

Northwest *Community College*

CONTINUING EDUCATION



Kitimat, Stewart & Terrace
FALL & WINTER 1999



This year, our Fall and Winter Continuing Education brochure lists the diverse range of courses available to the residents and employers of Kitimat, Terrace and Stewart.

We hope you will take time to read through the brochure and register for one or more courses. If there is a course you would like to take and it is not listed in the brochure, please contact your local Continuing Education office. In addition to the many courses in the brochure, the three campuses advertise additional courses throughout the year. If you would prefer to learn at your own speed and on your time, then consider taking one of the computer based courses we offer in cooperation with "Education To Go".

Our Continuing Education offices can also arrange various forms of contract training activities for the region's employers. This could include seminars, evening courses, or weekend courses that could be offered at the respective College campuses or at an employer's work site.

We are an integral part of your community so please make us a part of your Fall and Winter activities.

Dr. Peter Colebrook, Director
Central Region, NWCC



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ABOUT NORTHWEST COMMUNITY COLLEGE.....

NWCC was established in 1975 at the site of the BC Vocational School in Terrace. From there, the gradual expansion to include College centres in almost all of the communities in the Pacific Northwest area has led to remarkable growth in the programs and services offered by the College. A large percentage of residents in the area take advantage of the opportunities available at these centres.

The College service area is comprised of four geographical regions:

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

The entire area covers 80,540 square kilometers and has a combined population of approximately 80,000.

COLLEGE SERVICES

EDUCATION & CAREER ADVISORS

Phone Judy McCloskey/Ian Hamilton (Terrace) at 635-6511 or Lynn Gould (Kitimat) at 632-4766 or Gina McKay (Stewart) at 636-2415 for an appointment.

STUDENT SUCCESS/PEER TUTORING

Phone Ian Hamilton (Terrace) at 635-6511 or Tammy Miettinen (Kitimat) at 632-4766 for an appointment.

FIRST NATIONS' STUDENT ACCESS

Phone Mae Derrick (Terrace) for an appointment at 638-5421.

STUDENT SUPPORT SPECIALIST

Phone Debbie Holkestad (Terrace) at 638-5460 or Lynn Gould (Kitimat) at 632-4766 for an appointment

SERVICES FOR STUDENTS WITH DISABILITIES

Phone Elizabeth Snyder (Terrace) for an appointment at 638-5496.

LIBRARY

Books, videos, periodicals and much more. Open to everyone!
Phone 638-5407 (Terrace) or 632-4766 (Kitimat) for more information.

BOOKSTORE

Books, computer supplies, software, backpacks and clothing.
Phone Marilyn Bennett (Terrace) at 638-5403 for more information.

RESIDENCE ACCOMODATION

Single or double rooms available at reasonable rates.
Phone Margo Fleming (Terrace) at 638-5415 for more information.

CAFETERIA/CATERING

Full range of food & beverage services. Catering available to groups of 200 or more. Phone Randy Chalifoux (Terrace) at 638-5422.

TERRACE CAMPUS CHILDCARE CENTRE

Phone Mary McNeice (Terrace) at 638-5404 for more information.

COOPERATIVE EDUCATION

Phone Sandy Bullock (Terrace) at 638-5493 for more information.

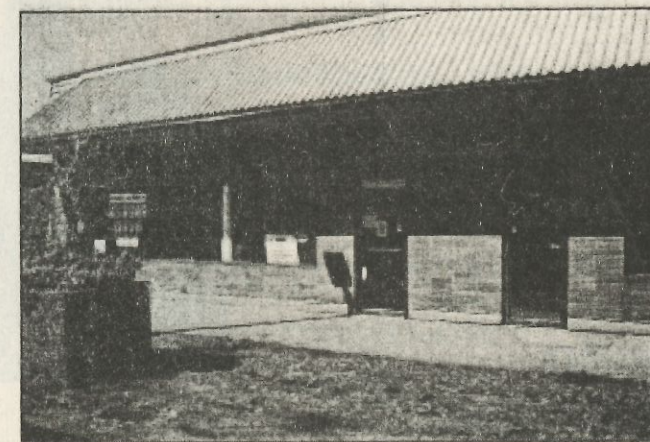


Northwest
Community
College

KITIMAT CAMPUS

606 Mountainview Square Kitimat BC V8C 2N2
Phone 632-4766 Fax 632-5069

Northwest Community College in Kitimat has been serving the communities of Kitimat, Kitamaat Village and Kemano since 1976 and is centrally located in downtown Kitimat. Affordable housing, ample parking and full transit services make opportunities at this campus easily accessible.



Regular programs include Career and College Preparation, Office Administration, English Language Training and Industrial Technology. A wide variety of Continuing Education and community interest courses are scheduled according to local need. Other programs such as University Credit, Business Administration, Computer Technology and Integrated Human Services may be offered if warranted by student demand.

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KITIMAT CAMPUS

CONTINUING EDUCATION

At the Kitimat Campus of Northwest Community College, we offer continuing education opportunities in the areas of Occupational Health and Safety, Computer Applications and Trades Related Training and over 50 courses which can be taken on-line in the areas of computer training, business, marketing, production management, inventory control and customer service.

The Continuing Education Department also offers training services to local organizations, business and industry. We can assist in determining your training needs and arrange the training for your group.

WHO TO CONTACT

Phone - (250) 632-4766

Fax - (250) 632-5069

Walk In - Room 1 - Kitimat Campus

Email - cliberman@nwcc.bc.ca

STAFF

Program Officer Claire Liberman Local 5621

KITIMAT CAMPUS

HEALTH & SAFETY COURSES

To qualify for First Aid training and certification, participants must be at least sixteen years old, have the physical ability to successfully perform first aid skills and have a genuine interest in assisting others. No previous First Aid training is necessary. Course participants must present a valid photo ID. Upon successful completion of the courses and exams, participants receive a WCB issued OFA Certificate valid for two years.

OCCUPATIONAL FIRST AID CERTIFICATE - LEVEL III

The OFA Level III is a 70 hour course in which First Aid theory and practical skill development form the basis. OFA Level III Certification requires an examination - written, oral and practical - conducted by the WCB examiner following course completion. A medical is required. Course participants must score at least 70% on all portions of the exam in order to be issued a WCB OFA Level III certificate valid for two years from the date of the examination.

Time: 8:30 am - 4:30 pm
Prerequisites: 16 years of age (with restrictions)
Days: Monday - Friday (2 weeks - 70 hrs)
Course 1: October 18-29
Course 2: TBA
Note: WCB exam conducted early in the week following course completion.
Fee: \$595

OCCUPATIONAL FIRST AID CERTIFICATE - LEVEL I

The OFA Level I is an eight hour course designed to provide basic first aid skills. Successful course completion results in a WCB issued OFA Level I certificate, valid for two years. Course participants must show photo ID. (Evaluation is conducted by the instructor).

Time: 8:30 am - 5:30 pm
Prerequisite: 16 years of age
Course 1: October 13 (Wed)
Course 2: November 4 (Thurs)
Course 3: December 1 (Wed)
Note: Min. enrollment 7
Max. enrollment 12
Fee: \$75

TRANSPORTATION OF DANGEROUS GOODS (LAND & RAIL)

This six hour course is designed for people who handle and/or transport dangerous goods by land and rail. The course content includes the TDG Act, classification, documentation, packaging, placarding and reporting procedures. An NWCC certificate of course completion valid for three years is issued.

Time: 8:30 am - 4:30 pm
Course 1: October 1 (Friday)
Course 2: November 29 (Monday)
Fee: \$70

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

This four hour **instructor led** WHMIS course provides information and training in the safe handling, recognition, storage and disposal of controlled products (hazardous materials). Emergency procedures as well as an understanding of the risk and necessary precautions will help prevent workplace injury or loss of life. Employers must provide education and training in WHMIS which is administered by the WCB. A certificate of attendance and completion of the course is awarded.

Time: TBA
Course 1: October 4 (Monday)
Course 2: November 30 (Tuesday)
Fee: \$50

FOODSAFE LEVEL I

This 12 hour Foodsafe course was designed by the Ministry of Health in consultation with the BC Restaurant & Food Services' Association. This comprehensive course provides instruction in the safe and sanitary handling, storage and preparation of food. Successful completion of the course and final exam results in certification and registration by the Ministry of Health. This course is designed for all food service workers and is the prerequisite for Foodsafe Level II.

Time: 8:30 am - 4:30 pm
Date: October 4 & 5
Days: Monday & Tuesday
Fee: \$125

FOODSAFE LEVEL II

This 12 hour Foodsafe course explores, in greater detail, safe food handling, storage and preparation practices. This advanced level is designed for managers, potential managers and those who plan on a career in the food services industry. Successful completion of the course and final exam results in certification and registration by the Ministry of Health.

Time: 6 pm - 9 pm
Date: November 1, 2, 8 & 9
Days: Monday & Tuesday
Fee: \$179

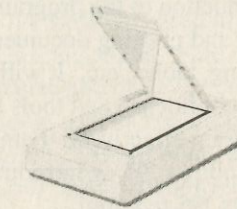
IN-HOUSE, ON-SITE CUSTOMIZED TRAINING BRINGS OUR COURSES TO YOUR COMPANY DOOR. OUR INSTRUCTORS WILL TAILOR MATERIALS TO MEET YOUR NEEDS. USE OUR TRAINING FACILITIES OR YOURS. TRAINING WILL BE ECONOMICAL, EFFECTIVE AND CONVENIENT. FOR MORE INFORMATION CALL - 632-4766

VISIT US ON THE WEB
WWW.NWCC.BC.CA

KITIMAT CAMPUS

BUSINESS & COMPUTING COURSES

BASIC SCANNING TECHNIQUES



Do you have a scanner and no clue how to use it? In this brief workshop, learn the basics of scanning, attaching photographs to email and using Adobe Photo Deluxe to turn your photos into creative projects!

