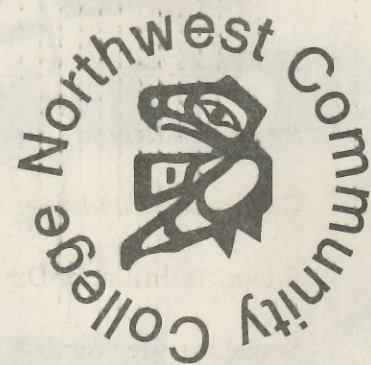


Northwest
Community
College

Terrace Campus
Winter / Spring 1998

THE NORTHWEST ADVANTAGE

Smaller Classes
Higher Success Rates
Low Tuition
Friendly
High Quality Courses
Enhanced Learning
Job-Related Training
Associate Degrees
Diplomas
Co-operative Education
Professional Faculty
More Student-Instructor Contact



For more information, call the
Educational Advisor at
635-6511, Local 5202

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INFORMATION

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 or Judy McCloskey
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	8:30 am - 4:30 pm
TUESDAY	8:30 am - 4:30 pm
WEDNESDAY	8:30 am - 4:30 pm
THURSDAY	8:30 am - 4:30 pm
FRIDAY	8:30 am - 4:30 pm

PAYMENT & REFUND INFORMATION

PAYMENTS

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 AM - 4:30 PM
MONDAY - FRIDAY



REFUNDS

REFUND POLICIES DIFFER FOR CONTINUING EDUCATION AND SEMESTER BASED COURSES. FOR AN EXPLANATION OF THESE POLICIES, PLEASE REFER TO PAGE 14 OF THE NWCC CALENDAR OR CALL THE REGISTRATION OFFICE AT 635-6511 LOCAL, 5203.

STUDENT SUCCESS/ PEER TUTORING

The Terrace campus of NWCC offers a peer tutoring program for students. Successful students are hired by the College to help students having difficulty with their course work at NWCC. If you are interested in working as a tutor, need the help of a tutor or just want to know more, call Dina von Hahn at 635-6511, local 5364. Individual advice on how to study more effectively is also available, and workshops on study skills can be arranged on request. Call Dina von Hahn to make an appointment, or drop in to room 103A during the following hours:

•Monday - Friday
8:30 am - 12:30 pm

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:
•Monday - Thursday
9 am - 3:15 pm

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.

ADULT SPECIAL EDUCATION

EXPERIENCE BASED VOCATIONAL PREPARATION PROGRAM

This full-time program is intended to prepare a student to be work ready. The interests and aptitudes of students will be explored. Program objectives include developing good work habits, increasing awareness of work-site expectations and providing on-the-job experience. This course is recommended for students planning to apply for modified programs.

LITERACY

Functional literacy instruction is available on a part-time basis and registration is on-going. Classes are held:

Monday	9 am - 12 pm
Wednesday	9 am - 12 pm
Friday	1 pm - 3:30 pm

SPECIAL INTEREST PROGRAMS

Basic Crafts and Hobbies

Dates: January 15/98 - February 12/98
Times: 1 pm - 3 pm
Room: 106
Fee: \$30 (includes supplies)

MODIFIED PROGRAMS

Modified program options have been developed by the following departments:

- Early Childhood Education
- General Trades Training (Mechanics)
- Office Administration
- Professional Cook Training

Spaces in modified programs are limited.
Prerequisite courses may be required.

For Adult Special Education Program information,
contact Debbie Holkestad - ASE 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
(Faculty of Education)

&

Northwest Teacher Education
Consortium (NWTEC)

If you are thinking of teaching as a career, now is the time to get started!

Simon Fraser University's Professional Development Program is a 12 month teacher certification year. The University is looking for enthusiastic, academically successful applicants who have experience with young people.

The PDP year is January to December and may be completed in Prince Rupert, Bulkley Valley or Coast Mountains School District. Application deadline for the PDP program is April 1, 1998.

Information sessions on NWTEC will be held at Northwest Community Colleges throughout the region in January 1998. Judith Bicknell, the Undergraduate Advisor from Simon Fraser, will host these sessions and answer any questions you may have.

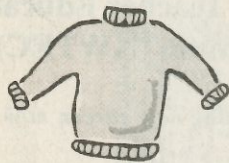
Sessions will be held at 7 pm on the following days:
(Room numbers will be posted)

- NWCC Smithers - Monday, January 26/98
- NWCC Kitimat - Tuesday, January 27/98
- NWCC Terrace - Wednesday, January 28/98
- NWCC Prince Rupert - Thursday, January 29/98

*For more information, please call
Lorrie Gowen at 638-5427*

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 am - 10:30 am
11 am - 1 pm
2:15 pm - 3:15 pm

Drop in for a visit or contact
Marilyn Bennett at 638-5403.

Your patronage is appreciated!



OPEN TO EVERYONE!

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.

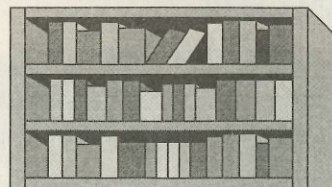
For more information, contact
Elizabeth Snyder at 635-6511, local 5237



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.

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 prerequisites, 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
January 26 - June 5, 1998**

Intermediate Math 030: (Grade 10)

An introduction to arithmetic, algebra, geometry, measurement, graphing and statistics.
Monday - Friday 12:30 pm - 2:30 pm
Room 202A
Instructor: Ada Sarsiat

Intermediate English 030/Education and Career Planning 030: (Grade 10)

Development of study skills and strategic reading, writing, communicating and computer skills in preparation for life, work, and further education, plus the preparation of a detailed career and educational plan.
Monday - Friday 9 am - 11:30 am
Room 203
Instructor: Elaine Walker

Advanced English 045: (Grade 11)

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

Monday - Friday 2:30 pm - 4:30 pm

Room 203

Instructor: Elaine Walker

Advanced Math 040: (Grade 11)

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

Monday - Friday 1 pm - 2:30 pm

Room 205

Instructor: Jack Perry

Advanced Biology 040: (Grade 11)

Ecology, evolution, classification, the cell, plus a survey of monera, protists, fungi and the major phyla of plants and animals. Lab and class activities develop science skills, critical thinking on current science issues and communication skills.

Monday, Tuesday, Thursday & Friday 2:30 pm - 4:30 pm

Lab: Wednesday 1 pm - 4 pm

Room 202A (class) & Room 210 (Lab)

Instructor: Pat Carson

Provincial Math 050: (Grade 12)

An investigation of linear, quadratic, polynomial, rational, exponential, logarithmic and trigonometric functions.

Monday - Friday 9 am - 10:30 am

Room 202A

Instructor: Ada Sarsiat

Provincial Chemistry 050: (Grade 12)

An in-depth study of chemical reactions, including energy in reactions, reaction rates and chemical equilibrium plus an introduction to redox reactions.

Monday, Tuesday, Thursday & Friday 10:30am - 12:30pm

Lab: Wednesday 9 am - 12 pm

Room 205 (class) & Room 213 (Lab)

Instructor: Pat Carson

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, Tuesday & Wednesday 7 pm - 10 pm

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, Literature and the Arts. A Grade 12 secondary school equivalency certificate is awarded by the Ministry to candidates who pass all five tests.

To write the tests, you must be:

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

EXAM DATES - NWCC TERRACE:

- MARCH 6 & 7, 1998
- APRIL 24 & 25, 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*

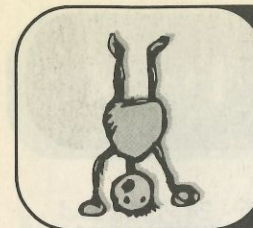
GED PREPARATION CLASSES

Dates: January 27- April 21, 1998
 Day: Tuesday
 Times: 7:30 pm - 10 pm
 Fee: \$40
 Location: Caledonia Secondary School - Room 4
 Instructor: TBA

ENGLISH AS A SECOND LANGUAGE

Dates: January 13 - March 31, 1998
 Days: Tuesday & Thursday
 Times: 9 am - 12 pm
 Fee: \$40
 Location: InterConnect #205-4650 Lazelle Ave - Terrace
 Instructor: TBA

Limited spaces may also be available in our self-paced CCP class during the daytime 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.



