Northwest
Community College
KITIMAT

1998 Fall Brochure of Credit Programs and Continuing Education Courses

NWCC KITIMAT
632-4766

Info Centre 3

Our Campus Office is :

Information Central

606 Mountainview Square
(See Back Cover for Map to Campus)

How do I register?
Who do I see to choose courses?
What textbooks, supplies & souvenirs do you have ?
When do my fees have to be paid?
Where is my classroom?
Why do I need a student number?

Ask us IN PERSON
PHONE us at 632-4766, or FAX us at 632-5069!
or E-MAIL
cliberman@noradm.nwcc.bc.ca

Office hours are:

Monday to Friday, 9 am to noon and 1 to 4:30 pm
&
Monday to Thursday, 6:30 to 8:30 pm
(September through June)

A Message from the Director...

It is with great pleasure that we present to you the 1998 Fall Brochure of Kitimat NWCC courses and programmes. As you will see from this brochure, Kitimat NWCC values professional development and lifelong learning; it's _never_ too late to go back to school and upgrade your skills. In keeping with this philosophy, Kitimat NWCC will offer a wide array of courses and workshops to suit _your_ learning requirements – everything from _Birdwatching_ to _Leadership Training_ to _Self-Esteem Issues for Teenage Women_ to terrific (and _very_ popular) on-line computer courses that allow you to learn at your own pace in your own place.

Kitimat NWCC is also _the_ place to prepare for your career! We offer a number of top-quality programmes including the Industrial Technology Programme (formerly Applied Technology) which is being laddered into a diploma programme at British Columbia Institute of Technology (BCIT). Thus, you can use Kitimat NWCC as a "stepping-stone" to advanced technical diploma programmes at BCIT. We also offer a ten-month Office Administration programme, three University Credit courses (Anthropology 111, English 101, and Sociology 101), and a series of Adult Upgrading courses. You can even get your Provincial Diploma at NWCC!

We've got it all, and it's here for you. Kitimat NWCC is _your_ community college and we are here to serve _your_ needs. Check us out!

Tom Weegar
Director, Southern Region, NWCC

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:

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

The entire area covers 80,450 square kilometres, (about the size of France) and has a combined population of approximately 80,002.

REGISTRATION INFORMATION & POLICY

(For more specific details, see our main College Calendar.)

- Courses are filled on a first come, first served basis, provided admission requirements are met. Register as early as possible--class sizes are limited and a minimum number of paid students is required before a course begins.

- You must pay fees in advance to be guaranteed a space in the class. Do this in person, by mail, or by sending someone for you. We keep wait lists for classes which are cancelled or filled, and as new courses are scheduled, we contact students from these lists.

- **TUITION & STUDENT FEES:** These vary according to course or program, and must be paid in full at the time of registration. Call us for specific fee information.

- **APPLICATION FEE:** A $25 non-refundable application fee is charged to those applying for admission to certificate, diploma and associate degree programs. This fee is waived for students returning within 12 months of their last NWCC enrollment.

- **REFUNDS:** _(Original receipts are required.)_
  If a course is cancelled by the College a full refund will be given. Refunds for other reasons have maximum amounts and time limits as indicated below.

  Continuing Education programs/courses: Full refunds are given due to medical or bereavement reasons only for requests made before the course start date. A $10 administration fee applies to all other refund requests and withdrawals. Before 2nd class--100%; after 2nd class--no refund. Some courses are designated "No Refund" past the registration deadline.
  Semester-based programs: Before the end of the first week of the semester--80%; during the 2nd, 3rd, or 4th week of the semester--50%; after the 4th week--no refund.
  Vocational programs: Fees paid will be pro-rated to a daily rate, and refunds given for fees paid beyond the date of completion or withdrawal.

- **SENIORS' PRIVILEGE:** If desired, seniors (65+) will be wait-listed and enter tuition-free if the minimum enrollment is met and the maximum not exceeded. Material/book costs still apply. (This does not apply for courses designed specifically for seniors.)

FOR MORE INFORMATION OR QUESTIONS
CALL 632-4766

Computers for Beginners

COMPUTER STUDIES 040 (Tuition Free!)
Computer Studies 040 is a grade 11 level credit course and part of the Career and College Prep Program. It provides an introduction to computers, with topics such as touch typing, micro-computer care, computer applications--word processing, data base management, spreadsheets, and internet use. (Labs included.) It takes approximately one or two months to complete the course. This is self-paced with instructor help available! Day or evening!

You will do a placement guide to ensure you have the English skills required.

Fee: Tuition Free (Student Fees and Text Deposit Apply)

> **A great introduction to computers! Good for people who are at the BEGINNER level and would like to pursue other courses but need a good place to start!**

Windows

Windows 95 Beginner	MW	Sept. 14 &16	6-9 PM	Kenny	$99
Windows 95 Beginner	SAT	Sept. 19	9-4 PM	Kenny	$99
Windows 95 Intermediate	MW	Sept. 21 & 23	6-9 PM	Kenny	$99
Windows 98 Transition from 95	SAT	Oct. 10	10-12 Noon	Stowell	$49

Microsoft Office '95

MS Word Beginner	MW	Sept. 28 & 30	6-9 PM	Kenny	$99
MS Word Intermediate	MW	Oct. 5 & 7	6-9 PM	Kenny	$99
MS Word Advanced	MW	Oct 19 & 21	6-9 PM	Kenny	$99
MS Excel Beginner (Spreadsheets)	MW	Oct 26 & 28	6-9 PM	Kenny	$99
MS Excel Intermediate Spreadsheets)	MW	Nov 2 & 4	6-9 PM	Kenny	$99
MS Access Beginner (Databases)	MTh	Nov 9 & 12	6-9 PM	Kenny	$99
MS Access Intermediate (Databases)	MW	Nov 16 & 18	6-9 PM	Kenny	$99

Microsoft Office '97

MS Word 97	MW	Nov 23 & 25	6-9 PM	Kenny	$99
MS Excel 97	MW	Nov 30 & Dec 2	6-9 PM	Kenny	$99
MS Access 97	MW	Dec 7 & 9	6-9 PM	Kenny	$99

With MS PowerPoint you can learn to make a professional, effective multimedia presentation about your company, club or oganization. In this workshop, you will complete such a presentation for your future use.

