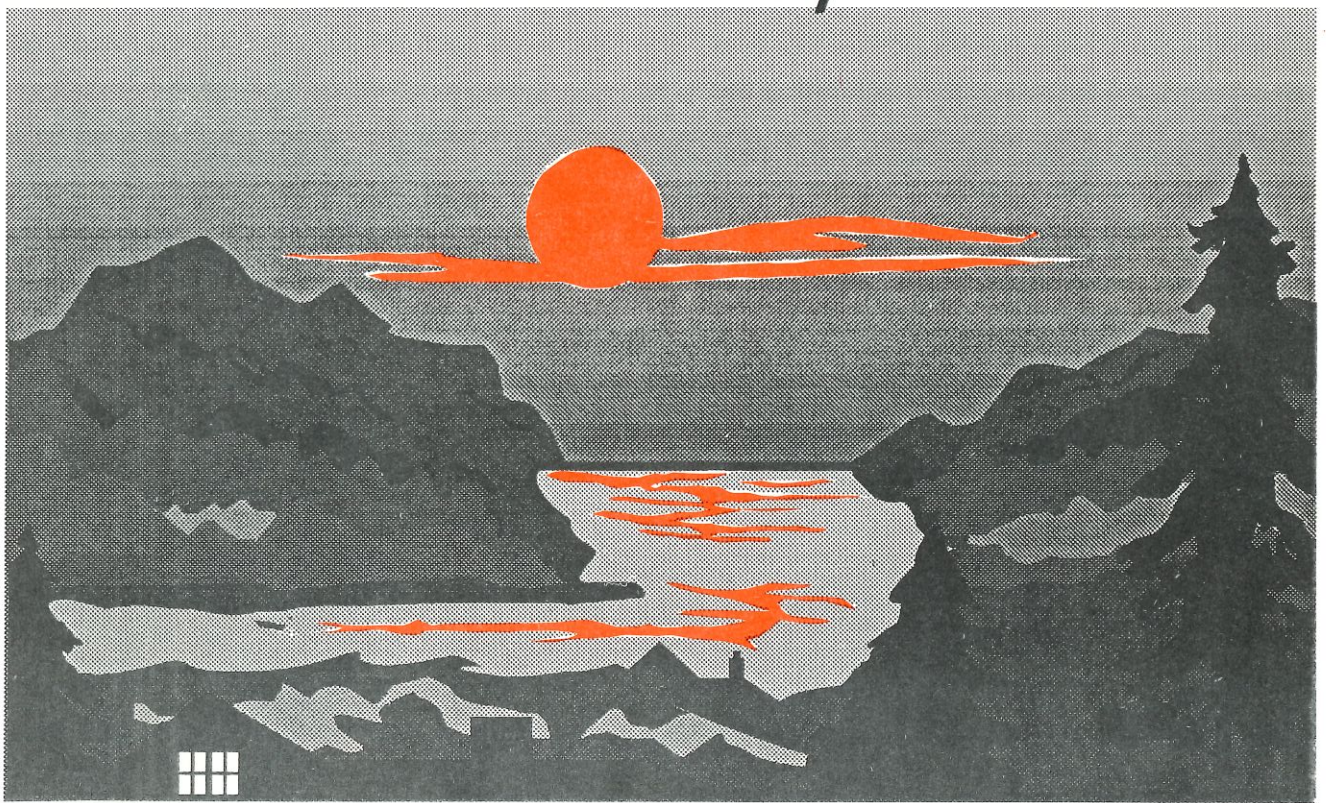


Northwest *Community College*

Terrace Campus



*Fall/Winter
1997*

TABLE OF CONTENTS

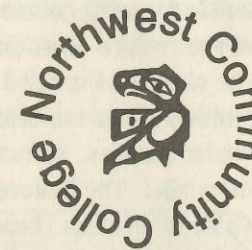
Information	1
Services for Students with Disabilities	2
Learning Resource Centre (Library)	2
Bookstore	2
Adult Special Education	3
Early Childhood Education	4/5
Career & College Preparation	6/7
GED	7
Social Service Worker	8
UNBC	8
Applied Computer Technology	9
Provincial Instructor Diploma Program	10
Business & Computing	11-14
Extension Services	15-23
Trades Programs	24
Cooperative Education	24
Industrial & Technical	25/26
University Credit	27-29
Special Education Assistant	30/31
Family Daycare Training	32



INFORMATION

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

EDUCATION & CAREER ADVISOR

NWCC has an *Educational Advisor* on staff to assist students with their education and/or career planning, course selection, course transferability, and program content at Northwest Community College and other post-secondary educational institutions.

Call to make an appointment with
 Ian Hamilton at 635-6511, Local 5202



The *Advising/Career Centre* has calendars and application forms for other colleges and universities. Two self-paced computer programs are available to assist in career information planning.

ADVISING HOURS

MONDAY	8 a.m. - 4 p.m.
TUESDAY	8 a.m. - 4 p.m. / 7 p.m. - 9 p.m.
WEDNESDAY	8 a.m. - 5 p.m.
THURSDAY	8 a.m. - 4 p.m.
FRIDAY	8 a.m. - noon

STUDENT SUCCESS

Northwest Community College offers a number of services to help students make the most of their studies. These include peer tutoring, study skills workshops, and more. For more information, call Dina Von Hahn at 635-6511, local 5364.

Office hours are:

• Tues., Wed. & Thurs. 9:00 a.m. - 3:00 p.m.

FIRST NATIONS' STUDENT ACCESS

NWCC's First Nations' Student Access Centre provides student support services, financial aid, student advocacy, referrals to counselling services and community liaison. For more information about these services or about special cultural and social events, contact Mae Derrick at 635-6511, local 5374.

Office hours are:

• Mon. - Thurs. 9:00 a.m. - 3:15 p.m.

STUDENT SUPPORT SPECIALIST

The Student Support Specialist offers assessment, support, and referral to students with problems that may not be directly related to their school work, but can interfere with their attendance or success in their classes. This is a confidential service. Community counselling services can also be accessed. For more information call Nancy Ross at 635-6511 local 5228.

PAYMENT INFORMATION

Registration is on a first qualified, first paid basis. Payment can be made by cash, cheque, debit card, Mastercard or Visa at the Registration Office.

5331 McConnell Avenue
 Terrace, BC V8G 4X2
 8:30 a.m. - 4:30 p.m.
 Monday - Friday



REGISTER EARLY!
 SPACE IS
 LIMITED



SERVICES FOR STUDENTS WITH DISABILITIES

A range of services and/or equipment are available to students with disabilities to pursue their education. If you think you may require some services please contact the Office of Services for Students with Disabilities at least four weeks before the start of classes.

For more information, contact Elizabeth Snyder at 635-6511, local 5237.

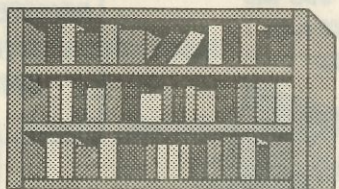


LEARNING RESOURCE CENTRE (LIBRARY)

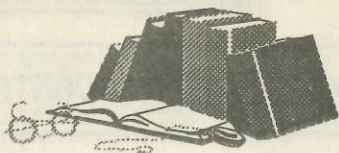
The LRC is open to all residents of the Northwest. It is free, open evenings and weekends, and has a variety of services. The collection supports all the programs offered by the College with books, videos, periodicals, government documents, etc. Access to the collection is available through computer to the "on-line catalogue." If you have a PC and modem, simply dial us up!

Internet/Telnet: noradm.nwcc.bc.ca
Datapac address: 65100028
Username: NWCAT

For your information needs, phone 638-5407 or drop down & visit us.



NWCC BOOKSTORE



Available for your convenience are textbooks and course materials for most courses and programs. If there is a book you require or would like which is not in stock, we will be pleased to order it through our "special order" department. You can also find classroom supplies, computer supplies, software, backpacks, clothing and memorabilia. The College Bookstore services are available to students, faculty, staff and the community. We are located on the ground floor of the cafeteria building.



BOOKSTORE HOURS

9:00 a.m. - 10:30 a.m.
11:00 a.m. - 1:00 p.m.
2:15 p.m. - 3:15 p.m.

Drop in for a visit or contact Marilyn Bennett at 638-5403. Your patronage is appreciated!
Open to Everyone!

CATERING

The large institutional kitchen at the College, in cooperation with the hospitality industry, can cater to groups of 200 or more with a full range of food and beverage services. For more information, contact Tony Reddy at 638-5426.



ADULT SPECIAL EDUCATION

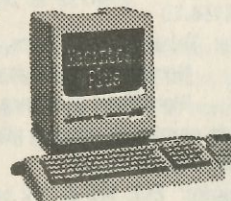
Employment Readiness

The Employment Readiness Program is intended to prepare a student to be work ready. The aptitudes of students will be explored. Objectives of the program include developing good work habits, increasing awareness of work-site expectations and to provide on-the-job experience.

SPECIAL INTEREST

NWCC is offering a "Computers Made Easy" course. The focus is on fun and participation. Anyone interested should contact the Registration office at 635-6511.

Dates: October 9 - Oct 30, 1997
Instructor: Sharon Proctor
Time: 1:00 - 3:00 p.m.
Room: 106
Fee: \$20 (includes supplies)



FOR MORE INFORMATION OR TO SUGGEST TOPICS FOR SPECIAL INTEREST COURSES, CONTACT DEBBIE HOLKESTAD, A.S.E. COORDINATOR 635-6511, LOCAL 5308

Learn And Enjoy

About This Brochure

Although every effort is made to ensure accuracy at the time of printing, the statements in this brochure are not intended as a legally binding document. Northwest Community College reserves the right to make changes to our brochure as necessary, including cancellation of courses and changes to fees.



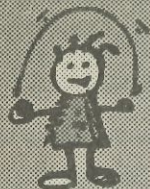
Simon Fraser University

Education 375-4 Learning Communities
Time: Two evenings/week
Start Date: September 15, 1997
Place: NWCC - Room TBA

Education 375 is suitable for practicing teachers, teaching assistants, or people preparing to work in the education field.

This course combines theory and practice in examining the social and emotional issues which impact on the development of a positive learning environment. Participants will explore the ethic of caring and other important humanistic factors in education.

For further information please call Lorrie Gowen at 638-5427 or Mary Petovello at 638-5442.



EARLY CHILDHOOD EDUCATION



Throughout the College Region there is a need for trained men & women to provide high quality child care that meets the diverse range of family needs. 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. In addition to the Early Childhood Education Certificate Program there are post-basic programs available on a part-time basis in Infant/Toddler Supervisor Training and Special Needs Supervisor Training.

ECE 126-3.0: Practicum II

This course provides the ECE student with practical opportunities to develop skills in planning and presenting learning experiences in all curriculum areas and in guiding individual children and groups of children. Students will participate in supporting centre policies and interacting with parents. Students are required to demonstrate competency in implementation of developmentally appropriate curriculum and positive child guidance consistent with the role of "assistant."

September 29 - October 31, 1997
Monday - Friday 8:30 a.m. - 4:30 p.m.
Cost: \$134.70

Location: Practicum sites
Instructor: Marc Baffle
Prerequisite: Credit for Practicum I & current medical, immunization and criminal record search documents.
Note: Students who complete practica at their workplace must have three days release time for field observation.

ECE 127-3.0: Practicum III

The third practicum affords each ECE student an opportunity to participate as a responsible staff member in a licensed facility for young children. During a portion of the practicum, students will take on the role of "supervisor," responsible for curriculum and program planning. During this practicum students will demonstrate acquisition of professional skills and knowledge.

September 29 - October 31, 1997
Monday - Friday 8:30 a.m. - 4:30 p.m.
Cost: \$134.70

Location: Practicum sites
Instructor: Marc Baffle
Prerequisite: Credit for Practicum II & current medical, immunization and criminal record search documents.
Note: Students who complete practica at their workplace must have three days release time for field observation.

