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Phone:
847-4461

NWCC
NORTHWEST COMMUNITY COLLEGE



FALL
COURSES



1993

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NORTHWEST COMMUNITY COLLEGE
 3966 2nd Ave
 BOX 3606
 SMITHERS, BC
 V0J 2N0
 Phone: 847-4461 Fax: 847-4568

GENERAL INFORMATION

REGISTRATION

Registration will be accepted at the college beginning Sept. 1, 1993. Registration and course fees, except for the programs designated otherwise, are required in full at the time of registration. Invoicing arrangements can be made.

NOTE: NWCC reserves the right to postpone, combine, to limit or to change dates, times, locations and instructors.

TUITION

ABE and Office Careers:
 \$26.75 per week for full-time attendance and
 \$13.50 per week for part-time (15 or fewer
 hours per week) attendance.

Part-time and short term courses:
 Fees are indicated in each course description.

CEC sponsored students who do not pay tuition fees to the college are required to pay a student activity fee of \$2.05 per week.

REFUND POLICY

1. 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.
2. All refunds for reasons other than those identified in #1 are subject to a \$10 administration charge.
3. There will be no refunds for courses with tuition fees of \$10 or less except for those conditions in #1.
4. NO REFUNDS are made after the pre-registration date unless the space can be sold to another student in which case the withdrawing student will be refunded 100% of tuition less a \$10 administration charge.

STUDENT ADVISING

Thinking of a career in accounting? Zoology? Want to finish Grade 12? Not sure where to get financial aid? Our student advisor is available to help any community member answer these kinds of questions and fill out forms. You don't have to be attending NWCC. We have information from all across Canada on colleges, universities, correspondence courses and careers. And we can help you track down educational information from just about anywhere.

Phone the college at 847-4461 to make an appointment with the student advisor.

THANK YOU

...to School District No. 54 for your co-operation. The extensive use of the school facilities allows a wide variety and a large number of courses for residents of Smithers and surrounding areas.

THANK YOU

...to those people who contribute to our program by suggesting courses and the instructors who teach them. Your contribution and participation in our program helps us offer a variety of quality courses to the community.

COLLEGE OFFICE HOURS

The college is open from 8:30 a.m. - 4:15 p.m. Monday to Friday and also 6:30 p.m. - 9:15 p.m. Monday to Thursday.

ADMINISTRATION

Eileen Klassen Director - Eastern Region
 Mary Ellen Perrault Administrative Officer
 Ivan Thompson Coordinator, Extension Services
 Sheila Peters Student Advisor
 Carol Palm Centre Clerk
 Mary Hiemstra Part-time Clerk
 Linda Bruhjell Part-time Clerk

DRIVER TRAINING

CLASS 1 (BEGINNERS & INTERMEDIATE)

Beginners must take ten lessons. Individuals with a minimum of 150 hours of experience in driving Class 1 vehicles may choose to take five lessons. Driving skills will be evaluated on an ongoing basis. Prerequisites: minimum age of 19, valid BC driver's licence, Class 1 learner's permit and Air Brakes certification. \$1275 for 10 lessons. \$650 for 5 lessons. Additional lessons \$125 each.

Instructor: BV Driving School
Instructor sets location and time.
Mon. - Fri., Sept. 7 - Dec. 31

CLASS 3 (BEGINNERS & INTERMEDIATE)

Beginners must take six lessons. Individuals with a minimum of 75 hours experience in driving Class 3 vehicles may choose to take three lessons. Driving skills will be evaluated on an ongoing basis. Prerequisites: minimum age of 18, valid BC driver's licence, Class 3 learner's permit and Air Brakes certification. \$770 for 6 lessons. \$410 for 3 lessons. Additional lessons \$125 each.

Instructor: BV Driving School
Instructor sets location and time.
Mon. - Fri., Sept. 7 - Dec. 31

For Class 1 and 3 Lessons the instructor will determine whether students require a theory session. If necessary theory sessions will be arranged at a fee of \$30 per student.

CLASS 4 & 5

Lessons cover acceleration and braking, turning manoeuvres, intersection problems, backing up, lane changing and passing, parking, car control and much more. Learn to drive defensively. Students may register for one or more lessons depending on individual needs. Prerequisites: minimum age of 16 and possession of a learner's permit. \$30 per one hour lesson.

