

# NORTHWEST Community College

Campuses in Hazelton,  
Houston, Kitimat, Nass Valley,  
Prince Rupert, Queen  
Charlotte Islands, Smithers,  
Stewart, Terrace and Masset



## ADULT SPECIAL EDUCATION

### Entry Level Employment Programs

*Sh  
Workplace  
Skills*

# 2002 ♦ 2003 Program Guide

### THE PROGRAM

Northwest Community College offers a career education system that provides the student with an opportunity to develop skills necessary to increase their employment potential. This system is comprised of distinct but related programs. Some courses/programs are required for students planning to apply for modified programs.

### FUNCTIONAL LITERACY

Functional Literacy instruction is available on a part-time basis. Classes are self-paced and registration is ongoing (space permitting).

Note: Functional Literacy classes are taken by all Workplace Skills Training students.

### WORKPLACE SKILLS TRAINING

This nine month, 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.

### PROGRAM OUTLINE

#### FALL SEMESTER

- WST 100-4 Personal Profile and Career Planning
- WST 101-1 Managing Your Money
- WST 102-2 Introduction to Workplace Safety
- WST 103-3 Developing a Positive Work Attitude: P1
- WST 104-3 Basic Computer Skills: PI
- WST 105-3 Survival Math \* (continues through Winter semester)
- WST 107-6 Fieldwork Practice-Practicum I (continues through winter semester)

#### WINTER SEMESTER

- WST 105-3 Survival Math\* (con't)
  - WST 106-3 Developing a Positive Work Attitude: P2
  - WST 107-6 Fieldwork Practice-Practicum 2&3 (continued)
  - WST 111-4 Job Search Techniques
  - WST 113-1 Super Host
  - WST 114-3 Developing Social Skills for Employment
  - WST 116-1 Interacting with Others at Work
  - WST 117-1 Rights and Responsibilities
- \*Completion of WST 105 is not required to earn a certificate.



Academic ♦ Applied ♦ Career/Technology ♦ Upgrading Programs  
Visit our Website ♦ [www.nwcc.bc.ca](http://www.nwcc.bc.ca)  
5331 McConnell Avenue, Terrace British Columbia, Canada V8G 4X2

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# Northwest Community College

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## **HOW TO APPLY TO EITHER WORKPLACE SKILLS TRAINING AND/OR LITERACY**

- Complete an application form and submit with a \$25 application fee.
- Attend an interview with the ASE Coordinator.
- Apply for financial assistance if needed.
- Attend an orientation session (optional)

Application forms are available from all college campuses and should be submitted as early in the Spring as possible. Acceptance into the programs begins in mid April for the classes starting in September.

## **ADMISSION REQUIREMENTS**

There are no formal academic requirements for this program. Students must have learning difficulties which prevent them from taking part in mainstream courses, and demonstrate an interest in securing an entry-level job. Students must be able to function in a classroom setting. Break periods are not supervised. Students may be required to obtain a criminal record check prior to practicum placement.

## **HOUSING**

Residence space is available at the Terrace campus. Meals are also available in Terrace at the Cafeteria. At all other campuses you may obtain accommodation directions from the Educational Advisor. It is the learner's responsibility to determine the suitability of any accommodation.

## **PRE-SCHOOL AIDE TRAINING PREREQUISITE**

This full-time, nine month program is designed to provide pre-vocational and literacy training for persons who do not meet the academic requirements for the Early Childhood Basic Program. Students will be introduced to the knowledge and skills required to work as aides in the early childhood setting. Graduates will be eligible to apply for entry to the integrated Preschool Aide Training Program offered by the Early Childhood Education Department.

## **ADMISSION REQUIREMENTS**

There are no formal academic requirements for this program. Students must have learning difficulties which prevent them from taking part in mainstream courses and demonstrate an interest in securing an entry-level job. Students must be able to function in a classroom setting. Break periods are not supervised. Students may be required to obtain a criminal record check prior to practicum placement.

## **MODIFIED PROGRAMS**

Modified program options have been developed and are offered by the following departments at Northwest Community College:

- **Early Childhood Education**
  - Preschool Aide Training
- **Trades**
  - General Trades Training
- **Office Administration**
  - General Office Clerk
- **Professional Cook Training**
  - Food Service Worker

NOTE: Not all modified options are offered each year. Prerequisites may apply.

*For more information on these programs, please contact the Adult Special Education Coordinator at Northwest Community College.*

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Terrace Campus: 5331 McConnell Avenue

# Northwest Community College

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## MODIFIED PROGRAMS

### PRE-SCHOOL AIDE TRAINING PROGRAM

Students will be introduced to the knowledge and skills required to work as aides in the early childhood setting.

*Prerequisite: Preschool Aide Training Prerequisite*

### ADMISSION REQUIREMENTS

Students must have learning difficulties which prevent them from meeting the admission requirements for the Early Childhood Basic Program. A grade III reading ability is preferred.

### FOOD SERVICE WORKER PROGRAM

This 26 week program is designed for students with learning difficulties who are interested in an entry-level food service career, but cannot meet the academic requirements of the Professional Cook Training Program. On completion of this program, the student will demonstrate the needed professional qualities and basic practical skills required for employment in an entry-level position in the food service industry.

*Prerequisite: Students must have reading/writing skills at a grade III level and must have successfully completed the Food Service Worker Prerequisite Course.*

### ADMISSION REQUIREMENTS

Students in the program must be self motivated, possess good physical health, have a desire to work in the food service industry and be able to follow simple verbal and written instructions.

### GENERAL OFFICE CLERK

This 10 month certificate is designed to provide the learner who has learning difficulties with some basic training in the area of Office Administration. The focus of the certificate is on transferable generic skills such as:

- Learning How to Learn
- Basic Academic Skills
- Technology Literacy
- Teamwork Skills
- Problem Solving Skills

### ADMISSION REQUIREMENTS

The learner must have a desire to work in the Office Administration area, possess a grade 4 reading level, have an interview with the Services for Students with Disabilities/Adult Special Education Coordinator and/or the Office Administration Program faculty.

### GENERAL TRADES TRAINING

Students will learn basic Trades skills to work at entry-level jobs.

### ADMISSION REQUIREMENTS

Students must possess a grade 4 reading level.

# Northwest Community College

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## AVAILABLE SERVICES

### **Services for Students with Disabilities/ Adult Special Education Coordinator**

Elizabeth Snyder  
NWCC Administration Building - Terrace  
(250) 638-5496

### **First Nations Access Coordinator**

Mae Derrick  
NWCC Administration Building - Terrace  
(250) 638-5421

### **Education and Career Support Specialist**

Debbie Holkestad  
NWCC Administration Building - Terrace  
(250) 638-5460

- Application Assistance
- Financial Assistance
- Referral to other community agencies

## ALSO AVAILABLE ON CAMPUS

- Cafeteria
- Bookstore
- Residences
- Daycare
- Library
- Recreation centre
- Transit Access

### **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**

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

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