

NORTHWEST Community College

Continuing Studies
Fall 1997



PRINCE RUPERT, B.C.

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BASIC UPGRADING SKILLS

GED (GRADE 12 EQUIVALENCY TEST)

These tests are administered by the college for the Ministry of Education. The five tests are designed to measure levels of achievement in writing skills, social studies, science, mathematics and literature. A Grade 12 secondary school equivalency certificate is awarded by the Ministry to candidates who pass all five tests.

To write these 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 PRINCE RUPERT

October 3 & 4
November 28 & 29

Applications and study manuals are available at the college. Applications to write must be received by the Ministry of Education in Victoria at least 28 days before the testing date. Exam fee: \$45

GED PREPARATION CLASS

Date: September 16 - October 15
Time: Tuesday/Thursday, 7 - 9 pm
Fee: \$45

BUSINESS

ACCT 101/102

These courses discuss the basic accounting principles used in a service business organized as a sole proprietorship.

Date: Sept 16 - Nov 25
Time: Tues & Thurs, 7 - 10 pm
Fee: \$285 plus text

ACCT 150

Concerned with the basic methodology and logic; recording transactions and maintaining books of account for service and merchandising concerns; preparation and interpretation of financial statements; recording; reconciling and valuing of cash, accounts receivable, inventory, plant and equipment. Prior completion of Acct 101/102 is recommended.

Date: Sept 8 - Dec 22
Time: Monday, 7 - 10 pm
Fee: \$285 plus text

TYPING 200 (15 HOURS) Keyboarding I

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

Date: Sept 15 - Sept 29
Time: Mon & Wed, 7 - 10 pm
Fee: \$75

TYPING 205 (15 HOURS) KEYBOARDING II

This course is designed to give the learner the skills necessary to touch-key at a minimum speed of 30 net words per minute (nwpm), on the computer keyboard with three or fewer errors on an average of three two-minute timings.

Date: October 1 - 20 (no class Thanksgiving)
Time: Mon & Wed, 7 - 10 pm
Fee: \$75

BUSINESS cont.

MANAGEMENT SKILLS FOR SUPERVISORS

This hands-on management training program includes role-plays, self-scoring inventories, video case studies, discussions and promotes direct practical application. This course has six unassigned elective credits to the NWCC **Business Administration program.**

This course is a twelve day series incorporating three core components, each a separate learning experience, plus a reinforcement component designed for skill mastery.

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

Part I - Interpersonal Skills
Part II - Group Skills
Part III - Administrative Skills
Part IV - Supervising with Style

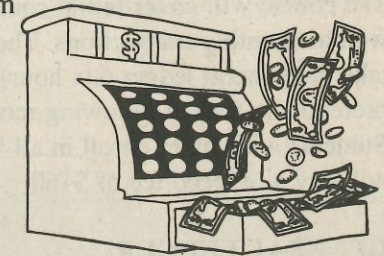


- NON-CREDIT -

CASHIER TRAINING

Learn the basics of working with cash, serving customers and on-the-job safety in this short four hour course.

Date: TBA (Call to register your interest)
Time: 6 - 10 pm
Fee: \$50



JOB SEARCH STRATEGIES

Modularized training in the following areas will be presented in short evening sessions to present information for those who wish to prepare for re-entering the workforce or just to upgrade their skills.

Career and Education Planning
Job Search
Personal Communication Skills
Resume Writing
Interview Skills
Assertiveness Training

Please contact the College at 624-6054 and place your name on a contact card.

STUDENT SUPPORT SPECIALIST

This person 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 classes. This is a confidential service that is open to all students. Community counselling can also be accessed.

COMPUTERS

ACCPAC SIMPLY ACCOUNTING

Move into the age of computerized accounting. Participants will be exposed to one of the most popular accounting programs for small business use. These four sessions provide the basics of setting up your accounts in one of the most popular software programs for small business use.

The course will cover initial company set up as well as monthly transactions. The student **MUST** take the general ledger (six hour) module as a prerequisite for the following modules.

Students wishing to enroll in all four sessions will pay a reduced fee of \$160

GENERAL LEDGER

Date: Sept. 24 - Oct. 1
Time: Wed, 7 - 10 pm
Fee: \$70

ACCOUNTS RECEIVABLE

Date: Oct. 8
Time: Wed, 7 - 10 pm
Fee: \$40

ACCOUNTS PAYABLE

Date: Oct. 15
Time: Wed, 7 - 10 pm
Fee: \$40

PAYROLL

Date: Oct. 22
Time: Wed, 7 - 10 pm
Fee: \$40

EXCEL 5 FOR TEACHERS

This powerful spreadsheet can assist teachers with recording student grading requirements. One entry system for recording test result, calculating GPA, etc. will be at your fingertips.

Register early!

Date: October 29 - November 26
Time: Wed, 7 - 10 pm
Fee: \$90

INTRODUCTION TO COMPUTERS - BEGINNERS

A short twelve hour course to introduce learners to the "magic" of computers. The course will discuss all the uses of the computer; word processing, spreadsheeting and data base creation. Hands-on instruction will assist students to "learn by doing".

Date: Sept. 23 - Oct. 2
Time: Tues/Thurs, 7 - 10 pm
Fee: \$90

INTRODUCTION TO COMPUTERS - INTERMEDIATE

A follow up course for those who have some knowledge of computers and wish to know more. Twelve hours of hands-on instruction.

Date: October 4 - 25
Time: Tues/Thurs, 7 - 10 pm
Fee: \$90

KEYBOARDING FOR KIDS

Enhance your child's computer skills. Eliminating the "hunt & peck" method will provide the skill for a young person to use a computer to the best of her/his ability.

Date: October 4 - 25
Time: 1 - 3 pm
Fee: \$45



COMPUTERS cont.

- FOR OADM CREDIT -

TYPING 200 (15 hours) Keyboarding I

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

Date: September 15 - September 29
Time: Mon & Wed, 7 - 10 pm
Fee: \$75

TYPING 205 (15 HOURS) Keyboarding II

This course is designed to give the learner the skills necessary to touch-key at a minimum speed of 30 net words per minute (NWPM), on the computer keyboard with three or fewer errors on an average of three two-minute timings.