Instructor: BV Driving School
Instructor sets location and time.
Mon. - Fri., Sept. 7 - Dec. 31

DRINKING & DRIVING

This session covers such topics as the legal definition of "impaired", your rights and responsibilities upon initial contact with the police, the breathalyzer test and refusal to take the test, other related offences and the consequences of an impaired driving charge. There will also be an update on recent court judgements. Register by Sept. 15. No registration fee.

Instructor: People's Law School
Smithers Secondary Rm. 3
Mon., Sept. 20 7:30 - 9:30 p.m.

AIR BRAKES

Drivers are prepared for a written and practical test on the operation and maintenance of air brake systems for either on-highway or off-highway vehicles. Participants will be given proof of course attendance and practical examination by the instructor. The Motor Vehicle Branch written test must be taken within 30 days of course completion. Although there is no age restriction to obtain an Air Brakes endorsement, individuals must be at least 16 years of age to obtain a Class 5 driver's licence, 18 to obtain a Class 3 licence and 19 to obtain a Class 1, 2 or 4 licence. Participants must have a valid driver's licence. Instructor: BV Driving School. \$150 includes manual.

Session 1 - register by Oct. 12
College Centre Rm. 110/111
Oct. 18 - Oct. 23
Mon. - Fri. 6:30 - 10:00 p.m.
Sat. 9:00 a.m. - 4:00 p.m.

Session 2 - register by Nov. 8
Location: TBA
Nov. 15 - Nov. 20
Mon. - Fri. 6:30 - 10:00 p.m.
Sat. 9:00 a.m. - 4:00 p.m.

DEFENSIVE DRIVING

Learn to drive defensively, cope with adverse road conditions and avoid accidents caused by other drivers' mistakes. This course is geared towards teenagers, those about to apply for their first licence, those who drive as part of their job, as well as all pleasure drivers. This Canada Safety Council course is approved by BC Motor Vehicle Branch and, upon successful completion, awards a Defensive Driving Certificate. Register by Oct. 1. \$45 plus manual.

Instructor: BV Driving School
Smithers Secondary Rm. 3
Wed. & Thurs., Oct. 6 & 7
6:30 - 10:00 p.m.

COMPUTER COURSES

SIMPLY ACCOUNTING (BEDFORD)

This fully integrated accounting program is popular due to its ease of use and reasonable price. The General Ledger, Accounts Payable, Accounts Receivable and Payroll modules will be covered. This course will also include instruction on practical management of paperwork and filing which coincides with computer printouts. Recommended preparation: A basic understanding of computers and MS DOS and basic bookkeeping skills. Instructor: Cindy Elliot. \$130 plus manual.

Session 1 - register by Sept. 13
College Centre Rm. 108
Mon. & Tues., Sept. 20 - Oct. 4
9:00 a.m. - 12:00 noon

Session 2 - register by Nov. 9
College Centre Rm. 111
Tues. & Thurs. Nov. 16 - Nov. 30
6:30 p.m. - 9:30 p.m.

GENERIC CADD

This course is composed of six sessions which will cover all the basic fundamentals of operating Generic Cadd. From initial sketches and conceptual designs to final presentation drawings. This program is capable of full-scale engineering and architectural projects. Generic Cadd is the design tool of choice for over 300,000 people because it offers the CAD power you need, on-line help features, sophisticated drawing and editing tools, with complete hands-on tutorials to make it easy to learn and use effectively. Register by Nov. 22. \$180 plus manuals.

Instructor: Kevin Widen
College Centre Rm. 108
Mon. & Wed., Nov. 29 - Dec. 15
9:00 a.m. - 12:00 noon
Uninstructed lab session times:
Wed., Dec. 8, 6:30 - 9:30 p.m.
Fri., Dec. 3 & 10, 9:00 a.m. - 12:00 noon

PLANNED FOR WINTER 1994 - Follow up of this fundamental course will be sessions on specific applications to help create working plans accurate enough to be used in construction. Some example drawings will include kitchen and bathroom design, deck and landscape, electrical and plumbing construction plans.