MS PowerPoint 95 & 97	FSS	Oct 16, 17, 24	6-9 PM	Stevenson	$129

Internet & Email

Internet Using MS Internet Explorer 4.0	T	October 27	6-9 PM	Stowell	$69
Internet Using MS Internet Explorer 4.0	S	Nov. 7	9-4 PM	Stowell	$99

(This session includes training on the email client Outlook Express)

Internet Using Netscape	TH	Oct. 8	6-9 PM	Liberman	$69
Internet Research	TH	Nov. 5	6-9 PM	Liberman	$69

(This session will teach internet users how to find information on any subject that interests them; Prerequisite: internet experience or one of the three courses above

MS Outlook	TH	Nov 10-12	6-9 PM	Stowell	$99

(Get control of your appointments, contacts, addresses & phone numbers using MS Outlook)

Computer Accounting

This 12 hour program will cover all aspects of computerised accounting using Accpac "Simply Accounting". This program will be of interest to people who want to move their accounting function to a computerised environment. The course will cover setting up a new company, developing a chart of accounts, managing receivables and payables, payroll, setting up customers and vendors, balance sheets and income statements.

Simply Accounting	T/TH	Nov 24 & 26, Dec 1&3	6-9 PM	Stowell	$199

Designing Newsletters, Greeting Cards and More

Get ready for the holidays by learning to make your own Christmas Cards, Family Newsletters and Christmas Gifts using the powerful, easy-to- use design program MS Publisher!

MS Publisher	Thurs, Oct 15, 22, 29	6-9 PM	Liberman	$149

CLASS SIZE LIMIT 6

Sign Up Early!
These classes fill quickly and have a limit of 12 people!
Did you know you can register by phone using your Visa or Mastercard?

632-4766

This program is now TUITION-FREE!!!

STUDENT FEES AND BOOK DEPOSIT APPLY

(A full description of this program is available in our main NWCC calendar.)
CCP (Career & College Prep) includes academic and skills upgrading for adults, from basic literacy to grade 12 equivalency.

Provincial Diploma (4 courses)
Represents grade 12.
▲
Advanced Certificate (4 courses)
Represents grade 11.
▲
Intermediate Certificate (4 courses)
Represents grade 10.
▲
Fundamental Certificate (2 courses)
Represents grade 9.
▲

Start at your own level.

✓ Adult upgrading that is fully accredited with the provincial school system

✓ Combination of self-paced and face-to-face instruction

✓ Flexible hours to accommodate shiftwork

✓ Training is recognized by colleges and universities in Canada

✓ Variety of instructors

The program runs throughout the year, days and/or evenings. Some courses are self-paced, some are instructor-taught; some may be started at any time, and some are semester-based.

Please make an appointment with Lynn Gould, your Educational Advisor, at 632-4766,

The Early Childhood Education Department offers a variety of programs to prepare students for employment in Preschools, Group Daycare, Special Needs Care, and Family Daycare. Prerequisites apply, so please make an appointment with the Educational Advisor.

The following courses are offered in Kitimat this semester by teleconference.

ECE 140 Human Development I
Tuesday, 7:00 to 9:00 pm
September 15 to November 24
+ 2 Saturday workshops

This course provides students with an introduction to the theories, methods, concepts and research findings relevant to normal human development through the life span. The importance of individual differences, the effects of heredity and environment and the ethical issues involved in research and program are discussed. Applications of child care situations are explored in lectures in reference to children and their families. Students will be required to read from text and other references.

ECE 203 Special Needs Care & Growth
Monday, 7:00 to 9:00 pm
September 14 to December 7
+ 1 Saturday workshop
Prerequisite: ECE Basic Level

This course provides a theoretical framework for working with special needs individuals. Through a historical perspective, the philosophy behind controversial issues and the resulting impact on legislation and models of care are explored. The course also presents information on techniques to evaluate development of individuals, and discusses the impact of atypical development on the person, families, and community.

ECE 219
Infant/Toddler Curriculum Planning
Thursday, 7:00 to 9:00 pm
September 17 to November 26
+ 2 Saturday workshops
Prerequisite: ECE Basic Level

The purpose of this course is to design developmentally appropriate program activities through the practical application of developmental theories. It provides hands-on experiences with materials and activities suitable for infants and toddlers. The course provides opportunity for the development of comprehensive program resources.

Courses to be offered by teleconference in January '99

ECE 141 (Human Development II)
ECE 213 (Health, Safety & Nutrition) and
ECE 220 (Programming for Infants/Toddlers)

Office Administration

If you're interested in an entry-level clerical position in the business community, this program will provide you with the skills and knowledge to function effectively in that environment.

Once you complete the **Office Assistant** Certificate, or if you already have those skills, you may continue on to earn the **Office Technology** Certificate.

Office Assistant includes courses in:

Keyboarding
Grammar, Spelling, Proofreading
Job Search
Business Machines
Computing--Word Processing, Database, Operating Systems
Records Management
Office Dynamics
Communication--Written, Oral, Electronic

When registering for **Office Technology**, you select a specialty option in
Accounting, General, or Word Processing

Learners will be given credit for prior learning obtained in high school, ABE/CCP or other college programs, work experience, or courses at other colleges where articulated.

Courses are held Monday-Friday, 8:30 AM to 3:30 PM, September through June. Each certificate program is 5 months in length, based on full-time attendance, but you may register full- or part-time. Learners may vary their workloads and timetables to meet their own particular schedules. You may audit courses if you wish (no exams!).

Selected Courses for Fall

Written Communications (Nov. - Feb.)	Student Success (Sept. - Oct.)	Electronic Communications (Oct. - Dec.)
English Skills & Vocabulary (Sept. - Nov.)	Proofreading (Sept. - Dec.)	Business Machines (Sept. - Dec.)
Office Dynamics (Dec. - Feb.)	Records Management (Sept. - Dec.)	Database (Nov. - Dec.)
Keyboarding (Sept. - Oct.) Keyboarding Applications (Nov.- Feb.)	Operating Systems (Sept. - Oct.)	Accounting Fundamentals (Oct. - Feb.)