Time: 6 pm - 9 pm
Date: October 20
Day: Wednesday
Fee: \$69

MICROSOFT PUBLISHER

During this 15 hour course you will learn the basics of the powerful graphic design program, MS Publisher. You can create your Christmas cards and letters, gift tags, newsletters, letterhead for your company, business cards and much more! During the course you will have the opportunity to design and create a project of your own.

Time: 6 pm - 9 pm
Date: November 2, 4, 9, 11 & 16
Days: Tuesday & Thursday
Fee: \$179

ON-LINE WORKSHOPS

Now you can take workshops on-line from your home or office computer! All you need is Internet access and, in some cases, specific software. Courses last for a period of six weeks and have two lessons per week. You can conveniently begin any of these courses the second Wednesday of every month. **Start Dates for Fall:**

- September 8
- October 13
- November 10
- December 8

COURSES ARE AVAILABLE IN THE FOLLOWING CATEGORIES:

- Internet Courses
- Computer Application Courses
- Project Management
- Management
- Basic Supervision
- Purchasing
- Logistics
- Marketing
- Customer Service
- Manufacturing Excellence
- Mastery of Business Applications
- Year 2000 Compliance
- Total Quality
- Grantwriting

Prices range from \$75 - \$155. To get full course descriptions on each of these courses and instructions on how to register, you must visit the following web site:
www.ed2go.com/nwcckitimat

KITIMAT CAMPUS

SATURDAY COMPUTER SCHOOL

Great for beginners! In only three Saturdays, you can learn the basics of Windows '95, MS Word and Internet and Email!

Courses may be taken separately, or enroll in all three for just \$229!

WINDOWS '95 FOR BEGINNERS

This course is considered a prerequisite for all computer courses and is for the novice and intermediate user who would like to know more about this popular operating system. Explorer, control panel, desktop customization and short cuts will be presented.

Time: 9 am - 4 pm
Date: October 30
Day: Saturday
Fee: \$99

INTERNET / EMAIL

Learn the efficient methods of browsing the World Wide Web with Netscape Communicator in this nine hour course. Topics include: using URL; how to use scroll bars; hyperlinks & images; bookmarks; how to search the Web. Basic downloading and chatting will be covered.

Time: 10 am - 1 pm
Date: November 6
Day: Saturday
Fee: \$69

MS WORD FOR BEGINNERS

Word 97 is a powerful word processing package which can produce high-quality output. This course provides 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. Familiarity with Windows '95 or Introduction to Windows '95 required.

Time: 9 am - 4 pm
Date: November 13
Day: Saturday
Fee: \$99

EVENING COMPUTER SCHOOL

Great for beginners! In only seven (3 hour) evenings, you can master the basics of Windows '95, MS Word '97, MS Excel '97 (spreadsheets) and Internet and Email!

Courses may be taken separately, or enroll in all four for just \$349!

WINDOWS '95 FOR BEGINNERS

This course is considered a prerequisite for all computer courses and is for the novice and intermediate user who would like to know more about this popular operating system. Explorer, control panel, desktop customization and short cuts will be presented.

Time: 6 pm - 9 pm
Dates: October 5 & 7
Days: Tuesday & Thursday
Fee: \$99

MS WORD FOR BEGINNERS

Word 97 is a powerful word processing package which can produce high-quality output. This course provides 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. Familiarity with Windows '95 or Introduction to Windows '95 required.

Time: 6 pm - 9 pm
Dates: October 12 & 14
Days: Tuesday & Thursday
Fee: \$99

MS EXCEL FOR BEGINNERS

This course is for users with little or no spreadsheet experience and will cover all the basic skills required to develop a spreadsheet.

Time: 6 pm - 9 pm
Date: October 19 & 21
Days: Tuesday & Thursday
Fee: \$99

INTERNET / E-MAIL

Learn the efficient methods of browsing the World Wide Web with Netscape Communicator in this nine hour course. Topics include: using URL; how to use scroll bars; hyperlinks & images; bookmarks; how to search the Web. Basic downloading and chatting will be covered.

Time: 6 pm - 9 pm
Date: October 26
Day: Tuesday
Fee: \$69

KITIMAT CAMPUS

INDUSTRIAL & TECHNICAL COURSES

AIRBRAKES CERTIFICATION

This course includes theory and practical instruction on Airbrakes Systems. Upon successful completion of a pre-trip, you will receive credit for the pre-trip for 30 days towards the Motor Vehicle Branch Air Endorsement Examination. CSA approved safety footwear is required for the practical instruction.

Session 1: Sept. 14-16 & 21-23
Session 2: Oct. 12-14 & 19-21
Session 3: Nov. 16-18 & 23-25
Time: 6 pm - 9 pm
Days: Tuesday, Wednesday & Thursday

Fee: \$170
Prerequisites: Valid BC Drivers License
Note: An Airbrake Endorsement is a pre-requisite for our Professional Drivers Training course.

CLASS I DRIVER TRAINING CERTIFICATION

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. Our 40 hour (20 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.

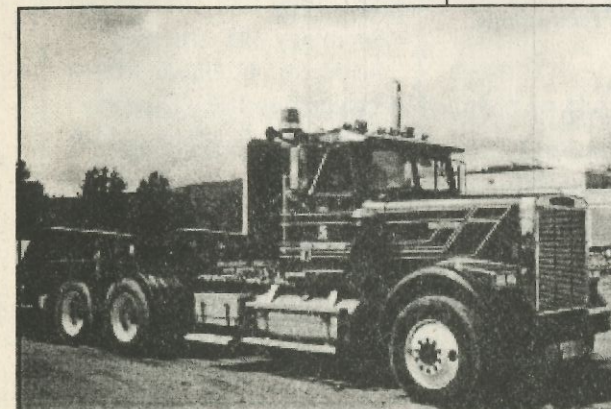
Topics include:

- Professional driving
- Safe work practices
- Vehicles and equipment
- Maintenance of vehicles
- Regulations
- Cargo handling
- Records

Dates: On-going September through December.

Time: TBA
Fee: \$1900

Prerequisites: •19 years of age
•Clear driving abstract
•Valid Airbrakes Endorsement Certificate
•Valid Class 1 Learner's Permit



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

PROGRAMS FOR CREDIT

CAREER AND COLLEGE PREPARATION

- Adult upgrading that is fully accredited with the provincial school system.
- Combination of self-paced and face-to-face instruction.
- Flexible hours to accommodate shiftwork.
- Training is recognized by colleges and universities in Canada.
- Variety of instructors.

A full description of this program is available in our main NWCC calendar. CCP (Career & College Prep) includes academic and skills upgrading for adults, from basic literacy to Adult Dogwood Diploma. Please make an appointment with Lynn Gould, your educational advisor, at 632-4766.

ENGLISH AS A SECOND LANGUAGE

Improve your life! Meet new friends! Learn to speak better English! The ESL class will begin with an emphasis on oral communication - we will practice everyday English skills (speaking and listening). As students become more familiar with the English language, we will move onto written skills (grammar), phonics and spelling.

Time: 9 am - 12 noon
Date: Beginning in September
Days: Monday to Thursday
Fee: TBA

If you are interested in evening classes only, please call 632-4766 and add your name to our waitlist.

KITIMAT CAMPUS

BUSINESS ADMINISTRATION

EVENING COURSES
6 PM - 9 PM
ROOM 2

FALL 1999

- Management 150 - Mondays

WINTER 2000

- Marketing 150 - Mondays

EARLY CHILDHOOD EDUCATION

IHS 147(ECE 115)

Curriculum Planning I

Date: Oct. 25 - Dec. 3
Days: Monday & Wednesday
(Saturday workshop)
Time: 5:30 pm - 7:30 pm
Fee: \$134.70
Instructor: Joan Turecki

*This course is offered through a
combination of Audio Teleconference
and Saturday workshops.
Students must attend workshops.*

POST BASIC TRAINING

IHS 122(ECE 202)

Infant/Toddler Care and Growth

Date: Sept. 14 - Dec. 7
(One Sat. workshop)
Day: Tuesday
Time: 5:30 pm - 7:30 pm
Fee: \$134.70
Instructor: Marc Battle

*Students must register two weeks
prior to class commencement
in order to receive course
materials.*

WINTER 2000

IHS 145(ECE 112)

The Role of the Early Childhood Educator I

Date: Jan. 31 - March 31
Days: Monday & Wednesday
(Saturday workshops)
Time: 5:30 pm - 7:30 pm
Fee: \$134.70
Instructor: Nancy Hogue

**For full course descriptions,
please refer to the College
calendar or phone our advisor
at 632-4766 - local 5605.**

INDUSTRIAL TECHNOLOGY

(not offered in Fall 1999)

This one-year certificate program
offered at the Kitimat Campus is
designed to train students to a high
level of proficiency for all types of
industry such as:

- Smelters
- Pulp Mills
- Refineries

Arrangements are being finalized
to make this one-year program
completely ladderable into the second
year of the **Chemical Sciences
Technology Program at British
Columbia Institute of Technology.**

Entrance requirements:

- English 12 or English 050
- Math 11 or Math 040
- Chemistry 11 or Chemistry 040
- Physics 11 or Physics 101 (Highly
recommended)

*Credit for some courses may be
given for prior learning or
work experience.*

OFFICE ADMINISTRATION

The Office Administration Program is
designed to provide the learner with
the knowledge and skills necessary to
function effectively in the business
community. These programs are
designed to serve the needs of full-
time and part-time learners.