INTRODUCTION TO COMPUTER APPLICATIONS

This nine week course provides an extensive introduction to computers for people who have never used a computer before. Students will gain hands-on experience with the most common computer applications for home and business use. Topics will include basic terminology, word processing, spreadsheets (simple tables of numbers), Windows and file management. Class time will include both personal instruction and independent assignments designed to reinforce the concepts which have been covered. This course is intended to prepare students for using their home computers, or for more advanced courses in word processing, spreadsheets, etc. Register by Sept. 8. \$165

Instructor: Kevin Widen
College Centre Rm. 108
Wed., & Fri., Sept. 15 - Oct. 13
9:00 a.m. - 12:00 noon

MICROSOFT WORKS

Microsoft Works is an easy-to-use, fully integrated computer program which incorporates four of the most popular types of computer applications in one program. These four components, or tools, are word processing, spreadsheet, database management and telecommunications. Works is designed to interact with each of the modules, thereby allowing you to easily move data from one section to another. This course is comprised of nine sessions which allows for extensive coverage of each of the modules and their integrated features. Instructor: Kevin Widen. \$150 plus manual.

Evening Session - register by Oct. 1
College Centre Rm. 108
Wed., Oct. 6 - Dec. 1
6:30 - 9:30 p.m.

Morning Session - register by Oct. 7
College Centre Rm. 108
Mon. & Tues., Oct. 12 - Nov. 9
9:00 a.m. - 12:00 noon

COMPUTER COURSES

MICROSOFT WORD FOR WINDOWS

Part A

This course will provide an overview of one of the most popular word processors, for people with some previous computing experience, but little experience in Windows or Word. Beginning with an introduction to basic Windows concepts, Part A will include creating, saving and printing documents, spell-checking and fonts. Suggested preparation: previous word processing experience, or an introductory computing course. Register by Nov. 10. \$80 plus text.

Instructor: Kevin Widen
College Centre Rm. 108
Mon. & Tues., Nov. 15 & 16
9:00 a.m. - 12:00 noon

Part B

This course is for people with basic knowledge of Windows and Microsoft Word, and who would like to expand their knowledge of the capabilities of MS Word. Topics will include sorting, graphics, merging, grammar checking and customizing MS Word. Suggested preparation: previous experience with MS Word, or Part A of this course. Register by Nov. 17. \$80 plus text. Text required for Part B is same text as required for Part A.

Instructor: Kevin Widen
College Centre Rm 108
Mon. & Tues., Nov. 22 & 23
9:00 a.m. - 12:00 noon

TOUCH TYPING - BEGINNERS & ADVANCED

The emphasis of this course is to offer a basic level typing course for the beginner and also an advanced program for intermediate or experienced typists. Beginners will learn and practice alphabetic, numeric and symbol keys on computer keyboards using the College Keyboarding Text program. Experienced typists will use the Cortez Peters Championship Typing Drill program to improve their speed and accuracy. Please indicate your preference at registration. Register by Sept. 10. \$80 plus text.

Instructor: Heather Anderson
College Centre Rm. 108
Wed., Sept. 15 - Nov. 24
9:00 - 11:00 a.m.

MICROSOFT EXCEL

Microsoft Excel is a Windows spreadsheet, useful for creating tables of numbers and data. It is often used in accounting and budgeting. It is also useful for creating graphs or for basic database management. Part A of this course is for people who have never used Excel before and will cover basic spreadsheet topics, such as creating, saving and printing a simple spreadsheet, entering data and manipulating rows and columns. Part B will build on the concepts introduced in Part A and will cover working with Windows, mathematical functions, database management and graphing data. Instructor: Kevin Widen. \$80 per part plus text. Text required for Part B is same text as required for Part A.

Part A - register by Nov. 1
College Centre Rm. 108
Fri., Nov. 5 & 12
9:00 a.m. - 12:00 noon

Part B - register by Nov. 15
College Centre Rm. 108
Fri. Nov. 19 & 26
9:00 a.m. - 12:00 noon

MARKETING FOR SMALL BUSINESS

Marketing plays a crucial role in the success of any business - big or small. So what is marketing all about? Meet your companies marketing requirements, while making a profit! Topics covered will include: media planning and buying, marketing mix positioning, market research, promotional campaigns, and pricing strategies. Class time will be equally divided between lecture and lab project work. Students will have input on course design, as well as the major term project. Register by Sept. 22. \$195 plus text.

Instructor: Peter Byrnes
Smithers Secondary Rm. 4
Mon., Sept. 27 - Dec. 13
6:30 - 9:30 p.m.

LEARNING OPPORTUNITIES - Language & Culture

FRENCH (CONVERSATIONAL)

This course is ideal for individuals wishing to travel or for parents of students in French immersion programs. A variety of learning techniques will be presented to enable students to work at their own level. The emphasis will be on communication skills. Parallels between French Canadian expressions and French from France will be presented. The intermediate level will cover writing skills which include grammatical structure and tense of verbs. \$135 plus GST and book. Instructor: Marie Line Fortin.