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. Students seeking admission to the 1998/99 full-time ECE Program in Terrace are encouraged to apply before April 1998. Please consult the College calendar for admission requirements.

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.

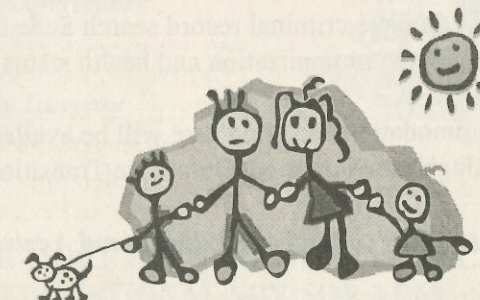
Dates: January 15 - April 30/98
 Day: Thursday & one Saturday workshop
 Times: 7 pm - 9 pm
 Fee: \$134.70
 Location: Teleconference sites, on/off campus across the Northwest Region - contact your local college centre
 Instructor: Marc Battle
 Prerequisite: Basic ECE certificate
 Note: Maximum enrollment at each site is eight.

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.

Dates: January 13 - April 28/98
 Day: Tuesday & one Saturday workshop
 Times: 7 pm - 9 pm
 Fee: \$134.70
 Location: Teleconference sites, on/off campus across the Northwest Region - contact your local college centre
 Instructor: Nancy Hogue
 Prerequisite: Completion of ECE Basic Level
 Note: Maximum enrollment at each site is eight. This is a "core course" for both Infant/Toddler and Special Needs certificates.

FOR MORE INFORMATION CONTACT
OUR EDUCATIONAL ADVISOR AT 635-6511



SUMMER INSTITUTE - JULY 1998

Northwest Community College will be conducting a Summer Institute in Terrace from July 6 - 24, 1998 and will present courses for the ECE Special Needs Educator Certificate and the Special Education Assistant (SEA) Certificate Program.

- **Special Education Assistant** students will be able to access 2 courses during this time. Courses are now in the development stage and details will be available by Spring 1998.
- **Early Childhood Education** practitioners can work towards completion of their Special Needs Educator Certificate.

COURSE OFFERINGS

ECE 250-3.0: Special Education Curriculum Planning I

This course presents methodologies for organizing, executing and evaluating programs for special needs children and adolescents. Information on preparing general service plans and individualized program plans and an overview of techniques for implementing programs will be outlined.

Prerequisite: ECE Basic Level

ECE 255-3.0: Special Education Curriculum Planning II

This course presents methodologies for organizing, executing and evaluating programs for children with special needs (0-8yrs). The process for developing individualized program plans and an overview of techniques for implementing programs will be outlined.

Prerequisite: ECE 250

Note: Students may take ECE 250 & ECE 255 at the same time.

ECE 251-3.0: Practicum I

This course will provide the student with opportunities to observe and have practical experiences in an integrated or specialized preschool centre.

Prerequisite: ECE Basic Level and minimum of one Post-Basic course. (Recommend ECE 250 and ECE 255 and permission of Practicum Supervisor prior to commencement.)

ECE 252-3.0: Practicum II

This course continues to build on the skills developed in ECE 251 through practical experiences in another integrated or specialized preschool centre. The student will take on a supervisory role, responsible for programming, guiding, administration and family involvement.

Prerequisite: Successful completion of ECE 251 or Prior Learning Assessment (PLA) equivalent and permission of the Practicum Supervisor.

Details of timetable will be available from **Admissions** at your local College centre by April, 1998. Students may enroll in ECE 250 and ECE 255 OR ECE 251 OR ECE 252 during the three week institute. Students in Practicum must complete criminal record search Schedule "E" and have current documentation with regards to immunization and health status prior to enrollment.

SUBSIDY for travel, accommodation and child care will be available for out-of-town **ECE** students through the Supported Child Care Transition Project.

For further information contact our Educational Advisor at 635-6511

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.

DATES: January 12 - February 17/98
DAY: Monday
TIMES: 7 pm - 10 pm
FEE: \$60 plus \$15 textbook
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: One Saturday Workshop
January 31, 1998
9 am - 4 pm

Program minimum is eight people.
Please register early!

THIS COURSE IS 21 HOURS OF CLASS TIME WITH 4 HOURS OF GUIDED OBSERVATION. FAM 01 IS 1 OF 6 COURSES IN THE 150 HOUR FAMILY DAYCARE PROGRAM. STUDENTS WHO COMPLETE ALL 6 COURSES WILL RECEIVE A FAMILY DAY CARE CERTIFICATE AND 3 COURSE CREDITS TOWARDS AN EARLY CHILDHOOD EDUCATION CERTIFICATE.

COURSES TO FOLLOW ARE:

FAM 02: Understanding Child Development

DATES: February 23 - March 30/98

FAM 03: Understanding Children's Behaviour

DATES: TBA

FAM 04: Health, Safety & Nutrition

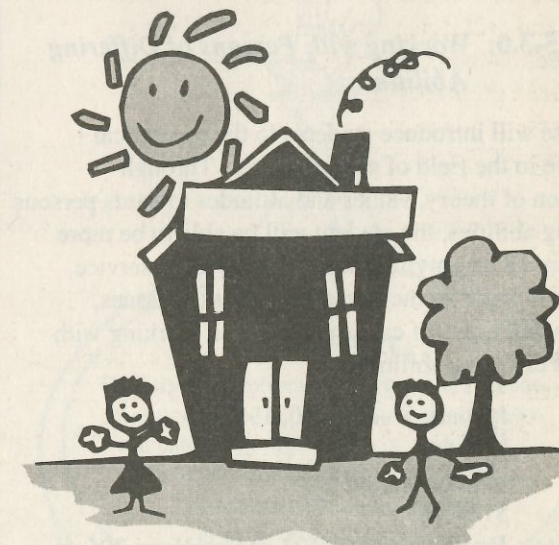
DATES: TBA

FAM 05: Planning Children's Experiences

DATES: TBA

FAM 06: Operation of a Family Daycare

DATES: TBA



FOR MORE INFORMATION CONTACT OUR EDUCATIONAL ADVISOR AT 635-6511

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.

Note: PLEASE REFER TO THE COLLEGE CALENDAR FOR ADMISSION REQUIREMENTS. 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 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 base funded programs (\$134.70).

ECE141-3.0: Psychology of Human Development

This course is a continuation of ECE 140 and examines development in all spheres from the school years to adolescence through adulthood.

Dates: February 10 - April 28, 1998
Day: Tuesday
Times: 9 am - 12 pm
Fee: \$134.70
Prerequisite: ECE 140 or equivalent

CRW 215-3.0: Working with Persons of Differing Abilities

This course will introduce students to the theoretical perspective in the field of special needs. Through examination of theory, values and attitudes towards persons of differing abilities, the student will be able to be more effective in the caregiving setting in providing service. Students will have an increased awareness of issues, legislation and types of care models when working with persons of differing abilities.

Dates: January 5 - April 20, 1998
Day: Monday
Times: 6:30 pm - 9:30 pm
Fee: \$134.70
Prerequisite: Psychology 101/102 or Sociology 205 or permission of the instructor
Note: This course is accepted as equivalent to ECE 135 for students in the SEA certificate program.

IHS 104-3.0: Health, Safety & Nutrition

This course provides students with an understanding of the basic principles of health, safety and nutrition as it applies to the child and the adult in a school setting. The course will focus on health promotion, nutrition, illness prevention & management, safety promotion, children's emotional & sexual development, child abuse prevention and occupational health.

Dates: January 8 - April 23, 1998
Day: Thursday
Times: 6:30 pm - 9:30 pm
Fee: \$300
Note: Students should apply for formal admission into the SEA program. This course is a cost-recovery course especially for SEA students.