The entry level certificate, Office
Assistant, is designed such that upon
completion, learners may enter the
workforce or continue into an
advanced level certificate in Office
Technology.

*Each certificate takes five months
of full-time study to complete.*

Options available are:

- Office Assistant Certificate.
- Office Technology Certificate with
either Accounting, General or Word
Processing Specialties.
- Desktop Publishing.

UNIVERSITY CREDIT

EVENING COURSES
6 PM - 9 PM
ROOM 2

FALL 1999

- Sociology 205 - Tuesday
Instructor: C. Harvie M.S.W.
- Psychology 101 - Thursday
Instructor: A. Klingner M.A.

WINTER 2000

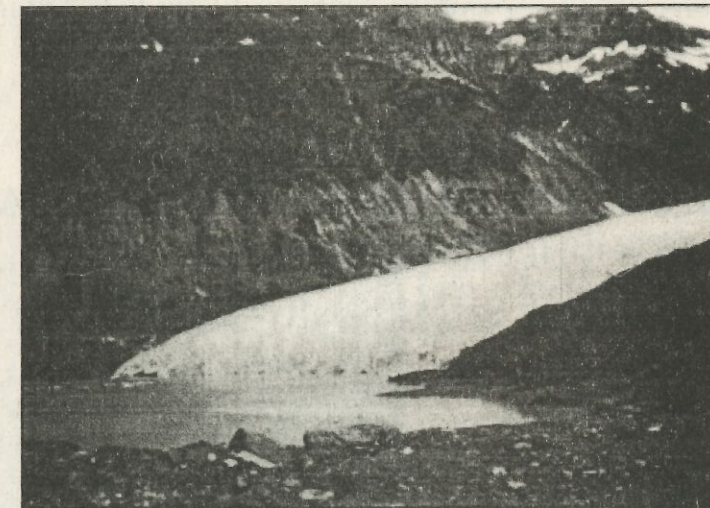
- Sociology 206 - Tuesday
Instructor: C. Harvie M.S.W.
- Psychology 102 - Thursday
Instructor: C. Harvie M.S.W.

Northwest
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STEWART CAMPUS

824 A MAIN STREET BOX 919 STEWART BC V0T1W0
Phone 636-9184 Fax 636-2770

Northwest Community College in Stewart has been serving Stewart and
surrounding communities as well as Hyder, Alaska since 1989. The College
provides a vital link to educational opportunities for local residents and
offers Career and College Preparation on a part-time basis.



Bear Glacier

The College Centre is located in the downtown area and along with delivering
education and training to the Stewart area, partners with Human Resources
Development Canada to provide community resources and employment
assistance services. A limited number of distance education courses are also
available via audio-teleconferencing as well as several on-line computer courses.
Continuing education and community interest courses are offered based on
identified local needs.

STEWART COMMUNITY RESOURCE CENTRE

OFFERING:

- Continuing Education
 - Distance Learning
 - Educational Counselling
 - Career Planning
 - G.E.D.
 - Open Learning Agency
- Resume Development
 - Interview Preparation
 - Job Search Assistance
 - Computer Skills
 - Labour Market Info
 - Financial Assistance for Training Needs

CONTACT GINA McKAY
COMMUNITY EDUCATION ADMINISTRATOR
PHONE (250) 636-2415
Email gmckay@nwcc.bc.ca

SPONSORED BY:

Northwest
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HUMAN RESOURCES
DEVELOPMENT CANADA

Northwest
Community
College

TERRACE CAMPUS

5331 McConnell Avenue Terrace BC V8G 4X2
Phone 635-6511 Fax 638-5432

Northwest Community College in Terrace is located on thirty acres of beautifully landscaped grounds approximately five kilometers from downtown Terrace. The campus features student housing, a daycare centre and full service cafeteria. A full scope of programs is offered that includes Career and College Preparation, Integrated Human Services, Trades and Technology, Computer Technology, Office Administration & Business Administration, Natural Resources, two year University Credit Program as well as a wide variety of Continuing Education courses & programs.



Support for learners comes in various forms, from on-site daycare to peer tutoring services. A qualified, professional and helpful staff, small class sizes and student success services ensure a positive experience for all.

Northwest Community College is one of the few remaining colleges that still has the word "community" in its name. This is by design and not accident. The College's Mission Statement reflects the commonly held value that programs and services are there for the benefit of the communities served and that all citizens can access the educational opportunities where they live and work.

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TERRACE CAMPUS

CONTINUING EDUCATION

CONTRACT SERVICES

Courses and programs are regularly scheduled, however, courses can be delivered on a contract basis. Contract training enables the department to tailor programs to suit the client as well as offer competitive contract prices. Training can be delivered on site to suit your schedule. For more information about contract training, phone (250) 638-5408, 638-5452 or 638-5451.

ABOUT THE COURSES

GST is not charged on fees for certification courses, however, it is applicable to general interest courses. **Unless otherwise stated, course fees include the cost of books, consumables, exams and certificates.** There may be a minimum number required in order to deliver a course, although the department makes every attempt to ensure that the participant will not be disappointed by course cancellations. First Aid course maximums are limited by the WBC - maximum is 12 in OFA Level I & Transportation Endorsement and 18 in OFA Level II & III. **Enroll early to avoid disappointment!**

WHO TO CONTACT

Phone - (250) 638-5451, 638-5452 or 638-5408
 Fax - (250) 638-5433
 Walk In - Room 1126 East Trades Building
 Email - jdaniels@nwcc.bc.ca

STAFF

Program Officer	Joan Daniels	Local 5408
Instructor	Fred Adair	Local 5297
Program Assistant	Lynne Nordstrom	Local 5451

TERRACE CAMPUS

HEALTH & SAFETY COURSES

To qualify for First Aid training and certification, participants must be at least sixteen years old, have the physical ability to successfully perform first aid skills and have a genuine interest in assisting others. No previous First Aid training is necessary. Course participants must present a valid photo ID. Upon successful completion of the courses and exams, participants receive a WCB issued OFA Certificate valid for two years.

OCCUPATIONAL FIRST AID CERTIFICATE - LEVEL I

The OFA Level I is an eight hour course designed to provide basic first aid skills. Successful course completion results in a WCB issued OFA Level I certificate, valid for two years. Course participants must show photo ID. (Evaluation is conducted by the instructor).

Time: 8:30 am - 5:30 pm
 Prerequisite: 16 years of age
 Day: Thursday
 Course 1: August 19
 Course 2: September 16
 Course 3: October 14
 Course 4: November 18
 Course 5: December 9
 Note: Min. enrollment 7
 Max. enrollment 12
 Fee: \$75

OCCUPATIONAL FIRST AID TRANSPORTATION ENDORSEMENT

The Transportation Endorsement is an eight hour course designed to prepare holders of a valid OFA Level I certificate with the skill & knowledge needed to secure and transport injured/ill workers to medical aid. The course focuses on the practical skills necessary to safely handle and secure the injured. These skills are necessary if the worksite is more than 20 minutes from medical aid. Successful course completion results in a WCB issued certificate valid for two years. (Evaluation is conducted by the instructor).

Time: 8:30 am - 5:30 pm
 Prerequisite: 16 years of age AND Level I Certificate
 Day: Friday
 Course 1: October 15
 Course 2: December 10
 Note: Min. enrollment is 7
 Max. enrollment is 12
 Fee: \$75

OCCUPATIONAL FIRST AID CERTIFICATE - LEVEL III

The OFA Level III is a 70 hour course in which First Aid theory and practical skill development form the basis. OFA Level III Certification requires an examination - written, oral and practical - conducted by the WCB examiner following course completion. A medical is required. Course participants must score at least 70% on all portions of the exam in order to be issued a WCB OFA Level III certificate valid for two years from the date of the examination.

Time: 8:30 am - 4:30 pm
 Prerequisites: 16 years of age (with restrictions)
 Days: Monday - Friday (2 weeks - 70 hrs)
 Course 1: September 13-24
 Course 2: October 18-29
 Course 3: November 15-26
 Note: WCB exam conducted early in the week following course completion.
 Fee: \$595



Fred Adair is our full-time Health & Safety instructor. Fred's experience in the Forest industry and his recently acquired M.Ed. provide an excellent background for the instruction of WCB First Aid, Worksafe, Forest Practices Code, Fire Suppression and Falling & Bucking. Fred's expertise enables him to tailor safety courses to suit the client's needs.

TERRACE CAMPUS

OCCUPATIONAL FIRST AID CERTIFICATE - LEVEL II

OFA Level II is a 35 hour intermediate first aid course designed for those whose worksite is less than 20 minutes from medical aid. OFA Level II certification requires an examination - written, oral and practical - conducted by a WCB examiner following course completion. Course participants must score at least 70% on all portions of the exam in order to be issued a WCB Level II certificate, valid for two years from the date of examination. (Remember-OFA Level III is required if the worksite is more than 20 minutes from the hospital).

OFA Level II & OFA Level III Recertification is offered upon demand or by contract. A minimum number of participants is required. Phone 638-5408 to register your interest!



