



**Northwest
Community
College**

***Continuing Education
Terrace Campus***

Spring 2001

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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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You can fax us at 638-5433 or visit us in person in the East (Trades) Building, Room 1126.

Visit our website at: 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
Jan 16 - Jan 18 \$69

6 hours Tues, Thur 19:00 - 22:00
Feb 27 - Mar 1 \$69

6 hours Tues, Thur 19:00 - 22:00
Mar 27 - Mar 29 \$69

6 hours Tues, Thur 19:00 - 22:00
May 15 - May 17 \$69

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
Jan 30 - Feb 1 \$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 and have some basic accounting knowledge and/or have completed our "Introduction to Accounting" course.

12 hours Tues, Thur 19:00 - 22:00
Feb 6 - Feb 15 \$184

Introduction to Windows 98

The purpose of this course is to introduce the new user to the features and benefits of using MS 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.

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

12 hours Mon, Wed 19:00 - 22:00
Jan 22 - Jan 31 \$169

12 hours Mon, Wed 19:00 - 22:00
Mar 5 - Mar 14 \$169

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

12 hours Tues, Thur 19:00 - 22:00
May 29 - June 7 \$169

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 Tues, Thur 19:00 - 22:00
Feb 20 - Feb 22 \$89

6 hours Tues, Thur 19:00 - 22:00
Mar 20 - Mar 22 \$89

6 hours Tues, Thur 19:00 - 22:00
May 1 - May 3 \$89

6 hours Tues, Thur 19:00 - 22:00
June 19 - June 21 \$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 Mon, Wed 19:00 - 22:00
Feb 5 - Feb 14 \$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 Mon, Wed 19:00 - 22:00
Mar 5 - Mar 14 \$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
Apr 2 - Apr 11 \$169

Health & Safety

Bear Aware

Learn the basic skills to avoid attack and injury in bear encounters. This three-hour session incorporates up to date information on the habits and behaviors of bears, as well as protection aids.

3 hours Sat 09:30 - 12:30
May 5 \$49+gst

Chainsaw Safety

This introductory course will include the following topics: personal protection, chainsaw maintenance and handling, safe bucking and limbing practices. Bring your chainsaw and protective gear for both days. The course will include classroom instruction and practicum.

16 hours Thur, Fri 08:00 - 17:00
Mar 15 - Mar 16 \$199

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
Feb 10 \$73

7 hours Sat 08:30 - 16:30
May 12 \$73

S-100 Fire Suppression

This 16 hour course will include classroom instruction using Ministry of Forests resource materials and outdoor practical experience. Participants will be instructed in the details of forest fire fighting. This is an excellent course for those individuals who are seeking employment in Fire Fighting. A certificate of completion will be awarded. Instructed by Fred Adair

16 hours Thur, Fri 08:30 - 17:30
May 10 - May 11 \$199

Child and Infant CPR

NID Special! Learn skills for summer jobs!

This course focuses on emergency situations with children and offers different options for treatment. An asset if you're interested in jobs that require interaction with children. Registration fees include Child CPR Manual, and two-year certification card.

Note: Show student card upon registration and your cost is \$39+gst.

4 hours Fri 08:30 - 12:30
May 31 \$49

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
Mar 10 - Mar 11 \$99

12 hours Tues, Thur 19:00 - 22:00
May 8 - May 17 \$99

Foodsafe - Level II

This 12 hour Foodsafe course explores, in great 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

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

Health & Safety

General Pesticide Applicator/ Dispenser

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

Includes the basics in the proper use and handling of pesticides and will prepare participants to challenge the B.C. 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 other required certification categories.

Note: Course fee does not include \$40.00 (approximate) fee for study kit. Purchase kit in advance by calling 1-800-282-7955. Exam to be held Thursday, March 15th at 9:00 a.m.