Date: October 1 - 20 (no class Thanksgiving)
Time: Mon & Wed, 7 - 10 pm
Fee: \$75

CREDIT IS THE KEY TO SUCCESS...

Northwest Community College has clear lines of credit transfer with the major universities: UBC, UNBC, UVIC, and SFU. As well, professional accreditation institutions such as CMA, CA, CGA, the Credit Union Institute, Institute of Canadian Bankers, the Municipal Officers' Association of BC and the Purchasing Management Association of BC grant credit for various NWCC courses.

HEALTH

FOOD SAFE I

Foodsafe is a sanitation program designed to train food handlers on the procedures and conditions necessary for the prevention of foodborne illnesses. Successful completion of this course and final exam leads to the Foodsafe Level I certificate issued and registered by the Ministry of Health.

Date: September 20
Time: Saturday, 8:30 - 5:30 pm
Fee: \$75 plus book

MEDICAL TERMINOLOGY

This non-credit course is offered to provide practical training in the terms and definitions used in dentist offices, medical offices and hospitals.

Date: Sept 22 - Dec 1 (no class Thanksgiving)
Time: Mon/Wed, 7-10 pm
Fee: \$295 (plus text)

FOOD SAFE 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.

Topics covered will be:

1. Review of level I - Foodborne Illness Organisms
2. Design and maintenance of a food service establishment /pest control
3. Managing sanitary practices in a food service operation.
4. An introduction to the Hazard Analysis Critical Control Point System (HACCP).

Prerequisite: Foodsafe Level I.

Date: September 18/19/20
Time: Thursday/Friday - 5 - 10 pm
Saturday, 9 - Noon
Fee: \$100 (plus book)

INDUSTRIAL/MECHANICAL

AIR BRAKES

The purpose of this course is to prepare drivers with written and practical testing on the "Operation and Maintenance of Airbrakes systems." Successful completion will qualify the learner to apply for an airbrake endorsement on his/her license. A valid BC license is required.

Time: Tuesday - Friday

6:30 - 10:30 pm

Saturday 8:30 - 4:30

Date: September 30 - October 4

Fee: \$190

AIR CONDITIONING RETROFIT

(from R12 - R134A - Class II Procedures)

Successful completion of this training certifies those persons who are expected to recharge ozone depleting substances into motor vehicle air conditioning systems after October 1, 1997.

Date: September 24

Time: Wednesday, 6-10 pm

Fee: \$107 (includes manual)

HRAI INTERPROVINCIAL CFC CERTIFICATION

If you work with refrigerants as a service technician, installer, purchasing or selling agent, you **MUST** be certified. Individuals will not be able to purchase or sell refrigerants without this certificate. Upon successful completion of this course, applicants will receive a certificate from HRAI on behalf of Environment Canada and the BC Government.

Date: October (Call and Register Your Interest)

Time: 8:30 - 3:30 pm

Fee: \$200

COMMERCIAL/PUBLIC VEHICLE INSPECTION CERTIFICATION

This 16 hour course prepares participants to write the Provincial Com. Veh. Inspector's License Examination: Prerequisites: BC TQ in Automotive Mech, Heavy Duty Mech, Commercial Vehicle Mech, or Commercial Transport Trailer Mech. NOTE: According to the MVB regulations, all outstanding motor vehicle fines must be paid.

Date: TBA

Fee: \$275

DRIVERS TRAINING - CLASS ONE/THREE

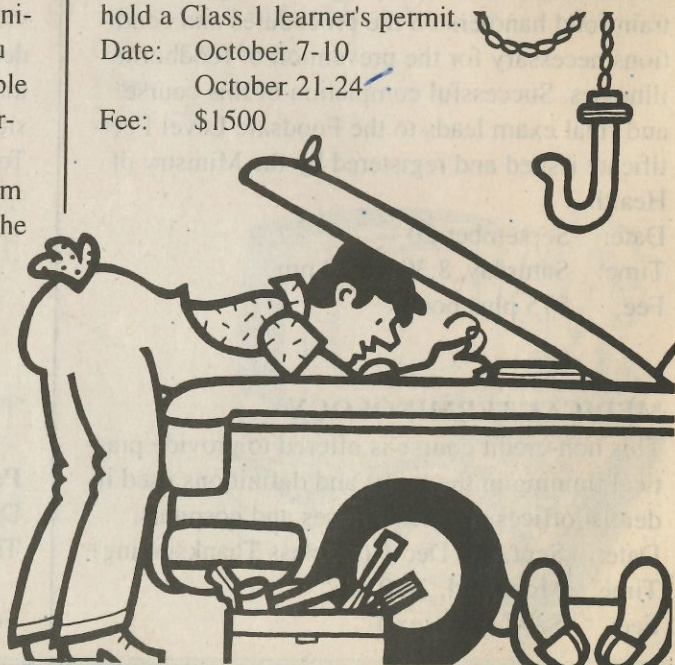
This modularized, behind the wheel course, is designed to assist learners to acquire the skills required to obtain Class 1 driving status. Safe operation, maintenance and duties of competent Professional Drivers are emphasized in this program.

Admission requirements include: (1) participants must be 19 years of age; (2) have a clear driver's abstract; (3) valid airbrakes endorsement; and (4) hold a Class 1 learner's permit.

Date: October 7-10

October 21-24

Fee: \$1500



INDUSTRIAL/MECHANICAL cont.

FORKLIFT TRAINING

This 2 day training, combining theory and practical exercises, will provide an understanding of current regulations, an overview of common types of lift trucks and their operation, a pre-shift inspection form, information on different fuel types and how to safely handle them, and instruction on how to safely operate a lift truck.

During the twelve hours, you will be guided through the manual, a written test, practical "hands-on" training on a lift truck and a final skill test.

Date: September 4 & 5

Time: Thursday/Friday, 8:30 - 3:30 pm

Fee: \$205

MECHANICS FOR WOMEN

(Details not available. Please contact the college 624-6054 for more information)

INDUSTRIAL CONSTRUCTION

These courses are in the planning stage. Please contact the college for more information and to register your interest.