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. Plans are being made to expand into other programs.

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



THANK YOU

NWCC, Access Services Department
wishes to thank

Bruno Belanger - Gemma Bath Boutique
Ed Currell - Terrace Public Library
Elaine Hall - HRDC
Gail Munson - Northern Motor Inn
Ruby & Rayna - MOEST

For your cooperation over the years.
Your generous donation of time
and facilities enables us to bring
the College to the community.

WHY YOU SHOULD ATTEND NORTHWEST COMMUNITY COLLEGE IN TERRACE

NWCC offers a wide variety of educational opportunities to serve the needs of adults of all ages. Regardless of whether you are a high school graduate seeking a career, or a parent preparing for university, the College will help you achieve your goals.

The College offers a learning atmosphere that will not be found at a larger institution. Smaller class sizes mean enhanced learning and more instructor/student interaction. Staff at the Terrace Campus will ensure that your time spent at Northwest Community College is successful and enjoyable.

To find out more about programs, courses and services or how to prepare yourself for college, call 635-6511 to make a personal appointment with our Educational Advisor.



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.

INSTRUCTOR TRAINING

PROVINCIAL INSTRUCTOR DIPLOMA AND DIPLOMA IN ADULT EDUCATION



A Ministry of Education,
Skills, and Training Program



Program Development
Department



The Provincial Instructor Diploma consists of courses designed to help adult educators develop skills in program planning, instructional design, and delivery, use of media in instruction and evaluation techniques.

The Program consists of 6 - 30 hour courses and a final assignment. The courses are offered on weekends around the province.

The Diploma in Adult Education is designed for students of the Provincial Instructor Diploma (or its equivalent) wanting advanced training in the field of adult education.

This program is a ladder towards a degree in adult education such as the University College of the Fraser Valley Bachelor of Arts and the University of Alberta Bachelor of Education. Simon Fraser University accepts students into the Masters of Education Program based on completion of this diploma and other appropriate qualifications.

Weekend courses are available at:

Northwest Community College

ID 102B	Elements of Instruction B	Jan. 10,11,12,24,25,26	Prince Rupert
AD 302	Introduction to Developmental Psychology	Jan.16,17,18,30,31, Feb. 1	Prince Rupert
ID 102B	Elements of Instruction B	Jan. 23,24,25, Feb. 6,7,8	Smithers
AD 305	Effective Communication Skills for Educators	Feb. 13,14,15,27,28, Mar. 1	Prince Rupert
ID 102B	Elements of Instruction B	Feb. 27,28, Mar. 1,13,14,15	Hazelton
ID 104B	Evaluation of Learning & Instruction B	May 1,2,3,15,16,17	Smithers

Tuition: \$275 per Instructor Diploma course (ID)
\$300 plus text per Adult Education course (AD)

For information please call Program Development at 1-888-332-3212

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 January 1998 are:

Certificate Level Courses:

- Helping Skills
- Social Policies
- Computers in Social Services II
- English 151 - Technical Writing
- Psychology 102 - Introductory Psychology II
- Sociology 102 - Introductory Sociology II

Diploma Level Courses:

- Sociology 206 - The Family in Cross Cultural Perspective
- Community Development
- 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

OASIS SPORTS CLUB

Located on the Northwest Community College campus, the Oasis Sports Club offers a variety of sports and entertainment. The new name and a fresh coat of paint are not the only additions!

- Pool tables & Video games
- Foosball & Ping Pong
- 50 inch satellite television
- 2 on 2 half court basketball

Squash, racquetball & wallyball courts are available for bookings daily.

Squash players get ready for November league start up - beat the winter blues, **sign up now!** We are planning to have a tournament in the near future - give us a call if you are interested at 638-5457



Sign up your wallyball team for winter league!
Tuesdays - Thursdays - Sundays

Relax in our lounge and enjoy a great selection of refreshments and snacks

OASIS HOURS

MONDAY - FRIDAY
12 pm - 10 pm

SATURDAY
12 pm - 5 pm

SUNDAY
3 pm - 10 pm

Weekend hours may vary depending on court bookings

The Oasis is available for private parties - call us for bookings at 638-5457

COMMUNITY RESOURCE WORKER

The Mental Health option of the CRW Program has three courses available for registration this January. In the future, these courses will become part of the Integrated Human Service Program as a result of curriculum changes in the past year. The courses are as follows:

CRW 215-3.0: *Working with Persons of Differing Abilities*

This course will introduce students to the theoretical perspective in the field of special needs. Through examination of theory, values and attitudes towards persons of differing abilities, the student will be able to be more effective in the caregiving setting in providing service. Students will have an increased awareness of issues, legislation and types of care models when working with persons of differing abilities.

Dates: January 5 - April 24/98
 Day: Monday
 Times: 6:30 pm - 9:30 pm
 Fee: \$134.70
 Location: NWCC Terrace Campus
 Instructor: Rhoda Andrews
 Prerequisite: Psychology 101/102 or Sociology 205 or permission of the instructor
 Note: This course is accepted as equivalent to ECE 135 for students in the SEA program.

CRW 235-3.0: *Selected Issues in Community Services: Family Violence*

This course introduces the student to the issue of family violence, in the context of the helping setting. It will explore the cycle of violence, the forms of violence both physical and sexual, as well as skills to effectively work with clients who must overcome these or related issues.

Dates: January 5 - April 24/98
 Day: Friday
 Times: 1 pm - 4 pm
 Fee: \$134.70
 Location: NWCC Terrace Campus
 Instructor: Shelley Taylor
 Prerequisite: CRW 102, Sociology 205

CRW 325-3.0: *Helping Skills*

This course is the study of help relationships in the Addictions, Mental Health and Youth Work settings. Topics include: theories of personal effectiveness, analysis and practice of effective relating skills. The Egan model is the main focus but other models such as Rogerian, Behavioural therapy, Reality therapy, etc. will also be examined. The course will be conducted as participatory seminars for development and/or enhancement of effective communication skills.

Dates: January 5 - April 24/98
 Day: Monday
 Times: 1 pm - 4 pm
 Fee: \$134.70
 Location: NWCC Terrace Campus
 Instructor: Shelley Taylor
 Prerequisite: CRW 225



For more information, please contact
 Cheryl Brown at 638-5429



NWCC

The Board of Governors of
 Northwest Community College
 cordially invite all students to attend

GRADUATION CEREMONIES

MAY 23, 1998, at 2 pm
 in the
 REM LEE Theatre

Reception to follow at
 Northwest Community College
 5331 McConnell Avenue
 Terrace, BC

Please contact
 Ella Goodlad
 at 635-6511
 for more information



RESIDENT CARE HOME SUPPORT WORKER

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

ADMISSION REQUIREMENTS

1. Grade ten or CCP Intermediate or GED.
2. Current Immunizations.
3. Criminal Record Search (Students should be aware that a criminal record search is required before they can obtain practicum placement and that the presence of certain crimes on the record would make practicum placement, graduation and subsequent employment impossible).

PROGRAM OUTLINE

This is a six month program with practicum and classroom sessions. Subject areas addressed during the class sessions include an Orientation to the Health Care Field, Communication Techniques, Body Structure & Function, Nutrition, Safe & Clean Environment, Growth & Development, First Aid, CPR and Personal Assistance.

Program to be offered in Terrace & Kitimat from
 January 19 - July 3/98. FEES ARE \$4525. Please
 check with funding agencies for sponsorship.

For more information, contact
 Cheryl Brown at 638-5429.