Learning English
English as A Second Language

Improve your Life!   Meet new friends!
Learn to speak better English!

The ESL class will begin with an emphasis on oral communication--we will practise everyday English skills (speaking and listening). As students become more familiar with the English language, we will move on to written skills (grammar), phonics and spelling.

Days/Time: September 8 - December 17
               Monday to Thursday (Come as you Can)
               9 am to noon
Location: Room 1
Instructor: Cheryl Carlson
Fee: No Tuition (Student Fees Apply)

If you are interested in evening classes only, please call and add your name to our wait list.

Intergrated Human Service

This 3-credit course from the Integrated Human Service Program is a common course for any of the IHS options--Addictions, Mental Health, Special Education Assistant, Social Service Worker, and Youth. It may also be of interest to teacher assistants, home-school coordinators, youth workers employed with the school district, and anyone employed or planning employment in the human services area. For detailed program information please refer to our main NWCC calendar or call our office.

IHS 112 - Interpersonal Communication

Effective communication is the foundation of success in working with others. Various theories will be learned such as self-concept, perception, emotions, language, non-verbal communication, listening, intimacy, the communication climate and managing interpersonal conflict. Students will examine their interpersonal communication knowledge and skills with respect to working with people.
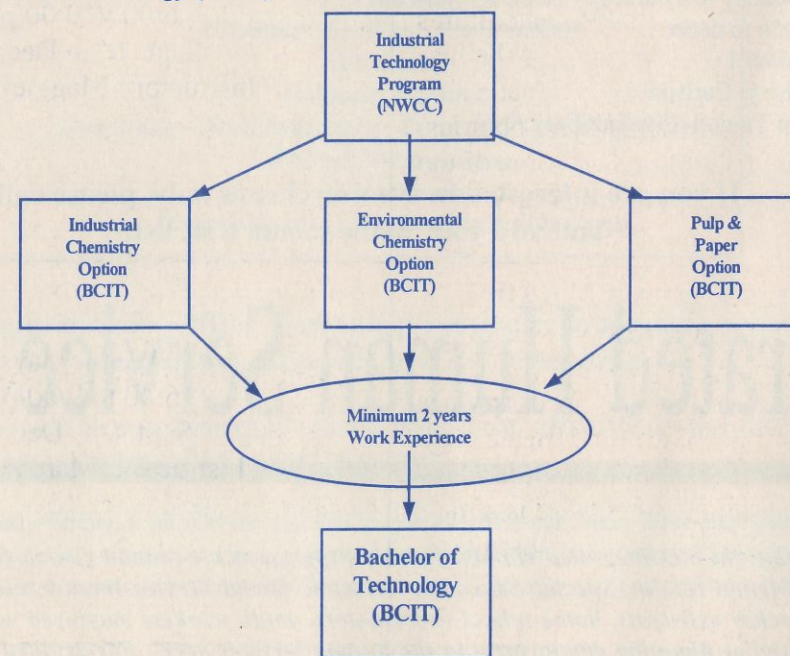
Date: September 14 - December 14
Time: Mondays, 6:00 to 9:00 PM
Instructor: Doug Foster
Fees $134.70, plus texts

formerly Applied Technology

The Industrial Technology program gives students the foundation skills and knowledge to work or pursue further training in technological fields. It is designed to:

- train students to a high-level of proficiency for all types of industry: smelters, pulp mills, refineries and saw mills
- guarantee seats in year two of the Chemical Sciences Technology program at BC Institute of Technology (BCIT) to successful students

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                    │ Industrial  │
                    │ Technology  │
                    │  Program    │
                    │  (NWCC)     │
                    └─────────────┘
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 │ Industrial │ │Environmental│ │  Pulp &    │
 │ Chemistry  │ │ Chemistry   │ │  Paper     │
 │  Option    │ │  Option     │ │  Option    │
 │  (BCIT)    │ │  (BCIT)     │ │  (BCIT)    │
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                 │ Minimum 2 years │
                 │ Work Experience │
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                    │ Bachelor of │
                    │ Technology  │
                    │   (BCIT)    │
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Upon completion of the Industrial Technology Program, the student will be able to:

1. Communicate effectively, both orally and written, within a technical workplace.
2. Apply the basic principles of mathematics and chemistry to a technical workplace.
3. Use computer technology to communicate and enhance his/her learning.
4. Apply the basic principles of physics to a technical workplace.
5. Apply research techniques.
6. Demonstrate ethical environmental principles as applied to technical workplaces.
7. Demonstrate an awareness and practice of employability skills needed in a technological workplace.
8. Recognize and promote the need for life-long learning.

**For a complete lists of courses offered within the Industrial Technology Program,
please come to NWCC Kitimat
or check our Web page for updates.**
Admission requirements apply.
Credit for some courses may be given for prior learning experience.

*These 3-credit classes are offered in Kitimat this fall. Prerequisites may apply.
Fees: $134.70 each, plus texts*

ANTH 111: FIRST NATIONS OF CANADA A course dealing with the nature and diversity of Canadian First Nations traditional cultures and lifestyles. We will also examine the history of European colonialism in Canada and the impact it had on Canadian First Nations peoples. Finally, we will review some of the important issues in contemporary First Nations affairs.	Thursdays 6:00 to 9:00 pm Sept. 10 to Dec. 17 Instructor: Maggie Kovach
ENGL 101: INTRODUCTION TO COMPOSITION In this course, students develop necessary academic reading and writing skills. Basic composition skills are practiced through in-class and out-of-class assignments. There is a major focus on the academic research essay.	Wednesdays 6:00 to 9:00 pm Sept. 9 to Dec. 16 Instructor: Marc Arellano
SOCI 101: INTRODUCTORY SOCIOLOGY I Through a variety of sociological perspectives, we will examine how different groups view the structure of society. Through brief lectures, audio visual presentations and small group discussions, we will explore major topics in the discipline of sociology: culture, socialization, gender roles, aging, crime and deviance.	Tuesdays 6:00 to 9:00 pm Sept. 8 to Dec. 15 Instructor: Carol Harvie

*If you're interested in registering, or have other preferences for
university credit courses,
call us at 632-4766 or fax to 632-5069.*

Leadership Development 🍁14

CHAOS: Transcending Stress Through Change $99

Chaos is a springboard for personal growth—there is an eternal circle: DOING, LEARNING, CHANGING. A deeper look into our fears, guilt & mistakes and how we can influence outcomes to change our lives for the better!