Beginner Level - register by Sept. 8
College Centre Rm. 109
Mon., Sept. 13 - Dec. 6
7:00 - 9:00 p.m.

Intermediate Level - register by Sept. 13
College Centre Rm. 109
Thurs., Sept. 16 - Dec. 9
7:00 - 9:00 p.m.

GERMAN (CONVERSATIONAL)

Northwest Community College is interested in offering a course in German, however a class minimum of ten is required before a class can be scheduled for the fall or winter semester. Please call the college to register your interest.

SPANISH (CONVERSATIONAL)

This fourteen session course will immerse students in the daily conversational requirements when traveling as a tourist in Latin America. Marianne Perez has lived twenty years in Mexico and six years in Peru. She will incorporate an understanding and appreciation for the culture as well as the language in this course. Text books can be ordered but are not required as phonetics will be stressed during the first several weeks. Register by Oct. 4. \$135

Instructor: Marianne Perez
Location: TBA
Tues., & Thurs., Oct. 12 - Nov. 25
7:00 - 9:30 p.m.

LITERACY TRAINING

This eighteen hour course will provide tutors with instructional techniques to enable them to teach adults with low literacy skills. This course covers how we read, presenting several teaching strategies which tutors can employ with adult learners. There is no charge for this course, however, manuals cost approximately \$35 and are payable to the instructor on the first night of the course. Project Literacy Smithers is in need of tutors to work on a one-on-one basis with adults. Upon completion learners will be assigned to tutors. Register by Oct. 12. No registration fee.

Instructor: Sandra Fehr & Leanne Eichstadter
Quick School Library
Fri., Oct. 15 & 22 7:00 - 10:00 p.m.
Sat., Oct. 16 & 23 9:00 a.m. - 4:00 p.m.

LEARNING OPPORTUNITIES - General Interest

DANCE FIT - TELKWA

Classes include vigorous aerobic dance routines and exercises. Both low and high impact exercises are included in each session. Register by Sept. 14. \$50 plus GST.

Instructor: Marilyn Richey
Telkwa School Gym
Mon. & Wed., Sept. 20 - Nov. 29
4:15 - 5:15 p.m.

EFFECTIVE PARENTING OF TEENS

Join a discussion group for parents and others who want better communication with teenagers. Debra Chatfield has nine years experience working with families within this community. She is associated with Smithers Community Services and the mother of two sons. This course material has been prepared by the American Guidance Service Association. Open discussion periods will be encouraged during each session. Financial assistance for course fee may be available through the Mental Health Network. For more information call 847-4798. Register by Sept. 9. \$50 plus GST.

Instructor: Debra Chatfield
Location: TBA
Tues., Sept. 14 - Nov. 2
7:00 p.m. - 9:00 p.m.

FOODSAFE

This program was developed by the BC Restaurant and Food Service Association, the Ministry of Advanced Education, Training and Technology and the Capital Regional District. Learn about food-borne illness, personal hygiene, safe serving and dispensing, food protection and preparation, and dishwashing methods. Upon successful completion of the course, a certificate will be issued. Register by Nov. 12. \$45

Instructor: Diane Mattson
College Centre Rm. 110
Thurs. & Fri., Nov. 18 & 19 6:30 - 9:30 p.m.
Sat., Nov. 20 9:00 a.m. - 12:00 noon

HOMEMADE QUILLOWS

Enjoy this 6 hour workshop and make a pillow that opens up into a cosy quilt. An ideal Christmas gift, a quillow can be brought along to the hockey or soccer game, on long car trips, or use it at home as a decorative pillow on the couch, ready to be opened into a quilt for those chilly evenings. To the class bring a sewing machine, one bag of quilt batting, scissors, measuring tape, meter stick, pins, pencil, one 16" x 16" pillow panel, matching thread and 3.5 m of coordinating fabric. Register by Oct. 18. \$32 plus GST and supplies.

Instructor: Carol Daykin
Location: TBA
Wed., Oct. 20 - Nov. 3
7:30 - 9:30 p.m.

MEDITATION FOR INNER PEACE

Learn how meditation may relieve stress, stress-related illness, emotional problems and confusion in your life. Previous participants have found that meditation skills are effective and valuable coping tools as well as a way to experience deep peace. Sessions include guided meditation, silent sittings, teaching and discussion. Bring a cushion. Register by Oct. 28. \$45 plus GST and text.

