable agreements; use specific negotiation techniques; "read" the other person, assess their best or final offer, anticipate concessions or trade-offs; use tactics that work when the other person is more powerful, uses pressure or escalating demands; involve and persuade opposing sides towards a common goal; focus on the substantive issues and accept compromise when appropriate; see the long and short range goals; assess your own strengths and weaknesses as negotiators.

Times: 8:30am - 4:30pm
Date: May 12
Day: Friday
Fee: \$189

Look for this workshop in the Fall of 2000!

Strategic Negotiation
A Second Level Workshop
This workshop emphasizes:

- The Stages of Negotiation
- Extensive Practice
- Managing Hidden Agenda
- Team Negotiation
- Intensive Work on Tactics

Management Skills for Supervisors

This three part series, instructed by Phil Kolbuc, is scheduled at the Terrace Campus. Previous course participants say that "the information received is immediately applicable to work" and "an absolute must for every manager"! Ideal for all employees - teaches you to know yourself and to communicate effectively with colleagues.

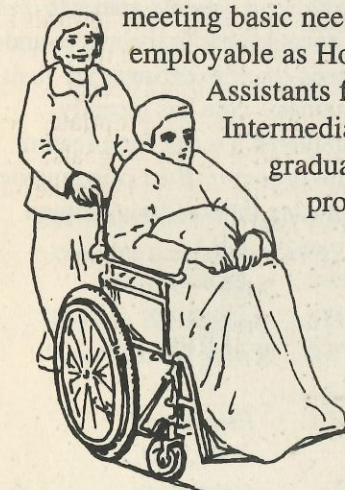
- Part I - Interpersonal Communication and Problem Solving Skills
February 15 - 18 (Tuesday - Thursday)
\$445
- Part 2 - Leadership, Motivation & Team Building
March 14 - 17 (Tuesday - Thursday)
\$445
- Part 3 - Interpersonal and Self Management Skills
May 2 - 4 (Tuesday - Thursday)
\$445

Each part is a stand alone learning experience. Enroll in all three parts for \$1275!


For further information, please call Debra Wall at 638-5452.

Home Support/Resident Care Attendant

The Home Support/Resident Care Program prepares an individual to function as a valuable member of the health care team. The graduate will be able to provide care, under supervision, to assist clients in meeting basic needs and to achieve the highest possible quality of life. Graduates will be employable as Home Support Workers working in a client's home, or as Continuing Care Assistants functioning as members of a team in facilities providing Personal Care, Intermediate Care, Extended Care and in Group Homes. Upon Successful completion graduates receive a Home Support/Resident Care Certificate which is recognized provincially.



BEGINS JANUARY 10, 2000!
Phone Debra Wall at 638-5452 for further information.

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Date: February 18
Day: Friday
Fee: \$189

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Date: May 11
Day: Thursday
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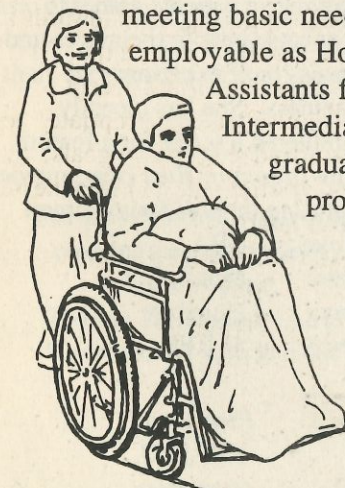
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BEGINS JANUARY 10, 2000!
Phone Debra Wall at 638-5452 for further information.

Worm Composting

Worm composting can take place indoors and all winter long. Learn how to create rich soils for your garden beds. Composters, worms and what to feed them will be discussed. Leave with your own container of worms and a four litre Kitchen Compost Pail.

Times: 7pm - 9pm
Date: May 3
Day: Wednesday
Fee: \$59 + GST

Heart Smart Cooking

Become a healthier person and learn to cook the Heart Smart way. This course will include: how to choose and cook with the right cuts of meat and how to prepare food and make meals that are tasty, interesting and very good for your health. Enjoy a healthy lunch that you help prepare.

Times: 6pm - 9pm
9am - 2pm
Dates: February 11 & 12
Days: Friday & Saturday
Fee: \$89 + GST

Homeopathy and the Healing Process

Come and learn about the exciting field of Homeopathy in this course taught by Jean Christian. Jean has held a private practice in homeopathy, counselling and natural healing since 1990. This course explores homeopathic medicine and covers the application of Homeopathic philosophy, the process of illness and healing.