ECE 133-3.0: Best Practice in Early Childhood Education Settings

This course examines current fundamentals of "Best Practice" in Early Childhood Education settings. Students will focus on personal philosophy, professional development issues, anti-bias curriculum, emergent literacy, teachers roles in guiding psycho-social development, play intervention, outdoor play and learning centers.

September 9 - November 25, 1997
Tuesday 7:00 p.m. - 9:00 p.m.
Friday & Saturday Workshops - 9:00 a.m. - 4:00 p.m.
Cost: \$134.70

Location: Teleconference sites, on/off campus across the Northwest - contact your local college centre. Workshops in Prince Rupert & Terrace.
Maximum enrollment at each site is eight.
Instructor: Nancy Hogue
Prerequisite: ECE 102 & 122 or 101 & 121 and ECE 125 Practicum I.

Note: This course is intended to be used in conjunction with ECE 126, Practicum II or ECE 127, Practicum III. Students must register for both ECE 133 & practicum. Current practioners can attend two local workshops and selected evening classes for \$50. Workshops and classes qualify towards renewal of Provincial License to practice.

For further information
contact
Rosemarie Goodwin
(250) 638-5419

ECE 135-3.0: Working with Children Requiring Extra Support

This course explores both the personal and societal values and attitudes towards persons with special needs. The basic understanding of the Principle of Normalization and its contribution to changes in the special needs field will be examined as well as various handicapping conditions, their causes and impact on children and their families.

October 1997 - April 1998
3 Saturdays only
Time: TBA

Cost: \$134.70
Location: Kitimat & Terrace College centres
Maximum enrollment is 24 students.
Instructor: Karen Chrysler
Prerequisite: Students wishing to obtain credit must satisfy admission requirements for the Integrated Human Service Program and complete self-directed studies. Non-credit students may attend their choice of any one, two or three workshops.

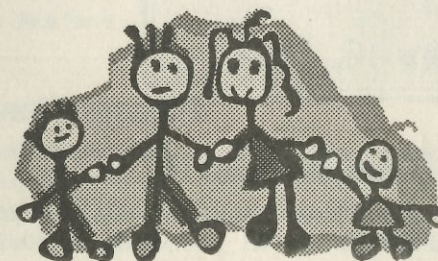
Note: Workshops/class suitable for ECE, Special Education Assistants, parents, Health Practioners & Family Day Care Providers.

ECE 202-3.0: Infant/Toddler Care & Growth

A foundation course that examines major theories and influences on prenatal, perinatal, infant and toddler development. The focus is on typical growth and development, emphasizing the effects of parenting styles, caregiving and the environment on development.

January 1998
7:00 p.m. - 9:00 p.m.
Cost: \$134.70

Location: Teleconference sites, on/off campus across the Northwest Region - contact your local college centre.
Maximum enrollment at each site is eight.
Instructor: Marc Baffle
Prerequisite: Basic ECE certificate



SPACE IS LIMITED - REGISTER EARLY!

ECE 206-3.0: Working with Families

This course presents fundamental principles and practices of effective communication for caregivers working with families of under 3's and children with special needs. It explores perspectives of both caregivers and parents on caring for children, with an emphasis on the diversity of families, and the role of caregiver in facilitating a better understanding between home and school care.

September 10 - December 17, 1997
Wednesday 7:00 p.m. - 9:00 p.m.
Saturday workshops
Cost: \$134.70

Location: Teleconference sites, on/off campus across the Northwest - contact your local college centre.
Instructor: Karen Chrysler
Prerequisite: Basic ECE Certificate
Note: This is a "core course" for both Infant/Toddler and Special Needs certificates.

ECE 208-3.0: Administration Skills for ECE Professionals

This Post-Basic ECE Core course is concerned with the study of policies and procedures necessary for the operation of high quality ECE facilities. The course includes provincial government policies, facility management, staff relations, evaluation procedures and planning change.

January 1998
7:00 p.m. - 9:00 p.m.
Cost: \$134.70

Location: Teleconference sites, on/off campus across the Northwest - contact your local college centre.
Maximum enrollment at each site is eight.
Instructor: Nancy Hogue
Prerequisite: Completion of ECE Basic Level
Note: This is a "core course" for both Infant/Toddler and Special Needs certificates.

ECE 227-3.0: Infant/Toddler Practicum I

This course will provide the student with opportunities to observe and have practical experience with infants and toddlers in a childcare setting.

October 1 - October 30, 1997
Monday - Friday 8:30 a.m. - 4:30 p.m.
Instructor: Marc Baffle

Prerequisite: Completion of ECE Basic Level
Note: Priority to students employed in infant/toddler settings and who have completed the majority of infant/toddler courses.

CAREER AND COLLEGE PREPARATION

(Adult Basic Education)

THE DOORWAY TO OPPORTUNITY

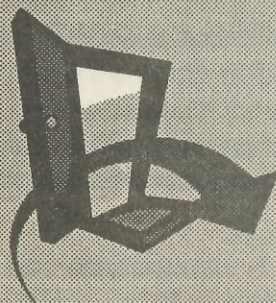
UNLOCK THE DOOR TO A BETTER FUTURE

INCREASE YOUR OPTIONS

PREPARE FOR EMPLOYMENT

PREPARE FOR ENTRY INTO

NATURAL RESOURCES, VOCATIONAL, UNIVERSITY, CAREER, AND
TECHNICAL PROGRAMS AT NWCC OR AT OTHER COLLEGES AND UNIVERSITIES



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

CCP courses will help you improve your grades, review forgotten skills, complete pre-requisites, develop helpful study skills, and improve your chances for success in other programs.

Academic and skills upgrading, from basic literacy to grade 12 equivalency, is available in Terrace. Students can choose a single course or a full program and can attend in the daytime or in the evening.

ALL STUDENTS MUST MEET WITH THE TERRACE EDUCATIONAL ADVISOR BEFORE CHOOSING CCP COURSES. PLEASE CALL 635-6511 TO MAKE AN APPOINTMENT.

Career and College Prep (ABE) Courses

Terrace Campus

September 2, 1997 - January 16, 1998

Fundamental Math 020: (Grade 8)

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

Monday - Friday 12:30 p.m. - 2:15 p.m.

Room 203

Instructor: Nirmal Parmar

Intermediate Math 030: (Grade 10)

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

Monday - Friday 12:30 p.m. - 2:30 p.m.

Room 202A

Instructor: Ada Sarsiat

Intermediate English 030:

Education and Career Planning 030: (Grade 10)

Development of study skills and strategic reading, writing, and communicating skills in preparation for life, work, and further education, plus the preparation of a detailed career and educational plan.

Monday - Friday 9:00 a.m. - 11:30 a.m.

Room 203

Instructor: Elaine Walker

Advanced English 045: (Grade 11)

Development of critical reading skills, clear writing skills and oral/ aural communication skills to prepare for employment or for career, technical and trades programs. This is a prerequisite for entry into many NWCC programs.

Monday - Friday 2:30 p.m. - 4:30 p.m.

Room 203

Instructor: Elaine Walker

Advanced Math 040: (Grade 11)

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

Monday - Friday 9:00 a.m. - 10:30 a.m.

Room 202A

Instructor: Ada Sarsiat

Advanced Chemistry 040: (Grade 11)

Properties of matter, atomic theory, chemical reactions, the periodic table, solutions, acids and bases, introduction to organic chemistry, as well as lab skills, problem-solving and critical-thinking skills.

Monday, Tuesday, Thursday & Friday 10:30 a.m. - 12:30 p.m.

Lab: Wednesday 9:00 a.m. - 12:00 p.m.

Room 205 (class) & Room 213 (Lab)

Instructor: Pat Carson

Advanced Physics 040: (Grade 11)

An introduction to the study of physics. Topics include kinematics, dynamics, momentum, energy and electricity as well as lab skills.

Monday, Tuesday, Thursday & Friday 1:00 p.m. - 2:30 p.m.

Lab: Wednesday 1:00 p.m. - 4:00 p.m.

Room 205 (class) & Room 210 (Lab)

Instructor: Jack Perry

CCP Evening Program:

A self-paced program held in downtown Terrace for students who cannot attend during the day. Most regular CCP courses are available. Students may attend as many evenings as they wish.

Monday, Wednesday, & Thursday 7:00 p.m. - 10:00 p.m.

Location: InterConnect, #205 - 4650 Lazelle Avenue

Instructor: Nirmal Parmar

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

G.E.D. Tests are administered by the College for the Ministry of Education. The five tests are designed to measure levels of achievement in Writing Skills, Social Studies, Science, Mathematics and Literature and the Arts. A Grade 12 secondary school equivalency certificate is awarded by the Ministry to candidates who pass all five tests.

To write the tests, you must be:

- at least 19 years of age
- out of high school for at least one year
- a BC resident

EXAM DATES - NWCC TERRACE:

- | | |
|--------------------------|-----------------------|
| • OCTOBER 3 & 4, 1997 | • MARCH 6 & 7, 1998 |
| • NOVEMBER 28 & 29, 1997 | • APRIL 24 & 25, 1998 |
| • JANUARY 9 & 10, 1998 | • JUNE 5 & 6, 1998 |

Applications are available at the Registration Office and *must* be received by the Ministry of Education in Victoria at least 28 days before the exam date.

Exam Fee: \$45

GED PREPARATION CLASSES

September 9 - November 25, 1997

Tues. 7:30 p.m. - 10:00 p.m.

Fee: \$40

Location: Caledonia Secondary School

Room 5

Instructor: T.B.A.

E.S.L.

English as a Second Language

September 9 - December 11, 1997

Tues. & Thurs. 6:30 p.m. - 8:30 p.m.

Fee: \$40

Location: InterConnect #205-4650 Lazelle

Avenue - Terrace, BC

Instructor: T.B.A.

Limited spaces may also be available in our self-paced CCP class during the daytime or evening for students who are unable to attend scheduled classes, or for students who wish to enroll in courses which are not listed above, or in situations where time conflicts occur. Please see the College calendar for a complete list of CCP courses and course prerequisites.

INTEGRATED HUMAN SERVICES PROGRAM

SOCIAL SERVICE WORKER OPTION

The Social Service Worker option is for those people who wish to obtain training and skills in the social services. This training includes University Transfer courses and special courses to prepare the student to work as a para-professional helping and caring for people with different social needs.

The Social Service Worker option has a First Year Certificate Level and a Second Year Diploma Level.

Enrollment may be on a full-time or part-time basis.

For further information contact Doug Foster,
635-6511 - Local 5236.

IHSP-SSW option courses for which part-time students may (depending on pre-requisites) be admitted in September 1997 are:

Certificate Level Courses:

- Interpersonal Communication
- Computers in Human Services I
- Introduction to Social Services
- English 151 - Technical Writing
- Psychology 101 - Introductory Psychology I
- Sociology 101 - Introductory Sociology I

Diploma Level Courses:

- English 101 - Literature and Composition I
- Sociology 205 - Sociology of the Family
- Group Theory and Practice
- University Electives and/or College credit electives (see recommended list in the College calendar)

For more information regarding dates & times of these courses, please contact the Registration Office at NWCC - 635-6511

UNBC

REGISTER NOW FOR FALL UNBC COURSES

TERRACE

M.ED. Counseling

EDUC 714 - Group Counseling Processes

M.ED. Curriculum & Instruction

EDUC 601 - Education Research Design & Methodology

First Nations Languages

FNST 137 - Tsimshian Language

BA RRT

FNST 304 - First Nations Environmental Philosophy & Knowledge

ENVS 203 - Environmental Policy

Other BA

ENGL 383 - Romantic Literature

PSYC 301 - Social Psychology

Audio Conference

GEOG 305 - Political Geography

HIST 406 - British Columbia

PRINCE RUPERT

FNST 301 - Art & Material Culture of BC First Nation

Audio Conference

ENGL 386 - Pre-Twentieth Century American Literature

KITAMAAT VILLAGE

FNST 135 - Haisla Language

FNST 235 - Haisla Language

MORICETOWN

FNST 161 - A First Nations Culture: Level I

ACCESSIBLE EVERYWHERE VIA WORLD WIDE WEB

ENGL 430 - Canadian Literature

GEOG 205 - Spatial Data Techniques

GEOG 300 - Geographical Information Systems

NURS 401 - Introduction to Community Nursing

NURS 415 - Introduction to Community Health & Nursing

POLS 100 - Contemporary Political Issues

At-home access to full University programmes through UNBC regional delivery & partnership with Northwest Community College

To apply/register for these courses please contact the Northwest Regional Office at:

(250) 624 - 2862 Prince Rupert

(250) 635 - 6511 Terrace (local 5742)

Toll Free at 1-888-554-6554

APPLIED COMPUTER TECHNOLOGY

NWCC, Terrace campus, offers a one-year certificate in Applied Computer Technology. The Applied Computer Technology Certificate gives the computer skills and knowledge which enable the student to be employable on its own merit or complements existing and future job skills. The end result is the student being more valuable in the workplace and competitive in the job market.