Instructor: Jean Christian
College Centre Rm. 110/111
Tues., Nov. 2 - Dec. 7
7:00 - 9:15 p.m.

PLANT MEDICINE

Enjoy guided plant walks and class discussions lead by a local herbalist. Participants will learn how common plants found in this area can improve their health. Bring a pen, paper and teacup. Instructor: Jean Christian. \$38 plus GST per session.

Beginner Session - register by Sept. 8
College Centre Rm 111 & outside
Fri., Sept. 10 6:30 - 9:30 p.m.
Sat., Sept. 11 9:30 a.m. - 6:30 p.m.

Advanced Session - register by Sept. 15
College Centre Rm. 111 & outside
Fri., Sept. 17 6:30 - 9:30 p.m.
Sat., Sept. 18 9:30 a.m. - 6:30 p.m.

LEARNING OPPORTUNITIES - General Interest

PRE-NATAL

Pregnancy and childbearing are major personal life experiences. This program provides parents with the knowledge of the essential components of healthy pregnancy. Each series consists of five classes. The first two classes include physical and emotional changes as well as aspects of nutrition, lifestyle choices and exercise. The next three classes include practical information skills and strategies for dealing with the labour and delivery process, relaxation techniques, breath awareness, care for the mother and child upon delivery as well as infant care and feeding techniques. A hospital tour is included. Register by Oct. 12. \$69

Some funds are available through a grant for those who are unable to pay part or all of the course registration fee. Please inquire at the college for more information.

Instructor: BV Childbirth Classes
Location: TBA
Tues., Oct. 19 - Nov. 16
7:00 - 9:00 p.m.

UNDERSTANDING MENOPAUSE

Are you going through menopause? This seminar will cover the symptoms of menopause, osteoporosis, estrogen replacement, and how relationships and attitudes can be affected during menopause. Time will be given for questions and answers. This is designed to provide information that will help in understanding menopause as a natural change in a woman's life and how to handle these changes. Register by Sept. 20. \$25 plus GST.

Instructor: Dr. Elizabeth Gawiuk
Smithers Secondary Rm. 3
Thurs., Sept. 23
7:00 - 9:30 p.m.

WINE TASTING

This course will examine the major varietal (made from one kind of grape) wine. Through a minimum of 20 tastings, the emphasis will be on varietal character: its aromas, flavours and contributions to various wines. Affordable wines that deliver value for money will be stressed. Participants are to bring 4 wine glasses, 1 water glass, a loaf of French bread, and an empty 750 ml yogurt container each. You must be 19 years of age to participate in this workshop. Register by Nov. 17. \$39 plus GST.

Instructor: Angela Troschke
College Centre Rm. 109
Sat., Nov. 20
9:00 a.m. - 4:00 p.m.

FAMILIES IN THE PROCESS OF CHANGE

Numerous changes have occurred in Canadian and Aboriginal societies over the past five to ten years. These changes have implications for the lives of women, men and children inside and outside of families. How do women experience their lives inside and outside of their families? How do women make sense of their experiences? What can we learn when we listen to women talk about their experiences? What are the challenges that lie ahead for families in the process of change as we work together to shape a future that is more open, equal, safe and humane. Bring your own experiences, your own ideas and energy to this timely and creative workshop. Register by Oct. 13. No registration fee.

Instructor: Margaret Malone, Professor
Simone Fraser University - Women's Studies
Location: TBA
Fri., Oct. 15
9:30 a.m. - 3:15 p.m.

PROFESSIONAL HOSPITALITY

This course provides participants with information and training on how important it is to be "Professionally Hospitable" in business today. Participants will enjoy "learning by doing" with several role plays for front office positions, sales and telephone skills, with exercises in currency and credit card transactions. Several evening sessions are scheduled to cover the importance of first impressions, humour in the workplace, sales and telephone skills, effective communication and active listening skills, how to prepare for and manage ongoing change in the workplace, developing a work ethic, and how to deal with difficult customers or co-worker. Instructor: Geri Britton. Location: Smithers Secondary Rm. 6. \$195

Session 1 - register by Sept. 30
Tues. & Thurs., Oct. 5 - 28
7:00 - 10:00 p.m.

Session 2 - register by Oct. 28
Tues. & Thurs., Nov. 2 - 30
7:00 - 10:00 p.m.