UNBC

REGISTER NOW FOR WINTER UNBC COURSES

TERRACE

M.Ed. Counselling
 EDUC 692 - Collaborative Therapies

M.Ed. Curriculum & Instruction
 EDUC 602 - Educational Research Data Analysis

First Nations Languages
 FNST 237 - Tsimshian Language - Level II

B.A. General
 FNST 301 - Art & Material Culture of BC First Nations
 ENVS 309 - Women & Environmental Studies
 PSYC 427 - Cross-Cultural Psychology

Teleconferenced Courses
 COMM 342 - Services Marketing (required for the BA in
 Resource-Based Tourism)
 ENGL 385 - Modern & Contemporary American Short
 Fiction
 HIST 301 - Canadian North
 HIST 320 - Western United States

PRINCE RUPERT

B.A. General, and for the Summer Field School course
 ANTH 301
 ANTH 202 - Archaeology in Northern British Columbia

SMITHERS

B.A. General, BA in Resource-Based Tourism
 ENVS 205 - Environment and Society

WORLD WIDE WEB COURSES (subject to change)

POLS 100 - Contemporary Political Issues
 ENGL 420 - First Nations Literature
 EDUC 645 - Discourse in Classrooms

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) 638-5448 Terrace
 Toll Free at 1-888-554-6554
 or 1-888-419-5588

(Automated Registration Information)

APPLIED COMPUTER TECHNOLOGY

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 Winter of 1998. Evening courses will be offered to allow full-time workers to upgrade their computer skills.

APPLIED COMPUTER TECHNOLOGY CERTIFICATE COURSES

TCOM 111: Introduction to GIS

Days: Tuesday & Thursday
Time: 12 pm - 2 pm
Date: January 6 - April 23/98
Fee: \$179.60
Instructor: David Cake

TCOM 121: Introduction to Networking

Days: Monday & Wednesday
Time: 1 pm - 4 pm
Date: January 7 - April 22/98
Fee: \$269.40
Instructor: TBA

TCOM 171: Introduction to Auto CAD

Days: Monday & Wednesday
Time: 6:30 pm - 9 pm
Date: January 7 - February 4/98
Fee: \$89.80
Instructor: TBA

TCOM 172: CAD II

Days: Monday & Wednesday
Time: 6:30 pm - 9 pm
Date: February 9 - April 23/98
Fee: \$134.70
Instructor: TBA

Students interested in taking any or all of these courses on a part-time basis are asked to contact the program coordinator - Phil Bialobzyski at NWCC in Terrace.

Email phil@kermode.net

or call 635-6511, local 5368

GENERAL INTEREST COURSES

See next page for the general interest courses that the Applied Computer Technology Department will be offering in JANUARY, 1998 relating to computer hardware.

APPLIED COMPUTER TECHNOLOGY GENERAL INTEREST COURSES

COMPUTERS EXPLAINED

This two-evening course will answer those questions you've always wondered about. Topics include: things you should know before you buy a computer, interpretation of acronyms, overview of computer hardware, memory and CPU types, identifying your computer hardware requirements and comparison of software bundles. Students are encouraged to bring their questions. Class size is limited to 12 students.

Dates: January 13 & 15 OR
February 3 & 5 OR
March 17 & 19/98

Days: Tuesday & Thursday

Times: 6:30 pm - 9:30 pm

Fee: \$60

Instructor: Nolan Beaudry & Ken Chemko

TROUBLE SHOOTING AND REPAIRING YOUR COMPUTER

This course is offered over four evenings and gives a basic hands-on approach to diagnosing and repairing common computer hardware problems. The course starts with a basic introduction to computer architecture. Topics include: diagnostic programs, replacing hard drives and memory trouble shooting. Students are encouraged to bring their questions and their malfunctioning computers for diagnosis and repair. Enrollment is limited to ten to ensure individual attention.

Dates: March 24, 26, 31 & April 2/98

Days: Tuesday & Thursday

Times: 6:30 pm - 9:30 pm

Fee: \$110

Instructor: Nolan Beaudry

UPGRADING YOUR COMPUTER

This course is offered over four evenings and gives the student basic advice and hands on experience to upgrade their PC's. Topics include: RAM and CPU, peripherals, adding hard drives and sound cards. There will be a one week break half-way through the class to allow those students who are interested to obtain components to upgrade their own PC's. Enrollment is limited to ten to ensure individual attention.

Dates: February 17 & 19 and March 3 & 5/98

Days: Tuesday & Thursday

Times: 6:30 pm - 9:30 pm

Fee: \$110

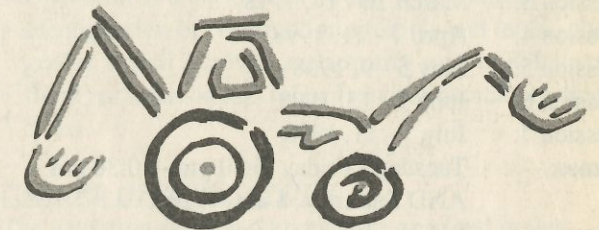
Instructor: Nolan Beaudry



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



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: January 13 - 17, 1998

Session 2: February 10 - 14, 1998

Session 3: March 10 - 14, 1998

Session 4: April 7 - 11, 1998

Session 5: May 5 - 9, 1998

Session 6: June 9 - 13, 1998

Session 7: July 7 - 11, 1998

Times: Tuesday - Friday 6:30 pm - 10:30 pm
AND Saturday 8 am - 4 pm

Fee: \$160

Location: Room 1112

Prerequisites: Valid BC Drivers License

Note: An Airbrake Endorsement is a pre-requisite for our Professional Drivers Training course.

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

COMMERCIAL/PUBLIC VEHICLE INSPECTION

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

Date: January 26 - 29, 1998

Days: Monday - Thursday

Time: 6:30 pm - 10:30 pm

Fees: \$225 (Includes course manual)

Location: 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

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

Session 1: January 19 - 23, 1998

Session 2: February 16 - 20, 1998

Session 3: March 16 - 20, 1998

Session 4: April 13 - 17, 1998

Session 5: May 11 - 15, 1998

Session 6: June 15 - 19, 1998

Session 6: July 13 - 17, 1998

Time: 7:30 am - 2:30 pm

Days: Monday - Friday

Fee: \$1400

Prerequisites: 19 years of age

Clear driving abstract

Valid Airbrakes Endorsement Certificate

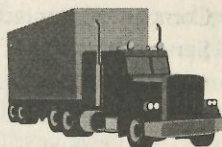
(offered each month at NWCC)

Valid Class 1 Learners Permit

COURSES ARE SCHEDULED ON A REGULAR BASIS THROUGHOUT THE YEAR. CALL US - WE CAN ACCOMMODATE 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.



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.

Dates: March 25, 1998

April 22, 1998

Day: Wednesday

Time: 6 pm - 10 pm

Fee: \$110 (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.

BACKHOE/LOADER OPERATOR

This modularized course is designed to assist operators to acquire skills and knowledge required to be an entry level backhoe/loader operator. Safe, efficient operation, maintenance and duties of competent operators are emphasized in this course. In this competency-based course the following operator requirements will be offered:

- Safety Procedures
- Equipment Systems
- Preventative Maintenance Procedures
- Site Preparation
- Operation of a backhoe in on-the-job situations
- Identification of construction symbols and terms, check grades, install a culvert and identify road building stages
- Road reclamation and related environmental practices codes.

CAREER OPPORTUNITIES

The operation skills and knowledge acquired in this program will enable graduates to pursue entry level jobs and/or a career in the construction and excavating industries.

ENTRANCE REQUIREMENTS

- 18 years of age
- Valid drivers license
- Skills assessment (Trades reading & math assessment)

Session 1: March 2 - 14, 1998

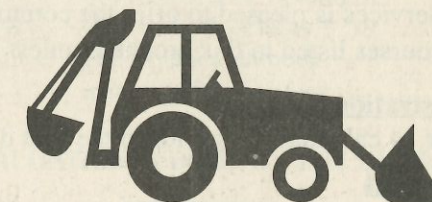
Session 2: April 6 - 17, 1998

Times: TBA

Fee: \$1800

Note: This course is offered on site, so participants will require appropriate outdoor clothing and CSA approved safety footwear.