This program is designed to provide the student with computer skills and computer knowledge relating to the fields of; Business, Technical Trades and University Studies. Students can transfer their work at NWCC towards a diploma or BSc. in Computing Science at other institutions or to other programs at NWCC.

Courses are now being offered on a full and part-time basis in the Fall of 1997 and Winter of 1998.

Evening courses will be offered in Fall 97/ Winter 98 to allow full-time workers to upgrade their computer skills.

Applied Computer Courses September - December 1997

- ACCT 150: Fundamentals of Accounting I (45 hrs - night class)
- CPSC 121: Introduction to Programming (90 hrs)
- TCOM 101: Introduction to Computer Hardware (60 hrs)
- MATH 150: Business Math (45 hrs - night class)
- ACPT 100: Introduction to Operating Systems (60 hrs)
- OADM 200/OADM 205: Keyboarding I & II (30 hrs - self paced)
- ACPT 186: Computing Modules I (45 hrs)
- ENGL 151: Technical Writing (45 hrs)

Applied Computer Evening Courses September - December 1997

- ACCT 150: Fundamentals of Accounting I (45 hrs - night class)
- MATH 150: Business Math (45 hrs - night class)

TCOM 101: Introduction to Computer Hardware (60 hrs)

Time: Mon & Wed. 6:30 p.m. - 9:30 p.m.

Date: September 8 - November 19/97

Fee: \$375 plus textbook

Instructor: Al Cool

TCOM 111: Introduction to GIS (60 hrs)

Time: Tues. & Thurs. 6:30 p.m. - 9:30 p.m.

Date: September 9 - November 20/97

Fee: \$375 plus textbook

Instructor: David Cake

CONSULT THE NWCC TIMETABLE FOR CLASS TIMES

The fall evening courses will be offered dependent upon sufficient enrollment. Admission requirements for each of these courses is Math II and a previous Computer Science course *or* permission of the instructor. For more information, feel free to contact Phil Bialobzyski - coordinator of Applied Computer Technology at 635-6511 local 5368.

PROVINCIAL INSTRUCTOR DIPLOMA

A Ministry of Education, Skills and Training Program



The Provincial Instructor Diploma provides you with instructional skills to teach adults in private and public post-secondary institutions in BC.

Credits are transferable to the University of Alberta Bachelor of Education Program offered in Vancouver and Simon Fraser University's Master's Degree in Education on-site at Kelowna, Nanaimo, Prince George, Surrey, the Sunshine Coast, Terrace and the University of the Fraser Valley Bachelor of Arts Program at Abbotsford.

The program consists of 6 courses, 30 hours per course and a final assignment. Weekend courses are available at:

1997 COURSES

104B Evaluation of Instruction B

Dates: September 12,13,14,26,27 & 28 1997

Location: NWCC Prince Rupert, BC

101 Instructional & Curriculum Design

Dates: October 3,4,5,17,18 & 19 1997

Location: NWCC Terrace, BC

103 Use & Design of Instructional Media

Dates: October 10,11,12,24,25 & 26 1997

Location: NWCC Prince Rupert, BC

102 A Elements of Instruction A

Dates: October 24,25,26,31 & November 1 & 2 1997

Location: NWCC Hazelton, BC

102A Elements of Instruction A

Dates: October 31 & November 1,2,14,15 & 16 1997

Location: NWCC Terrace, BC

102A Elements of Instruction A

Dates: November 14,15,16,28,29 & 30 1997

Location: NWCC Terrace, BC

NOTE
TUITION: \$275 PER COURSE

1998 COURSES

102B Elements of Instruction B

Dates: January 10,11,12,24,25 & 26 1998

Location: NWCC Prince Rupert, BC

102B Elements of Instruction B

Dates: January 23,24,25 & February 6,7 & 8 1998

Location: NWCC Smithers, BC

102B Elements of Instruction B

Dates: February 27,28 & March 1,13,14 & 15 1998

Location: NWCC Hazelton, BC

104 B Evaluation of Learning B

Dates: May 1,2,3,15,16 & 17 1998

Location: NWCC Smithers, BC

For information or registration please
call Vancouver Community College.

VANCOUVER
COMMUNITY
COLLEGE



Vancouver Community College
Program Development Department
1155 East Broadway
Vancouver, BC
(604) 871-7488 or 871-7499



Northwest Community College
Bev Davidson
Smithers Campus
(250) 847-4461, Local 5808

BUSINESS & COMPUTING

MANAGEMENT SKILLS FOR SUPERVISORS

This course is a 12 day series incorporating 3 core components, each a separate learning experience, plus a re-inforcement component designed for skill mastery.

- Highly recommended and proven by supervisors throughout British Columbia.
- Is "hands-on" management training with direct practical application.
- Includes role-plays, self-scoring inventories, video & movie case studies, lecturettes and structured experiences which provide a balanced program.
- Includes a reinforcing module to recap previous learning and share on-the-job experiences.

Times: 8:30 a.m. - 4:30 p.m.

Instructor: Phil Kolbuc (Management consultant with over 10 years of experience in training supervisory staff.)

Part 1: Interpersonal Skills

September 23 - 26, 1997 (Tuesday to Friday)

\$425

Part 2: Group Skills

October 28 - 31, 1997 (Tuesday to Friday)

\$425

Part 3: Administrative Skills

December 2 - 5, 1997 (Tuesday to Friday)

\$425

Part 4: Supervising With Style

A three day program specifically designed for those who have completed the Certified Program "Management Skills for Supervisors." The object is to further refine inter-personal/problem solving skills.

February 10 - 12, 1998 (Tues. Wed. & Thurs.)

\$350

Participants completing modules 1, 2, and 3 may receive 6 Unassigned Elective Credits on enrollment into the Two-Year Business Administration Program.

For further information,
please contact
Grant Bennet
635-6511 local 5205.



INTRODUCTION TO COMPUTERS/WINDOWS 3.1

If you have no prior knowledge of computers or have no confidence using computers, this course is for you! We will start with the basics and by the end of this six hour course you'll be creating, saving and printing files like a pro!

Dates: September 16 & 18, 1997 OR

September 23 & 25, 1997 OR

September 30 & October 2, 1997

Times: 7:00 p.m. - 10:00 p.m.

Fee: \$60



INTERMEDIATE WINDOWS 3.1

This course continues to build on the material presented in the Introduction to Computers/Windows 3.1 course, so some Windows knowledge is a prerequisite. We will spend time learning to use the File Manager, Paintbrush, Write, Macro Recorder and programs which control the Windows environment. This course is also a good foundation to have when working with Windows '95.

Dates: October 21 & 23, 1997

Times: 7:00 p.m. - 10:00 p.m.

Fee: \$60

INTRODUCTION TO WINDOWS '95

This course is for the novice as well as the intermediate user who would like to know more about this very popular operating system. We'll look at the Explorer, Control Panel, desktop customization and short cuts. (Students should be comfortable having a mouse in their hand.)

Dates: September 22 & 29, 1997 OR

December 2 & 4, 1997

Times: 7:00 p.m. - 10:00 p.m.

Fee: \$60

Computer courses listed are offered on the IBM (DOS/WINDOWS) platform.
Maximum Enrollment is Ten People to Ensure Individual Attention.

INTRODUCTION TO WORD 6

Word 6 is a powerful Word Processing Package which can produce high-quality output. This course will give you an introduction to the program, creating and printing documents, formatting, tables, etc. It will give you the confidence and tools to use the program effectively.

Dates: October 28 & 30, 1997 OR
November 4 & 6, 1997
Time: 7:00 p.m. - 10:00 p.m.
Fee: \$60



INTERMEDIATE WORD 6

This course presumes some knowledge of Word 6. Some of the topics we'll look at are: customizing Word 6, linking and embedding files, inserting and manipulating graphics. Participants are encouraged to bring actual problems for class examples.

Dates: November 10 & 13, 1997
Time: 7:00 p.m. - 10:00 p.m.
Fee: \$60

DOS WORKSHOP

Learn the most popular operating system in the world: File management, batch files and DOS commands that you can use to maintain and troubleshoot your computer. This course is a **MUST** for any computer owner who would like more control over their computer.

Date: September 15, 1997
Time: 7:00 p.m. - 10:00 p.m.
Fee: \$35

INTRODUCTION TO MS WORKS 4 (WITH WINDOWS '95)

Works is an excellent application program to learn the basics of Wordprocessing, Spreadsheets and Databases and also produces professional quality output. This course presumes no prior knowledge of computers. This course is highly recommended for those who would like to know what a computer can do for them or their business.

Dates: November 18, 20, 25 & 27, 1997
Times: 7:00 p.m. - 10:00 p.m.
Fee: \$90

INTRODUCTION TO EXCEL 5

Excel is a powerful Spreadsheet program. We'll start from the basics and get into charting, sorting, inputting formulas and using statistical functions.

Dates: October 14 & 16, 1997
Time: 7:00 p.m. - 10:00 p.m.
Fee: \$60

ACCPAC SIMPLY ACCOUNTING FOR WINDOWS 4.0

GENERAL LEDGER

Move into the age of computerized accounting with this six-hour course. Participants will be exposed to one of the most popular accounting programs for small business use. The course will cover initial company setup as well as monthly transactions. The student must take the **General Ledger Module** as a prerequisite for the following modules.

Dates: October 7 & 9, 1997
Time: 7:00 p.m. - 10:00 p.m.
Fee: \$60

ACCOUNTS RECEIVABLE

Moving to computerized accounting? This three-hour course provides the basics of setting up your accounts receivable module in one of the most popular software programs for small business use.

Date: October 20, 1997
Time: 7:00 p.m. - 10:00 p.m.
Fee: \$35

ACCOUNTS PAYABLE

Moving to computerized accounting? This three-hour course provides the basics of setting up your accounts payable module in one of the most popular software programs for small business use.

Date: October 27, 1997
Time: 7:00 p.m. - 10:00 p.m.
Fee: \$35

PAYROLL

Moving to computerized accounting? This three-hour course provides the basics of setting up your payroll module in one of the most popular software programs for small business use.

Date: November 3, 1997
Time: 7:00 p.m. - 10:00 p.m.
Fee: \$35



BUSINESS ADMINISTRATION

ACCOUNTING 150

Introductory Accounting (45 hours)

An introductory course to the world of financial accounting. This course is part of the two year Business Administration Diploma Programme and transfers to the CA, CMA & CGA Associations.

Dates: September 4 - December 18, 1997
Day: Thursdays
Time: 7:00 p.m. - 10:00 p.m.
Fee: \$134.70 plus text (plus application fee if applicable)

MATHEMATICS 150

Mathematics of Finance (45 hours)

This course will provide the student with skills necessary to solve common, practical business problems that employ the mathematics of finance. Topics covered include simple interest, installment plan financing, amortization, general annuities and bonds. Emphasis on practical problem-solving in business rather than theoretical derivations.