FIRST AID

INDUSTRIAL FIRST AID

In this 70 hour course, participants will learn the theory and practical skills of basic life support including one and two man CPR, obstructed airway management, rescue breathing, hemorrhage control, oxygen therapy, application of "hard" cervical collars and new procedures in patient care. Participants must be 19 years of age or older in order to write the Workers' Compensation Board examination and must bring a pocket resuscitation mask to class. Masks are available at the Safety Shop. Location TBA. \$495 includes manuals.

Session 1 - register by Sept. 22

Instructor: Cheryl McRae
Mon. - Fri., Sept. 27 - Oct. 8
8:00 a.m. - 4:15 p.m.

Session 2 - register by Oct. 14

Instructor Debbie Godin
Tues., Thurs., & Sat., Oct. 19 - Nov. 20
6:30 - 10:00 p.m., Evenings
8:00 a.m. - 3:30 p.m., Saturdays

SURVIVAL FIRST AID

Workers' Compensation Regulations now require two Survival First Aid attendants on job sites which employ one to ten employees. Certificates are in good standing for two years upon successful completion of the 8 hour course. The course includes CPR, obstructed airways management, care of the unconscious patient and control of deadly bleeding. Location: TBA. Instructor: Ken Hay. \$70

Session 1 - register by Oct. 20

Sat., Oct. 23
8:30 a.m. - 5:00 p.m.

Session 2 - register by Nov. 24

Sat., Nov. 27
8:30 a.m. - 5:00 p.m.

EARLY CHILDHOOD EDUCATION

The Early Childhood Education certificate program prepares students for employment in preschools, group day care and special needs programs. Courses are offered in Smithers via teleconferencing on a part-time basis.

BASIC ECE PROGRAM CURRICULUM DEVELOPMENT I ECE 102 (3) TELECONFERENCING

This course provides the student with an overview of child-centred learning environments with practical opportunities to explore developmentally appropriate curriculum ideas and activities. The student will examine the preschool year, planning regionally appropriate, creative activities that enrich and extend young children's play. The curriculum focus will be on planning art and language arts activities for young children. There will be at least one Saturday workshop in Terrace scheduled sometime during the semester. *Pre-requisites: ECE Basic entrance requirements. Register by September 10. \$106.80 plus text.

Instructor: Rosemarie Goodwin
College Centre Rm. 107
Tues., Sept. 14 - Dec. 14
7:00 - 9:00 p.m.

POST BASIC PRACTICUM PART I: SPECIAL EDUCATION CURRICULUM PLANNING

ECE 250(3) TELECONFERENCING
This course presents methodologies for organizing, executing and evaluating programs for special needs children and adolescents. Information on preparing General Service Plans and Individualized Program Plans and overview of techniques for implementing programs will be outlined. There will be at least one Saturday workshop in Terrace scheduled sometime during the semester. *Pre-requisites: Completion of the Basic ECE program. Register by September 10. \$106.80 plus text.

Instructor: Nancy Hogue
College Centre Rm. 107
Wed., Sept. 15 - Dec. 15
7:00 - 9:00 p.m.

*** Contact the ECE Coordinator if you have any questions regarding pre-requisites.**

Coming up in the winter semester:

ECE 122 - Curriculum Development II
ECE 250 - Part II - Special Education
Curriculum Planning

CAREER DEVELOPMENT PROJECT

A comprehensive training project aimed at meeting the academic, personal and career development needs of a wide variety of adults.

Training opportunities include academic upgrading, computer literacy, first aid, communication skills, identifying strengths and interests, work place changes, job trends, career planning, job search strategies, job shadowing and work experience, personal development topics, and individual and group support.

This project is offered in cooperation with School District #54 and Dze L K'ant Friendship Centre. It is funded by the Canada Employment Centre and the Ministry of Social Services.

Project participants who are not already receiving financial assistance from the Canada Employment Centre or the Ministry of Social Services may qualify for a training allowance.

Enrollment is limited. Interested people are encouraged to apply at Northwest Community College, in Smithers, by September 10, 1993. No registration fee.

Location : TBA
September 27, 1993, - March 30, 1993
Mon. - Fri.
9:00 a.m. - 4:00 p.m.

OFFICE CAREERS

The Office Careers programs are designed to provide students with the knowledge and skills necessary to function effectively in a modern office.

Day students are enrolled in September, evening students can enroll in September and January. Individuals may choose to take one or more courses during days or evenings instead of registering in a full program. To apply, complete an application at the college specifying the times you wish to attend. You may be asked to complete an assessment prior to your admission.