Times: 9am - 4pm
Date: April 29
Day: Saturday
Fee: \$69 + GST

Beginners' Fly Tying

There are few things as satisfying as catching a fish on a fly that you tied and created with your own hands. This course is designed to give the basic skills and techniques to begin tying your own flies. Students will become familiar with the basic tools, materials and techniques to tie a variety of fliers. Tips and methods regarding their use will be discussed.

Times: 7pm - 9pm
Dates: January 26 - March 1
Day: Wednesday
Fee: \$49 + GST

A list of materials that each student must supply will be given at time of registration. Please bring these materials to the first class.

Plant Medicine

In this course, you will be led through forest and fields to meet and understand local traditional medicines. The day is started with theory and philosophy, with the bulk of the day spent gathering and preparing several medicines. Jean Christian is a Master Herbalist and has many years of teaching and guiding people towards knowledge, respect and usage of the plant family.

Times: 9am - 5pm
Date: May 27
Day: Saturday
Fee: \$79 + GST

**Participants must have own transportation. Bring a bag lunch.*

Chocolates for Easter

Learn how to make your own chocolates and Easter eggs. During this six hour course, you will make eggs and learn to decorate them.

Times: 9am - 3pm
Date: April 15
Day: Saturday
Fee: \$79 + GST

Northwest Community College

CONTINUING EDUCATION DEPARTMENT *presents*

Jacqueline Levitin, Associate Professor of Fine and Performing Arts and Women's Studies from Simon Fraser University, will present her film *Ironica*, the first part in a trilogy of experimental ironic-erotic films. Jacqueline will address issues facing women and enhance our understanding of women's cultural perspectives.

Jacqueline Levitin produces, writes and directs films. She is also a film theorist. Among her productions are *Eva: Guerillera* (fiction) the meeting of a Salvadorian woman guerilla fighter and a Montreal journalist; *Not Crazy Like You Think* (documentary) in which ex-psychiatric patients gather to re-enact events in their lives and discuss their experience of craziness. She has recently completed a script for a feature film *Tucson or Bust* (road movie) featuring three elderly women.

Times: TBA
Date: March 9
Day: Thursday
Fee: \$FREE

*Please call
638-5451
to register.*

(Full Time or Part Time)

Adult Special Education

Workplace Skills Training

This full-time program is intended to prepare students 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:

- 105: Survival Math
- 106: Developing Positive Work Attitudes
- 108: Basic Computer Skills - Part 2
- 111: Job Search Techniques
- 113: Superhost Fundamentals
- 114: Developing Social Skills for Employment
- 115: Interpersonal Skills
- 116: Interacting with Others at Work
- 117: Rights and Responsibilities

Literacy

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

**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 (please refer to college calendar). Students may attend full-time or part-time (space permitting). There are currently spaces available in the following second year courses:

DAYTIME COURSES

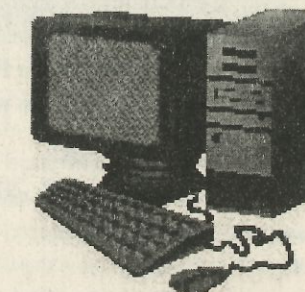
- * Management Accounting (ACCT 252/253)
- * How to Start a Small Business (MGMT 201)
- * Credit & Collections (MGMT 252)
- * Business Policy (BPOL 250)
- * Accounting Information Systems (BCPT 250)
- * International Business (INTB 201)

EVENING COURSES

- * Fundamentals of Financial Accounting II (ACCT 151)

For more information please phone Cathay Sousa, program coordinator, at 635-6511, local 5265

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 receive a certificate in internet proficiency.

People who have skills using the Internet and its associated technology have an advantage in getting a job or creating their own job. Internet Proficiency Certification is offered as a *stand-alone* component of the Computer Technology Program.

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

(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 PREPARATION COURSES ARE NOW TUITION FREE!!

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

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:

January 31, 2000 to June 9, 2000

Fundamental English 020: (Grade 8)

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

Days: Monday - Friday
9am - 11am

Fundamental Math 020: (Grade 8)

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

Days: Monday - Friday
1pm - 3pm

Intermediate English 030: (Grade 10)

Development of study skills and strategic reading, writing and communicating skills in preparation for life, work and further education.

Days: Monday - Friday
9am - 11am

Intermediate Math 030: (Grade 10)

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

Days: Monday - Friday
1pm - 3pm OR
11am - 1pm

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.