Dates: September 3 - December 17, 1997
Day: Wednesdays
Time: 7:00 p.m. - 10:00 p.m.
Fee: \$134.70 plus text (plus application fee if applicable)

▼◀▶◃◅◆◇◈◉◊○◌◍◎●◐◑◒◓◔◕◖◗◘◙◚◛◜◝◞◟◠◡◢◣◤◥◦◧◨◩◪◫◬◭◮◯◰◱◲◳◴◵◶◷◸◹◺◻◼◽◾◿◀▶◃◅◆◇◈◉◊○◌◍◎●◐◑◒◓◔◕◖◗◘◙◚◛◜◝◞◟◠◡◢◣◤◥◦◧◨◩◪◫◬◭◮◯◰◱◲◳◴◵◶◷◸◹◺◻◼◽◾◿

IN RESPONSE TO NUMEROUS
REQUESTS, WE ARE OFFERING
PORTIONS OF THE OFFICE
ADMINISTRATION PROGRAM
IN THE EVENINGS!

▼◀▶◃◅◆◇◈◉◊○◌◍◎●◐◑◒◓◔◕◖◗◘◙◚◛◜◝◞◟◠◡◢◣◤◥◦◧◨◩◪◫◬◭◮◯◰◱◲◳◴◵◶◷◸◹◺◻◼◽◾◿

OFFICE ADMINISTRATION

OADM 200 (15 hours)

Keyboarding I (Speed)

This course is designed to give the learner the skills necessary to touch-key at a minimum speed of 15 net words per minute (NWPM), on either the typewriter or the computer keyboard with three or fewer errors on an average of three two-minute timings.

Dates: September 16 - November 18, 1997
Day: Tuesdays
Time: 7:00 p.m. - 8:30 p.m.
Fee: \$60



OTEC 120 (60 hours)

Accounting Fundamentals I

This course covers the study of accounting based on a service business organized as a sole proprietorship. Accounting principles and procedures are covered to the preparation of financial statements using generally accepted accounting principles. The learner will be required to complete a project meeting industry standards.

Dates: September 16 - January 20, 1998
Day: Tuesdays
Time: 7:00 p.m. - 10:00 p.m.
Fee: \$150 plus text

PORT 100 (3 credits - 45 hours)

Returning to Learning

This course enables the development of a portfolio which can be used to seek college credits or to serve as a basis for documenting career progression. Learning may have been acquired through work experience, formal and non-formal training, volunteer work and other life experiences. Individuals will explore career and educational opportunities; identify transferable skills; prepare a resume; translate work and life experiences into learning outcomes; determine if prior learning is eligible for credit towards Northwest Community College course offerings and formulate an overall education/career plan. This course will guide the learner through the process of reflection, analysis, articulation and documentation of flexible assessment.

Dates: September 16 - December 9, 1997
Day: Tuesdays
Time: 7:00 p.m. - 8:30 p.m.
Fee: \$134.70 plus text

Prerequisite: Learners should be fluent in both oral & written English

COMPUTER COURSES ARE OFFERED BY THE
BUSINESS DEPARTMENT AT NWCC. GROUPS
CAN ARRANGE TO HAVE SPECIAL CLASSES
AND ARE ENCOURAGED TO OBTAIN MORE
INFORMATION FROM GRANT BENNETT
BY CALLING
(250) 635-6511 LOCAL 5205.

NEW

DESKTOP PUBLISHING

LOOK HERE

The Desktop Publishing Certificate is designed to provide the learner with the knowledge and skills necessary to produce Desktop Publishing documents. The learner may take any course providing you have met course prerequisites; however, in order to be eligible for the certificate, the learner must have completed a Word Processing Certificate in the last five years and/or currently working with the latest version of software. If you do not meet certificate/course prerequisite's, it is recommended that you complete the "Returning to Learning" course to help determine if you have prior learning on the required prerequisites.

DESK 200 (2 credits)

Desktop Publishing I - Computer Management

This course will provide the learner with detailed information on the following topics:

- Network maintenance/management
- Windows 3.1/95 Advance operations
- Standalone PC maintenance/management
- Purchasing - Network vs. Standalone PC
 - Software
 - Hardware

Dates: September 17 - November 5, 1997
(No class October 11/97)

Times: Wednesday - 7:00 p.m. - 10:00 p.m.
Saturday - 9:00 a.m. - 4:00 p.m.

Fee: \$120 + books

Prerequisite: Introductory Windows 3.1/95

DESK 210 (2 credits)

Desktop Publishing II - Advanced Word Processing

This course is designed to familiarize the learner with the concepts of desktop publishing using Microsoft Word for Windows. The purpose of the course is to provide the learner with the opportunity to apply basic desktop skills using Microsoft Word for Windows. The learner will create, edit, format and lay out sophisticated documents using Microsoft Word for Windows. The learner will become familiar with typefaces, typestyles, and type sizes; character spacing, special characters; page design; paragraph formats; columns; page numbers; graphics; lists, tables & math; and working with long documents.

Dates: November 8 - December 20, 1997

Times: Wednesday - 7:00 p.m. - 10:00 p.m.
Saturday - 9:00 a.m. - 4:00 p.m.

Fee: \$120 + books

Prerequisite: WPRO 220 or OTEC 220 or permission from the instructor

DESK 220 (2 credits)

Desktop Publishing III - Presentation Software

The learner will be able to create informative, high-impact presentations using Microsoft Publisher and/or PowerPoint.

The learner will be able to:

- Build a slide presentation
- Create a presentation
- Enhance the presentation with graphs and tables

Dates: January 14 - February 25, 1998

Times: Wednesday - 7:00 p.m. - 10:00 p.m.
Saturday - 9:00 a.m. - 4:00 p.m.

Fee: \$120 + books

Prerequisite: Introductory Windows 3.1/95

DESK 230 (1 credit)

Desktop Publishing IV - INTERNET

This course will provide the learner with the basic uses of the INTERNET and provide an introduction to creating Web Documents - home pages.

Dates: February 28 - March 25, 1998

Times: Wednesday - 7:00 p.m. - 10:00 p.m.
Saturday - 9:00 a.m. - 4:00 p.m.

Fee: \$60 + books

Prerequisite: DESK 200

DESK 240 (3 credits)

Desktop Publishing V - PAGEMAKER

This course is designed to develop desktop publishing skills using Pagemaker. The learner will develop professional publications including newsletters, advertisements, stationary, fliers, business cards, and announcements using Pagemaker and Microsoft Word for Windows.

Dates: March 28 - June 3, 1998

Times: Wednesday - 7:00 p.m. - 10:00 p.m.
Saturday - 9:00 a.m. - 4:00 p.m.

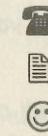
Fee: \$180 + books

Prerequisite: DESK 210

ADDITIONAL COURSES MAY BE OFFERED SUBJECT TO ENROLLMENT. CALL GRANT BENNETT AT 635-6511 LOCAL 5205 FOR A LIST OF COURSES OR SEE THE 1997/98 COLLEGE CALENDAR.

EXTENSION SERVICES

Keep In Touch



Phone

(250) 638-5408 or 638-5452

Fax

(250) 638-5433

Come In

Located at 5331 McConnell Avenue, Terrace, BC

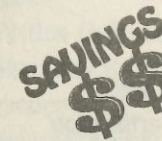
The Extension Services Department is located at the Terrace Campus of Northwest Community College in the East Building next to the Raquet Centre. Our Office Hours are 8:00 a.m. - 4:00 p.m. from Monday - Friday.

Extension Services Staff - Call 635-6511

		Local
Coordinator	Peter Haigh	5451
Program Officer	Brenda McCarron	5452
Program Officer	Coleen Taylor	5408
Instructor	Fred Adair	5297
Instructor	Bruce Fisher	5356

"Price Quotes For Custom Training"

You need a First Aid course for your staff before the end of next week, and you don't know what it's going to cost. Call us, and one of our staff can immediately prepare a personalized training quote tailored to meet your needs. We will also do customized training for other courses. We will honour the quote for 30 days. Call us for more information at 638-5408 or 638-5452.



Registration Discounts

Extension Services is pleased to offer the community with course discounts. The following discounts apply to all Extension courses listed in this brochure unless otherwise noted.

Early Registration

- Register 14 calendar days prior to the first day of your course.

Discount

10%

Group Discount

- Register a group of 3 or more individuals prior to the first day of your course.

5%

NOTE: DISCOUNTS ARE ONLY VALID AT THE TIME OF REGISTRATION.

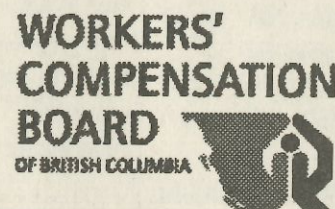
**First Aid Professionals
Providing Quality Instruction
For Over 20 Years**

Accidents and injuries can happen to anyone at any time. The Workers' Compensation Board and Extension Services of Northwest Community College have formed a community partnership with the goal of teaching you and your employees the skills necessary to determine and treat injuries at your workplace.

W.C.B. Certificates have a two-year expiry date. Course fees include all course materials and text book costs. There are no pre-requisites for the following courses unless they are specifically outlined in each course description. Avoid disappointment and pre-register at least one week prior to the course start date. Group rates are available and off-site training can be arranged by calling 638-5408 or 638-5452.

Look for a course that suits your needs in the following course descriptions.

First Aid Courses may be offered by request to employers, community organizations and any other interested groups.



**OCCUPATIONAL FIRST AID
CERTIFICATE - LEVEL 1**

An eight hour program designed to provide life-saving first aid skills to workers in industry.

Course Objectives:

- the role and duties of an attendant
- scene assessment
- priority action approach for conscious and non-conscious patients
- identify and perform airway interventions of the airway
- identify respiratory/circulatory emergencies
- be familiar with procedures for medical referrals and required paper work.

Time: 8:30 a.m. - 5:30 p.m.

Fee: \$70

Pre-requisite: 16 years of age

Course 1: September 12, 1997 - Friday

Course 2: October 23, 1997 - Thursday

Course 3: November 13, 1997 - Thursday

Course 4: December 11, 1997 - Thursday

**(FEE INCLUDES TEXT BOOK, MATERIALS & EXAM FEES)
EVALUATION IS DONE BY THE INSTRUCTOR**

**OCCUPATIONAL FIRST AID
TRANSPORTATION ENDORSEMENT**

The Transportation Endorsement is an eight hour course that focuses on the development of practical skills in patient handling techniques and patient securing procedures. If your work site is more than 20 minutes from medical aid, your Transportation Endorsement Certificate will provide you with the skills necessary to transport injured/ill workers.

Time: 8:30 a.m. - 5:30 p.m.

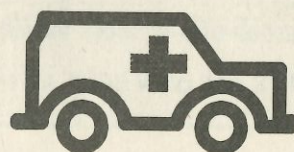
Fee: \$70

Pre-requisite: 16 years of age **AND**
Valid Level 1 Certification

Course 1: October 24, 1997 - Friday

Course 2: December 12, 1997 - Friday

**(FEE INCLUDES TEXT BOOK, MATERIALS & EXAM FEES)
EVALUATION IS DONE BY THE INSTRUCTOR**



ADVANCED WILDERNESS FIRST AID

Advanced Wilderness First Aid (NWCC WFA) is now being offered by Northwest Community College. This program incorporates the Workers' Compensation Board of BC Occupational First Aid Level I and Transportation Endorsement and Red Cross Basic Rescuer Certification. A "rigorous wilderness oriented" component will include indoor instruction followed by several outdoor simulations.