COURSES CAN BE SCHEDULED UPON REQUEST, CALL 638-5430



JOHN DEERE EQUIPMENT AND TRAINING RESOURCES ARE USED IN THESE COURSES

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 Racquet Centre. Our Office Hours are 8 am - 4 pm from Monday - Friday.

Extension Services Staff - Call 635-6511

		Local
Coordinator	Peter Haigh	5451
Program Officer	Brenda McCarron	5452
Program Officer	Joan Daniels	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.

SAVINGS
\$\$

Registration Discounts

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

	Discount
Early Registration	
• Register 14 calendar days prior to the first day of your course.	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.

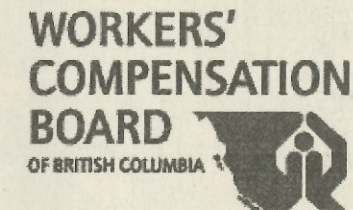
FIRST AID PROFESSIONALS

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 paperwork.

Time: 8:30 am - 5:30 pm

Fee: \$70

Pre-requisite: 16 years of age

Course 1: January 23, 1998 - Friday

Course 2: March 12, 1998 - Thursday

Course 3: April 16, 1998 - Thursday

Course 4: May 7, 1998 - Thursday

Note: Fee includes textbook, 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 am - 5:30 pm

Fee: \$70

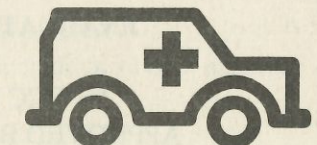
Pre-requisite: 16 years of age AND Valid Level 1 Certification

Course 1: March 13, 1998 - Friday

Course 2: May 8, 1998 - Friday

Note: Fee includes textbook, materials & exam fees

EVALUATION IS DONE BY THE INSTRUCTOR



ADVANCED WILDERNESS FIRST AID

The 72 hour 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 1 and Transportation Endorsement.

EXEMPTIONS:

An exemption to OFA Level 1 & 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: April 14 - 24, 1998

DAYS: Tuesday - Friday

TIMES: 8:30 am - 5:30 pm

PLACE: Terrace

FEE: \$650

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 am - 4:30 pm

Fee: \$595

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

Course 1: February 16 - 27, 1998

Course 2: March 16 - 27, 1998

Course 3: May 19 - June 1, 1998

Note: Fee includes textbook, materials & exam fees. A medical must be completed and an exam passed.

OCCUPATIONAL LEVEL 3 RECERTIFICATION 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.

OCCUPATIONAL FIRST AID CERTIFICATE - LEVEL 2

The Occupational First Aid Level 2 is a 36 hour intermediate first aid training program designed for those who are working, or plan to work, twenty minutes or less from a hospital. This course is equivalent to the Occupational First Aid Level 3 program without the Transportation Endorsement.

Note: Level 3 is required where the job site is more than 20 minutes from the hospital.

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



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 textbook 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: March 14, 1998

Days: Saturday

Time: 8:30 am - 5:30 pm

Fee: \$70

Expiry: Three years

Note: Fee includes textbook, materials & exam fees



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.

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

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

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

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

OCCUPATIONAL SAFETY & HEALTH COMMITTEE

Become a well informed safety committee member in order to provide quality service to co-workers. This program explains the elements of an effective safety and health program, the responsibilities of health and safety committee members, how to use safety and health regulations as a resource, how to conduct effective workplace inspections and accident investigations and how to deal with situations involving a refusal to do unsafe work.

Dates: March 9 & 10, 1998
Days: Monday & Tuesday
Time: 9 am - 4 pm
Fee: \$99

WCB FALLING/BUCKING TRAINING STANDARD

New WCB regulations for fallers will require that as of April 15, 1998, it will be law for all fallers to be certified. By April, 1999, this law will be strictly enforced. If a faller is not certified by April 15, 1999, they must take a thirty day course as well as work with a certified faller for 180 days. This eight hour training course meets the requirements as specified by WCB. The course consists of two segments - the classroom and the field check. This training is designed for those who already have experience with falling/bucking and who are interested in learning the safety techniques as required by WCB. The field check to be arranged with the course instructor.

Date: April 18, 1998
Day: Saturday
Time: 9 am - 4 pm
Fee: Call 638-5408 for more information



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 for more information.

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

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 two WorkSafe Certificate Programs in 1998. 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: February 9 & 10, 1998
Days: Monday & Tuesday
Times: 9 am - 4 pm
Fee: \$99

SUPERVISOR SAFETY MANAGEMENT

This program provides supervisors with key information they need to effectively manage health and safety. Supervisors will learn what practising "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: March 2 & 3, 1998
Days: Monday & Tuesday
Times: 9 am - 4 pm
Fee: \$99

LANGUAGES

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. A field trip experience is included.

Dates: February 18 - March 25, 1998
Days: Wednesday
Time: 7 pm - 10 pm
Fee: \$89 plus GST
Instructor: Carol Rauschenberger

SIGNED ENGLISH II

This course is a continuation of Signed English I. It includes a review of skills and development of conversational skills. A field trip experience is included.

Dates: February 19 - March 26, 1998
Days: Thursday
Time: 7 pm - 10 pm
Fee: \$89 plus GST
Instructor: Carol Rauschenberger



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. Hasta la vista!

Dates: January 13 - 29, 1998
Days: Tuesdays & Thursdays
Time: 7 pm - 9 pm
Fee: \$59 plus GST

SPANISH - LEVEL II

!Te invito a continuar Español conmigo! Did you take Spanish-Level 1 and want to learn more? This course is a continuation of Level 1. In this course you will improve on your Spanish communication skills learned in Level 1. Come and increase your practical knowledge of the language. Hasta la vista!

Dates: March 10 - 26, 1998
Days: Tuesdays & Thursdays
Time: 7 pm - 9 pm
Fee: \$56 plus GST



FULL CLASS?

IF YOU REGISTER FOR A CLASS
AND FIND THAT IT'S FULL -
ASK TO BE PUT ON A WAITLIST!
IF SPACE BECOMES AVAILABLE,
YOU WILL BE NOTIFIED.
WAITLISTS ALSO TELL US A
COURSE IS IN DEMAND - SO
WE'LL TRY TO OFFER IT AGAIN

GENERAL INTEREST

HUGS

*Get ready for a spring & summer
of good health and fitness!*

Experience freedom with the HUGS plan for better health! During this eight week course participants will be counselled by a qualified dietician who will demonstrate how to break the diet cycle and build a confident lifestyle. The HUGS program which uses a non-dieting approach to health and permanent weight loss, is suitable for individuals who are concerned about their diet as related to heart health issues, those with diabetes, new non-smokers and those trying to lose weight. Learn to modify your eating behaviour and develop a freer lifestyle.

Dates: March 2 - April 20, 1998
Days: Monday
Time: 7 pm - 8 pm
Fee: \$95 plus GST

FOODSAFE LEVEL I

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: February 20 & 21, 1998 OR
April 3 & 4, 1998
Days: Friday & Saturday
Time: 9 am - 4 pm
Fee: \$89

FOODSAFE LEVEL II

This course is designed for those in the food service industry who are responsible for making decisions. The advanced level gives managers/owners the information to make decisions to ensure a high standard of food safety.

Dates: May 4, 6, 11 & 13, 1998
Days: Monday & Wednesday
Time: 7 pm - 10 pm
Fee: \$89

PICTURE FRAMING

Back by Popular Demand!

Once again we are bringing Homespun Enterprises from Abbotsford to Terrace to teach you how to mat and frame pictures

PICTURE FRAMING - BASIC

In this course the participant will:

- With practice, become proficient at using mat and circle cutters.
- Practice color coordination.
- Completely mat, mount and frame a print with a single mat and double mat.
- Cut creative mat openings.
- Be shown how to do needlework stretching and framing.
- Be shown how to do conservation framing.
- Be shown how to do object (things rather than pictures) framing.