OCCUPATIONAL FIRST AID LEVEL III - RECERTIFICATION

This 35 hour OFA Level III recertification course is designed for those experienced and qualified candidates who have two OFA Level III renewals. Phone 638-5408 for more information.
 Fee: \$395

ADVANCED WILDERNESS FIRST AID

This 56 hour Advanced Wilderness First Aid (NWCC-WFA) will be offered in Terrace in early April of 2000. Classroom instruction is supplemented by several outdoor simulations. Valid OFA Level I and Transportation Endorsement or OFA Level III certification is a prerequisite. This is an ideal course for those whose work is in the outdoors - for example: guides, avalanche or forestry workers. For more information or to register your interest, call 638-5408.

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



TRANSPORTATION OF DANGEROUS GOODS (LAND & RAIL)

This six hour course is designed for people who handle and/or transport dangerous goods by land and rail. The course content includes the TDG Act, classification, documentation, packaging, placarding and reporting procedures. An NWCC certificate of course completion valid for three years is issued.

Time: 8:30 am - 3:30 pm
 Date: November 3
 Days: Wednesday
 Fee: \$70

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

This four hour **instructor led** WHMIS course provides information and training in the safe handling, recognition, storage and disposal of controlled products (hazardous materials). Emergency procedures as well as an understanding of the risk and necessary precautions will help prevent workplace injury or loss of life. Employers must provide education and training in WHMIS which is administered by the WCB. A certificate of attendance and completion of the course is awarded.

Time: 8:30 am - 12:30 pm
 Date: November 2
 Days: Tuesday
 Fee: \$50

FOODSAFE LEVEL I

This 12 hour Foodsafe course was designed by the Ministry of Health in consultation with the BC Restaurant & Food Services' Association. This comprehensive course provides instruction in the safe and sanitary handling, storage and preparation of food. Successful completion of the course and final exam results in certification and registration by the Ministry of Health. This course is designed for all food service workers and is the prerequisite for Foodsafe Level II.

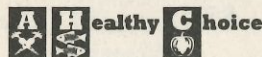
Time: 9 am - 4 pm
 Date: October 29 & 30
 Days: Friday & Saturday
 Fee: \$99

TERRACE CAMPUS

FOODSAFE LEVEL II

This 12 hour Foodsafe course explores, in greater detail, safe food handling, storage and preparation practices. This advanced level is designed for managers, potential managers and those who plan on a career in the food services industry. Successful completion of the course and final exam results in certification and registration by the Ministry of Health.

Time: 7 pm - 10 pm
Date: Nov. 16, 18, 23 & 25
Days: Tuesday & Thursday
Fee: \$99



TRAFFIC CONTROL/FLAGGING

Take this course in September and be ready for work in early spring of 2000! This Traffic Control/Flagging course is required for those monitoring, controlling and directing traffic in and around maintenance and construction areas. This 16 hour course provides in-depth coverage of the skills and information needed to become a qualified traffic control flag person.

Time: 8 am - 5 pm
Date: September 18 & 19
Days: Saturday & Sunday
Fee: \$169 (includes complete set of resource books)

WORKSAFE PROGRAMS

The introduction of Bill 14 in the legislature this fall increases the need for workplace safety training and WCB will be looking for compliance with this legislation related to worksafe. These worksafe programs are designed to help reduce worksite injury and to ensure a culture of safety within industry and business. There are six Worksafe educational modules, each of which requires approximately 8 to 12 hours of class time. A certificate is issued upon the successful completion of each Worksafe module. Worksafe courses, delivered on a contract basis, ensure that the course is tailored specifically to your worksite.

OCCUPATIONAL HEALTH & SAFETY COMMITTEE TRAINING

- Identify and interpret occupational health and safety committee members' responsibilities and duties, and carry them out in ways that promote workplace health & safety.

SUPERVISOR SAFETY MANAGEMENT

- Identify and explain supervisor responsibility for a safe work environment, and describe processes for risk assessments, inspections and accident investigations as applied to due diligence.

HAZARD RECOGNITION AND CONTROL

- Make informed decisions through identification of hazards and apply effective strategies to control hazards in the workplace.

OCCUPATIONAL HEALTH AND SAFETY IN SMALL BUSINESS

- Explains employers' and workers' responsibilities and practice due diligence in carrying them out in the workplace.

PREVENTING WORKPLACE VIOLENCE

- Explains the WCB's requirements for protection of workers from workplace violence, conduct a risk assessment, establish preventive measures and procedures, and develop a workplace violence prevention program.

INVESTIGATING AND CONTROLLING SPRAINS AND STRAINS

- Identify risk factors associated with musculoskeletal injuries (MSIs), and better determine causes and contributing factors during MSI investigations to prevent recurrence of injuries.

WorkSafe courses are suitable for occupational health & safety committee members, supervisors, workers and health & safety professionals committed to preventing occupational injury and disease, and for members of the general public interested in acquiring a better understanding of risks associated with their work.

Worksafe will be scheduled upon demand. Phone 638-5408 for more information.

RED CROSS COURSES

Northwest Community College offers a number of Canadian Red Cross courses, scheduled upon demand or on a contract basis. Vital Link, Basic Rescuer and Childsafe provide the course participant with knowledge and skills to both avert and respond to emergencies. Red Cross Certificates are valid for two years.

CHILDSAFE

Learn to care for young children in emergency situations. This seven hour course is an excellent guide to safety as it teaches you the basics of first aid, including CPR. An ideal course for both parents and other child-care givers. A certificate valid for two years is awarded.

Time: 8:30 am - 4:30 pm
Date: October 30
Days: Saturday
Max: 12 participants
Fee: \$70



Bruce Fisher has been teaching Health & Safety courses for several years. In addition to teaching WCB First Aid and WorkSafe courses, Bruce teaches Fire Suppression, Bear Aware and Red Cross Childsafe to name a few. Bruce's background includes membership in the Kitimat Search & Rescue where he is a ground search instructor. As a member of the Kitimat Volunteer Fire Department, Bruce is their training officer and Justice Institute evaluator.

TERRACE CAMPUS

BUSINESS & COMPUTING COURSES

COMPUTER "STARTER" COURSE

This six hour introduction is designed for individuals with little or no knowledge of computers. Learn the basics of computer software and hardware. What is word processing? database? spreadsheets? Windows '95? Take a quick look at operating systems. This course will help you get "started" with computers.

Time: 7 pm - 10 pm
Dates: September 20 & 22
Days: Monday & Wednesday
Max: 10 participants
Fee: \$49

INTRODUCTION TO WINDOWS '95

This 12 hour course is considered a prerequisite for all computer courses and is for the novice and intermediate user who would like to know more about this popular operating system. Explorer, control panel, desktop customization and short cuts will be presented.

Time: 7 pm - 10 pm
Dates: Sept. 27 & 28 & Oct. 4 & 6
Days: Monday & Wednesday
Max: 10 participants
Fee: \$164

OR

Time: 7 pm - 10 pm
Dates: Nov. 16, 18, 23 & 25
Days: Tuesday & Thursday
Max: 10 participants
Fee: \$164

WORD '97

This 12 hour course begins with an introduction to the program, creating & printing documents and formatting tables. You will learn the tools to use the program effectively at the intermediate level. Customizing Word '97, linking & embedding files, inserting & manipulating graphics are included.

Time: 7 pm - 10 pm
Dates: Oct. 12, 14, 19 & 21
Days: Tuesday & Thursday
Max: 10 participants
Fee: \$164
Note: Familiarity with Windows '95 or Intro to Windows '95 is required. Microsoft Office User Specialist materials are provided.

MICROSOFT EXCEL SPREADSHEETS

This 12 hour MS Excel course takes you from the basics of creating & navigating spreadsheets to design strategies, more functions and formatting. Create and use worksheets & charts, learn how to enter & edit data. An excellent course to learn all the techniques of Excel.

Time: 7 pm - 10 pm
Dates: Oct. 18, 20, 25 & 27
Days: Monday & Wednesday
Max: 10 participants
Fee: \$164
Note: Familiarity with Windows '95 or Intro to Windows '95 is required. Microsoft Office User Specialist materials are provided.

TERRACE CAMPUS

MICROSOFT ACCESS DATABASE

This 12 hour MS Access course will teach you how to create tables, mailing labels, make queries and generate forms. You will learn how to build a database and work with table design. The course will introduce you to Access's more advanced features.

Time: 7 pm - 10 pm
 Dates: Nov. 22, 24, 29 & Dec 1
 Days: Monday & Wednesday
 Max: 10 participants
 Fee: \$164
 Note: Familiarity with Windows '95 or Intro to Windows '95 is required. Microsoft Office User Specialist materials are provided.



INTRODUCTION TO ACCOUNTING

This six hour course introduces you to the basic concepts of accounting and is a prerequisite for the 12 hour Simply Accounting course. You will gain an understanding of debits, credits, assets, liabilities, equity, revenue and expenses.

Time: 7 pm - 10 pm
 Dates: November 1 & 3
 Days: Monday & Wednesday
 Max: 10 participants
 Fee: \$79

SIMPLY ACCOUNTING FOR WINDOWS 6.0

This 12 hour accounting course will teach you the basics of computerized accounting for small business use. Offered over four evenings, the course will include: set up of accounts/general ledger; receivables; payables and payroll. This popular software program will enable you to keep the "account books" and complete the monthly transactions. The student **MUST** have some basic accounting knowledge. Materials provided.