Upon completion, you will be able to:

- perform basic rescuer CPR (the highest level of the Canadian Heart Foundation CPR programs)
- perform emergency first aid as required
- recognize and prepare for extreme environmental conditions
- organize and plan for the transportation of injured victims
- explain and demonstrate how to care for an injured victim on a long term basis (extended care)
- prepare first aid and medical kits and procedures for wilderness trips

COURSE PREREQUISITES:

Learners should be fit and have a willingness to help people in emergency situations. You should be at least 16 years of age in order to meet the WCB requirements for Level I and Transportation Endorsement.

EXEMPTIONS:

An exemption to OFA Level I & Transportation Endorsement components will be granted to those who already hold valid tickets or those who possess a current OFA Level 3 ticket. The course fee will be prorated in these instances.

DATES: October 14 - 24, 1997

DAYS: Monday - Friday

TIMES: 8:30 a.m. - 5:30 p.m.

PLACE: NWCC

FEE: \$649

THE FOLLOWING TEXTBOOKS & MATERIALS ARE INCLUDED IN THE COST OF THIS PROGRAM:

- OFA Level I
- Transportation Endorsement
- Cardiopulmonary Resuscitation
- Basic Rescuer
- NOLS Wilderness First Aid
- Wilderness First Aid Student Handbook

EVALUATION IS DONE BY THE INSTRUCTOR

NWCC WILDERNESS FIRST AID HAS BEEN APPROVED BY PARKS CANADA FOR THEIR GUIDES.

OCCUPATIONAL FIRST AID CERTIFICATE - LEVEL 3

Occupational First Aid Level 3 is a 70 hour program designed to cover all medical techniques considered to be within the responsibility of the Occupational First Aid Attendant providing emergency care in industry.

Course Objectives:

To Identify & Manage:

- the priority action approach
- critical interventions of the airway
- respiratory/circulatory emergencies
- prepare patients for rapid transport
- the need for medical aid referral
- head, brain and spinal injuries
- upper limb fractures and dislocations
- environmental emergencies
- diabetic conditions and seizures



This course will prepare learners for the Industrial First Aid Examination conducted by the Workers' Compensation Board.

Days: Monday - Friday (2 weeks - 70 hrs)

Time: 8:30 a.m. - 4:30 p.m.

Fee: \$595 (INCLUDES TEXT, MATERIALS & EXAM FEES)

Pre-requisites: a) be at least 16 years of age (with restrictions)

b) Complete a WCB medical form and examinations.

Course 1: September 16 - 26, 1997

Course 2: November 17 - 28, 1997

OCCUPATIONAL LEVEL 3 RE-CERTIFICATION PROGRAM

The Occupational First Aid Level 3 Renewal Training Program is a 35 hour program designed to provide a forum where qualified candidates can demonstrate the skills and knowledge required for certification as a Level 3 First Aid Attendant.

Note: Participants should hold two Level 3 renewals before attempting the Recertification Program.

IF YOU WOULD LIKE TO TAKE THIS COURSE, PLEASE CALL 638-5408 TO REGISTER YOUR INTEREST.

SAFETY COURSES

THE WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM

WHMIS is intended to prevent injuries, disease and fatalities among workers who use, handle or work near hazardous products as part of their jobs. You have the "right to know" how to handle hazardous materials. Your health, safety, and future depend on it.

Date: October 21, 1997

Day: Tuesday

Time: 12:00 p.m. - 4:00 p.m.

Fee: \$49 (INCLUDES TEXT, MATERIALS & EXAM FEE)

TRANSPORTATION OF DANGEROUS GOODS (BY LAND & RAIL)

This six hour training session will cover regulations regarding the transportation of dangerous goods and how they are applied when shipping by road in Canada and the U.S.

Course Objectives:

- Introduction to the transportation of dangerous goods regulations
- The classification of dangerous goods
- Responsibilities of shippers/consignors
- Transport in bulk
- Transport of hazardous material
- Incident reporting and emergency response planning

Date: October 22, 1997

Day: Wednesday

Time: 9:00 a.m. - 3:00 p.m.

Fee: \$75 (INCLUDES TEXT, MATERIALS & EXAM FEE)



IN-HOUSE, ON-SITE CUSTOMIZED TRAINING BRINGS OUR COURSES TO YOUR COMPANY DOOR. OUR INSTRUCTORS WILL CUSTOMIZE MATERIALS TO YOUR NEEDS. USE OUR TRAINING FACILITIES OR YOURS. TRAINING WILL BE ECONOMICAL, EFFECTIVE AND CONVENIENT. FOR MORE INFORMATION CALL 638-5408



RED CROSS COURSES

The Canadian Red Cross Society and Northwest Community College invite you to join our team of First Aiders and make your community a better place to live. We have a goal of teaching you the basics of first aid, including CPR, and dealing with household emergencies. You will learn how to improvise and adapt to changing emergency situations on the basis of knowledge and skills gained from the following First Aid/CPR Certificate training courses.

Red Cross Certificates have a two-year expiry date. Course fees include all course materials and text book costs. There are no pre-requisites. Group rates are available and off-site courses can be arranged by calling 638-5408 or 638-5452.

CHILDSAFE

A Parent's Guide to First Aid and Safety.

Caring for young children is a special responsibility. If you are a parent or someone who takes care of children, ChildSafe was developed for you. This eight hour course has two main sections, safety and First Aid for children.

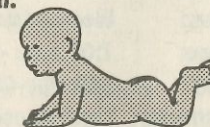
Date: October 18, 1997

Days: Saturday

Time: 8:30 a.m. - 5:30 p.m.

Fee: \$70 (INCLUDES TEXT, MATERIALS & EXAM FEES)

Expiry: Three years



PEOPLES SAVERS

This active, student oriented program introduces children to First Aid and how to react in an emergency situation. It is appropriate for school age children who are beginning to take on more responsibilities such as playground patrols and babysitting.

The PeopleSaver's course covers dangers, how to get help, choking, rescue breathing, unconsciousness, bleeding, shock, poisons, broken bones and burns.

We now have the PeopleSaver course available for Kindergarten and Grade one, Grade two and three and Grades four, five, six and seven upon request.

Our instructors are willing to come to your school or club to teach you how to become a First Aider. Call us for more details at Extension Services 638-5408 or 638-5452.

HEALTH

HUGS

EXPERIENCE FREEDOM WITH THE HUGS PLAN FOR BETTER HEALTH.

BUILD A NONDIET LIFESTYLE FOR BETTER HEALTH.

YOU COUNT, CALORIES DON'T!

Look at what you learn in eight weeks.

Small groups are counselled by a qualified facilitator who will demonstrate how to break the diet cycle & rebuild a confident new lifestyle.



The HUGS Program uses a non-dieting approach focusing on health and lifestyle rather than dieting and weight loss to assist individuals in permanent weight loss. It is unique in that it professionally counsels progressive, permanent lifestyle change to realize individual health potentials.

The HUGS Program is suitable for individuals who:

- are concerned about the quality of their diet, perhaps related to heart health issues
- are trying to lose weight
- have diabetes
- are new non-smokers
- are PMS sufferers

During the course of the program, participants learn to:

- manage their hunger through planning meals and daily eating patterns with an emphasis on energy and satisfaction
- gradually acquire a taste for leaner and less sweet foods and enjoy the natural taste and texture of foods
- work with their body and mind and confront situations that lead to automatic eating

Dates: September 22 - November 10, 1997

Day: Wednesday

Times: 7:00 p.m. - 8:00 p.m.

Fee: \$79

Instructor: Flo Sheppard - Clinical Dietician at Mills Memorial Hospital

TO RECEIVE A PERSONAL COPY OF OUR SPRING/SUMMER BROCHURE, CALL 635-6511 LOCAL 5203 AND BE PLACED ON OUR MAILING LIST





HEART
AND STROKE
FOUNDATION OF
B.C. & YUKON

HEART SMART COOKING

THE ART OF HEALTHY EATING
A course designed to help you
discover everything you need
to know about healthier eating

The HeartSmart Cooking Course is a national Heart and Stroke Foundation program and is currently being piloted in BC and Yukon. It is a modular nutrition education/cooking course, comprised of a "Core Module" of heart-healthy oriented nutrition information, and nine "Information Modules" on more specific topics, such as: interpreting Canada's Food Guide to Healthy Eating, label reading, and the role of different kinds of fat in Cardio Vascular Disease. A set of recipes corresponds to each module that will be presented as in-class demonstrations, taste tests, and implemented with full class participation.

Dates: October 20, 27 & November 3, 19
Day: Monday
Times: 6:30 p.m. - 9:30 p.m.
Fee: \$69



Instructor: Flo Sheppard - Clinical Dietician at Mills
Memorial Hospital

SPONSORED BY THE HEART & STROKE
FOUNDATION OF CANADA

MEAL MANAGEMENT FOR GROUP HOMES

Directed towards the staff and operators of small residential care homes, following the Ministry of Health program. This course will assist with both the food service and nutrition components of providing quality care.

Menu planning and food purchasing will be highlighted, along with textures diets, common eating problems and ideas to improve the dining experience. Students will gain experience in applying nutrition and food service techniques through participation in classroom discussion, case studies, problem solving exercises, menu assessment and quizzes.

Dates: October 21 - 30, 1997
Days: Tuesday & Thursday
Times: 6:30 p.m. - 9:30 p.m.
Fee: \$124

Instructor: Flo Sheppard - Clinical Dietician at Mills
Memorial Hospital

LANGUAGES

GERMAN LEVEL I

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

Dates: November 4 - 20, 1997
Days: Tuesday & Thursday
Time: 7:30 p.m. - 9:30 p.m.
Fee: \$59 plus GST

SIGNED ENGLISH I

Register for this Beginner's Signed English Language Course where basic communication skills will be taught. Learn the alphabet and practice using everyday signing to communicate with the hearing impaired.

Dates: October 8 - November 12, 1997
Days: Wednesdays
Time: 7:00 p.m. - 10:00 p.m.
Fee: \$89 plus GST

Instructor: Carol Rauschenberger

AMERICAN SIGN LANGUAGE I

The language of the deaf.

A visual-gestural language incorporating facial grammatical markers, physical affect markers, spatial linguistic information, and fingerspelling, as well as the signs themselves. It is a distinct language with its own grammar and syntax which is not based on, nor derived from, a spoken language. As a complete and complex language, accepted as the natural language of the Deaf community, ASL is an integral part of Deaf culture.

Dates: September 30 - October 28, 1997
Days: Tuesday & Thursday
Time: 7:00 p.m. - 9:00 p.m.
Fee: \$89 plus GST

Instructor: Adam Tarsey



SPANISH - LEVEL I

¡Te invito a tomar Español conmigo! Are you planning to travel to a Spanish speaking country? Mexico perhaps? This introductory course provides instruction in everyday usage of the language: pronunciation, reading, vocabulary and basic grammar. Upon completion, course participants will have the skills to carry on basic communications in Spanish. Look for Level II & III in our next brochure in the spring. ¡Hasta la vista!

Dates: October 14 - 30, 1997
Days: Tuesdays & Thursdays
Time: 7:00 p.m. - 9:00 p.m.
Fee: \$59 plus GST

SPECIAL INTEREST

WOODWORKING FOR WOMEN

This 18 hour course provides women with an introduction to woodworking skills while working on individual projects.

Dates: September 24 - October 29, 1997
Days: Wednesday
Time: 6:30 p.m. - 9:30 p.m.
Place: NWCC Carpentry Shop, Terrace
Fee: \$75 plus GST

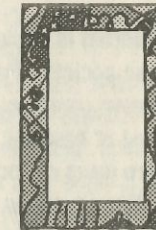
Instructor: Peter Vogalar

Note: Participants supply materials for their projects

PICTURE FRAMING

Homespun Enterprises from Abbotsford is coming to Terrace to teach you how to mat and frame pictures. Participants will completely mat and frame at least two projects in class. Course materials are supplied.