Thursday & Friday Evening October 14 & 15 6:30-9:30	Instructor: Barbarah Kisschowsky

Enlightened Leadership: The Courage to Lead $119

DISCOVER YOURSELF! If you want to bring more QUALITY into YOUR LIFE, then this workshop is for you. Gain insight into your frustrations, problems and difficulties. Start leading your own personal journey!

October 23, 24 Friday Evening 6:30-9:30 Saturday 9-4	Instructor: Barbarah Kisschowsky

Communication: The Essence of Partnership Building $119

Come and discover all the communication traps: ASSUMPTIONS, MIND-READING, LOW SELF-CONCEPT, etc. Learning about listening, questioning and understanding—
great for co-workers and couples!!!

October 27-28 Tuesday & Wednesday 6:30-9:30	Instructor: Barbarah Kisschowsky

Great For COUPLES

Would you like to see a LEADERSHIP DEVELOPMENT PROGRAM FOR TEENAGERS during the Winter Term? If so, call Claire Liberman 632-4766

Life Enhancement 🍁15

Basic Nutrition $99

How much water do I need? What about milk? Want to learn about preservatives, pesticides, carcinogens? Come and learn all about the basics of nutrition from a local herbalist for a stronger, healthier you.

Monday/Wednesday September 28 & 30 6-9 PM	OR Saturday October 3 9-4 PM	Instructor: Cathleen Cochrane-Hunt

Herbs for Stress and Stamina $99

Come and learn all about those popular herbs you hear about in the media: what they do; how much you should take; how to combine them properly for maximum effectiveness in improving your stamina and responses to stress.

Saturday, October 31 9-4 PM	Monday & Thursday October 5 & 8	Instructor: Cathleen Cochrane-Hunt

Herbs & Nutrition for the Maturing Female $69

Are you pre-menopausal or going through the throws of menopause and need some suggestions for relief? This is the workshop for you!

Saturday October 17 9-2 PM	Instructor: Cathleen Cochrane-Hunt

Do you have   questions about the

Herbs and Nutrition for Children $99

impact of nutrition on your children's attention spans and behaviour patterns? Are you concerned about Ritalin? Come and hear suggestions about how the proper diet combined with selected herbs can help your children in school and at home. **Two parents of a child may attend together for one fee.**

Monday & Wednesday October 19 & 21 6-9 PM	Instructor: Cathleen Cochrane-Hunt

Herbs and Nutrition for the Golden Years (50+) $79

Are you over 50 and looking for suggestions on how to feel better? This is the workshop for you! **A couple may attend together for one fee.** (*Senior Privilege does not apply to this course*)

Monday & Wednesday November 3-5 9-12 Noon	Instructor: Cathleen Cochrane-Hunt

Orientation to Waterfowl $39

Spend an two sessions with Dennis Horwood at a brief introduction to Birdwatching (Waterfowl) followed by a field trip to see what you've learned! *This session is free to those who register for "A Year of Birdwatching."* Must provide own transportation.

Friday Evening, October 9 7-8:30 Saturday, October 10, 9-11 AM (Field Trip)	Instructor: Dennis Horwood

A Year of Birdwatching $189

Spend 7 sessions with local expert and author Dennis Horwood learning about and watching the birds of the Kitimat Valley. Classes include instruction and field trips. Must provide own transportation. Field trip down the Channel will cost an extra fee to be determined. All classes will be held on Wednesday or Thursday Evenings once per moth. Dates to be determined by class membership at October 9 class meeting.

October	Waterfowl Identification & Field Trip
November	Birds Nests, Eggs Identification
December	Winter Birds, Annual Christmas Bird Count
January	Winter Bird Behaviours-Field Assignment
February	Bird Parts, Feathers, Feet, Bills
March	Seabirds
March	Trip down Channel to ID seabirds
April	Bird Calls; Field Trip for Owl Calling

Parliamentary Procedure $75 (includes book)

Do you have to run meetings at work, at church or for your volunteer organisation? If so, this class will help you learn all about parliamentary procedure and how you can use it to run an orderly and fair meeting.

Tuesday, November 17 6-9 PM	Instructor: Reg Stowell

Basic Auto Mechanics for Women $119

Everything you always wanted to know about oil changes, flat tires, fluid levels and all that jazz. Come and learn from an expert as he shows you the ropes and gives you the chance to do it yourself! Wear old clothes and rubber soled boots!

Sundays October 4 & 11 1-6 PM	Location: To be determined	Instructor: Shawn Hazlett

Stress Management for the Busy Woman $99

How does stress affect you? Find out what your stress level is and how to manage it through coping skills and relaxation techniques.

October 7, 14, 21, 28 6-8 PM	Instructor: E. McDonald

Self-Esteem Issues for Teenage Women $99

Teenage women are bombarded by images of the perfect body in the media. How does this affect their self-esteem and concept of their worth as a human being? How can they cope and survive a sense of healthy self-esteem and self respect? This workshop will help. For teenaged women ages 13-17.

Saturdays October 17 & 24 10-3 PM	Instructor: E. McDonald

Parenting Strategies $119 *(a couple may attend for one*

Come and join other parents in exploring effective parenting strategies in the areas of decision making, how our own experiences with family affect us as parents, discipline, communication and stress. Great for two parent family, single parents and blended family parents!

November 4, 11, 18, 25 December 2, 9 7-9 PM	Instructor: E. McDonald

CORE:
Conservation and
Outdoor Recreation Education
CALL NOW TO BE PUT ON
THE WAIT LIST FOR SPRING!