24 hours Mon-Wed 08:00 - 16:00
Mar 5 - Mar 7* \$250

**Students must register by Feb 26th.*

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 Sat 08:30 - 15:30
Mar 17 \$70

6 hours Wed 08:30 - 15:30
May 16 \$70

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

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
Jan 25 \$83

8 hours Thur 08:30 - 17:30
Mar 1 \$83

8 hours Thur 08:30 - 17:30
Mar 29 \$83

8 hours Thur 08:30 - 17:30
May 3 \$83

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

8 hours Thur 08:30 - 17:30
July 26 \$83

8 hours Thur 08:30 - 17:30
August 23 \$83

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
Mar 2 \$83

8 hours Fri 08:30 - 17:30
May 4 \$83

8 hours Fri 08:30 - 17:30
Aug 24 \$83

HEALTH & safety

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 - 16:30
Feb 12 - Feb 23* \$639

70 hours Mon-Sat 08:30 - 16:30
Apr 17 - Apr 27* \$639

Note: WCB exam takes place early in the week following course completion.

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.

4 hours Sat 08:30 - 12:30
Mar 24 \$50

4 hours Thur 08:30 - 12:30
May 17 \$50

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
- Supervisor Safety Management
- Hazard Recognition and Control
- Occupational Health & Safety in Small Business
- Preventing Workplace Violence
- Investigating and Controlling Sprains & Strains

Phone (250) 638-5451 for more information.

Boating Certification

The Coast Guard boating certification will be offered in early spring. To place your name on a "request" list for this course, phone (250) 638-5451.

Reading Marine Charts, Tide & Current Tables

Join this practical, informative hands-on course to learn to read and interpret the information on Canadian nautical charts, and tide and current tables. An invaluable course for the boater, kayaker and beachcomber.

Course will be scheduled for March.

Phone (250) 638-5451 to place your name on our "request" list.

Planned summer courses include:

- Northcoast Carving - Intermediate
- Natural Harvest - Wild Food and Herbal Cures
- Wilderness Survival Skills

Call Roxanne Ridler at 638-5473 for more information.

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
Mar 27 - Mar 31 \$185

24 hours Tues - Fri 18:30 - 22:30
Sat 08:00 - 16:00
May 1 - May 5 \$185

Basic Drywall Techniques

For the home owner or contractor. Learn hands-on from a professional the basics of drywall techniques and tools. Upon completion of the course you will have the knowledge to tackle large and small jobs including repairs and molding art. You will be introduced to drywall materials, tools and handling, planning a project, working with gyproc, mudding and sanding.

All materials are included. Please dress appropriately; long sleeved shirt and trousers and good work shoes.

7 hours Sat 08:30 - 16:30
Mar 24 \$139+gst

Timber Framing Course

NWCC, Terrace, is offering a six week Timber Framing course. The focus will be on frame construction discipline with an emphasis on proficiency of layout, joinery, and tool use. All tools and materials will be supplied as part of the course. A timber frame building will be constructed as part of the course. For additional information, contact Dick Coxford at (250) 635-3511, local 5285 or Joan Daniels at (250) 638-5408. Contact your local HRDC (Human Resources Development Canada) service provider for possible funding. Applicant must have an active EI claim or EI reachback status.

Prerequisites: Participants must be physically fit. Student must supply his/her own Safety Gear.

180 hours Mon-Fri 08:00 - 15:00
Apr 2 - May 11

Alternate Fuels - Propane (LPG) & Natural Gas (CNG) Conversion (36 hours)

This course covers the safety, installation, components, and trouble shooting for Automotive Alternate Fuel Systems - complete conversion. Qualification: Automotive/Commercial Transport/Heavy Duty T.Q./I.P. or the equivalent of Third Year. Must be pre-approved from the Provincial Gas Branch before applying for the course. Contact Provincial Gas Branch, Jim Bauerle at (604) 660-6231 or fax (604) 775-2345 - copy of T.Q. or I.P. with a return address and telephone number.