Time: 7 pm - 10 pm
 Dates: Nov. 8, 10, 15 & 17
 Days: Monday & Wednesday
 Max: 10 participants
 Fee: \$184

Alfred Clarke begins his second year as a computer instructor at Northwest College. Alfred's computer knowledge and teaching experience provide an excellent learning experience for course participants. Alfred, who owns a computer consulting business, brings a strong accounting background.

NEW! INTERNET / E-MAIL

Learn the efficient methods of browsing the World Wide Web with Netscape Communicator in this nine hour course. Topics include: using URL; how to use scroll bars; hyperlinks & images; bookmarks; how to search the Web. Basic downloading and chatting will be covered.

Time: 7 pm - 10 pm
 Dates: Oct. 5, 7, & 13
 Days: Tues., Thurs, & Wed.
 Max: 10 participants
 Fee: \$129

ON - LINE LEARNING

Do you prefer to learn at your own pace or can't access the College in the evenings? These on-line courses may be for you! You need internet access and in some cases specific software. Courses are approximately six weeks in length with two lessons per week. Visit our WEBSITE to learn more about the many courses available at www.ed2go.com/nwccterrace.

Examples of available courses include:

- Creating web pages
 - Javascript
 - Creating Web Graphics
 - Wordperfect
 - Quicken for Windows
 - Introduction to Quick Books
- Course fees range from \$75 to \$155 per course. For a complete list of available on-line courses, phone 638-5451.
- Start dates are as follows:
- September 8
 - October 13
 - November 10
 - December 8

TERRACE CAMPUS

BACK BY POPULAR DEMAND!

MANAGEMENT SKILLS FOR SUPERVISORS

This three part series, instructed by Phil Kolbuc, is scheduled at the Terrace Campus this fall. Previous course participants say that "the information received is immediately applicable to work" and "an absolute must for every manager"! Ideal for all employees - teaches you to know yourself and to communicate effectively with colleagues.

- Part I - Interpersonal Communication and Problem Solving Skills
 October 4 - 7 (Monday - Thursday)
 \$445
- Part 2 - Leadership, Motivation & Team Building
 November 2 - 5 (Tuesday - Friday)
 \$445
- Part 3 - Interpersonal and Self Management Skills
 December 7 - 10 (Tuesday - Friday)
 \$445



Each part is a stand alone learning experience. **Enroll in all three parts for \$1275!**

ABOUT OUR INSTRUCTORS....

There are a number of well qualified instructors who teach continuing education programs. Foodsafe is instructed by Doug Quibell while Patrick McIntyre, a graduate of the University of Victoria, instructs the Graphic Design series. Phil Kolbuc, a well known consultant, returns to the Terrace campus to deliver his three part Management Skills for Supervisors. Leydi Noble is well qualified to instruct Spanish while Barb Kisschowsky delivers her thought-provoking workshops for the first time this fall on the Terrace campus. Ted Wyatt, instructs the Class I Professional Driving. Other instructors of Trades' courses include Dave Dams, Dave Beatty and Dale Anweiler.

In-house, on-site customized training brings courses to your company door. Whether we deliver the courses on-site or at the College, instructors will tailor the materials to meet your specific needs. Training will be economical, effective and convenient.

For more information, phone 638-5451 or e-mail lnordstrom@nwcc.bc.ca.

TERRACE CAMPUS



GRAPHIC DESIGN SERIES

This graphic design and layout series introduces you to the design and layout process and examines many aspects of the graphic design industry. Five courses complete the fall series. In spring of 2000, five more courses will be offered which take you beyond the skills learned in the introductory fall '99 series. An NWCC certificate of completion will be awarded. Course fees are designed to encourage enrolment in the complete series. There may be an additional charge for books.

GRAPHIC DESIGN: AN INTRODUCTION

This 15 hour introductory non-computer course examines the many aspects of the graphic design industry with emphasis on creativity and problem solving. Students will explore a wide variety of products and techniques and gain a basic understanding of typography and design concepts. Please bring paper and pencil to class.

Time: 7 pm - 10 pm (Friday)
9 am - 4 pm (Sat & Sun)
Dates: September 24, 25 & 26
Days: Friday, Saturday & Sunday
Fee: \$139
Instructor: Patrick McIntyre

GRAPHIC DESIGN: ADOBE ILLUSTRATOR

This 15 hour introductory computer course explores electronic drawing and design. The course will focus on drawing and transformation tools, multiple layering, automatic tracing, colour palette, precise typographic control over text, compound paths, masking, blending and gradations.

Time: 7 pm - 10 pm (Friday)
9 am - 4 pm (Sat & Sun)
Dates: October 15, 16 & 17
Days: Friday, Saturday & Sunday
Fee: \$139
Instructor: Patrick McIntyre

GRAPHIC DESIGN: ADOBE PHOTOSHOP

This 15 hour introductory computer course takes you through the first steps of learning the program, showing you the basic tools you will need to edit and manipulate color and black/white photographs.

Time: 7 pm - 10 pm (Friday)
9 am - 4 pm (Sat & Sun)
Dates: November 5, 6 & 7
Days: Friday, Saturday & Sunday
Fee: \$139
Instructor: Patrick McIntyre

GRAPHIC DESIGN: ADOBE PAGEMAKER

This 21 hour introductory computer course will include hands-on exercises on setting up a publication by specifying margins and column guides, setting up master pages, creating text and graphics using Pagemaker, using text and graphics from other applications, positioning items, changing text specifications with and without style sheets, creating tables, adjusting graphics and applying color.

Time: 7 pm - 10 pm
(Thursday & Friday)
9 am - 4 pm
(Saturday & Sunday)
Dates: Nov. 18, 19, 20 & 21
Fee: \$159

GRAPHIC DESIGN: PRE-PRESS PRODUCTION

Gain valuable technical knowledge in the pre-press area, the gap between the creation of a design and the printing of the design. Some topics include: paper stocks, purchasing printing, service bureaus, how to coordinate graphic design services, how to quote on a project and more. This 12 hour non-computer course will include a visit to a print shop to see first hand the production of film, camera ready shooting, plate processing, inking and printing on a press machine.

Time: 9 am - 4 pm
Dates: December 4 & 5
Days: Saturday & Sunday
Fee: \$109

Enroll in all five courses and pay only \$617!

(Maximum 10 participants
per course).

LOOK FOR THE FOLLOWING COURSES IN THE SPRING 2000 SERIES:

- Advertising Design
- Logo Design and Stationary Layout
- Developing a Critical Eye
- Microsoft Power Point
- Microsoft Front Page

TERRACE CAMPUS



"TREAT YOURSELF TO LIFE"

Start the Millenium with a new perspective on life! Bring quality to your life by taking a deep look at yourself and develop the courage to recognize and gain control of the stresses of life. Barbarah Kisschowsky, an experienced motivational speaker and success coach will lead you in two interactive workshops offered for the first time on Terrace campus. Barbarah will show you how to evaluate your life and obtain a rewarding level of self-fulfillment and achievement. Each six hour workshop is a stand alone but take both for a valuable 12 hours during which time you will learn how to work through your fears & mistakes and achieve a new level of trust and personal growth.

Time: 7 pm - 10 pm
Workshop 1: October 25 & 26
Monday & Tuesday
Workshop 2: October 27 & 28
Wednesday & Thursday
Fee: \$49

Enroll in both workshops for \$90!



BUILDING SERVICE WORKER LEVEL I

More and more employers are requiring that potential custodial employees have some formal service worker training

This 20 hour course is an introduction to the skills required to work in the Building Service Custodial field. Topics include basic cleaning procedures, WHMIS, interior office cleaning, ground rules for custodians, rest room cleaning and daily floor maintenance. Includes theory and practical demonstrations of techniques. Students must have basic english speaking and writing skills.

Time: 6 pm - 10 pm (Friday)
8 am - 5 pm (Sat & Sun)
Dates: September 17, 18 & 19
Days: Friday, Saturday & Sunday
Fee: \$225

An NWCC certificate of completion will be issued. Course will be delivered by Brent Bourne who delivers this course at other community colleges. The 20 hour Level II may be offered in November.

GENERAL INTEREST COURSES

*!Te invito a tomar
Español conmigo!*

SPANISH LEVEL I

Are you planning to travel to a Spanish speaking country? Mexico perhaps? This 12 hour introductory course provides instruction in everyday usage of the language: pronunciation, reading, vocabulary and basic grammar. Course participants will learn to carry on basic communications in Spanish. Hasta la vista!

Time: 7 pm - 9 pm
Dates: October 5, 7, 12 & 14
Days: Tuesday & Thursday
Fee: \$69 + GST

SPANISH LEVEL II

Become more proficient in Spanish! You will improve the Spanish communication skills learned in Level I and increase your practical knowledge of the language.

Time: 7 pm - 9 pm
Dates: Nov. 16, 18, 23 & 25
Days: Tuesday & Thursday
Fee: \$69 + GST

INSTRUCTORS AND IDEAS WELCOME!

If you would like to share your expertise,
we would like to hear from you!
Please call 638-5451
for more information.

TERRACE CAMPUS

NEW

WRITE AWAY.....

A starter course designed to get you writing without further delay! In this 12 hour writing workshop participants will have the opportunity to try their hand at fiction, poetry and personal essays. A recommended text list will be available. (Courses may be held downtown)

Time: 7 pm - 10 pm
Date: October 7, 14, 21 & 28
Day: Thursday
Fee: \$99

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

IF THERE IS A COURSE YOU
WANT OR NEED THAT ISN'T
OFFERED AT

Northwest

PHONE OUR CONTINUING
EDUCATION DEPARTMENT
TO LET US KNOW - 638-5451

NEW

WHAT'S COOKING!