Dates: May 21, 22 & 23, 1998
Days: Thursday & Friday evening &
Saturday
Time: 7 pm - 10 pm
9 am - 4 pm
Fee: \$79 plus GST

PICTURE FRAMING - ADVANCED

In this hands-on course the participant will:

- Mount and mat a print in a conservation/preservation method
- Stretch a needlework with conservation in mind.
- Carry out several french matting projects.
- Design mats and shadow boxes for various objects.
- Lay out and complete a number of creative mat designs

Prerequisite: Basic Picture Framing Course

Dates: May 24, 25 & 26, 1998
Days: Monday & Tuesday evening &
Sunday
Time: 7 pm - 10 pm
9 am - 4 pm
Fee: \$79 plus GST

GENERAL PESTICIDE APPLICATOR/ DISPENSER COURSE

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

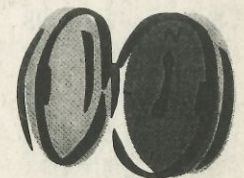
This three day course will be of interest to individuals working with the application of pesticides as well as individuals whose responsibilities include selling pesticides to the public. Training will provide the basics in the proper use of handling pesticides and will prepare participants to challenge the BC Ministry of Environment, Lands and Parks (BC MOELP) Pesticide Dispenser and Applicator exams. The course includes forestry landscaping, weed control and any other required certification categories.

Dates: April 7, 8 & 9, 1998
Days: Tuesday, Wednesday & Thursday
Time: 9 am - 3 pm
Fee: \$240
Instructor: David McLernon
Note: Course fee does not include \$37.10 fee for study kit (purchase in advance) or \$25 exam fee. Purchase study kit by calling 1-800-282-7955

MAP & COMPASS

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

Dates: March 28, 1998
Days: Saturday
Time: 8:30 am - 4:30 pm
Fee: \$45 plus GST
Note: Compasses can be supplied, but bring your own if you have one.



SPEAK EASY

Improving Public Speaking Skills

Studies show that people fear public speaking worse than death itself! If knocking knees, dry mouth, and heart palpitations are your symptoms, this Toastmaster presentation is your prescription! This 3 hour seminar will give you the basic tools to manage your nervousness, demonstrate logical speech formats and understand the importance of eye contact, body language and vocal variety.

Dates: February 25, 1998
Days: Wednesday
Time: 7 pm - 10 pm
Fee: \$20



Instructor: Linda Hawes, CTM and Andrew Webber, CTM

COMMUNITY VOLUNTEER INCOME TAX PROGRAM

Become part of the community volunteer income tax program coordinated by Revenue Canada. Through this course, trained volunteers provide free tax assistance to seniors, low income families, new Canadians and the physically and mentally challenged. Become familiar with the fundamentals of completing a return. Learn about tax problems, common deductions and new tax legislation.

Dates: February 24, 1998
Days: Tuesday
Time: 12 pm - 4 pm
Fee: FREE

INCOME TAX AND GST FOR SMALL BUSINESS

This program, coordinated by Revenue Canada, is designed to provide relevant information about income tax and the goods and services tax to small business entrepreneurs, especially those who are starting a business. The course includes introduction to GST and income tax, income and expenses as well as rights and obligations.

Dates: February 25, 1998
Days: Wednesday
Time: 9 am - 4 pm
Fee: FREE

FINANCIAL PLANNING INVESTMENT SERIES

This series of 6 classes will show you the fundamentals of how to prepare your own financial plan, the different types of investment vehicles as well as the different services available in a non-commercial way. At the end of the class, participants will have their own financial plan as well as an investment strategy which they can apply to their own situation. Some of the topics covered include: financial planning, tax planning, planning for your child's education, life and disability insurance, the business cycle, how government influences the economy, cash, the money market, stocks, bonds, mutual funds, RRSP'S, Canada Savings Bonds, equity markets, asset allocation, putting it all together, the roles of professionals and estate planning.

Dates: January 26 - March 2, 1998
Days: Monday
Time: 7 pm - 9 pm
Fee: \$75 + texts

TRAFFIC CONTROL FLAGGING

This sixteen hour certification course is offered over two days. Certification is required for those monitoring, controlling and directing traffic in and around maintenance and construction areas. This course provides in-depth coverage of the skills and information needed to become a certified traffic control flag person.

Dates: April 25 & 26, 1998
Days: Saturday & Sunday
Time: 8 am - 5 pm
Fee: \$109 + texts



WOODWORKING FOR WOMEN

This 18 hour course provides women with an introduction to woodworking skills. This first class is an introduction to woodworking tools and participants select an individual project for completion.

Dates: January 21 - February 25, 1998
Days: Wednesdays
Time: 6:30 pm - 9:30 pm
Fee: \$75 + GST

Instructor: Peter Vogelaar

Note: Participants supply materials for their projects.

PLANT MEDICINE

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

Dates: May 16, 1998
Days: Saturday
Time: 9 am - 4:30 pm
Fee: \$69 + GST

NOTE: Students must have own transportation. Bring a bag lunch.



HOMEOPATHY AND THE HEALING PROCESS

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

Dates: March 12 & 26, 1998
Days: Thursdays
Time: 7 pm - 9:30 pm
Fee: \$49 + GST

BOATING COURSE

Do you have a special interest in boating but don't want to commit to a longer course? This boating course is for you. Training will acquaint participants with important aspects of small boat usage. The course focuses primarily on individuals who own or handle small pleasure craft, but applies equally to pleasure craft of any size. If your interest is outboards, canoes, cruisers or sail, this course is for you. Participants will be required to purchase supplies (pair of dividers, parallel rules, chart of Douglas Channel or Prince Rupert Harbor) at an estimated cost of \$50.

Dates: May 4 - 15, 1998
Days: Monday & Thursday
Time: 7 pm - 10 pm
Fee: \$79 + texts



POWER & SAIL SQUADRON BOATING COURSE

This course is geared to the avid boater and anyone planning to spend a lot of time on the water. Navigation is covered in depth in this 30 hour boating course. Training will acquaint participants with important aspects of small boat usage and focuses primarily on individuals who own or handle small pleasure craft, but applies equally to pleasure craft of any size. If your interest is outboards, canoes, cruisers or sail, this course is for you. Register early as it takes time for materials to arrive. On completion, participants will be eligible to write the Canadian Power Squadron exam which upon passing entitles the participant to a savings on vessel insurance.

Dates: March 30 - April 30, 1998
Days: Monday & Thursday
Time: 7 pm - 10 pm
Fee: \$199

Note: Registration deadline is March 13/98. Students must also pay an exam fee and purchase materials.



GOLF FOR BEGINNERS

Learn the basics and have fun! In this series of five - one hour lessons, participants will learn the basic fundamentals including the grip, posture, stance, ball position and alignment. Instruction will concentrate on the golf swing.

Dates: May/June 1998
Days: Call 638-5408 for more information
Time: 6:30 pm - 7:30 pm
Fee: \$60



GOLF FOR INTERMEDIATES

Build upon your beginner's knowledge! This series of five - one hour lessons will emphasize the short game and course management. This series of lessons is an ideal follow-up for those enthusiasts with some basic knowledge of the game.

Dates: May/June 1998
Days: Call 638-5408 for more information
Time: 6:30 pm - 7:30 pm
Fee: \$60

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.

The following courses will be offered from January 5 - April 24, 1998. 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.

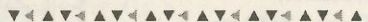
ANTHROPOLOGY 102:

Introduction to Social & Cultural Anthropology
 Time: Thursday 1 pm - 4 pm OR
 Thursday 7 pm - 10 pm
 Instructor: Rocque Berthiaume, M.A.



ANTHROPOLOGY 111:

Native Peoples of Canada
 Time: Friday 9 am - 12 pm
 Instructor: Lillian Garcia, M.A.



ANTHROPOLOGY 112:

Native Peoples of BC
 Time: Monday 1 pm - 4 pm OR
 Monday 7 pm - 10 pm OR
 Tuesday 1 pm - 4 pm
 Instructor: Rocque Berthiaume, M.A.