Making Your Own Documentary   (Beginning Video Production) $355

In this 7-week course, you will create a video documentary on the subject of your choice. Through screenings, discussions and practice, you will learn the basics of planning, shooting and editing a video documentary. Ideal for those interested in using video to explore the world around them. Must provide own camera and video tapes. Ages 16 and up.

Tuesday Evenings October 6, 20, 27 November 3, 10, 17, 24 FILM SCREENING December 1	Instructor: Cara Morton M.F.A. Filmmaking York University

Video Editing $219

Do you have tons of home videos that you would love to edit together in a special piece? Come and get first hand instruction from a filmmaker and producer on how to do it. Course includes a 4-hour session in the college's editing facility with the Instructor to help you come away with your own finished product!

Friday, Saturday, Sunday December 4-5-6	Instruction will take place on Friday Evening 6-10 Each student will schedule a four-hour session with the instructor for Saturday or Sunday	Instructor: Cara Morton M.F.A. Filmmaking York University

Canadian Firearms Certification $110

FALL DATES TO BE ANNOUNCED	Instructor: BOB BALLYNTYNE	MUST BE 18 to RECEIVE FAC

Is there a course you want to take but you don't see it listed here?
Call 632-4766
Is there a course YOU could teach for us?
Call 632-4766   local 5621/Claire Liberman
or email: cliberman@noradm.nwcc.bc.ca

If you have a computer with internet access, you can now take a NWCC Kitimat Course ON-LINE!

How Does it Work?

1. **Look through pages 20-28 and see if there is a course you want to take.**
2. **See if you have the right computer and software to take the course.**
3. **Select the date you want to start the course.**
4. **Come to the college and register! The rest is easy!**

⇒ *All courses are e-mailed to your e-mail address*

⇒ *You get two lessons per week for six weeks*

⇒ *You have an assignment due about every ten days*

⇒ *You have an on-line instructor available to help you!*

NWCC Kitimat offers Learning Technologies to prepare you for the 21st Century!

for more information, email: cliberman@noradm.nwcc.bc.ca

Here is what some of _your neighbours_ think about our on-line courses!

"The best thing about the course was that I was able to learn the material and complete the assignments on my own time. The course was fast and fun!"
Tanya Stevenson
Creating Web Graphics

"I loved the step-by-step instructions which enabled me to learn a program that I was completely unfamiliar with. Now I can start building the data bases I need to do my job!"
Lynn Gould
Intro to MS Access

Introduction to the Internet $99

Become net savvy in six short weeks! Learn where the Internet came from, what makes it tick, and where it's headed. Learn five secrets about e-mail that you'll wish you knew long ago. Learn how MIME will allow you to attach programs, documents and pictures to simple e-mail messages. Learn how to put File Transfer Protocol (FTP) to work for you. Learn advanced search techniques so that you'll be able to find virtually anything on the World Wide Web. Get answers to virtually any question you could imagine asking in the Newsgroups. Conduct live conferences over the Internet with chat and Internet Telephony. Explore the uncharted wilderness of Gopherspace. Take control of remote computers with Telnet.

Requirements: Internet access, e-mail, and Microsoft Internet Explorer or Netscape Navigator web browser.

YOUR CHOICE OF START DATES: ➡	September 30	October 21	November 11	December 2

Creating Web Pages $99

Create and post your very own Web site on the Internet in this extensive, hands-on, six-week workshop. First, you'll learn about the capabilities of the World Wide Web and the fundamentals of web design. Then, with your instructor's patient guidance, you'll plan the content, structure and layout of your Web site, create pages full of neatly formatted text, build links between the pages and to the outside world, and add colour, backgrounds, graphics, tables, hot buttons, and animation. You'll also learn critical and timely information on securing the best possible location in search engine listings, and powerful no-cost or low-cost web marketing strategies. Finally, you'll learn how to save time with an HTML authoring program, how to select a server for your Web site, and how to upload your web site to the server.

Requirements: Internet access, e-mail, and Microsoft Internet Explorer, Netscape Navigator web browser.

YOUR CHOICE OF START DATES: ➡	September 30	October 21	November 11	December 2

Advanced Web Pages $99

Improve your web site by learning all the HTML you'll need to organise text and graphics into columns; enhance site navigation and appearance with frames; add interactive communication capabilities to your site with order forms and comment boxes; jazz up your web pages with background music and sound effects; add scrolling text and buttons that respond to mouse movement with Javascript; and turn a graphic into an imagemap. You'll also learn where you can go to obtain and incorporate low or no-cost third party visitor counters, search engine front ends, chat rooms, shopping carts, cooperative ads, and digital cash capabilities into your web site.

Requirements: Completion of Creating Web Pages or equivalent experience, Internet access, e-mail, and Microsoft Internet Explorer or Netscape Navigator web browser.

Your Choice of Start Dates ➡	September 30	October 21	November 11	December 2

Javascript $99

Want to spiff up your web pages with animated buttons, flashy rollovers, scrolling marquees, interactive forms, cookies, and awe-inspiring graphic effects? JavaScript is an easy-to-use HTML programming tool that enables you to add dynamic elements to your HTML code. In this course, you will learn how to improve your web pages by adding animation, interactivity, style sheets, site navigation, and other JavaScript enhancements.

Requirements: Completion of Creating Web Pages or equivalent experience, Internet access, e-mail, and Microsoft Internet Explorer or Netscape Navigator web browser

Your Choice of Start Dates ➡	September 30	October 21	November 11	December 2

Creating Web Graphics $99

Learn how to create stunning titles, banners, icons, buttons, rules, borders, backgrounds, animated images, text effects, drop shadows, 3-D effects, and more! You'll also learn the difference between the .GIF and .jpeg formats and how to work effectively with both. You'll learn about interlacing, transparent backgrounds, colour palettes, animation and imagemaps. Finally, you'll learn several exciting tips that will help you keep your image sizes small and your web pages loading faster.

Requirements: Windows 95, Internet access, e-mail, and Microsoft Internet Explorer or Netscape Navigator web browser.