Tentatively scheduled for Feb-March/01. To place your name on a "request" list or for further information, contact Joan at (250) 638-5408

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
Mar 24 - Mar 25 \$189

16 hours Sat, Sun 08:00 - 17:00
Apr 7 - Apr 8 \$189

16 hours Wed, Thur 08:00 - 17:00
May 16 - May 17 \$189

Traffic Control Recertification

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

4 hours Fri 12:30 - 16:30
Mar 23 \$60

4 hours Fri 12:30 - 16:30
Apr 6 \$60

4 hours Tues 12:30 - 16:30
May 15 \$60

Skills for Success

Building Service Worker

More and more employers are requiring that potential custodial employees have some formal service worker training. This 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, restroom cleaning, and daily floor maintenance. The course includes theory and practical demonstration of techniques.

Prerequisites: Basic English speaking and writing skills.

20 hours Fri 18:00 - 22:00
 Sat, Sun 08:00 - 17:00
 Feb 16 - Feb 18 \$265

20 hours Fri 18:00 - 22:00
 Sat, Sun 08:00 - 17:00
 May 25 - May 27 \$265

Building Service Worker Level II – Resilient Floor Care

A twenty-hour class that teaches students theory, and practical experience in floor care. Students will learn the latest techniques in maintaining and refinishing hard floors. Topics include hard floor stripping, refinishing and shine maintenance, types of floor sealers and finishes, and how to apply them. Learn to use and store chemicals safely. Students will participate in on-site floor stripping and re-finishing.

Prerequisites: Building Service Worker - Level I

20 hours Fri 18:00 - 22:00
 Sat, Sun 08:00 - 17:00
 June 1 - June 3 \$299

Building Service Worker - Sharps and Blood Borne Pathogens

In this three-hour class students in the building service industry will learn safe handling and disposal procedures for needles and other dangerous materials.

3 hours Thur 19:00 - 22:00
 May 31 \$59

Financial Planning for Women

You are invited to attend a free *Wealth Maximizer Clinic*. Financial Consultants Coleen Taylor and Cheryl Habart of Investors Group Financial Services will teach you the easy steps to implement the "four cornerstone philosophy", the foundation for financial independence.

- Start now and build a personalized, systematic approach to achieving your financial goals.
- Learn to use market fluctuations to your advantage.
- Make your dollars work smarter, not harder.

Note: Attend this workshop and receive a free financial physical along with a personal review and recommendations.

2 hours Wed 19:00 - 21:00
 Jan 31 free

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 Mon, Tues 19:00 - 22:00
 Thur 19:00 - 21:00
 Jan 15 - Jan 18 \$83

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

Medical Terminology (non-credit)

This course is a fundamental preparation for many positions in the medical field. An *intensive* course, designed to assist you in developing the skills to understand medical terminology through the use of common medical prefixes, suffixes, word roots, and combining forms as well as the exploring human body systems including muscular, skeletal, digestive, urinary, cardiovascular, blood & lymphatic, integumentary, respiratory, reproductive systems.

Prerequisites: Participants should have good command of English and be prepared for challenging coursework which includes extensive home study, weekly assignments, quizzes and exams.

30 hours Mon, Wed 18:30 - 21:30
 Apr 23 - May 28 \$250 +textbook

Skills for Success

Leadership Development Program

Northwest Community College in partnership with **Telus™** brings you a comprehensive program for managers, supervisors and staff that will:

- assist your management teams in developing the core competencies required in your organization.
- provide a better understanding of the challenges and issues participants will encounter in their management roles.
- enable the participants to use their new knowledge and skills while providing an opportunity for follow-up, coaching and support.
- establish the groundwork to ensure a sustainable and progressive environment for future learning outcomes!

The Challenge of Leadership - Telus™ Session 1

Core skills for building commitment, this session will help the participants assess their evolving roles and learn to build commitment and involvement in others.