Days: Monday - Friday
1:30pm - 3:30pm

Downtown Campus

Advanced Math 040:

(Grade 11)

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

Days: Monday - Friday
9am - 11am

Downtown Campus

Limited spaces may also be available in our self-paced CCP class during the daytime or evening for students who are unable to attend scheduled classes, or for students who wish to enroll in courses which are not listed above, or in situations where time conflicts occur.

English as a Second Language

Dates: January 11 - March 30

Days: Tuesday & Thursday

Times: 6:30pm - 8:30pm

Fee: \$40

Location: InterConnect #205-4650

Lazelle Ave - Terrace

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 3 & 4
- April 28 & 29
- June 3 & 4
- July 14 & 15

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: January 25 - April 28

Day: Tuesday

Times: 7:30pm - 10pm

Fee: \$40

Location: Caledonia School

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

On Site Practica Supervision

- IHS 139 - Practicum I
 - IHS 140 - Practicum II
 - IHS 149 - Practicum III
- Current Distance Education students or practitioners in the field wanting to complete a Practica, can apply to be supervised in January or May 2000.

January Practica

Date: January 4 - 28

Fee: \$134.70

Instructor: Joan Turecki/
Marc Battle

Prerequisite: These will vary according to the Practica chosen.

May Practica

Date: April 25 - May 26

Fee: \$134.70

Instructor: Nancy Hogue/
Marc Battle

Prerequisite: These will vary according to the Practica chosen.

Students completing a workplace Practica must arrange for 3 days of release time for observation work in another centre.

Social Service Worker



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 mentally 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.*

**There are prerequisites for some courses.*

For further information
contact
Doug Foster,
SSW Coordinator at
635-6511 - Local 5236

Special Education Assistant

The Special Education Assistant Option of the IHS 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. Northwest Community College is currently working to establish a cohort group of individuals in Terrace and Kitimat who are committed to completing the SEA Certificate on a part-time basis (evenings, weekends, summer institute) over 3 years.

Start date: Spring 2000

Completion date: Spring 2003

** This program is offered on a cost recovery basis.*



For further information
contact
Rosemarie Goodwin,
SEA Coordinator
at 638-5419.

Natural Resources

Students who enroll 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 of the courses that can be taken on a part-time basis this January include:

- NRES 120 : Cartography
- NRES 152 : Surveying
- NRES 210 : Air Photo Interpretation
- IRM 265 : Biodiversity and Habitat
- GEOG 204: Geographic Information Systems

For further information contact the Program Coordinator at 638-5469.

Office Administration

(Under Review)

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, contact Ann Marie Merkel at 635-6511, local 5225.

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.

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 & work experience.



Outdoor Power Equipment Technician

A graduate of this program will have the entry level technical skills, knowledge, and attitudes to begin work as an apprentice diagnostic and repair technician within the outdoor power equipment trade. Learners will use practical shop facilities to gain competence in a range of service operations.

The pilot offering of this program is scheduled for **January 4 through April 7, 2000** and is fourteen weeks (420 hours) in length.

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

University Credit - January 2000

NWCC offers a University Transfer Program in Arts and Science. All courses have transfer credit to Universities and allow students to enter second or third year. About 50 students from across the Northwest College region transfer each year to UBC, UVic and SFU alone. Others transfer to UNBC, BC University Colleges, Universities in Alberta and other provinces. For your appropriate course selection, contact an Educational Advisor at 635-6511 local 5202.