Your Choice of Start Dates ➡	September 30	October 21	November 11	December 2

Java Programming for the Web $99

If you're ready to add animated presentations, interactive tutorials, computer-based simulations, or games to your web site, then it's time to learn Sun's hot new Web language, Java. In this hands-on course, you'll learn the fundamentals of Web programming with Java, you'll create several simple stand-alone Java applets, and you'll learn how to integrate Java applets into your overall Web site design. Experience with HTML or completion of the Creating Web Pages class is highly recommended.

Requirements: Windows 95, Internet access, e-mail, and Microsoft Internet Explorer or Netscape Navigator web browser.

Your Choice of Start Dates	September 30	October 21	November 11	December 2

CGI Programming for the Web $99

Learn how to take your web site to the next level with CGI! Without CGI, your web site can only display static documents and links to other pages. With CGI, your web site becomes fun, interactive, and informative. If you're serious about doing business on the Internet, you need to know CGI. In this hands-on series of online classes, you'll learn how to use CGI to work with cookies and forms, and you'll get to build your own searchable database, bulletin board, and e-mail autoresponder.

Requirements: For this class, you will need Internet access, e-mail, and Microsoft Internet Explorer or Netscape Navigator web browser.

Your Choice of Start Dates	September 30	October 21	November 11	December 2

Microsoft FrontPage 98 $99

Find out how FrontPage makes it easy to create professional web sites without programming. In this six-week online workshop, you'll learn how to format text on your web page, work with graphics, generate hyperlinks and bookmarks, build tables and forms, create hotspots, and use the WebBot to build search tools and a table of contents for your web site. When your site is complete, you'll learn how to select a web host, how to upload the site to your webserver, and how to publicise the site.

Requirements: Windows 95, Microsoft FrontPage 98, Internet access, e-mail, and Microsoft Internet Explorer or Netscape Navigator web browser.

Your Choice of Start Dates	September 30	October 21	November 11	December 2

Intro to Microsoft Word $99

Learn to use the word processor PC Magazine ranked as one of the "strongest and most intelligent programs ever written." In this hands-on workshop, you'll learn how to add, move through and edit text; move words from one part of your document to another; work on two or more documents simultaneously; change the size or appearance of text; change margins and tab settings; automatically center, right align, justify, and indent text; run the integrated grammar and spelling checker; use the thesaurus; and save, retrieve, copy, organise, and print your documents. Requirements: For this class, you will need Microsoft Word 6.0, or the Microsoft Office 95 or 97. You'll also need Internet access, e-mail, and Microsoft Internet Explorer or Netscape Navigator web browser.

Your Choice of Start Dates	October 7	October 28	November 18	December 9

Intermediate Microsoft Word $99

Take advantage of Word's WYSIWYG (What You See Is What You Get) editing capabilities to easily create flyers, newsletters, and other heavily formatted documents. Set up columns and tables within your documents; insert, reposition, edit and resize graphic images; draw lines; surround your text or graphics with borders; achieve dramatic effects by varying the size, appearance, and orientation of your text, and more.

Requirements: For this class, you will need Microsoft Word 95 or 97 or the Microsoft Office 95 or 97. You'll also need Internet access, e-mail, and Microsoft Internet Explorer or Netscape Navigator web browser.

Your Choice of Start Dates	October 7	October 28	November 18	December 9

Advanced Microsoft Word $99

Make Word work for you! Learn how to build time-saving macros, customise your toolbars, create shortcut keys, crank out form letter and mailing labels, perform queries, make your own templates, use the style gallery, and much more.

Requirements: For this class, you will need Microsoft Word 97 or Microsoft Office 97. You'll also need Internet access, e-mail, and Microsoft Internet Explorer or Netscape Navigator web browser.

Your Choice of Start Dates	October 7	October 28	November 18	December 9

Intro to Microsoft Excel $99

Work with numbers? Then you need to learn Excel. In this unique six-week online workshop, you'll discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently You'll also learn the best ways to sort and analyse data, create custom charts and graphs, create 3-dimensional workbooks, build links between files, endow your worksheets with decision-making capabilities, and automate oft-repeated tasks with macros and buttons. Requirements: For this class, you will need Microsoft Excel 5.0, (95 or 97) or Microsoft Office 95 or 97. You'll also need Internet access, e-mail, and the Microsoft Internet Explorer or Netscape Navigator webbrowser.

Your Choice of Start Dates ➡			
October 7	October 28	November 18	December 9

Intermediate Microsoft Excel $99

Have you been using Excel to its fullest potential? Learn how to work faster and more productively. Discover how the Pivot Table and AutoFilter can help you rapidly create reports and analyses Learn advanced graphing techniques and how to use functions to get Excel to perform complex math, make decisions, and look up values in a table.

Requirements: For this class, you will need Microsoft Excel 95 or 97 or Microsoft Office 95 or 97. You'll also need Internet access, e-mail and Microsoft Internet Explorer or Netscape Navigator web ➡

October 7	October 28	November 18	December 9

Intro to Microsoft Access $99

Learn how to use Microsoft's powerful and award-winning database to store, locate, and print just about any type of important information. In this six-week online workshop, you'll learn how to create tables, relationships, custom data entry forms, queries, reports, mailing labels, and macros. You'll also learn how to merge the data in your Access tables with Microsoft Word form letters.

Requirements: For this class, you will need Microsoft Access 97 or Microsoft Office Professional 97. You'll also need Internet access, e-mail, and Microsoft Internet Explorer or Netscape Navigator web browser.

Your Choice of Start Dates ➡			
October 7	October 28	November 18	December 9

Intermediate Microsoft Access $99

Learn how to build a fully automated database management system complete with your own custom data entry forms. You'll also learn how to add graphics, sound, and macros to your database, and some advanced reporting techniques. Requirements: For this class, you will need Microsoft Access 95 or 97 or Microsoft Office Professional 95 or 97. You'll also need Internet access, e-mail, and Microsoft Internet Explorer or Netscape Navigator web browser.