Blueprint Reading/Construction Estimating

Electrical Code Upgrading

LANGUAGES

GERMAN FOR TRAVELLERS

The fundamental purpose of this course is to provide an introduction to the German language as it is spoken, written and read today. This course consists of the following elements:

- * pronunciation
- * basic grammar and sentence structure
- * everyday conversation

Date: September 23 - December 2

Time: Tuesday, 7 - 8:30 pm

Fee: \$55

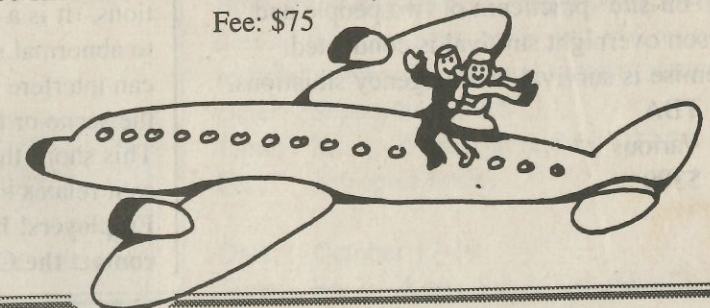
SPANISH - BEGINNERS

The instructor, Edna Gruber, employs an entertaining and practical approach to learning Spanish. Emphasis is placed on enabling easier travelling in Spanish speaking countries.

Date: Sept 22 - Nov 10 (no class Thanksgiving)

Time: Monday & Wednesday, 7 - 8:30 pm

Fee: \$75



EDUCATION ADVISOR

NWCC has an Education 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 Dave McKeever at 624-6054.

MARINE

COASTAL NAVIGATION

For the sport boater, the ability to pilot a voyage using available information and aids greatly enhances the joys of boating on the Pacific Northwest coast. Course includes chartwork, rules of the road, boat safety, radar, watchkeeping, and seamanship.

This course is part of the Charter Boat Operators certification

Date: September 22 - October 27

Time: Monday/Wednesday, 7 - 10 pm

Fee: \$245

GPS OPERATIONS

This is a short course on the global positioning systems.

Date: November 5

Time: Wednesday, 7 - 10 pm

Fee: \$35

RESTRICTED RADIO OPERATOR

This course is designed for the sport boater and those employed in the fishing industry and deals with regulations, procedures, and emergency communications and radio operation.

Prerequisite: A sound knowledge of the phonetic spelling alphabet. This

course is part of the

Charter Boat

Operators

certification.

Date: October 29 -

November 3

Time:

Monday/Wednesday,

7 - 10 pm

Fee: \$35



SAFETY/FIRST AID cont.

COASTAL SURVIVAL

A combination of theory and practical environments is used during this program. Students are given a solid base of theoretical background and then an "on-site" practicum of two people and one person overnight survival is conducted.

The premise is survival in emergency situations.

Date: TBA

Time: Various

Fee: \$300

CRITICAL INCIDENT STRESS

DEBRIEFING (for first aid attendants)

Critical incident stress is suffered when we experience any sudden, unexpected, disturbing situations. It is a common reaction, in normal people, to abnormal situations. However, these incidents can interfere with the ability to function, either at the scene or later.

This short, three hour session will discuss CISD as it relates to first aid attendants.

Employers! If this training is of interest, please contact the Continuing Studies Department.

FIRST NATIONS STUDENT ACCESS

A First Nations Liaison Officer is available to assist students with student support services, financial aid information, student advocacy, referral to counselling services and community liaison. For more information about these services, contact the College at 624-6054.

SAFETY/FIRST AID cont.

- OCCUPATIONAL FIRST AID -

OFA LEVEL I

Occupational First Aid level I is an eight hour program designed to provide lifesaving first aid skills to workers in industry. Prerequisites: minimum age of 16 and the physical ability to perform first aid skills as required to complete the learning task.

Session One:

Date: September 23/24

Time: Tuesday/ Wednesday, 6 - 10pm

Fee: \$85

Session Two:

Date: October 25

Time: Saturday, 8:30 - 4:30

Fee: \$85

OFA LEVEL III

Participants will learn theory and practical skills of basic life support. Level III includes one and two person CPR obstructed airway management, assisted breathing skills by pocket mask and bag valve mask, control of bleeding, hard collars, transportation skills and other life saving skills. Students successfully completing the theory and practical examination will be awarded a two year WCB Level III ticket.

Fee: \$595

STUDENT SUCCESS

We offer a number of services to help students make the most of their studies. These include peer tutoring, study skills workshops, and more. For more information, call the Student Success coordinator, Lianne Gagnon, at 624-6054.

- CANADIAN RED CROSS FIRST AID -

Northwest Community College is proud to be in partnership with the **Canadian Red Cross**. We will provide some scheduled Red Cross courses, however, requests for training from groups, agencies and employers for specific Red Cross programs will be met as requested. If you have a training request, please call the Continuing Studies department at 624-6054.

Training can be offered in the following programs of study:

- Vital Link Standard First Aid.
- Vital Link Emergency First Aid
- Vital Link CPR
- Heartsaver
- Heartsaver Plus
- Basic Rescuer
- Infant and Child

BABYSITTING

This course is designed for young people (12 years and older) who may be responsible for other children or who may be at home alone for a period of time. The Babysitter's course covers the rights and responsibilities of a babysitter, skills for caring for and getting along with children of different ages, basic first aid, how to respond to emergencies and security issues.

Date: September 26-28

Time: Fri, 4 - 6 pm, Sat & Sun, 10 - 2

Fee: \$30 (plus book)

Date: October 17-19

Time: Fri, 4 - 6 pm, Sat & Sun, 10 - 2

Fee: \$30 (plus book)

SAFETY/FIRST AID cont.

CHILDSAFE

This is an eight hour course designed to do more than teach emergency first aid for infants and children. The main premise is that accidents can be prevented by educating the adult, changing the environment, and educating the child. The Provincial Child Licensing Board of BC recognizes Childsafe as a pre-requisite for licensing.

Date: October 4

Time: Saturday, 9-5

Fee \$45 (plus book)

SECURITY TRAINING - JUSTICE INSTITUTE

Are you interested in becoming a security guard? All those who want to be employed as licensed security patrol guards, must successfully complete training now mandated by the Ministry of the Attorney General's Security Programs Division.