- Helps leaders explore their evolving leadership roles.
- Introduces the concept of the leader as a catalyst who maximizes the talents, skills and experience of others.
- Familiarizes participants with five Key Principles, Interaction Guidelines, and the difference between personal and practical needs.

7 hours Tues 08:30 - 16:30
 Feb 20 \$250+gst

Overcoming the Resistance to Change - Telus™ Session 2

Introducing change and helping others overcome resistance to change

- Explores how disorientation, a normal reaction to change, can affect individuals and teams.
- Focuses on the crucial role leaders play in effectively exploring change, introducing change, and helping others overcome resistance typically associated with change.
- Teaches skills for conducting effective change discussions that will minimize the potentially negative effects of change on morale, processes, and productivity.

7 hours Wed 08:30 - 16:30
 Feb 21 \$250+gst

Social Styles - Telus™ Session 3

Social Styles creates individual and group appreciation for the diversity that each contributor brings to team effectiveness. This creates opportunities to recognize, understand and utilize people's strengths.

- Describes the four social styles.
- Teaches participants to manage their behaviour to accommodate all four social styles.

7 hours Tues 08:30 - 16:30
 Apr 24 \$250+gst

Performance Planning - Telus™ Session 4

Identifying performance expectations and encouraging involvement as people implement their own performance plans.

- Underscores the importance of identifying individual and team performance goals to meet team, department, and organizational goals.
- Explains the importance of the annual performance plan.
- Helps leaders prepare for and conduct planning discussions and encourage continued involvement as people implement their own performance plans.
- Helps leaders build skills for tracking progress; providing specific, balanced feedback; and conducting review discussions.
- Equips leaders to offer ongoing support, guidance, and resources, and to encourage others to assume responsibility for achieving their plan.

7 hours Wed 08:30 - 16:30
 Apr 25 \$250+gst

The participants encounter what it means, how it feels in becoming a highly effective manager. They engage in exercises and simulations that include team, building, communication, coaching and performance planning, with a target of continuous improvement. Students participate in group discussions and exercises, individual exercises and, whenever possible, role plays and case studies that are real life scenarios within your organization.

The Leadership Development Program is an eight module program. Look for Sessions 5 through 8 at NWCC beginning September 18, 2001.

SKILLS for success

Other Evening Courses

Business Administration

The Business Administration Program is offering the following course in the evening this semester.

Accounting 151 Jan 8 - April 23
Mon 19:00 - 22:00

For more information call the program coordinator, Cathay Sousa at 635-6511 local5265.

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
Jan 9 - Mar 29 Downtown Class \$40

GED Preparation Class

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

32.5 hours Tues 19:30 - 22:00
Jan 23 - Apr 24 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: 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.

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. Courses in English, math, chemistry, biology, physics, science, computer studies, social sciences, and geography are available in continuous intake classes in the daytime or the evening. Courses are available from Fundamental (Grade 8) to Provincial (Grade 12) levels.

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

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) For the timetable that matches your career choice, contact the Educational Advisor at 635-6511.

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 three credits. Cost for a three credit course is \$134.70. Classes begin the week of January 8th.

Monday Evenings 19:00 - 22:00

- ANTH 209: The Arts of North American First Nations
- JRNL 101: Introduction to Journalism
- ENGL 102: Introduction to Literature

Tuesday Evenings 19:00 - 22:00

- FREN 102: Introductory French (1.5 hrs Tues)
- PSYC 222: Abnormal Psychology & Therapy

Wednesday Evenings 19:00 - 22:00

- FREN 102: Introductory French (1.5 hrs Wed)
- PSYC 102: Introductory Psychology II
- SOCI 206: Family in Cross-Cultural Perspective
- ECON 112: Principles of Macroeconomics

Thursday Evenings 19:00 - 22:00

- ART 106: Introduction to Painting II
- CRIM 131: Introduction to Criminal Justice System

For a full list of University Credit courses see the NWCC calendar.

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