Your Choice of Start Dates ➡			
October 7	October 28	November 18	December 9

Windows File and Disk Management $99

Confused by the hodgepodge of folders and files cluttering up your hard disk? Having trouble finding downloaded files? This online workshop is for you! In this six-week online class, you'll learn how to find files you thought you'd lost, copy and move files, remove documents and applications from your system, work with the recycle bin, organise your hard disk with folders, maintain and troubleshoot your hard disk, add and remove items from your start button, customise your right-click menus, force programs to start automatically every time you start Windows (or prevent them from doing so), and create desktop icons and other shortcuts to give you immediate access to your favourite programs and documents.

Requirements: Windows 95, Internet access, e-mail, and Microsoft Internet Explorer or Netscape Navigator web browser.

Your Choice of Start Dates ➡				
September 23	October 14	November 4	November 25	December 16

Quickbooks $99

QuickBooks is designed for the small to midsized business owner who enjoys Quicken's ease of use but prefers a more traditional approach to accounting. Learn how this well-designed program can make it a snap to set up a chart of accounts, reconcile your checking account, create and print invoices, receipts, and statements, track your payables, inventory, and receivables, create estimates, and generate reports.

Requirements: For this class, you will need QuickBooks 4.0 or 5.0 or QuickBooks Pro 4.0 or 5.0. You can download the full-featured trial version (good for 25 sessions) for free! You'll also need Internet access, e-mail, and Microsoft Internet Explorer or Netscape Navigator web browser.

Your Choice of Start Dates ➡				
September 23	October 14	November 4	November 25	December 16

Quicken for Windows $99

Learn how Quicken can help you organise tax receipts, track investments, amortize loans, balance your chequebook; categorise, subcategorise, split and schedule transactions of any type, print checks, pay bills electronically; download stock quotes; and more. Requirements: For this class, you will need Quicken 97 or 98 (basic or deluxe) (Quicken 5.0, 6.0 or 7.0 will work as well). You can order Quicken 98 (basic) for $39.95 from the Quicken store. You'll also need Internet access, e-mail, and Microsoft Internet Explorer or Netscape Navigator web browser.

Your Choice of Start Dates	September 23	October 14	November 4	November 25	December 16

PC Troubleshooting $99

Don't spend your hard-earned cash on expensive PC repairs! In this feature-packed interactive workshop, you'll take a look under the hood of a typical PC, learning to identify, by appearance and function, each of your computer's components. Then, you'll discover dozens of proven preventative measures you can take to protect your valuable electronics and irreplaceable data from disaster. You'll learn what to do when disaster strikes, learning how to deal with power problems, BIOS and CMOS RAM glitches, drive and file problems, and boot failure. You'll also learn all about configuring and using memory and preventing Windows General Protection Faults. Requirements: Windows 95 or Win 3.1, Internet access, e-mail, and the Microsoft Internet Explorer or Netscape Navigator web browser.

Your Choice of Start Dates	September 23	October 14	November 4	November 25	December 16

Business Communications Using E-mail $99

The relative newness of e-mail as a channel for communicating has raised the specter of a deterioration of our writing and communication. If you have experienced poorly written e-mail memos, and would like to improve your effectiveness, then this is the course for you.

Requirements, Internet Access an Microsoft Internet Explorer, Netscape Navigator and/or any other e-mail client.

START DATE
October 14

Keyboarding $79

Here's a course that is great for anyone that uses a computer and wants to become more productive. The course uses free software or shareware.

START DATE
October 14

Personal Financial Planning $99

START DATE
October 28

WordPerfect $99

START DATE
October 28

Production and Inventory Management   ON-LINE!

(7 course series/1st Two Offered this Fall)

Forecasting and Master Production Scheduling $119

Critical success factors for the operation of the business enterprise include defining and quantifying customer demand and also selection of an appropriate manufacturing strategy. Forecasting, Master Production Scheduling, Sales, and Operations Planning are the key topic areas that comprise this module.

Requirements: You will need Internet access, e-mail, and Microsoft Internet Explorer or Netscape Navigator web browser.

START DATE
October 28

Materials Management (Supply Chain) Overview $119

This module is designed to be an overview of the complete production and inventory body of knowledge. It identifies and discusses principles and processes related to flows of activities and information, starting with suppliers and ending with customers. Essential definitions and key relationships are explored.

Requirements: You will need Internet access, e-mail, and Microsoft Internet Explorer or Netscape Navigator web browser.

START DATE
October 28

Basic Supervision ON-LINE!

(5 Course series/ 1st Two offeredthis fall!)

Communication $119

In any organisation or industry, the supervisory role puts a great demand on an individual's communication skills. There are many potential channels of communication in organisations and many barriers to effective communication. In this course, communication topics at the individual level, the group level, and the organisational level are surveyed, and specific techniques to improve communication are taught. Speaking, writing, listening and constructive feedback are addressed as well.

Requirements: You will need Internet access, e-mail, and Microsoft Internet Explorer or Netscape Browser

➡ | **START DATE** |
| October 21 |

Transitioning to Managerial Work $119

This course addresses the factors that differentiate the supervisory role from that of the employee. Theory, research, and real-life applications will help the new or potential supervisor make the transition, and assess the appropriate balance needed between technical expertise and people management. In addition, the effect of the transition on relationships with peers, former peers and bosses is addressed. The course includes segments on delegation, time management, and performance management.

Requirements: You will need Internet access, e-mail, and Microsoft Internet Explorer or Netscape Navigator web browser.

➡ | **START DATE** |
| October 21 |

Try an On-Line Course Today!

Occupational First Aid Level 3 $605

OPTION 1 November 16-27	8:30-4:30	I. Kenny
OPTION 2 Sept 8-9, Sept 15, 16, 17 Sept 23, 24, 25, Oct. 1-2	8:30-4:30	I. Kenny
OPTION 3/ Tuesday Evenings Sept. 15-November 26	6-10 PM	I. Kenny

Air Brakes $170

T-W-TH Sept 15, 16, 17 Sept 22, 23, 24	6:30-9:30 PM	Don Scott
T-W-TH Oct. 27, 28, 29 Nov. 3, 4, 5	6:30-9:30 PM	Don Scott
Friday Evening/Sat/Sun Dates to Be Arranged	TBA	Ian Illing

FoodSafe $95

FOODSAFE 1 November 2 &3, 9&10	6-9 PM	B. Hawkins
FOODSAFE 1 October 19&20	9-4 PM	B. Hawkins
FOODSAFE 2 Nov 30-Dec 1	9-4 PM	B. Hawkins

Is your company or group interested in any of the following courses?
WHIMIS   Transportation of Dangerous Goods   WorkSafe
Occupational First Aid 1& 2   Traffic Control/Flagging
Call Claire at 632-4766 or email : cliberman@noradm.nwcc.bc.ca

The Career Centre
at Northwest Community College Kitimat offers you the following services!!