This training consists of eight days of basic instruction for application in most security settings. The following courses are included:

Basic Standards Training I (BSTI)

Security Theory and Operations

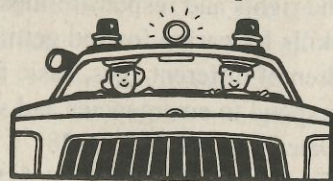
Basic Standards Training II (BSTII)

Communication Skills and Personal Safety

Date: TBA (Contact the College to express your interest)

Fee: \$675

plus \$20 exam fee



HUNTER'S TRAINING

The licensing regulations require a new Hunter to have this training. If you are interested in taking this course, please contact the College.

TRANSPORTATION OF DANGEROUS GOODS

This seven and a half 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 US. Topics will include: Regulations, classification of dangerous goods, responsibilities of shippers/consignors, transport in bulk, transport of hazardous materials and incident reporting and emergency response planning.

Date: Thurs, Sept 18, 8:30 - am - 5 pm or
Wed/Thurs, October 29/30, 6-10 pm

Fee: \$120

WILDERNESS FIRST AID

This course incorporates the WCB Occupational First Aid level I and Transportation Endorsement, Red Cross Basic Rescuer certification and a rigorous wilderness-oriented component.

Learners who take this course should be fit and have a willingness to help people in emergency situations. They must be at least 16 years of age to meet the WCB requirements for OFA Level I and Transportation Endorsement. No other prerequisites are required.

This course is recognized by BC Parks for all outfitters and guides. Please register your interest by calling the college at 624-6054.

Fee: \$700

WORKPLACE HAZARDOUS MATERIALS SYSTEMS

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

Date: September 25 or
December 4

Time: Thursday, 1 - 5

Fee: \$50

SAFETY/FIRST AID cont.

WORKSAFE CERTIFICATE

Workers' Compensation Board has recently developed five WorkSafe Certificate programs. These programs are a requirement for the business industry in order to meet WCB regulations. Each of the five certificate programs consist of both core and elective courses. The certificates are:

*Safety and Health in Small Business

*Hazard Recognition and Control

*Occupational Health and Safety Committee Training

*Supervisor Safety Training

*Finding Solutions to Musculoskeletal and Repetitive Strain Injury

Participants who successfully complete each program will receive a WorkSafe Program Certificate issued by WCB and Northwest Community College.

The Prince Rupert Centre is offering the **Occupational Health and Safety Committee Training Certificate** for the fall:

During the seven hours of core training, participants will learn:

OS&H committee functions and duties

Elements of an OS&H program

Regulations

Key field operations policies and procedures

How to conduct inspections and investigations

Committee's role in refusal or unsafe work.

Call NWCC to express your interest in this training.



About the Western Region...

The Western Region of NWCC services the communities of the northern coastal region and the Queen Charlotte Islands (Haida Gwaii). The Prince Rupert campus is the fastest growing centre of Northwest Community College, with enrollments in fulltime programs up almost 10% over the last five years. Fulltime programming in Prince Rupert includes: Business Administration, Career and College Preparation, Marine Training, and Welding. The centre has active Extension and Continuing Studies departments which service the business and industrial sector of the community as well as providing personal development opportunities.

Haida Gwaii has two college centres; Masset and Queen Charlotte City, located in the downtown core of the two communities. The offerings are generally continuing studies focused; however, some longer term programs are offered on a contractual basis.

TOURISM

TOURISM

Northwest Community College will be offering a series of classes and workshops to increase the skills required for the growing tourism market. If you are interested in working in the Hospitality and Tourism industry, this is the opportunity you've been waiting for! Contact Northwest Community College for more information.

CASHIER TRAINING

Learn the skills necessary to provide full customer service as a cashier in a local merchandising situation. Topics will include: Keyboarding skills, interpersonal techniques, cash handling and security issues.

CUSTOMER SERVICE

The skills for a professional approach to customer service will be presented in this short program of study. Topics covered will include: Teamwork, positive first impressions, effective speaking, active listening, effective telephone skills and interpersonal skills.

MARKETING YOUR ARTS AND CRAFTS

Aimed at the craftsperson who wishes to sell their products in the many craft fairs. This course will provide information about promotion and sales. Topics covered include: selling and distribution; style, presentation and promotion; display techniques; and, resources and networking.

COOK TRAINING - LEVEL 1

A comprehensive Professional Cook Training (Level 1) program is in the planning stages for Prince Rupert for late fall/early winter. It is a twelve week program and will include food safe, two weeks of first aid, and job placement with local restaurants.

If you are interested in this training, please contact your local Northwest Community College (624-6054).

MIXOLOGY (BARTENDING)

Here is an opportunity to expand your knowledge of mixology for home or employability skills.

TABLE SERVICE FOR WAITER/WAITRESS

Learn this skill to enhance your employability in the hospitality industry. The instructor, Danielle Dalton, will share her knowledge and experience of many years in the industry. A **MUST** for a professional approach to this market.

If you are interested in tourism training, contact the College at 624-6054.



TEACHING SKILLS

PROVINCIAL INSTRUCTOR'S DIPLOMA

The Provincial Instructor's Diploma provides the instructional skills to teach adults in private and post-secondary institutions in BC.

Credits are transferable to the University of Alberta, the Bachelor of Education program offered in Vancouver, Simon Fraser University's Master Degree in Education, and the University of the Fraser Valley's Bachelor of Arts program.

The program consists of six - 30 hour courses and a final assignment.

Northwest Community College, in conjunction with Vancouver Community College and the Ministry of Education, Skills and Training Program is proud to offer the following Provincial Instructor modules:

104B Evaluation of Instruction B
Sept. 12,13,14,26,27,28
Pr. Rupert

101 Instructional & Curr. Design
Oct. 3,4,5,17,18,19
Terrace

103 Use & Design of Inst. Media
Oct. 10,11,12,24,25,26
Pr. Rupert

102A Elements of Instruction A
Oct. 24,25,26,31 Nov. 1,2
Hazelton

102A Elements of Instruction A
Oct. 31, Nov. 1,2,14,15,16
Terrace

102A Elements of Instruction A
Nov. 14,15,16,28,29,30
Pr. Rupert

102B Elements of Instruction B
Jan. 10,11,12,24,25,26
Pr. Rupert

102B Elements of Instruction B
Jan., 23,24,25, Feb. 6,7,8
Smithers

102B Elements of Instruction B
Feb. 27,28, Mar. 1,13,14,15
Hazelton

104B Evaluation of Instruction B
May 1,2,3,15,16,17
Smithers

Tuition: \$275 per course

For more information, contact NWCC Continuing Studies at 624-6054 or Vancouver Community College (604) 871-7488 or 871-7499.