This fall cooking series introduces you to exciting cooking ventures. Classes, which will be held in the College cafeteria and dining area, are instructed by the Chef and staff of the Culinary Arts' Program. These fall classes will be followed by a spring cooking series that will include Advanced Cake Decorating, Bread Baking and Thai Cooking. Everything will be ready for you before the classes begin and clean-up will not be part of the class time. You will have lots of time to learn and enjoy! Enrollment is limited to 12 participants per course.

BASIC CAKE DECORATING

Make your birthday and anniversary cakes the talk of the party! Learn the basics of making great icing, cutting cakes, and piping borders, decorations and letters. Course participants must bring their own decorating tools (piping bag). Chef Nick Garcia will instruct.

Time: 9 am - 1 pm
Date: October 2
Day: Saturday
Fee: \$79

COOKING WITH WINES

Learn the art of cooking with wines to add zest and flavor to your meals. Flambe desserts, meats and seafood to add to the presentation of your fine meals. Enjoy eating the meal that you have helped to prepare. Chef Nick Garcia will instruct.

Time: 9 am - 1 pm
Date: October 23
Day: Saturday
Fee: \$79



COOK THE ITALIAN WAY!

This is healthy Italian cuisine (no pizza!). Learn how to cook delicious pastas and Italian sauces. You will learn how to make fresh pasta and the use of pesto and sundried tomatoes to add that special touch of flavor to your meals. Enjoy eating the meal that you have helped to prepare. Mark Hoefling will instruct.

Time: 9 am - 1 pm
Date: November 6
Day: Saturday
Fee: \$79

GINGERBREAD HOUSE

Add some extra fun to your Christmas preparations and learn how to professionally construct and decorate a Gingerbread House. Everything will be ready for you to begin putting the house together, decorating it and best of all, you will take it home! Chef Nick Garcia and Randy Chalifoux will instruct.

Time: 7 pm - 10 pm
Date: December 15
Day: Wednesday
Fee: \$69

TERRACE CAMPUS

INDUSTRIAL & TECHNICAL COURSES

COMMERCIAL/PUBLIC VEHICLE INSPECTION

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

Date: October 25 - 28
Days: Monday - Thursday
Time: 6:30 pm - 10:30 pm
Fee: \$350 (Includes course manual)

Prereqs: •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.

AIRBRAKES CERTIFICATION

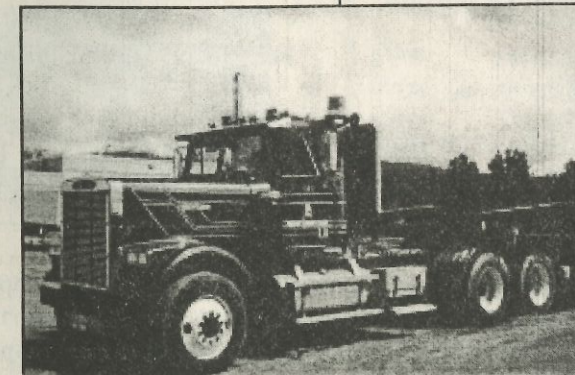
This course includes 24 hours of theory and practical instruction on Airbrakes Systems. Upon successful completion of a pre-trip, you will receive credit for the pre-trip for 30 days towards the Motor Vehicle Branch Air Endorsement Examination. CSA approved safety footwear is required for the practical instruction.

Session 1: September 14 - 18
Session 2: October 12 - 16
Session 3: November 16 - 20
Session 4: December 7 - 11
Times: 6:30 pm - 10:30 pm
Tuesday - Friday
8 am - 4 pm
Saturday

Fee: \$170
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 - 638-5451



CLASS I DRIVER TRAINING CERTIFICATION

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. Our 40 hour (20 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.

Topics include:

- Professional driving
- Safe work practices
- Vehicles and equipment
- Maintenance of vehicles
- Regulations
- Cargo handling
- Records

Session 1: September 20 - 24
Session 2: October 18 - 22
Session 3: November 22 - 26
Session 4: December 13 - 17
Time: 7:30 am - 2:30 pm
Days: Monday - Friday
Fee: \$1800

Prerequisites: •19 years of age
•Clear driving abstract
•Valid Airbrakes Endorsement Certificate
•Valid Class 1 Learner's Permit
Note: Courses can be delivered to meet your work schedule.

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

TERRACE CAMPUS

AIR CONDITIONING RETROFIT COURSE

Effective 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

Time: 6 pm - 10 pm

Date: October 5

Day: Tuesday

Fee: \$135

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

VISIT US ON
THE WEB !!
WWW.NWCC.BC.CA

TRACTOR BACKHOE OPERATOR

This 75 hour course is designed to assist individuals to acquire skills and knowledge to become an entry level tractor backhoe operator. Throughout the course, emphasis is placed on safety, maintenance, efficient operation and general duties of a competent operator. Training is comprised of 45 hours of classroom and non-operational machine time and 30 hours of in-the-seat machine operation time.

Topics include:

- Safety Procedures
- Equipment Systems
- Preventative Maintenance Procedures
- Site Preparation
- Operation of a tractor backhoe in on-the-job situations
- Identification of construction symbols and terms.
- Check Grades
- Culvert Installation
- Road Building stages
- Road reclamation and related environmental practices codes.

CAREER OPPORTUNITIES

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

ENTRANCE REQUIREMENTS

- 18 years of age
- Valid driver's license

Fee: \$3,995 (subject to change)



THESE COURSES WILL BE DELIVERED
ON A DEMAND BASIS - PHONE 638-5451



NOTE:

These courses are offered on-site, so participants will require appropriate outdoor clothing and CSA approved safety footwear. **Transportation to and from the worksite is the responsibility of the participant.**

EXCAVATOR OPERATOR

This 75 hour course is designed to assist individuals to acquire skills and knowledge to become an entry level excavator operator. Throughout the course, emphasis is placed on safety, maintenance, efficient operation and general duties of a competent operator. Training is comprised of 45 hours of classroom and non-operational machine time and 30 hours of in-the-seat machine operation time.

Topics include:

- Safety Procedures
- Equipment Systems
- Preventative Maintenance Procedures
- Site Preparation
- Operation of an excavator in on-the-job situations
- Identification of construction symbols and terms.
- Check Grades
- Culvert Installation
- Road Building stages
- Road reclamation and related environmental practices codes.

CAREER OPPORTUNITIES

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

ENTRANCE REQUIREMENTS

- 18 years of age
- Valid driver's license

Fee: \$4,495 (subject to change)

TERRACE CAMPUS

PROGRAMS FOR CREDIT

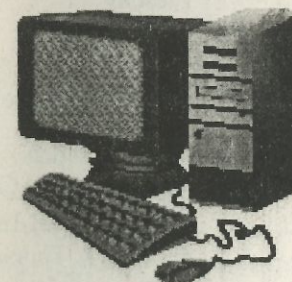
(FULL TIME OR PART TIME)

APPLIED COMPUTER TECHNOLOGY

The Computer Technology Program offers a one year certificate which provides individuals with computer skills and knowledge necessary to remain competitive in today's job market. Students will be introduced to operating systems, computer hardware, programming, geographic information systems, computer aided drafting, and receive a certificate in internet proficiency.

People who have skills using the Internet and its associated technology have an advantage in getting a job or creating their own job. Internet Proficiency Certification is offered as a *stand-alone* component of the Computer Technology Program.

Students interested in taking the Computer Technology Certificate or Internet Proficiency Certification can contact the program coordinator, Trish Nuyten at 638-5469 for further information on admission requirements and course availability.



ADULT SPECIAL EDUCATION

Workplace Skills Training

This full-time program is intended to prepare students to be work ready. The interest and aptitudes of students will be explored. Program objectives include developing good work habits, increasing awareness of work-site expectations and providing on-the-job experience. This program is recommended for students planning to apply for modified programs. Limited spaces are available in the following Workplace Skills Training courses:

- 100: Personal Profile and Career Planning
- 101: Managing Your Money
- 102: Introduction to Workplace Safety
- 103: Developing a Positive Work Attitude Part I
- 104: Basic Computer Skills Part I
- 105: Survival Math

LITERACY

Basic Literacy courses are available on a part-time basis. Students work at their own pace in this program.

SPECIAL INTEREST PROGRAMS

Christmas Crafts

Time: 1pm - 3pm

Dates: Nov. 18 - Dec. 16

Days: Thursdays

Fee: \$35

Instructor: Sharon Proctor

For information regarding courses and start dates, please contact Debbie Holkestad - ASE Coordinator at 638-5460

BUSINESS ADMINISTRATION

This program is designed to give students a solid background in business and prepare them for a wide range of careers in the public, private and not-for-profit sectors. The program also provides the opportunity to pursue further advanced studies at a host of universities, colleges and professional associations (i.e. CMA, CGA, CA, PMAC).

The program consists of a first year certificate program and a second year diploma program (please refer to college calendar). Students may attend full-time or part-time (space permitting).