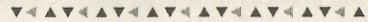
BIOLOGY 102:

Introductory Biology II - Genetics, Evolution and Ecology
 Time: Multiple offerings - Please call NWCC for more information.
 Instructor: Varies according to course time.



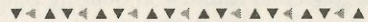
CHEMISTRY 102:

Introductory Chemistry II
 Time: Monday, Wednesday & Friday 11 am - 12 pm
 Lab: Monday 5:30 pm - 8:30 pm
 Instructor: Veljko Dragojlovic, Ph.D.



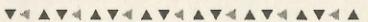
CHEMISTRY 122:

Principles of Chemistry II
 Time: Monday, Wednesday & Friday
 8:30 am - 9:30 am
 Lab: Tuesday 1 pm - 4 pm OR
 Tuesday 4 pm - 7 pm
 Instructor: Veljko Dragojlovic, Ph.D.



COMPUTER SCIENCE 111:

Data Structures and Algorithms
 Time: Tuesday & Thursday 4 pm - 5:30 pm
 Lab: Wednesday 9 am - 12 pm OR
 Thursday 9 am - 12 pm
 Instructor: Peter Anderson, M.Sc.



ECONOMICS 202:

Principles of Macroeconomics
 Time: Wednesday 7 pm - 10 pm
 Instructor: John Campbell, Ph.D.

ENGLISH 102:

Literature and Composition II
 Time: Multiple offerings - Please call NWCC for more information.
 Instructor: Varies according to course time.



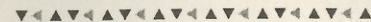
ENGLISH 202:

English Literature 1650 - 1880
 Time: Friday 9 am - 12 pm
 Instructor: Marion Scholtmeijer, Ph.D.



ENGLISH 210:

Creative Writing II
 Time: Monday 7 pm - 10 pm
 Instructor: Leanne Boschmann-Epp, M.A.



GEOGRAPHY 160:

Physical Geography II - Geology, Geomorphology & Soils
 Time: Multiple offerings - Please call NWCC for more information.
 Instructor: Varies according to course time.



GEOGRAPHY 204:

Spatial Analysis and Geographic Information Systems
 Time: Thursday 9 am - 12 pm
 Lab: Wednesday 9 am - 12 pm OR
 Wednesday 12 pm - 3 pm
 Instructor: Varies according to course time.



GEOGRAPHY 226:

Regional Geography of Canada
 Time: Wednesday 7 pm - 10 pm
 Instructor: Ross Nicholson, M.Sc.

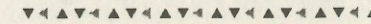


HISTORY 106:

Canada Since the Mid-Nineteenth Century
 Time: Monday 9 am - 12 pm
 Instructor: John Hart, Ph.D.

HISTORY 209:

History of Native People of Canada
 Time: Thursday 1 pm - 4 pm
 Instructor: John Hart, Ph.D.



MATH 102:

Calculus II - Integral Calculus
 Time: Monday, Wednesday & Friday 9:30 am - 11 am
 Instructor: Eric Turner, Ph.D.



MATH 131:

Introduction to Statistics
 Time: Tuesday 9 am - 12 pm
 Instructor: Peter Anderson, M.Sc.



MATH 190:

Principles of Mathematics for the Elementary Teacher
 Time: Tuesday 7 pm - 10 pm
 Instructor: Ross Nicholson, M.Sc.



PHYSICS 102:

Introductory Physics II
 Time: Monday & Wednesday 3 pm - 4 pm AND
 Friday 2 pm - 3 pm
 Lab: Wednesday 9 am - 12 pm
 Instructor: Eric Turner, Ph.D. (lecture)
 Peter Anderson, M.Sc. (lab)



PHYSICS 122:

Introductory Physics II
 Time: Monday, Wednesday & Friday
 12:30 pm - 1:30 pm
 Lab: Wednesday 4 pm - 7 pm
 Instructor: Eric Turner, Ph.D. (lecture)
 Peter Anderson, M.Sc. (lab)

POLITICAL SCIENCE 102:

Canadian Politics II
Time: Tuesday 9 am - 12 pm
Instructor: John Hart, Ph.D.



WINTER EVENINGS DON'T
HAVE TO BE DULL!!
CONSIDER THESE
NEW ARTS COURSES
AT NWCC

PSYCHOLOGY 102:

Introductory Psychology II
Time: Wednesday 1 pm - 4 pm OR
Wednesday 7 pm - 10 pm OR
Thursday 1 pm - 4 pm
Instructor: Andre Klingner, M.A.

PSYCHOLOGY 202:

Developmental Psychology II
Time: Thursday 7 pm - 10 pm
Instructor: Lee Oates, M.A.

PSYCHOLOGY 222:

Clinical Psychology & Intervention
Time: Monday 7 pm - 10 pm OR
Monday 9 am - 12 pm
Instructor: Andre Klingner, M.A.

SOCIOLOGY 102:

Introductory Sociology II
Time: Monday 1 pm - 4 pm OR
Monday 7 pm - 10 pm OR
Thursday 9 am - 12 pm
Instructor: Lillian Garcia, M.A.
Jake Muller, M.A.

SOCIOLOGY 206:

The Family in Cross-Cultural Perspective
Time: Tuesday 7 pm - 10 pm
Instructor: Lillian Garcia, M.A.

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

ART 151:

An introductory survey of the visual traditions of some of the world's diverse societies, from prehistory to the present day, including aspects of Canada's artistic heritage. This course has two main objectives:

- 1) to provide an overview of the cultural forms around the world
- 2) to introduce aspects of the analytical framework that is used in the discipline of Art History

Time: Thursday 7 pm - 10 pm
Instructor: Edward Epp, M.A.

PHILOSOPHY 101:

An introduction to the perennial issues in Western philosophy which arise out of the search for truth and meaning in life. Topics include: the nature and definition of knowledge, perception and the nature of the external world, the status of necessary truths and of scientific knowledge.

Time: Friday 9 am - 12 pm
Instructor: Ted Altar, Ph.D.

ASSOCIATE DEGREES

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.

These Associate Degrees may lead to bachelor degrees in different specializations at a university depending upon the requirements of that particular university.

For more information about NWCC Associate Degrees contact the Student Advisor at 635-6511.

BUSINESS AND COMPUTING

MANAGEMENT SKILLS FOR SUPERVISORS

This course is a 12 day series incorporating 3 core components, each a separate learning experience.

- 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.

Times: 8:30 am - 4:30 pm
Instructor: Phil Kolbuc (Management consultant with over 10 years of experience in training supervisory staff.)

Part 1: **Interpersonal Communication & Problem Solving Skills**
April 14 - 17, 1998 (Tuesday to Friday)
\$425

Part 2: **Leadership, Motivation & Team Building Skills**
May 18 - 21, 1998 (Tuesday to Friday)
\$425

Part 3: **Interpersonal & Self Management Skills**
June 16 - 19, 1998 (Tuesday to Friday)
\$425

Part 4: **Supervising with Style**
February 18 - 20, 1998 (Wednesday to Friday)
\$350

This is the last time Part 4 will be offered!! The content of these courses has been updated and the former Part 4 (Supervising with Style) has been incorporated in the first 3 parts. Participants completing modules 1, 2, and 3 may receive 6 Unassigned Elective Credits on enrollment into the Two-Year Business Administration Program.

For more 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: January 20 & 22, 1998 OR
January 27 & 29, 1998
Times: 7 pm - 10 pm
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: February 3 & 5, 1998
Times: 7 pm - 10 pm
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: February 10 & 12, 1998 OR
February 17 & 19, 1998
Times: 7 pm - 10 pm
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: February 9 & 16, 1998 OR
February 24 & 26, 1998
Time: 7 pm - 10 pm
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: March 30 & April 6, 1998
Time: 7 pm - 10 pm
Fee: \$60

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: March 3, 5, 10 & 12, 1998
Times: 7 pm - 10 pm
Fee: \$90

**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 BENNEST
BY CALLING - 635-6511 LOCAL 5205.**

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: March 24 & 26, 1998
Time: 7 pm - 10 pm
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: April 2, 1998
Time: 7 pm - 10 pm
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: April 7, 1998
Time: 7 pm - 10 pm
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: April 14, 1998
Time: 7 pm - 10 pm
Fee: \$35



BUSINESS ADMINISTRATION

ACCOUNTING 151

Fundamentals of Financial Accounting II

Concerned with interpretation of income measurement and valuation problems with regard to sources and uses of invested capital. Preparation of financial statements for the various types of business operations and introduction to financial reporting analysis and interpretation for management purposes. Preparation of payroll records.