SPECIAL EDUCATION ASSISTANT CERTIFICATION

Northwest Community College offers certification training for those persons wishing work in the education field, either as a teacher or in a support role. There will be a series of cost recovery courses offered in this field in the fall of 1997 and winter of 1998.

Please contact the Education Advisor or the Continuing Studies department of the College at 624-6054 for more information.

TOURISM cont.

SUPERHOST TRAINING

Tourism BC has launched a new series of SuperHost training products to help improve the quality of service for tourism businesses throughout the province.

These new products build on SuperHost's ten year history of improving the interpersonal, communication and customer service skills for tourism employees.

SUPERHOST - FUNDAMENTALS

This participatory one day workshop addresses the fundamentals of excellent customer service. You will leave with practical tips that work; from handling customer complaints, to making first impressions to improving communications and listening skills. This program is supported by over 150 BC companies.

SUPERHOST FOR CUSTOMERS WITH DISABILITIES

This half day workshop will increase your awareness of the difficulties experienced when traveling with a disability. The program will provide you with practical advice and language for serving these customers.

SUPERHOST SERVICES ACROSS CULTURES

This half day workshop provides a better understanding of the different cultures and teaches the skills required to meet the customer service needs of important overseas visitors to BC. The workshop profiles visitors from Japan, Hong Kong, Taiwan, South Korea and Germany.

SUPERHOST - JAPANESE SERVICE EXPECTATIONS

This seven hour workshop will provide you with a better understanding of the needs, preferences and expectations of our Japanese visitors. You will also learn a few basic Japanese words and phrases that you can use in service situations. This workshop will tailor your services to the needs of the important Asian market.



**MAKE NWCC YOUR
CONTINUING STUDIES CENTRE!**

BUSINESS ADMINISTRATION

A two-year diploma program is offered in General Management at the Prince Rupert Centre. The program uses innovative and flexible techniques to provide students with a knowledge of management practice and appropriate administrative skills and methods from a number of perspectives.

Specifically, students will receive:

- * microcomputer skills
- * work experience through cooperative education
- * effective written and oral communication skills
- * understanding of external economic impacts on business
- * problem solving and critical thinking skills
- * courses that meet professional accounting articulation standards

TRANSFERABILITY OF COURSES

While many of the courses are transferable to universities and colleges, block transfer arrangements are in place with the University of Northern BC, the University College of the Fraser Valley and the Open University. These arrangements allow graduates of the two year diploma to continue into the third year of a Bachelor of Commerce program. Students with the required courses, may write the CMA Management Accounting II exam and, if successful, will receive the Accounting Technologist Diploma.

Diploma graduates can enroll in the fourth level of CGA (Certified General Accountants) or CMA (Certified Management Accountants) program. In addition, courses articulate with PMAC (Purchasing Management Association of Canada), CIB (Canadian Institute of Bankers), CCUI (Canadian Credit Union Institute), CA (Chartered Accountants), and MOABC (Municipal Officers Association of BC).

Times: 8:30 - 3:30

Days: Monday - Friday

Fees: \$44.90 per credit hour

COURSE SCHEDULE

	Year One		Year Two
ACCT 150	Mon & Wed 10:30 - Noon	ACCT 252	Tues & Thurs 2:30 - 4 pm
BCPT 150	Monday 9:30 - 10:30 am	BFIN 250	Tues & Thurs 4 - 5:30 pm
	Wednesday 8:30 - 10:30 am	MARK 253	Wednesday 9 - Noon
BCTP Lab	Thursday 6:30 - 9:30 pm	MGMT 201	Wednesday 1 - 4 pm
BENG 150	Tues & Thurs 1:00 - 2:30 pm	MGMT 251	Tuesday 9:30 - 10:30
ECON 150	Tues & Thurs 10:30 - Noon		Thursday 8:30 - 10:30
MARK 150	Friday 9 am - Noon	MGMT 255	Wednesday 6 - 9 pm
MATH 150	Tuesday 6 - 9 pm		

CONTINUING STUDIES (Part-time)

ACCT 150

Concerned with the basic methodology and logic of recording transactions and maintaining books of account for service and merchandising concerns. Prior completion of Acct 101/102 is recommended.

Date: September 8 - December 22

Time: Monday, 7 - 10 pm

Fee: \$285 plus text.

CAREER AND COLLEGE PREPARATION

(formerly Adult Basic Education)

The Career and College Preparation program helps adults get prepared for college, career, vocational and university courses, and/or employment. CCP courses are similar to those in the public school system, but they have been designed for adults.

ADMISSION REQUIREMENTS

1. At least 18 years of age, *or*
2. have already earned grade 12 standing, *or*
3. be 17 years of age and out of public school for at least one year, *or*
4. have a written recommendation from a local high school principal; *and*
5. meet with an NWCC Education Advisor to ensure they have chosen the correct courses or programs.

PROGRAM OUTLINE

The CCP program has four levels. Students earn an NWCC certificate for completing each of the first three levels and a Provincial Diploma for completing the fourth. The levels and general requirements for completion are:

ABE Fundamental Certificate

Completion of Math 020 and English 020 or completion of one Fundamental level course and placement at a higher level in the second course.

ABE Intermediate Certificate

Completion of English and math, plus two of the following courses at the 030 level: Science, Social Science, Education and Career planning.

ABE Advanced Certificate

Completion of English, math, a science and one option at the 040 level.

ABE Provincial Diploma

English 050 plus three options at the 050 level and a math course at the Advanced level.