There are currently spaces available in the following second year courses, which should be especially interesting to those considering obtaining transfer credit to professional accounting associations:

DAYTIME COURSES

- * Management 251
- * International Business 200
- * Business Finance 250
- * Accounting 250
- * Taxation 250
- * Business Finance 251
- * Accounting 251

EVENING COURSES

- Accounting 150
- Accounting 151
- Management 255

For more information please phone Cathay Sousa, program coordinator, at 635-6511, local 5265

CAREER AND COLLEGE PREPARATION (Adult Basic Education)

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

ALL CAREER & COLLEGE PREP COURSES ARE NOW TUITION FREE!!

Please call the College for full details. Other fees still apply.

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

Math 040: (Grade 11)
An introduction to algebraic expressions, equations, inequalities, functions, graphing and trigonometry.

Days: Monday & Thursday
8:30 am - 10 am
Tuesday
8:30 am - 10:30 am

Math 050: (Grade 12)
An investigation of linear, quadratic, polynomial, rational, exponential, logarithmic and trigonometric functions.

Days: Tuesday
11 am - 12:30 pm
Wednesday
8:30 am - 10 am
Friday
8:30 am - 10:30 am

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.

Days: Tuesday & Thursday
Times: 1 pm - 3:30 pm

English 050: (Grade 12)
An introduction to Canadian Literature, writing research papers, plus technical and professional writing and reading skills to prepare students for further education.

Days: Wednesday & Friday
Times: 1 pm - 3:30 pm

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.

Days: Monday
1 pm - 3 pm
Wednesday
1 pm - 4 pm

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.

Days: Thursday
10:30 am - 12:30 pm
Wednesday
9 am - 12 pm

Biology 050: (Grade 12)
A systematic study of human anatomy and physiology plus a section on cell structure, function and metabolic processes. Lab and class activities develop science skills, critical thinking on current science issues and communication skills.

Days: Monday
10:30 am - 12:30 pm
Wednesday
9 am - 12 pm

Additional courses available:

- English 020 - Basic reading and writing skills
- English 030 - Grade 10 level English
- Math 020 - Basic arithmetic and mathematics skills
- Math 030 - Grade 10 level math

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.

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:

- October 1 & 2
- November 26 & 27
- January 14 & 15/2000

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*

G.E.D. PREPARATION CLASSES

Dates: Sept. 7 - Nov 23
Day: Tuesday
Times: 7:30 pm - 10 pm
Fee: \$40
Location: Caledonia School

ENGLISH AS A SECOND LANGUAGE

Dates: Sept. 14 - Dec. 16
Days: Tuesday & Thursday
Times: 6:30 pm - 8:30 pm
Fee: \$40
Location: InterConnect #205-4650
Lazelle Ave - Terrace

PROFESSIONAL COOK TRAINING

The Cook Training Program is a 10 month course made up of time frames:

- Level I & II = 8 months
- Level III = 2 months

Communications, interpersonal skills, decorum, professional ethics and standards will be a continuous goal throughout this program to ensure that Northwest Community College culinary students are adaptable to the many expectations of today's hospitality industry.

Professional Cook Training programs are available for individuals who wish to train for employment as cooks at a junior level in the food catering industry and for those already employed who wish to upgrade their skills or prepare for the Trades Qualification Certificate. A program in General Cooking is available for students who wish to pursue a career in the hospitality industry. The Trades Qualification Program is intended to help the student prepare for the Tradesmen's Qualification exam and has been designed so that the student can study at home while continuing to work.

The Upgrading Program provides students currently working in the industry with the opportunity to acquire the specific skills they need and is custom designed to meet the needs and skills of the student.

For more information, please consult the College calendar or phone our Educational Advisor at 635-6511, local 5202.

EARLY CHILDHOOD EDUCATION

The Early Childhood Education Department offers a variety of programs to prepare students for employment in Preschools, Group Daycare, Special Needs Care, Infant/Toddler 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. Please consult the College calendar for complete course descriptions and admission requirements.



BASIC TRAINING

IHS 139 (ECE 125)
Practicum I (Distance Education only)
Date: September 17
(Orientation Seminar)
Day: Friday
Time: 2 pm - 4 pm
Fee: \$134.70
Instructor: Nancy Hogue

All new ECE Distance Education students must attend this seminar.

IHS 147 (ECE 115)
Curriculum Planning I
Date: Oct. 25 - Dec. 3
Days: Monday & Wednesday
(Saturday workshop)
Time: 5:30 pm - 7:30 pm
Fee: \$134.70
Instructor: Joan Turecki

This course is offered through a combination of Audio Teleconference and Saturday workshops. Students must attend workshops.

POST BASIC TRAINING

IHS 122(ECE 202)
Infant/Toddler Care and Growth
Date: Sept. 14 - Dec. 7
(One Sat. workshop)
Day: Tuesday
Time: 5:30 pm - 7:30 pm
Fee: \$134.70
Instructor: Marc Battle

Students must register two weeks prior to class commencement in order to receive course materials.

WINTER 2000

IHS 145 (ECE 112)
The Role of the Early Childhood Educator I
Date: Jan. 31 - March 31
Days: Monday & Wednesday
(Saturday workshops)
Time: 5:30 pm - 7:30 pm
Fee: \$134.70
Instructor: Nancy Hogue

For full course descriptions, please refer to the College calendar or phone our advisor at 635-6511 - local 5202.

MAXIMIZE YOUR POTENTIAL! CONSIDER THE NORTHWEST ADVANTAGE!

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

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



NATURAL RESOURCES

The Natural Resources Program is an innovative program that provides numerous opportunities for employment in the natural resource sector. The program offers multiple entry and exit points through a certificate level and three different diploma levels. Professionals, students or members of the community interested in the management of the natural resources are encouraged to enroll on a part-time basis. Some courses available this fall include:

- **Silvics and Dendrology**
-identify plants and trees in local forest ecosystems
- **Forest Soils**
-identify local forest soils and humus forms
- **Fish and Wildlife**
-identify local species and their habitats



The Integrated Resource Management (IRM) Diploma is offered at the Terrace Campus and focuses on the management of forested ecosystem resources, including: fish & wildlife habitat, the restoration and rehabilitation of streams and watersheds and the maintenance of biodiversity over the landscape and at the stand level.

Unlike similar technology programs offered throughout BC, graduates of the program at NWCC may receive up to two years transfer credit towards a degree in:

- BSc. Forestry
- BSc. Environmental Science
- BSc. Natural Resource Science

For further information on admission requirements and course offerings, please contact **Trish Nuyten**, program coordinator, at 638-5469

OFFICE

ADMINISTRATION

The Office Administration Program is designed to provide the learner with the knowledge and skills necessary to function effectively in an entry level clerical position in the business community. These programs are designed to serve the needs of full-time and part-time learners. The entry level certificate, Office Assistant, is designed such that learners may, upon completion, enter the work force or continue on into an advanced level certificate in Office Technology. Each certificate level will take 5 months of full-time study to complete. Advanced level certificates available are:

- Office Technology - Accounting, General and Word Processing Specialty
- Desktop Publishing Certificate

For more information, contact **Ann Marie Merkel** at 635-6511, local 5225.

TRADES PROGRAMS

Northwest Community College offers the following trades programs:

- **Automotive Repair Technician**
- **Carpentry/Joinery**
- **Commercial Transport Mechanic**
- **Heavy Duty Mechanic**
- **Welding**

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.

For more information, contact the program coordinator, **Jim Bathgate** at 638-5430

INTEGRATED HUMAN SERVICES SOCIAL SERVICE WORKER OPTION

The Social Service Worker option is for those people who wish to obtain training and skills in the social services field. This training includes University Credit courses and special courses to prepare the student to work as a para-professional helping and caring for people with different social needs. Usually para-professionals are supervised by a professional with a university degree. Opportunities for graduates include child and youth workers, teacher assistants, home-school coordinators, support workers in transition houses, or with developmentally and mentally disabled people, family resource workers, etc.

The Social Service Worker Option has a First Year Certificate Option & a Second Year Diploma Option.

*Enrollment may be on a full-time or part-time basis. Priority for placement is given to full-time students. There are prerequisites for some courses.