Career Exploration	Labour Market Information	Educational Planning	Financial Aid Information
Prior Learning Assessment	Resume Writing	Interviewing Skills	College/ University Calendars
Student Success Services	Individual Advisement	Job Bank	and much, much more!

632-4766

THE STAFF & FACULTY OF NWCC KITIMAT

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We're Listening!

Info Centre 🍁 32

1998 *Fall Term*

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Your College in Your Community

Northwest Community College KITIMAT

Info Centre 🍁 33

Are you ready to take a hammer to your computer?

COME TO
NWCC KITIMAT
FOR HELP!!!
Instructor Led and On-Line Computer Training
Available Now!

Info Centre 🍁 34

Thinking about Trying One of NWCC's On-Line Courses?

Read what **Jerry Stuebing** of Kitimat has to say about the the on-line course he took; *Creating Web Graphics*

"I thought the on-line instructor presented the material in a clear, informative and engaging manner and he seems to have a good knowledge of the material. His response to student questions was prompt and effective using e mail and the student bulletin board.

This course uses Paint Shop Pro ver. 5 which we download from the net for a 30 day trial period. This is a very capable program and was a great deal of fun to use. Like any program, it's easy once you learn what buttons to push. The material covered is a good base to start from and a lot of interesting effects can be created with experimentation and the knowledge from this course. The course is not for the novice but easy for anyone who has a good working knowledge of computers. I highly recommend this course to anyone with interest in this area.

The e-mail format is an effective home study format. Lessons arrived on time and the online support pages were very useful. The student bulletin board is also a good tool for solving problems as a class. One can go to the bulletin board and see if other students have experienced similar problems and often find the solutions there. It also has the capability to allow you to help other students by answering their questions or adding comments.
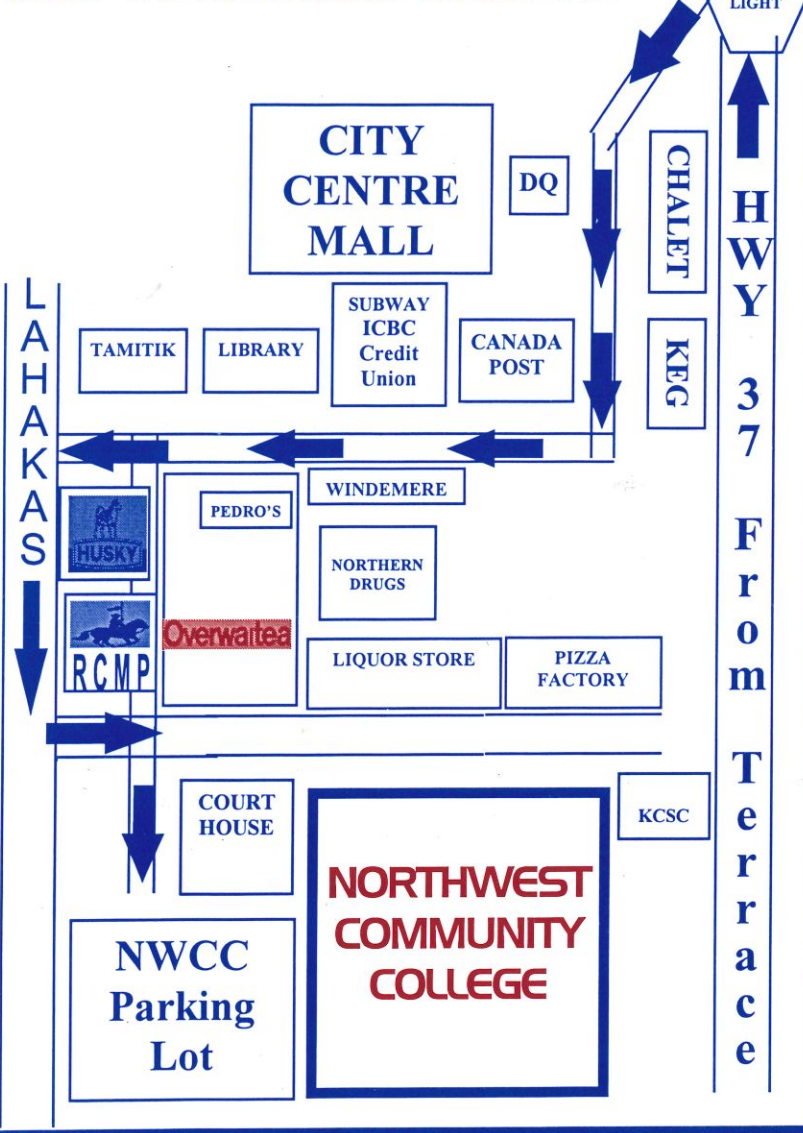
I found that an hour or two is more than sufficient to complete any of the lessons, but taking the time to experiment with what you have just learned was time well spent."

Regards
Jerry Stuebing

632-4766

MAP TO KITIMAT CAMPUS

1st TRAFFIC LIGHT

CITY CENTRE MALL

DQ

CHALET

KEG

HWY 37 From Terrace

LAHAKAS

TAMITIK

LIBRARY

SUBWAY
ICBC Credit Union

CANADA POST

WINDEMERE

PEDRO'S

HUSKY

NORTHERN DRUGS

Overwaitea

RCMP

LIQUOR STORE

PIZZA FACTORY

COURT HOUSE

KCSC

NWCC Parking Lot

NORTHWEST COMMUNITY COLLEGE

You can register for all continuing education courses by phone using your Visa or Master Card!

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www.nwcc.bc.ca