Date: September - June

Time: 8:30 am - 3:30 pm

Fees: September - December\$523.60 full-time	\$281.05 part-time
January - March\$401.20 full-time	\$215.35 part-time
April - June\$428.40 full-time	\$229.95 part-time

EVENING CLASSES

Evening classes are scheduled for Tuesday and Thursday from 6:30 - 9:30 pm.

COASTAL INTEGRATED NATURAL RESOURCES CERTIFICATE

The Natural Resources program at NWCC is an integrated cooperative program in Natural Resources Technology. Under this format, a one year Natural Resources certificate level is offered which ladders into a further 1.5 year technology diploma in Forest Technology, Integrated Resources Management or Coastal Integrated Resources Management.

The certificate level will be offered in Prince Rupert, Terrace, and Smithers centres. The diploma levels in Forest Technology and Integrated Resources Management will be offered in specific centres. The *Coastal Integrated Natural Resources diploma* will be offered in **PRINCE RUPERT** beginning in September.

Students entering the certificate level should be prepared to participate in physically rigorous field exercises in all types of terrain and weather conditions. Students will need outdoor clothing, rain gear, boots and a hard hat while in the program and on the job.

ADMISSION

1. English 12 or English 045 or 050 with a minimum of C or satisfactory performance in the program's English Placement test.
2. Math 11 or Math 040 with a minimum of C or satisfactory performance in the program's math placement test.
3. Biology 11 or Biology 040 with a minimum C or satisfactory performance in the program's biology placement test.
4. Chemistry 11 or Chemistry 040.

OTHER REQUIREMENTS

1. Students are required to submit an up-to-date summary of their educational, work and related life experiences; and
2. Submit two letters of reference (should be from employment or academic references who support the student's decision to enter the program); and
3. Submit a one page letter as to why they would like to enter the certificate level.

Fall Schedule

Biol 101	3:30 - 4:30	Mon/Wed/Fri
Biol Lab	6:30 - 9:30	Thurs
COOP 100	2:30 - 3:30	Thurs/Fri
CPSC 111	9 - 10:30 am	Tues/Thurs
CPSC Lab	6:30 - 9:30 pm	Tues
Engl 151	4 - 5:30 pm	Tues/Thurs
First Aid 100	TBA	During Fall Camp
First Aid 125	TBA	During Fall Camp
Math 161	10:30 - 11:30	Tues/Wed/Thurs/Fri
NRES 100	TBA	
NRES 110	2:30 - 3:30	Mon/Wed
NRES 152	8:30 - 10:30 am	Wed/Fri
NRES 153	4:30 - 6:30 pm	Wed/Fri
SSUC 100	Noon - 1 pm	TBA

EARLY CHILDHOOD EDUCATION

"Quality child care is more than custodial care. Children need a nurturing, safe, healthy and stimulating environment."

The Prince Rupert Centre offers modules of the NWCC Early Childhood Education certificate through the teleconferencing method. Learners communicate with students throughout the northwest via speaker system and share experiences and knowledge.

The programs offered for the Fall 1997 semester are:

ECE 126 - Practicum II

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

Please note: Students who complete practica at their workplace must have three days release time for field observation.

Time: September 29 - October 31

Days: Mon - Fri, 8:30 - 4:30

Fee: \$134.70

ECE 127 - Practicum III

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

Please note: Students who complete practica at their workplace must have three days release time for field observation.

Time: September 29 - October 31

Days: Mon - Fri, 8:30 - 4:30

Fee: \$134.70

ECE 133 - Best Practice in ECE Settings

This course examines current fundamentals of "best practices" in ECE settings. Students will focus on personal philosophy, professional development issues, anti-bias curriculum, emergent literacy, teachers' roles in guiding psycho-social development, play intervention, outdoor play and learning centres. ECE 102 and 122 OR ECE 101 and 121, as well as ECE 125 (Practicum I).

Time: Sept 9 - Nov 25

Days: Tuesday, 7 - 9

Fri/Sat workshops, 9 - 4 pm

Fee: \$134.70

EARLY CHILDHOOD EDUCATION cont.

ECE 135 - Working with Children Requiring Extra Support (3 credit)

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

This course will be offered in a workshop format. Students wishing to take it for personal interest are welcome.

Time: October 97 - April 98

Days: Saturdays

Fee: \$134.70

ECE 206 - Working with Families

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

Time: Sept 10 - Dec 17

Days: Wednesday, 7 - 9 pm

Fee: \$134.70

ECE 227 - Infant/Toddler Practicum I

This course will provide the student with opportunities to observe and have practical experience with infants and toddlers in a childcare setting. This course is a priority to students employed in Infant/Toddler settings and who have completed the majority of Infant/Toddler courses.

Prerequisite: ECE Basic Level.

Time: October 1 - 30

Days: Mon - Fri, 8:30 - 4:30

Fee: \$134.70



THE NORTHWEST ADVANTAGE

- Smaller classes
- Higher success rates
- Lower tuition costs
- Friendly atmosphere
- High quality courses
- Enhanced learning
- Job-related training
- Associate degrees
- Diplomas
- Cooperative Education
- Professional teaching staff
- More student/instructor contact

MARINE STUDIES

The Marine Department of Northwest Community College offers a variety of courses for professional mariners and for those who wish to upgrade their theoretical knowledge in the area of nautical studies. The department offers *fulltime* training towards the Department of Transport certification in: Fishing Master II and III.

A NWCC certificate in *Charter Boat Operator* will be issued to those persons completing the following courses:

Coastal Navigation
Marine Emergency Duties A2
Occupational First Aid and Transportation Endorsement
Restricted Radio Operators

Other courses offered on a *continuing studies or as requested basis* are:

Efficient Fish Boat Operator
Gillnet Mending and Hanging
Introduction to Marine Shipping Operations
Marine Emergency Duties A1 (19 hours)
Marine Emergency Duties A2 (24 hours)
Stability for Port Operators

To be waitlisted for any of the above programs, call the College at 624-6054.

ADMISSION REQUIREMENTS

The Department of Transport has both sight and sea time requirements for persons intending to write their exams. It is therefore recommended that students attempting DOT exams obtain approval from the Ship Safety Department of the Canadian Coast Guard before applying for the fulltime program.

FEES

Full course fees should be paid prior to the commencement of the program. As some course fees include PMTI tuition and may change without notice, students should contact the College for accurate information when applying to the program.