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

UNIVERSITY CREDIT PROGRAM TERRACE CAMPUS - SEPTEMBER 1999

NWCC offers a University Transfer Program in Arts and Science. All courses have transfer credit to Universities and allow students to enter second or third year. About 50 students from across the Northwest College region transfer each year to UBC, UVic and SFU alone. Others transfer to UNBC, BC University Colleges, Universities in Alberta and other provinces. For your appropriate course selection, contact our advisor, Ian Hamilton, at 635-6511.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
A.M.	Chem 101 S. Nair MSc Math 101 E. Turner PhD Hist 105 J. Hart PhD Cpsc 111 P. Anderson MSc Geog 150 R. Nicholson MSc	Math 111 P. Anderson MSc Geog 207 A. Gilchrist PhD Poli 101 J. Hart PhD Geog 150 L R. Nicholson MSc Geog 150 N. Kerby PhD Geog 101 L N. Kerby PhD	Chem 121 S. Nair MSc Biol 211 R. Nicholson MSc Anth 111 L. Garcia MA Math 111 P. Anderson MSc Math 101 E. Turner PhD Chem 101 S. Nair MSc Engl 101 L. Boschman-Epp MA Math 131 G. Grieve MA Phil 101 D. Heinemann PhD	Anth 111 L. Garcia MA Biol 101 G. Grieve MA Engl 101 L. Boschman-Epp MA CpSc 121 P. Anderson MSc Geog 150 N. Kerby PhD Geog 203 A. Gilchrist PhD	Biol 101 L N. Kerby PhD Chem 101 S. Nair MSc Cpsc 111 G. Grieve MA Chem 121 S. Nair MSc Engl 201 L. Boschman-Epp MA Math 101 E. Turner PhD Math 111 P. Anderson MSc
P.M.	Phys 121 E. Turner PhD Biol 101 J. Krisinger PhD Engl 151 S. Thompson MA Geog 207 A. Gilchrist PhD Soci 101 J. Muller MA Chem 121 S. Nair MSc Cpsc 111 G. Grieve MA CpSc 111 P. Anderson MSc Hist 105 J. Hart PhD Phys 101 E. Turner PhD	Biol 101 J. Krisinger PhD Chem 121 S. Nair MSc Engl 101 S. Thompson MA Cpsc 121 P. Anderson MSc Engl 151 L. Boschman-Epp MA Geog 150 N. Kerby PhD	Biol 101 J. Krisinger PhD Engl 151 S. Thompson MA Geog 151 N. Kerby PhD Psyc 101 A. Klingner MA Cpsc 111 P. Anderson MSc Phys 101 E. Turner PhD Phys 121 E. Turner PhD Psyc 101 A. Klingner MA	Anth 101 R. Hoffman MA Biol 101 G. Grieve MA Geog 203 A. Gilchrist BSc Biol 131 J. Krisinger PhD Engl 101 S. Thompson MA Hist 241 J. Hart PhD Geog 160 L N. Kerby PhD Math 161 P. Bialobzyski MSc Math 190 R. Nicholson MSc Psyc 101 A. Klingner MA	Phys 121 E. Turner PhD Biol 101 R. Nicholson MSc Cpsc 111 G. Grieve MA Cpsc 121 P. Anderson MSc Phys 101 E. Turner PhD
Evening	Anth 210 J. Muller MA Chem 101 S. Nair MSc Engl 203 S. Thompson MA Psyc 232 T. Altar PhD Soci 101 L. Garcia MA	Anth 208 R. Berthiaume MA Engl 101 L. Boschman-Epp MA Geog 225 J. Hart PhD Phil 102 D. Heinemann PhD Psyc 201 L. Oates MA	Econ 111 J. Campbell PhD Psych 101 A. Klingner MA Soci 206 L. Garcia MA	Anth 101 R. Hoffman MA Phys 101 E. Turner PhD Soci 205 L. Garcia MA Geog 204 L A. Gilchrist PhD	Courses for 99/2000 • Biol 131 <i>Human Anatomy</i> • Biol 132 <i>Human Physiology</i> • Math 111 <i>Pre-calculus</i> • Math 112 <i>Pre-calculus II</i> • Psyc 232 <i>Research methods in Psychology</i> • Psyc 233 <i>History of Psychology</i>

SO LONG, GOODBYE, ADIEU.....

Northwest Community College says goodbye and good luck to Grant Bennest and Emile Marchand, two long time college instructors. Both Grant in Business Education and Emile in Welding, retired this summer after many years of dedicated service to College students.

We wish our colleagues and friends all the best!



Emile Marchand



Grant Bennest

REGISTRATION INFORMATION

REGISTER EARLY!!

Some classes fill quickly, some may be cancelled due to insufficient interest! Space is limited so register in advance to guarantee your spot in the classes of your choice!

4 WAYS TO REGISTER



PHONE - IN

Have your Visa or Mastercard ready & call:

- 635-6511 - Terrace Campus
- 632-4766 - Kitimat Campus
- 636-9184 - Stewart Campus

Receipts will be mailed.



WALK - IN

Register in person with the Cashier at NWCC. Pay by cash, cheque or credit card.



MAIL - IN

Fill in the registration form and send in with a cheque or credit card information. Make cheques payable to NWCC. Sorry, no post-dated cheques accepted.



FAX - IN

Fill in the registration form and fax to NWCC at:

- 638-5432 - Terrace Campus
- 632-5069 - Kitimat Campus
- 636-2770 - Stewart Campus

Payment by credit card only.



SENIORS

(Age 65 or over)

Senior citizens are eligible for tuition-free enrollment in many NWCC courses subject to the following:

- A fee paying student cannot be displaced. Seniors requesting a fee waiver will be registered conditionally and, should the class fill, be given the option of paying to retain their seat.
- The waiver of course fees does not include any charges for books or materials that may be required.

COURSE CANCELLATIONS

Northwest Community College reserves the right to cancel courses. You will be notified by telephone in advance of any cancellations. A full refund will be processed automatically unless we are notified of your wish to transfer to another class.

GOODS AND SERVICES TAX

Many of our courses are exempt from GST. You won't be charged GST unless it is specified in the brochure that a course has GST attached.

WAIT LISTS

Registrations are accepted on a first-come, first-served basis, upon receipt of full fees at the time of registration. If a course is full, your name is placed on a waiting list. If the wait list is sufficiently large, another section of the course *may* be added. Those on the wait list will be contacted and registration will be complete upon full receipt of course fees. Should space become available in a course, the person whose name is first on the wait list will be contacted. If that person cannot be reached, the next name will be contacted.

WITHDRAWALS AND REFUNDS

Continuing Education Programs & Courses

- Full refunds will be made only if a course is cancelled by the College or if a student withdraws from a course for medical or bereavement reasons before the course starts.
- Withdrawal three days prior to class - 100% of fees.
- Withdrawal less than three days prior to class - NO REFUND.

FAX OR MAIL-IN REGISTRATION

Mail or drop off registration to:
Northwest Community College
Terrace, Kitimat or Stewart

Fax registration to:
Terrace, Kitimat or Stewart
(Visa or Mastercard Only)

Photocopy this form for additional students!

REGISTRATION INFORMATION

Last Name _____ First Name(s) _____
Address _____
City _____ Province _____ Postal Code _____
Home Phone _____ Business Phone _____ Local _____

COURSE INFORMATION

Course Name	Start Date	Fee

METHOD OF PAYMENT

- Money Order
 Cheque
 Credit Card

Credit Card Information

- MasterCard Visa

Name on card _____

Credit Card Account Number _____

Expiry date _____

Signature _____

Date _____

FAX OR MAIL-IN REGISTRATION

Mail or drop off registration to:
Northwest Community College
Terrace, Kitimat or Stewart

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Home Phone _____ Business Phone _____ Local _____

COURSE INFORMATION

Course Name	Start Date	Fee

METHOD OF PAYMENT

- Money Order
 Cheque
 Credit Card

Credit Card Information

- MasterCard Visa

Name on card _____

Credit Card Account Number _____

Expiry date _____

Signature _____

Date _____



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

1st Year Arts	1st Year Science
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

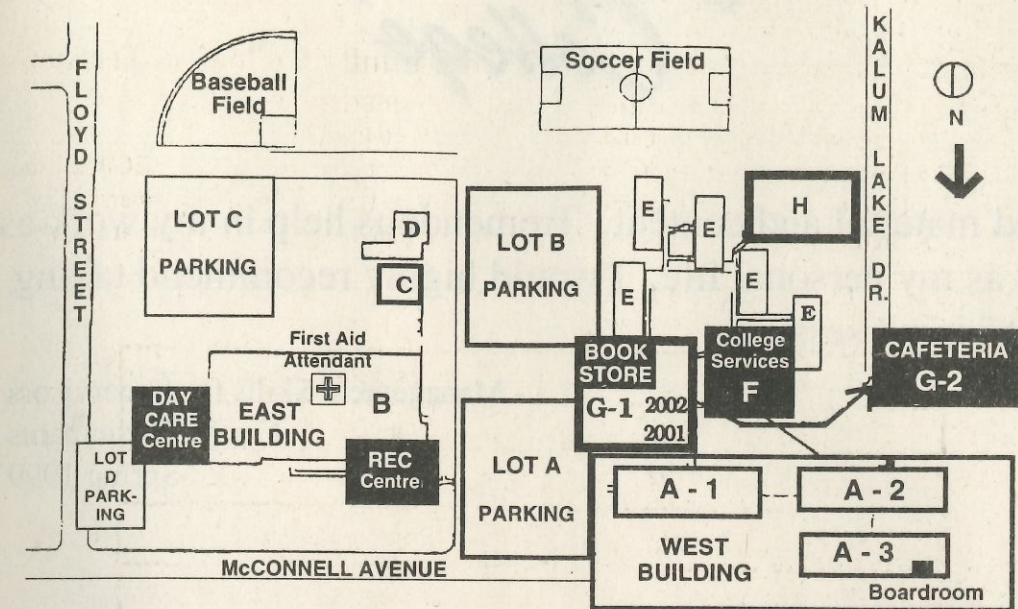
NWCC Facilities include:

- Networked computer labs 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

Northwest *Community College*

Good material and content. Tremendous help in my work as well as my personal life. I would highly recommend taking this training session.

- Management Skills for Supervisors
Course Participants
Spring 1999

Alfred Clarke is an excellent instructor. He makes sure you understand the topic. He is very considerate and his teaching makes the class enjoyable and comfortable.

- Virginia Fenger

KITIMAT CAMPUS

606 Mountainview Square
Kitimat BC V8C 2N2
Phone 632-4766
Fax 632-5069

TERRACE CAMPUS

5331 McConnell Avenue
Terrace BC V8G 4X2
Phone 635-6511
Fax 638-5432

STEWART CAMPUS

824 A Main Street
PO Box 919
Stewart BC VOT 1W0
Phone 636-9184
Fax 636-2770

www.nwcc.bc.ca