Dates: October 23, 24 & 25, 1997
Days: Thursday & Friday evening & Saturday
Times: 7:00 p.m. - 10:00 p.m.
9:00 a.m. - 4:00 p.m.
Place: NWCC Terrace
Fee: \$79 plus GST



INSTRUCTORS AND IDEAS WELCOME!!
IF YOU WOULD LIKE TO SHARE YOUR EXPERTISE,
WE WOULD LIKE TO HEAR FROM YOU!
PLEASE CALL
638-5408 OR 638-5452

WORKERS'
COMPENSATION
BOARD
OF BRITISH COLUMBIA

WORKSAFE
CERTIFICATE
PROGRAMS

Prepared by the WCB Prevention Division, the overall goal of the Worksafe Program is to:

- assist employers and workers in learning how to prevent workplace injury and disease and reduce associated WCB claim costs
- assist employers and workers in developing expertise in occupational safety and health
- assist employers and workers in developing a positive and proactive attitude to workplace safety and health

THE STATISTICS TELL THE STORY

The need for health and safety education is demonstrated by the statistics:

EACH WEEK IN 1995

3 workers died from workplace injuries
3 workers lost a limb
87 workers were permanently disabled
136 workers fell from elevators
767 workers had strain injuries
3736 claims were filed
61,764 work days were lost
13,821,724 was paid in claims

The WorkSafe Programs were designed for the business industry in order to meet WCB regulations. Each of the five Certificate Programs consist of both core and elective courses.

WORKSAFE EDUCATION PROGRAMS

- Occupational Safety and Health for Small Business
- Hazard Recognition and Control
- Finding Solutions to Musculoskeletal & Repetitive Strain Injury
- Occupational Safety and Health Committee Training
- Supervisor Safety Management

Northwest Community College will be offering the following three WorkSafe Certificate Programs (see next page) in the fall of 1997. All of the programs will be offered if sufficient interest is shown or on a contract basis. Call 638-5408 or 638-5452.

HAZARD RECOGNITION & CONTROL

Workers, supervisors and safety committees striving to improve safety performance need information and techniques to prevent injury and disease. This program explains who is responsible for identifying and controlling workplace hazards, how to identify and evaluate hazards, how to find information in the safety and health regulations and how to identify key causes of repetitive strain and musculoskeletal (bone, muscle, ligament, tendon and nerve) injuries.

Dates: September 29 & 30, 1997
Days: Monday & Tuesday
Times: 9:00 a.m. - 4:00 p.m.
Fee: \$99

SUPERVISOR SAFETY MANAGEMENT

This program provides supervisors with key information they need to effectively manage health and safety. Supervisors will learn what practicing "due diligence" means, how to identify and analyze workplace hazards, how to conduct an effective workplace safety inspection, and the key policies that WCB safety and hygiene offers apply when inspecting worksites.

Dates: October 20 & 21, 1997
Days: Monday & Tuesday
Times: 9:00 a.m. - 4:00 p.m.
Fee: \$99

FINDING SOLUTIONS TO MUSCULOSKELETAL & REPETITIVE STRAIN INJURY

Supervisors, workers, safety committee members, and business owners who want to tackle the most significant causes of high-cost claims will be interested in this program. This program addresses practical ways to prevent back injuries, repetitive strain injuries and other musculoskeletal (bone, muscle, ligament, tendon and nerve) disorders (MSDs) - including a focus on preventing MSDs associated with office work.

Dates: November 7 & 14, 1997
Day: Fridays
Times: 9:00 a.m. - 4:00 p.m.
Fee: \$99



A WORKSAFE CERTIFICATE IS ISSUED ON THE SUCCESSFUL COMPLETION OF EACH WORKSAFE EDUCATION PROGRAM.

PROFESSIONAL & BUSINESS DEVELOPMENT

FOODSAFE

Designed by the Ministry of Health in consultation with the BC Restaurant and Food Services Association. This 12 hour Foodsafe program is a comprehensive course in sanitary food handling practices for food service workers. Successful completion of the course and final exam lead to the Foodsafe Certificate issued and registered by the Ministry of Health.

Dates: October 20 & 21, 1997
Days: Monday & Tuesday
Time: 9:00 a.m. - 4:00 p.m.
Fee: \$89



*RYANE CONSULTING IS COMING TO TERRACE TO
DELIVER THE FOLLOWING THREE WORKSHOPS:*

FRONT LINE - FIRING LINE

This workshop is designed to assist staff who find themselves having to handle distraught or angry members of the public. Participants will examine issues such as resolving conflict, anger, perceived power and real power. Practical techniques to resolve conflict situations, cooling down difficult encounters and reducing scapegoating will be taught.

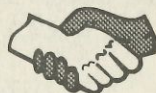
Date: October 29, 1997
Days: Wednesday
Time: 8:30 a.m. - 4:30 p.m.
Place: NWCC Terrace
Fee: \$149

US AND THEM

This program is designed to address the shifting hot issues of a diverse society. Participants will:

- Develop communication and conflict resolution techniques aimed at breaking down barriers and building bridges
- Learn ways of focusing on interests rather than positions in conflict situations
- Examine prejudices and stereotypes which limit their ability to interact with people who have different interests and concerns

Date: October 31, 1997
Days: Friday
Time: 8:30 a.m. - 4:30 p.m.
Place: NWCC Terrace
Fee: \$149



MANAGING AND RESOLVING CONFLICT

Participants will:

- Discuss sources of conflict and identify the conditions, internal and external, that affect those conflicts
- Identify five conflict resolution strategies and develop an awareness of the typical ways you deal with conflicts
- Practice effective strategies/methods for responding to conflict situations
- Practice communication skills for conflict situations such as listening, asking questions, probing and being assertive
- Increase your understanding and ability to manage anger: yours and the other persons

Date: October 30, 1997
Days: Thursday
Time: 8:30 a.m. - 4:30 p.m.
Place: NWCC Terrace
Fee: \$149



COMMUNICATION SKILLS FOR WOMEN ACHIEVING CONFIDENCE, CREDIBILITY AND COMPOSURE ARE YOUR COMMUNICATION SKILLS MOVING YOU FORWARD OR HOLDING YOU BACK?



Look behind any successful woman, and what will you find? Again and again, research proves that communication skills are the most essential ingredient to success. Think about the women you most admire: don't they get their point across, consistently? Aren't they able to persuade and motivate others? Don't they virtually always say the right thing, at the right time? Don't they keep their head in the face of anger and conflict? Don't they project the powerful image that you're striving for?

This workshop will cover:

- Unique tools that enable you to overcome the inherent difficulties of communication by phone
- Two things you can do to "buy time" when you need to collect your thoughts before speaking
- Real-life rules about office gossip: how to stay "tuned in" without becoming part of the problem
- When you're really mad you can express your anger, as long as you follow these three guidelines!
- Office politics - make your way through the political maze
- Special techniques for communicating with chronic complainers and temperamental personalities
- Utilize a five-point plan to defend yourself against criticism and come out ahead!

DURING THIS ONE-DAY SEMINAR YOU'LL LEARN:

Communications Mirror: Assessing your communication style

Get What You Want: How to influence, persuade, negotiate & motivate

Your Communication Image: How to project confidence & credibility

The Key to Effectiveness - "Outcomebased" Communication Word Power: How to harness the "language advantage"

Managing: Anger, hostility conflict & negativity

Communicating to Groups: Expert tips for meetings, presentations and more!

The Two Way Communicator: How to understand others

Reaping the Rewards: Using "Power Communicating" to enhance and accelerate your career!

No matter what job you hold, no matter what your level in the organization, no matter where your current communication skills stand - we guarantee that, the very next day you'll be able to do a better, more effective job. What's more, you'll increase your confidence and self-satisfaction in both your professional and personal life.

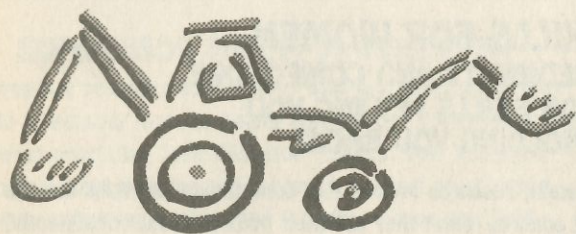
DATE: November 10, 1997
DAY: Monday
TIMES: 9:00 a.m. - 4:00 p.m.
FEE: \$149 (includes all course materials
and a personal workbook)
NOTE: COURSE DISCOUNTS DO NOT APPLY

A FRED PRYOR SEMINAR!

TRADES PROGRAMS

Northwest Community College has a limited number of training spaces in the following Trades Programs:

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



OUR GRADUATES ARE EMPLOYED IN THE MAINTENANCE OF AUTOMOTIVE, FORESTRY, MINING, ROAD BUILDING & INDUSTRIAL EQUIPMENT.

Our Trades programs are designed to:

- Prepare learners for entry-level skilled employment.
- Be credited towards the first level of apprenticeship training. (Ministry of Labour)
- Provide a foundation for career development and specialization.
- Give advanced standing to secondary school graduates of Career Preparation, High School Apprenticeship programs.
- Give access to learners with prior learning & work experience.

CALL NWCC AND APPLY TODAY!!
635-6511

Our Carpentry/Joinery graduates build, renovate & repair residential, industrial and commercial buildings



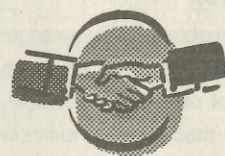
COOPERATIVE EDUCATION

A Cooperative Education Program is one that formally integrates periods of academic training with periods of paid, program-related employment in a three-way arrangement among the employer, the student, and the College.

Participating students receive work experience relating to their program of study and employers have access to short-term, temporary employees throughout the year and highly-qualified, experienced candidates for regular employment after graduation.

Cooperative Education is currently available in the Business Administration and Natural Resource Programs and plans are being made to expand into other programs.

FOR MORE INFORMATION CONTACT
SANDRA BULLOCK
(250) 635-6511, Local 5258



MAXIMIZE YOUR POTENTIAL!
CONSIDER THE
NORTHWEST ADVANTAGE!

Learn close to home & save on-campus cafeteria and residence costs.

- Provincial Curriculums
- Flexible start & completion dates
- Modularized, competency-based learning
- Networked computer labs
- On campus daycare

CALL NORTHWEST COMMUNITY COLLEGE AND APPLY TODAY!!
635-6511

INDUSTRIAL & TECHNICAL

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 toward the Motor Vehicle Branch Air Endorsement Examination. CSA approved safety footwear required for the practical instruction.

Session 1: September 16 - 20, 1997

Session 2: October 14 - 18, 1997

Session 3: November 4 - 8, 1997

Session 4: December 2 - 6, 1997

Session 5: January 13 - 17, 1998

Times: Tuesday - Friday 6:30 p.m. - 10:30 p.m. AND
Saturday 8:00 a.m. - 4:00 p.m.

Fee: \$160

Location: NWCC Trades/Technology Building, Room 1112

Prerequisites: Valid BC Drivers License AND 16 years of age

AN AIRBRAKE ENDORSEMENT IS A PRE-REQUISITE FOR OUR PROFESSIONAL DRIVER TRAINING COURSES.

COURSES ARE SCHEDULED ON A REGULAR BASIS THROUGHOUT THE YEAR. FOR MORE INFORMATION CALL 635-6511 LOCAL 5203.

COMMERCIAL/PUBLIC VEHICLE INSPECTION

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

Date: October 27 - 30, 1997

Days: Monday - Thursday

Time: 6:30 p.m. - 10:30 p.m.

Fees: \$225 (Includes course manual)

Location: NWCC Trades/Technology Building, Room 1112

Prerequisites: BC T.Q. in Automotive Mechanic, Heavy Duty Mechanic, Commercial Vehicle Mechanic or Commercial Transport Trailer Mechanic.

CSA approved safety footwear.