Days & Time: Monday through Friday, 8:30 - 3:30 pm

CORRESPONDENCE PROGRAMS

For mariners who prefer to study at home or while at sea, NWCC has developed a number of self-instruction modules to help students prepare for specific DOT examinations. Students work on their own, but free tutorial help is available by telephone.

Modules currently available:

NAUT 040S Chartwork & Pilotage
NAUT 041S Chartwork & Pilotage
NAUT 061S Navigation Safety
NAUT 151S General Ship Knowledge
NAUT 157S General Ship Knowledge

PROVINCIAL WELDERS TRAINING PROGRAM

This is a **competency-based, self-paced program** which is designed to provide learners with skills required to function as a safe and competent entry level tradesperson. **Training is divided into levels C, B, and A.** Completion time is approximately seven months for level C, four months for level B and three months to complete level A.

Graduates have found employment in fabrication and maintenance shops which service all sectors of forestry, mining and transportation. "B" level ticket holders are employed in jobs which require qualification pressure procedures, while "A" level ticket holders are employable throughout the welding trade.

ADMISSION

1. Grade 10 or GED Intermediate level math and English and
2. Successful completion of NWCC assessment.

Learners who have significant and relevant prior experience may be admitted based on an interview with the instructor and program coordinator. **Please note:** many employers require Grade 12 completion.

REQUIRED MATERIALS

1. CSA approved safety footwear (WCB regulations)
2. Purchase of necessary learning resources (books, etc.)
3. Welding gloves, helmet and leather jacket or cape.

A complete course description can be found in the NWCC calendar.

Time: 8:30 - 3:30 pm
Days: Monday through Friday
Term: September through June
Fees: September - December
\$523.60 (full-time) \$281.05 (part-time)



SERVICES FOR STUDENTS WITH DISABILITIES

A range of services and/or equipment is available to students with disabilities to enable them to pursue their educational goals. If you think you may require some support services, please contact Lianne Gagnon before the start of classes. Please call 624-6045 for more information.

UNIVERSITY TRANSFER

The Prince Rupert Centre offers a good selection of university programming to the students of the area. Learners can take a full first year in the arts and sciences and some second year art courses are presented. Many of the courses are accredited internally to courses in the Human Service, Applied Technician, Applied Computer Technician and Natural Resources certificates. Please see the course matrix.

Fees: \$44.90 per credit 3 credits...\$134.70 4 credits...\$202.05

Anthropology 102

Tues/Thurs 10:30 - Noon
Instructor: Yvonne Werkmann

Anthropology 112

Tues. 2:30 - 4 pm Fri, 1 - 2:30 pm
Instructor: Hondo Arendt

Biology 101 (326)

Mon/Wed/Fri 2 - 3 pm
Instructor: Barb Shaw or

Mon/Wed/Fri 3:30 - 4:30

Instructor: P. Mahboubi

Biology Lab 1 Thurs. 9 - Noon

Biology Lab 2 Thurs., 1 - 4 pm

Biology Lab 3 Thurs., 6:30 - 9:30 pm

Chemistry 101

Mon/Wed/Fri 1 - 2 pm

Instructor: Barb Shaw

Chemistry Lab 1 Tues., 9 - Noon

Chemistry Lab 2 Tues., 1 - 4 pm

Computer Science 111

Mon/Wed., 10:30 - Noon or

Tues/Thurs., 9 - 10:30

Instructor: Dave Sweetnam

Lab 1 Mon., 6:30 - 9:30

Lab 2 Tues., 1 - 4 pm

Lab 3 Tues., 6:30 - 9:30 pm

Economics 201

Tues/Thurs 10:30 - Noon

Instructor: Gregory Krabes

English 101

Mon/Wed., 10:30 - Noon or

Wed/Fri., 2:30 - 4:00 or

Tue/Thurs., 4:00 - 5:30

Instructor: Tirso Morales

English 151

Tues/Thurs., 4:00 - 5:30

Instructor: Ian McLean

Geography 150

Tues/Thurs., 1:00 - 2:30 pm

Instructor: Ken Shaw

Lab 1 Mon., 9:00 - Noon

Lab 2 Mon., 1:00 - 4:00 pm

Geography 225

Tues., 6:30 - 9:30 pm

Instructor Hondo Arendt

History 105

Tues/Thurs., 10:30 - Noon

Instructor: Hondo Arendt

Math 101

Mon/Wed/Thurs., 8:30 - 10:00 am

Instructor: Mona Izumi

Math 111

Mon/Wed/Thurs., 4:30 - 6 pm

Instructor: Chris Brown

Math 140

Mon/Wed/Thurs., 1:00 - 2:00 pm

Instructor: Mona Izumi

Physics 101

Mon/Wed., 3:30 - 4:30 pm Thurs., 11:00 - Noon

Lab 1 Fri., 9:00 - Noon

Instructor: Dave Sweetnam

Political Science 101

Mon/Wed., 2:00 - 3:30 pm

Instructor: Hondo Arendt

Psychology 101

Tue/Fri 9:00 - 10:30 am or

Mon/Thurs., 6:00 - 7:30 pm

Instructor: Tirso Morales

Psychology 221

Mon. 6:00 - 9:00 pm

Instructor: Yvonne Werkmann

Sociology 101

Mon/Wed 10:30 - Noon

Instructor: Yvonne Werkmann

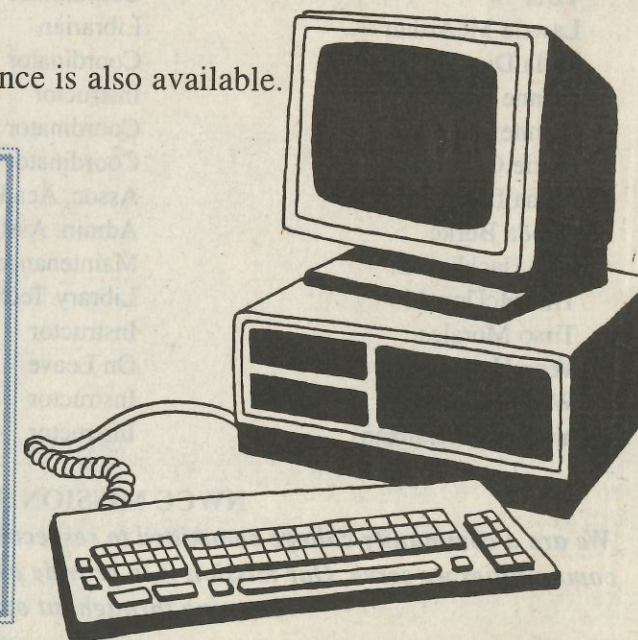
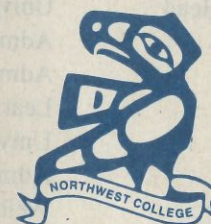
COURSE MATRIX