Dates: January 5 - April 24, 1998
Day: Thursday
Time: 7 pm - 10 pm
Fee: \$134.70 plus text (plus application fee if applicable)

Prerequisite: Accounting 150

WHY YOU SHOULD ATTEND NORTHWEST COMMUNITY COLLEGE IN TERRACE

NWCC offers a wide variety of educational opportunities to serve the needs of adults of all ages. Regardless of whether you are a high school graduate seeking a career, or a parent preparing for university, the College will help you achieve your goals.

The College offers a learning atmosphere that will not be found at a larger institution. Smaller class sizes mean enhanced learning and more instructor/student interaction. Staff at the Terrace Campus will ensure that your time spent at Northwest Community College is successful and enjoyable.

To find out more about programs, courses and services or how to prepare yourself for college, call 635-6511 to make a personal appointment with our Educational Advisor.

NATURAL RESOURCES

The Natural Resources Program offers both technical and university credit courses leading to diplomas in Forest Technology and/or Integrated Resource Management. We encourage all members of the community to enroll in our courses either full-time or on a part-time basis. Prospective students would include high school graduates, forest workers who may be training or upgrading, as well as outdoor-oriented community members.

Listed below are courses we are offering for the Spring 98 term.

TECHNICAL COURSES

Surveying
Cartography
Forest Soils
Data Collection
Tourism & Recreation
Air Photo Interpretation
Wilderness Survival
Resource Inventory
Forest Products
Fire Science
Business Studies
Engineering II
Silviculture II & III
Policy & Legislation
Management Skills



UNIVERSITY CREDIT COURSES

English 152 - Technical Writing
Geography 204 - Geography Information Systems (GIS)
Geography 160 - Physical Geography
Anthropology 111 - Native Peoples of Canada
Anthropology 112 - Native Peoples of BC
Math 131 - Introduction to Statistics

Please call Trish Nuyten (local 5212)
or Ken Downs (local 5372) for more
information regarding schedules
and prerequisites.

KITIMAT CAMPUS

COURSE OFFERINGS FOR WINTER/SPRING 1998

- Computer Workshops for Beginners
- Computer Workshops for Intermediates
- Occupational First Aid - Level 3
- Transportation Endorsement
- Canadian Firearms Safety
- Foodsafe 1
- Air Conditioning Retrofit
- Flagging
- Airbrakes
- C.O.R.E.
- Resume Preparation
- Leadership Development Series

COURSES AVAILABLE ON A CONTRACT BASIS

- OFA Level 1
- WHMIS
- WCB Worksafe
- Transportation of Dangerous Goods
and any other course we offer

**FOR MORE INFORMATION
CALL 632-4766**

University Education at Northwest Community College in Terrace

- NWCC University Credit courses are completely transferable to all BC Universities.
- NWCC University Program offers full first and second year Arts courses.
- NWCC University Program students receive more student-instructor contact than at the BC Universities.
- NWCC University Credit Program entrance requirements are more flexible than BC Universities.
- NWCC University Credit Transfer students do as well or better than direct entry students at BC Universities.

Example of Full Course Load at NWCC or University

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

Costs	University	NWCC
Tuition	\$2,640	\$1,347
Living expenses	\$2,500	Home
Transportation	\$1,200	\$ 300
Accommodation	\$3,000	Home
Books	\$ 600	\$ 600
TOTAL	\$9,940	\$2,247

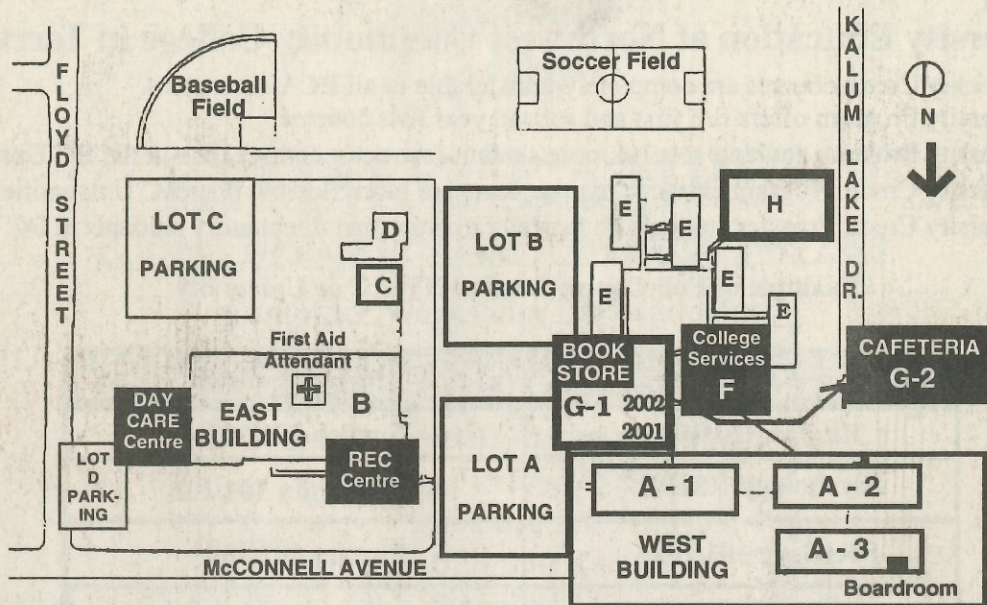
NWCC Facilities include:

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

**For further information call the Student Advisor, 635-6511 - local 5202
or Dr. John Krisinger, Academic Head, at 635-6511 - local 5252**



Northwest Community College 5331 McConnell Avenue Terrace Centre Directory



KEY

WEST BUILDING - A

A - 1 (Lower Level)
LIBRARY/LRC
Academic Faculty Offices

A - 2 (Entrance Level)
Admissions/Registration
Campus Administration/Services
Educational Advisor/Financial Aid
Services for Students with Disabilities
Student Success
First Nations' Student Access
Student Support Specialist
Adult Special Education
Business Classrooms
Mac/IBM Computer Labs

A - 3 (Top Level)
Career & College Prep
Social Service Worker
Academic/Univ. Credit
Program Admin. Offices
Science Labs
■ **BOARDROOM - Rm. 208**

EAST BUILDING - B

Applied Computers Technology
Carpentry/Joinery
Industrial Mechanic (Millwright)
Automotive Mechanic
Commercial Transport Mechanic
Heavy Duty Mechanic
Welding
Natural Resources
Community Resource Worker
Special Education Assistant
Early Childhood Education
First Aid
IBM Computer Lab
Continuing Ed./Extension Services
Warehouse

■ **DAYCARE CENTRE**
+ **First Aid Attendant/Tool Crib**
■ **REC CENTRE**

C
Audio Visual Repair
Print Shop/Mailroom

D
Maintenance Department

E
Student Residences

COLLEGE SERVICES - F

(Entrance Level)
Registrar's Services
Prog. Support & Development
Co-op Education
Human Resources
Payroll
Purchasing

(Top Level)
College President
Director/Ed. & Student Services
V. President Admin./Bursar
Financial/Accounting Services

G
G - 1 (Entrance Level)
■ **BOOKSTORE**
Residence/Security Office
CONFERENCE ROOMS
Rm. 2001/2002

G - 2 (Top Level)
Cook Training Program
■ **CAFETERIA**

H
Student Association