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

PROFESSIONAL DRIVER TRAINING

This modularized, behind the wheel, course is designed to assist learners to acquire the skills required to obtain Class 1 driving status. Safe operation, maintenance and duties of competent professional drivers are emphasized in the program. Acquiring your Class 1 Drivers License could enhance your employment opportunities. Our 36 hour (18 hours per person) on-the-road driving course prepares you for the Class 1 Drivers test. CSA approved safety footwear is required for the pre-trip practicals. You will learn to:

- describe professional driving
- use safe work practices
- operate vehicles and equipment
- describe the maintenance of vehicles
- identify regulations
- handle cargo
- maintain records

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

Session 1: September 22 - 26, 1997

Session 2: October 14 - 17, 1997

Session 3: November 12 - 14, 1997

Session 4: November 20 - 24, 1997

Session 5: December 8 - 12, 1997

Session 6: December 15 - 19, 1997

Time: 7:30 a.m. - 2:30 p.m.

Days: Monday - Friday

Fee: \$1400

Prerequisites: 19 years of age

Clear driving abstract

Valid Airbrakes Endorsement Certificate

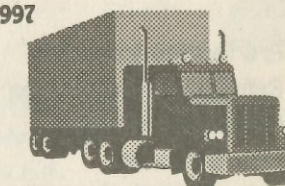
(offered each month at NWCC)

Valid Class 1 Learners Permit

COURSES ARE SCHEDULED ON A REGULAR BASIS THROUGHOUT THE YEAR. CALL US - WE CAN ADAPT TO YOUR SCHEDULE!

For more information contact the Registration Office at NWCC - Terrace Campus 635-6511 local 5203 or the instructor at 638-2822

NOTE: If adverse weather and driving conditions occur, courses will be re-scheduled.



HRAI INTERPROVINCIAL CFC CERTIFICATION

This course is based on Environment Canada's Code of Practice for reducing C.E.C. emissions. If you work with refrigerants as a service technician, installer, purchasing or selling agent, you MUST be certified. Individuals will not be able to purchase or sell refrigerants without this certificate. This six-hour course covers Environmental Data, the BC Environment Legislation, refrigerant classification, ODP factors and recommended practices. Upon successful completion of this course, applicants will receive a certificate from H.R.A.I. on behalf of Environment Canada and the BC Government.

DATES: September 29, 30 & October 1, 1997
DAYS: Monday - Wednesday
TIME: 6:30 p.m. - 9:30 p.m.
LOCATION: Northwest Community College
FEE: \$135 plus \$25 CFC Manual

NOTE: Additional courses can be offered to meet the needs of your operation. Call Us at (250) 638-5430.

AIR CONDITIONING RETROFIT COURSE

Beginning October 1, 1997, any person servicing a motor vehicle air conditioning system must have successfully completed a motor vehicle air conditioning retrofitting course approved by the Ministry. The term servicing refers to any person repairing or replacing automotive air conditioning systems and components.

COURSE CONTENT:

You will learn a generic Class II retrofit, including the importance of:

- A/C System Inspection
- Refrigerant Identification
- System Performance
- Leak Detection
- Component Replacement
- Service Port Installation
- A/C Refrigerant Recovery
- Evacuation and Recharge
- The Dangers of Blend Refrigerants
- System Flushing
- Oil Replacement
- Retrofit Label Completion

COURSE MATERIAL:

You will be provided with a student manual which is yours to keep.

DATE: October 1, 1997
DAY: Wednesday
TIME: 6:00 p.m. - 10:00 p.m.
FEE: \$107 (GST included)

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



UNIVERSITY CREDIT PROGRAM

The University Credit Program offers first and second year Arts and Science courses leading to two year Associate Degrees or four year University Degrees through transfer arrangements with UBC, SFU, UVIC, UNBC, Open Learning, and all Community Colleges in BC.

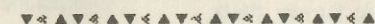
In addition to general Associate Degrees in Arts or Sciences, Northwest Community College offers Associate Degrees with majors in English, Humanities, Psychology, Social Sciences, Sociology and Anthropology.

The following courses will be offered from January 6 - April 25, 1997. Many of these courses are separate one-semester courses, others are continuations of first semester courses. You may enrol in university credit courses in January if you have the correct prerequisites. For full course descriptions, prerequisites and transfer credits, please consult the current college calendar. Talk with the student advisor or the course instructor if you have further questions.

IN ADDITION TO THIS TIMETABLE, OTHER SECTIONS OF UNIVERSITY CREDIT COURSES ARE OFFERED THROUGH INTEGRATED PROGRAMS. PLEASE CONSULT WITH THE ADMISSIONS OFFICER.

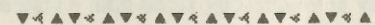
ANTHROPOLOGY 101:

Introduction to Physical Anthropology
Time: Thursday 1:00 p.m. - 4:00 p.m. OR
 Thursday 7:00 p.m. - 10:00 p.m.
Instructor: TBA



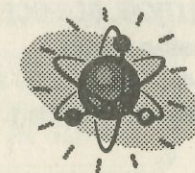
ANTHROPOLOGY 111:

Native Peoples of Canada
Time: Tuesday 1:00 p.m. - 4:00 p.m.
Instructor: TBA



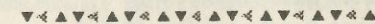
BIOLOGY 101:

Introductory Biology 1 - Cells, Diversity and Physiology
Time: Monday 7:00 p.m. - 10:00 p.m.
Labs: Tuesday 9:00 a.m. - 12:00p.m. OR
 Tuesday 1:00 p.m. - 4:00 p.m. OR
 Tuesday 7:00 p.m. - 10:00 p.m.
Instructor: Glenn Grieve, M.A.



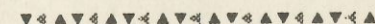
CHEMISTRY 101:

Introductory Chemistry 1
Time: Monday, Wednesday & Friday 11:00 a.m. - 12:00 p.m.
Lab: Monday 5:30 p.m. - 8:30p.m.
Instructor: Sid Nair, M.Sc., CPEng



CHEMISTRY 121:

Principles of Chemistry 1
Time: Monday, Wednesday & Friday 8:30 a.m. - 9:30 a.m.
Lab: Tuesday 1:00 p.m. - 4:00p.m. OR
 Tuesday 4:00 p.m. - 7:00 p.m.
Instructor: Sid Nair, M.Sc., CPEng

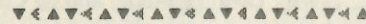


COMPUTER SCIENCE 111:

An Introduction to Computers
Time: Monday & Wednesday 4:00 p.m. - 5:30 p.m.
Lab: Monday 9:00 a.m. - 12:00p.m. OR
 Tuesday 9:00 a.m. - 12:00 p.m.
Instructor: Glenn Grieve, M.A.

COMPUTER SCIENCE 121:

Programming in Pascal
Time: Tuesday & Thursday 4:00 p.m. - 5:30 p.m.
Lab: Wednesday 9:00 a.m. - 12:00p.m. OR
Thursday 9:00 a.m. - 12:00 p.m.
Instructor: Peter Anderson, M.Sc.



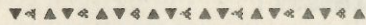
ECONOMICS 201:

Principles of Microeconomics
Time: Wednesday 7:00 p.m. - 10:00 p.m.
Instructor: Dr. John Campbell



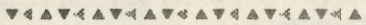
ENGLISH 101:

Literature and Composition I
Time: Thursday 9:00 a.m. - 12:00 p.m. OR
Thursday 7:00 p.m. - 10:00 p.m.
Instructor: Leanne Boschmann-Epp, M.A.



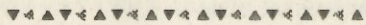
ENGLISH 201:

English Literature 1300 - 1650
Time: Friday 9:00 a.m. - 12:00 p.m.
Instructor: Leanne Boschmann-Epp, M.A.



ENGLISH 209:

Creative Writing I
Time: Monday 7:00 p.m. - 10:00 p.m.
Instructor: Leanne Boschmann-Epp, M.A.



GEOGRAPHY 150:

Physical Geography I - Biogeography, Meteorology and
Climatology
Time: Monday, Wednesday & Friday 11:00 a.m. - 12:00 p.m.
Labs: Thursday 9:00 a.m. - 12:00p.m.

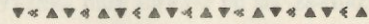
HISTORY 210:

History of Western Canada
Time: Thursday 1:00 p.m. - 4:00 p.m.
Instructor: John Hart, Ph.D.



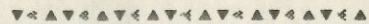
MATH 101:

Calculus I - Differential Calculus
Time: Monday, Wednesday & Friday 9:30 a.m. - 11:00 a.m.
Instructor: Eric Turner, Ph.D.



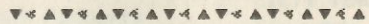
MATH 161:

Applied Math
Time: Thursday 8:00 a.m. - 12:00 p.m.
Instructor: Jonathan Milne



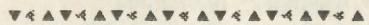
PHYSICS 101:

Introduction to Physics I
Time: Monday & Wednesday 3:00 p.m. - 4:00 p.m. AND
Friday 2:00 p.m. - 3:00 p.m.
Lab: Thursday 4:00 p.m. - 7:00 p.m.
Instructor: Eric Turner, Ph.D.



PHYSICS 121:

Advanced Physics I
Time: Monday & Wednesday 12:30 p.m. - 1:30 p.m. AND
Friday 1:00 p.m. - 2:00 p.m.
Lab: Wednesday 4:00 p.m. - 7:00 p.m.
Instructor: Eric Turner, Ph.D.



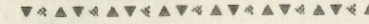
POLITICAL SCIENCE 101:

Canadian Politics I
Time: Tuesday 9:00 a.m. - 12:00 p.m.
Instructor: John Hart, Ph.D.



PSYCHOLOGY 101:

Introductory Psychology I
Time: Wednesday 7:00 p.m. - 10:00 p.m. OR
Thursday 1:00 p.m. - 4:00 p.m. OR
Friday 9:00 a.m. - 12:00 p.m.
Instructor: Andre Klingner, M.A.



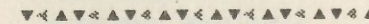
PSYCHOLOGY 201:

Developmental Psychology I
Time: Thursday 7:00 p.m. - 10:00 p.m.
Instructor: TBA



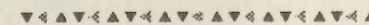
PSYCHOLOGY 221:

Abnormal Psychology and Therapy I
Time: Monday 7:00 p.m. - 10:00 p.m. OR
Monday 9:00 a.m. - 12:00 p.m.
Instructor: Andre Klingner, M.A.



SOCIOLOGY 101:

Introductory Sociology I
Time: Monday 1:00 p.m. - 4:00 p.m. OR
Monday 7:00 p.m. - 10:00 p.m. OR
Tuesday 1:00 p.m. - 4:00 p.m. OR
Thursday 9:00 a.m. - 12:00 p.m.
Instructor: TBA



SOCIOLOGY 205:

Sociology of the Family
Time: Friday 9:00 a.m. - 12:00 p.m.
Instructor: TBA



FOR INFORMATION REGARDING FEES
FOR THESE COURSES, PLEASE CONTACT
THE REGISTRATION OFFICE AT 635-6511

ASSOCIATE DEGREES

Northwest Community College offers two year Associate Degrees in University Credit Arts (A.A.) and University Credit Sciences (A.Sc.). There are ten available Associate Degree programmes based on University Credit courses, including:

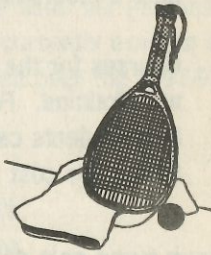
- Associate Degree in Arts (General)
- Associate Degree in Arts (Sociology/Anthropology Major)
- Associate Degree in Science (General)
- Associate Degree in Science (Biology Major)
- Associate Degree in Science (Environmental Sciences Major)
- Associate Degree in Arts (Social Sciences Major)
- Associate Degree in Arts (English Major)
- Associate Degree in Arts (History Major)
- Associate Degree in Arts (Psychology Major)
- Associate Degree in Science (Physical Geography Major)

THESE ASSOCIATE DEGREES MAY LEAD TO BACHELOR DEGREES IN DIFFERENT SPECIALIZATIONS AT A UNIVERSITY DEPENDING UPON THE REQUIREMENTS OF THAT PARTICULAR UNIVERSITY.