Offer 97/98	Natural Resources	Applied Computer Tech	Applied Tech	Early Childhood Education	Social Service Worker
Anthropology 102					
Anthropology 112	X				X
Biology 101	X				
Chemistry 101					
Computer Science 111	X	X	X		X
Economics 201			X		X
English 101					
English 151	X	X		X	X
Geography 150	X				
Geography 250					
History 105					
Math 101					
Math 111					
Math 140					
Physics 101					X
Political Science 101					X
Psychology 101					X
Psychology 221					X
Sociology 101					

The matrix above provides a view of the educational opportunities available. Learners in our community can take a series of courses in Prince Rupert that are credit to the certificates/diplomas listed.

A full offering of first year Arts and Science is also available.

MAKE
NWCC
YOUR
CONTINUING
STUDIES CENTRE!





ADMINISTRATION OFFICE HOURS:

Monday - Friday 8:30 - 4:30

LIBRARY HOURS:

Monday - Thursday 9 am - 5 pm & 6 - 9 pm
Friday, 8:30 am, - 4:30 pm

STAFF:

Anna Munger	Instructor	Career & College Preparation
Andrew Batko	Coordinator	Marine Programs
Barb Shaw	Instructor	University Transfer
Beth Davies	Director	NWCC Western Region
Carol Bull	Admin. Asst.	Administration
Chris Brown	Instructor	Career & College Preparation
David Archer	Instructor	University Transfer
David Sweetnam	Instructor	University Transfer
David McKeever	Advisor	Administration
Debbie Stava	Coordinator	Extension Programs
Emillia McConville	Program Asst.	Extension Programs
Gloria Ubdegrove	Registration	Administration
Gregory Krabes	Instructor	Business Administration
Hondo Arendt	Instructor	University Transfer
John Shepherd	Instructor	Business Administration
John Wood	Instructor	Career & College Preparation
Kathy Bedard	Coordinator	Continuing Studies
Ken Shaw	Instructor	CCP & University Transfer
TBA	Coordinator	First Nations Access
Lawrie McArthur	Librarian	Learning Resource Centre
Leila Durzie	Coordinator	Institutional Based Training
Lianne Gagnon	Instructor	Career & College Preparation
Lianne Gagnon	Coordinator	Student Success Programs
Marie Grinstrand	Coordinator	Career & College Preparation
Mona Izumi	Assoc. Acad. Head	University Transfer
Rhoda Burke	Admin. Asst.	Administration
Roy Hachkevich	Maintenance	Administration
Tim McDonald	Library Tech.	Learning Resource Centre
Tirso Morales	Instructor	University Transfer
Vena Hachkevich	On Leave	Administration
Wade Johnson	Instructor	Welding
Yvonne Werkmann	Instructor	University Transfer

NWCC MISSION STATEMENT

We are a community college committed to respecting and meeting the educational needs of the communities we serve. Our mission is to provide and enable equitable access to quality lifelong learning throughout our College region.

EXTENSION SERVICES

Extension Services is committed to providing flexible access to learners who live in the northwest. Our primary focus is to facilitate contract training opportunities in response to community and industry needs throughout the Western Region. The strength of this department lies in its ability to provide flexible training opportunities through the promotion and continuation of community partnerships, utilization of community resources, and the development and delivery of educational programming that meets the needs of a diverse labour market.

Need training for your employees? We would welcome the opportunity to discuss your company's training needs. For information on the following or any other Extension Services programs, contact Debbie Stava, Coordinator, Extension Services, Western Region, at 624-6054.



The ever increasing demand from those seeking the challenge and excitement of outdoor adventure has accelerated the expansion of the adventure tourism sector. A career in the eco-tourism industry involves a commitment to the physical, emotional and intellectual demands reflected in the training program. Learners are immersed in the program by living and working together for extended periods of time. This program is highly recommended for those who possess a genuine passion for the outdoors.

Program Components

Eco-Adventure Tourism

- ✓ Ethics & Standards
- ✓ Professionalism
- ✓ Safety

Professionalism

- ✓ Conflict Resolution
- ✓ Guide/Client Relations
- ✓ Risk Management
- ✓ Leadership

Environmental Stewardship

- ✓ Environmental Ethics
- ✓ Resource Management
- ✓ Sustainable Tourism

Interpretation & Cultural Sensitivity

- ✓ Interpretation Principles
- ✓ Heritage Interpretation
- ✓ Cross Cultural Communication

Field Skills

- ✓ Camp Set-Up and Management
- ✓ Powerboat Operations
- ✓ Wilderness First Aid
- ✓ Sea Kayaking
- ✓ Marine Emergency Duties

Work Experience

- ✓ Work Based Training Experience

How To Apply

A college application form must be submitted along with a \$500 deposit and a cover letter outlining personal goals and the appropriateness of participating in this training to meet those goals. Applicants are requested to indicate any disabilities which might affect their participation in the program. A pre-course interview prior to acceptance into the program.

Program Dates

Application Deadline	October 31, 1997
Applicant Interviews	November 17-28, 1997
Notification of Acceptance	December 1, 1997
Programs Begins	February 2, 1998
Program Completes	May 29, 1998

Admission Requirements

Applicants must be at least 19 years of age
Grade 10 or Equivalent ("C" grade or higher)
Possess a good swimming ability
Medical Assessment

Fees

Tuition	\$4,900
Food & Lodging	\$2,300

List of student equipment requirements available at the College.

Complete student information packages are available at the College. For more information please contact: 624-6054.