	Monday	Tuesday	Wednesday	Thursday	Friday
9 a.m	Computer Science 111 G. Grieve MA Chemistry 122 S. Nair MSc Geography 160L A. Gilchrist PhD History 106 J. Hart PhD Math 112 J. Stone BA Math 102 E. Turner PhD Sociology 102 J. Muller MA Chemistry 102 S. Nair MSc	Biology 102 L J. Krisinger PhD English 102 D. Heinemann PhD Geography 204 A. Gilchrist PhD Political Science 102 J. Hart PhD	English 102 S. Thompson MA Math 102 E. Turner PhD Chemistry 122 S. Nair MSc Math 112 J. Stone BA Math 131 G. Grieve MA English 151 D. Heinemann PhD Chemistry 102 S. Nair MSc	Biology 102 G. Grieve MA Biology 132 L J. Krisinger PhD English 102 D. Heinemann PhD Geography 160L N. Kerby PhD Geography 204L A. Gilchrist PhD Computer Science 122 L J. Stone BA	Biology 102 L R. Nicholson MSc English 202 D. Heinemann PhD Chemistry 122 S. Nair MSc Math 102 E. Turner PhD Chemistry 102 S. Nair MSc Math 112 J. Stone BA Chemistry 102 S. Nair MSc
10:30	Biology 102 J. Krisinger PhD Geography 160L A. Gilchrist PhD Computer Science 111L G. Grieve MA Physics 122 E. Turner PhD History 106 J. Hart PhD Sociology 102 L. Garcia MA Physics 102 E. Turner PhD	Geography 160 N. Kerby PhD Anthropology 112 L. Garcia MA Biology 102L J. Krisinger PhD Chemistry 122L S. Nair MSc Computer Science 122 J. Stone BA English 102 D. Heinemann PhD Geography 160 R. Nicholson MSc	Biology 102 J. Krisinger PhD Psychology 102 A. Klingner MA Physics 122 E. Turner PhD Physics 102 E. Turner PhD English 152 M. Arellano MA	Anthropology 102 M. Mardiros PhD Geography 160 L N. Kerby PhD Biology 132 J. Krisinger PhD English 102 S. Thompson MA Geography 204L A. Gilchrist PhD History 216 J. Hart PhD Psychology 102 A. Klingner MA Math 190 R. Nicholson MSc Physics 102L J. Stone BA	Biology 102 L R. Nicholson MSc Computer Science 122 J. Stone BA Psychology 233 T. Altar PhD Physics 122 E. Turner PhD
12:00	Chemistry 102L S. Nair MSc	Chemistry 122L S. Nair MSc	Physics 122L E. Turner PhD	Sociology 206 L. Garcia MA	
4:00	Anthropology 111 TBA Sociology 102 L. Garcia MA English 209 S. Thompson MA	Anthropology 220 R. Berthiaume MA Geography 226 R. Nicholson MSc Psychology 202 L. Oates MA	Economics 112 G. Krabes MBA Anthropology 112 L. Garcia MA Psychology 102 A. Klingner MA	Anthropology 102 M. Mardiros PhD Art 152 E. Epp MA	

University Education at Northwest Community College in Terrace

- NWCC University Credit courses are completely transferable to all BC Universities. This transfer agreement also facilitates transfer to out-of-province Universities across Canada.
- NWCC University Credit Program offers full first year Arts & Science courses.
- NWCC University Credit transfer 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).

Example of Full Course Load at NWCC or University

<i>1st Year Arts</i>	<i>1st Year Science</i>
English 101/102	English 101/102
Psychology 101/102	Mathematics 101/102
Sociology 101/102	Physics 101/102
Geography 150/160	Biology 101/102
History 105/106	Chemistry 101/102

Costs	University	NWCC
Tuition	\$2,640	\$1,347
Living expenses	\$2,600*	Home
Transportation	\$1,200*	\$ 300
Accommodation	\$3,000*	Home
Books	\$ 600	\$ 600
TOTAL	\$10,040	\$2,247

NOTE: *Minimum per year is likely to be exceeded by 20 - 40%!

NWCC Facilities include:

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

For further information call the Student Advisor, 635-6511 - local 5202 or Rocque Berthiaume, Academic Head, at 635-6511 - local 5254

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!



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.

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.

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.

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.

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

<input type="checkbox"/> Money Order	Credit Card Information	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
<input type="checkbox"/> Cheque	Name on card		
<input type="checkbox"/> Credit Card	Credit Card Account Number	Expiry date	
Signature		Date	



ABOUT NORTHWEST COMMUNITY COLLEGE.....

NWCC was established in 1975 at the site of the BC Vocational School in Terrace. From there, the gradual expansion to include College centres in almost all of the communities in the Pacific Northwest area has led to remarkable growth in the programs and services offered by the College. A large percentage of residents in the area take advantage of the opportunities available at these centres.

The College service area is comprised of four geographical regions:

- Central Region - serving Terrace/Thornhill, the Nass Valley and Stewart Kitimat, Kemano and Kitamaat Village
- Eastern Region - serving Smithers, Telkwa, the Hazeltons and Houston
- Western Region - serving Prince Rupert, along the North Coast and Queen Charlotte Islands/Haida Gwaii

The entire area covers 80,540 square kilometers and has a combined population of approximately 80,000.

Northwest *Community College*

**5331 McConnell Avenue
Terrace BC V8G 4X2
Ph. (250) 635-6511
Fx. (250) 638-5432
<http://www.nwcc.bc.ca>**