RACQUET & FITNESS CENTRE

The Racquet and Fitness Centre is a facility located on the Terrace Campus that is open to students, staff and the public. The Racquet Centre offers the use of weight-training equipment, a squash and raquetball court and scheduled fitness classes throughout the school year. There is also WALLYBALL, a form of volleyball that is played in the racquet court. Staff & students of the College may access the facility at a discount off the public fees.

The hours of operation are:
Sunday to Friday,
12:00 p.m. - 10:00 p.m.
Hours are subject to change according to facility use, so look for postings of any changes.
Please phone 638-5457 for more information.



SPECIAL EDUCATION ASSISTANT

The Special Education Assistant (SEA) option of the Integrated Human Services Program prepares students to work at the para-professional level in the field of education. The Program emphasizes skills and knowledge required to facilitate the child's integration within a classroom. Special Education Assistants work under the supervision of classroom or resource teachers, in supporting students with special needs.

This Program is currently offered on a **PART-TIME BASIS** in the college regions.

ADMISSION REQUIREMENTS

1. English 12, or English 050, or English 045 with a C+ or better, *OR* satisfactory performance on the Integrated Human Service English Placement Test. Applicants requiring the placement test must contact the Admissions Office.
2. Two reference forms must come from an employer, volunteer supervisor, teacher or human service professional, attesting to the applicant's personal suitability for work in human services. Forms are available through the Admissions Office.
3. A resume of your work or volunteer experience and a written statement describing career goals, special interests and reasons for seeking entrance into this Program (between 300 to 500 words in length).
4. A minimum of 45 hours of satisfactory work or volunteer experience in the field of social services.

Note: Students who have successfully completed University Credit courses will have the English 12 requirement waived.

Students who have previously been admitted to the CRW, ECE or SSW Programs will be directly admitted into the SEA Program upon request.

Students who have course credit for CRW, ECE or SSW, which is also applicable to the SEA Program, will have their transcripts assessed in 1997 for transfer credit to the SEA Program.

Cost: Courses for the SEA Program are NOT directly funded (base funded) from the Ministry of Education, Skills and Training. Fees are based on COST RECOVERY (a minimum of 16 students @ \$300 per course). Where SEA students can access common or specialty courses from the BASE FUNDED programs (CRW, ECE OR SSW), the cost for the courses will be in accordance with based funded programs (\$134.70).

SEE NEXT PAGE FOR COURSES THAT ARE AVAILABLE FOR SPECIAL EDUCATION ASSISTANT STUDENTS WHO HAVE BEEN ADMITTED INTO THE PROGRAM.

FALL 1997

ENGLISH 151:
Technical Writing I
Time: 9:00 a.m. - 12:00 p.m.
Day: Monday
Fee: \$134.70
Instructor: Simon Thompson

IHS 112:
Interpersonal Communications
Time: 1:00 p.m. - 4:00 p.m.
Day: Monday
Fee: \$134.70
Instructor: TBA

ECE 135:
Working with Children Requiring Extra Support
Time: Starts October 1997 to April 1998. Three weekend workshops plus directed studies

PLEASE REGISTER FOR THESE COURSES AS SOON AS POSSIBLE AS THERE ARE LIMITED SPACES

THE FOLLOWING COURSES MAY HAVE LIMITED SEATS AVAILABLE AFTER AUGUST 15, 1997. SEA STUDENTS MAY REGISTER FOR THESE SEATS AFTER AUGUST 15, 1997 ON A FIRST COME, FIRST SERVED BASIS.

ECE 124:
Interpersonal Communications
Time: 1:00 p.m. - 4:00 p.m.
Day: Monday
Fee: \$134.70
Instructor: Marc Battle

ECE 140:
Psychology of Human Development I
Time: 9:00 a.m. - 12:00 p.m.
Day: Tuesday
Fee: \$134.70
Instructor: Rosemarie Goodwin

WINTER 1998

ECE 141:
Psychology of Human Development II
Time: 9:00 a.m. - 12:00 p.m.
Day: Tuesday
Fee: \$134.70
Instructor: TBA



One other IHS course for the Special Education Assistant Program will be available in Winter 1998 as an evening course. This course will be offered on a COST RECOVERY BASIS (minimum of 16 students @ \$300 per person). More information will be made available to you in October 1997. Special Education Assistants currently working in the School District will have the opportunity to have their current training and qualifications assessed over the 1997-98 year. Information will be directed to you through the School District.

FOR MORE INFORMATION, CONTACT ROSEMARIE GOODWIN
COORDINATOR - SPECIAL EDUCATION ASSISTANT PROGRAM
638-5419

FAMILY DAYCARE TRAINING

FAM 01: INTRODUCTION TO FAMILY DAYCARE

THIS COURSE GIVES AN OVERVIEW OF ALL THE ASPECTS OF OPERATING A FAMILY DAYCARE. IT INTRODUCES THE INDIVIDUAL TO THE MECHANICS OF RUNNING A FAMILY DAYCARE AS A HOME-BASED BUSINESS. THIS COURSE WOULD BE OF INTEREST TO POTENTIAL AND EXISTING FAMILY DAYCARE PROVIDERS, PARENTS AND THOSE CONSIDERING A CAREER CHANGE. A FAMILY DAYCARE PROVIDES CHILD CARE IN A FAMILY ATMOSPHERE IN THE CAREGIVER'S HOME.

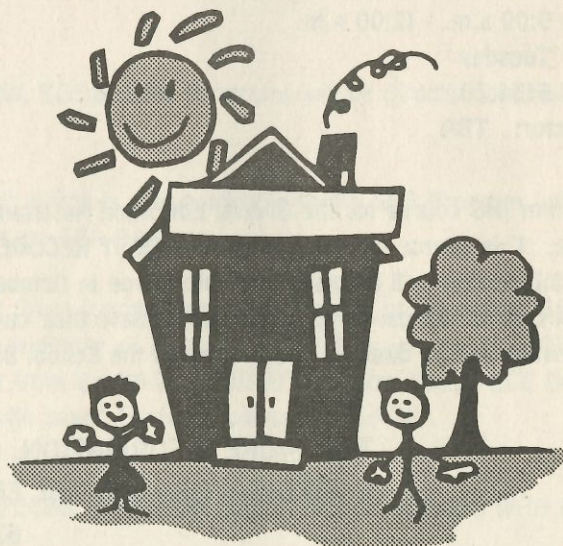
TOPICS INCULDE:

- Administration and Communicating Skills
- Health, Safety and Nutrition
- Program Planning
- Meeting the Needs of the Child, Parent, Caregiver and Caregiver's Family

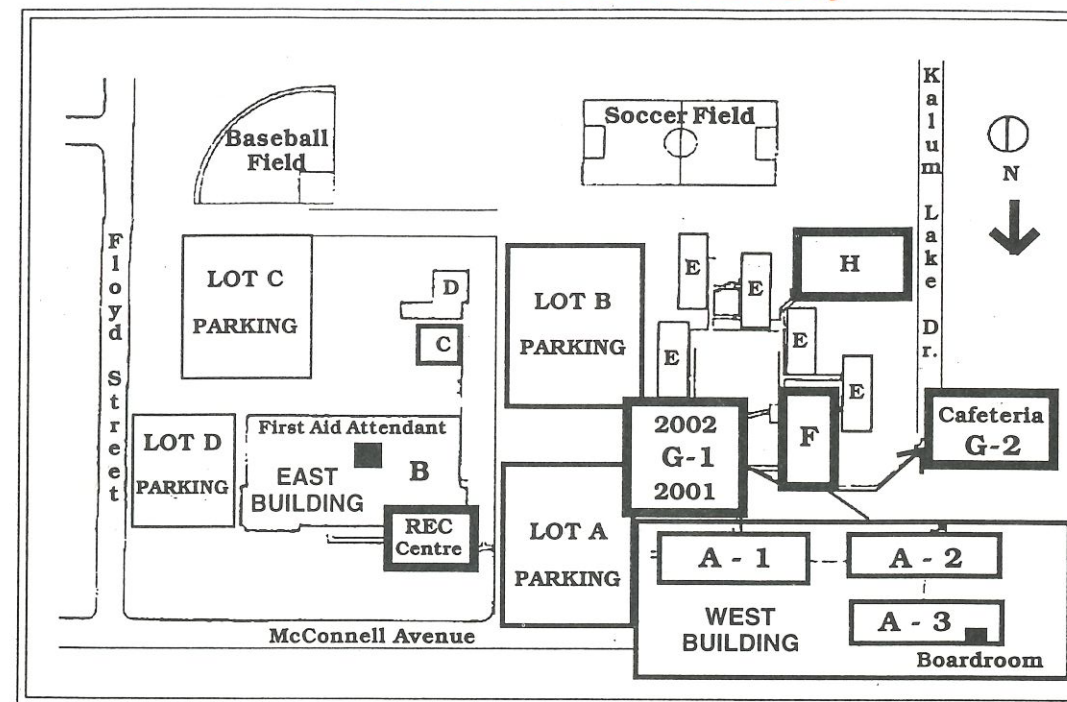
THIS COURSE IS 21 HOURS OF CLASS TIME WITH 4 HOURS OF GUIDED OBSERVATION. THIS IS 1 OF 6 COURSES IN THE 150 HOUR FAMILY DAYCARE PROGRAM.

DATES: October 13 - November 17, 1997
DAY: Monday
TIMES: 7:00 p.m. - 10:00 p.m.
FEE: \$60 plus \$45 textbook
 (Home Childcare - A Caregivers Guide by Lee Dunster)
LOCATION: Room 1 - Trades Building (NWCC Terrace)
INSTRUCTOR: Laura Jobb, Family Daycare Operator
PREREQUISITE: Students should have grade 10 OR be a mature student
NOTE: 1 Saturday Workshop
 November 8, 1997
 9:00 a.m. - 4:00 p.m.

FOR MORE INFORMATION
 CALL
 ROSEMARIE GOODWIN
 638-5419



Northwest Community College
 5331 McConnell Avenue
 Terrace Centre Directory



KEY

WEST BUILDING

A - 1 (LOWER LEVEL)
 LIBRARY/LRC
 Academic Faculty Offices

A - 2 (ENTRANCE LEVEL)
 Admissions/Registration
 Educational Advisor/
 Financial Aid
 Career Resource Centre
 Switchboard/Reception
 Campus Administration
 Business Classrooms
 Campus Services
 Mac/IBM Computer Labs

A - 3 (TOP LEVEL)
 CLASSROOMS
 Adult Basic Education
 Adult Special Education
 Social Service Worker
 Academic/Univ. Credit
 Program Admin. Offices
 ■ BOARDROOM - Rm. 208

EAST BUILDING

B
 Carpentry
 Millwright
 Welding
 Mechanics
 Early Childhood Education
 Extension Services
 Nursing/Continuing Care
 Daycare
 Program Admin. Offices
 Warehouse/Mailroom
 ■ Tool Crib/First Aid Attendant
 ■ Student Body REC CENTRE
 Student Association

C
 Audio Visual Repair

D
 Maintenance

E
 Residences

COLLEGE SERVICES

F - 1 (ENTRANCE LEVEL)
 Registrar's Services
 Prog. Support & Development
 Co-op Education
 Human Resources
 Payroll
 Print Shop
 Purchasing

F - 2 (TOP LEVEL)
 College President
 Director/Ed. & Student Serv.
 V. President -Admin./Bursar
 Financial/Accounting Services

G - 1 (ENTRANCE LEVEL)
 BOOKSTORE
 Residence/Security Office
 CONFERENCE ROOMS
 Rm. 2001/2002

G - 2 (TOP LEVEL)
 Cook Training
 CAFETERIA

H
 First Aid Courses

***YOUR COLLEGE IN
YOUR COMMUNITY***



**TERRACE CAMPUS
5331 McCONNELL AVENUE
TERRACE, BC V8G 4X2
PHONE 635-6511
FAX 638-5432**