Entry level programs available for those with no previous training and/or experience include Clerk-Typist and Clerk-Bookkeeper. Available advanced options include Word Processing and Desktop Publishing. **NOTE:** Successful completion of any Office Careers program requires a minimum of 12 - 15 hours of homework per week.

Day Program: Monday - Friday

9:00 a.m. - 12:00 noon

1:00 p.m. - 3:30 p.m.

Entry level and advanced programs available.

Evening Program: Monday - Thursday

6:30 p.m. - 9:30 p.m.

Only entry level programs available.

Fee: \$26.75/wk full-time (more than 15 hours/wk)

\$13.50/wk part-time (15 or fewer hours/wk)

plus \$50 tuition deposit.

Instructors: Terrie McCreary, Bev Davidson, & Sandy Clark

Instructor Aide: Heather Anderson

OFFICE CAREERS

ENTRY LEVEL

Common Courses

All students in the Clerk-Typist or Clerk-Bookkeeper program must complete the following courses:

- BCPT 104: Computer Speed
- BENG 102: Spelling and Vocabulary
- BENG 103: English Grammar
- BENG 104: Written Communication
- BENG 105: Proofreading
- BUSM 101: Business Machines
- COMP 100: Introduction to DOS
- COMP 105: Introduction to Word Processing
- COMP 110: Introduction to Spreadsheets
- COMP 115: Introduction to Database
- KYBD100: Keyboarding
- MSTD 100: Master Student
- OFPR 101: Office Procedures
- OFPR 106: Office Simulations
- OFPR 110: Records Management
- TYPG 101: Basic Business Typing

Completion of the entry level common courses requires approximately 6 months of full-time study.

Clerk-Typist

In addition to the common courses students must complete:

- BCPT 106: Advanced Computer Speed
- DICT 101: Transcription Operation
- DICT 102: Advanced Transcription Operation
- TYPG 102: Advanced Business Typing

Completion of the Clerk-Typist Certificate program requires approximately 7 months of full-time study which **includes** common courses.

Clerk-Bookkeeper

In addition to the common courses students must complete:

- ACCT 101: Bookkeeping Fundamentals
- ACCT 102: Routine Bookkeeping Procedures
- COMP 120: Introduction to Accpac Simply
- COMP 125: Introduction to Accpac GL
- COMP 130: Lotus Applications

Completion of the Clerk-Bookkeeper Certificate program requires approximately 8 months of full-time study which **includes** common courses.

ADVANCED OPTIONS

Word Processing

- WPRO 200: DOS Procedures
 - WPRO 225: Computer Timings
 - WPRO 205: Windows Fundamentals
 - WPRO 210: Microsoft Word for Windows
 - WPRO 220: Word Perfect Wordprocessing
 - WPRO 230: Word Processing Exercises
- Prerequisite: Clerk-Typist Certificate
Completion of the Word Processing Certificate program requires approximately 2 months of full-time study.

Desktop Publishing

- DESK 200: Hard Disk Management
 - DESK 210: Advanced Microsoft Word for Windows
 - DESK 220: Desktop Publishing with Word Perfect
 - DESK 230: Pagemaker
- Prerequisite: Word Processing Certificate.
Completion of the Desktop Publishing Certificate program requires approximately 2 months of full-time study.

Individual registration will be accepted in the following evening credit courses, as space permits.

TOUCH TYPING - BEGINNER OR ADVANCED KEYBOARDING 100 (2)

College Centre Rm. 111
Mon. - Thurs., Sept. 7 - Nov. 10
6:30 - 8:00 p.m.

WORD PERFECT 5.1 FOR DOS COMP 105 (1)

College Centre Rm. 108
Tues. & Thurs., Oct. 19 - Nov. 18
6:30 - 9:30 p.m.
Pre-requisite: KYBD 100 or must be able to type 25 - 30 wpm if taking course for audit purposes.

INTRODUCTION TO DOS COMP 100 (1)

College Centre Rm. 108
Tues. & Thurs., Nov. 23 - Dec. 16
6:30 - 9:30 p.m.

Please contact the college at 847-4461 for more information.

UNIVERSITY CREDIT

Northwest Community College offers university credit courses in science, social science and the humanities. All courses carry transfer credit to BC universities, university-colleges and other colleges. Two-year associate degree programs are available in Terrace.

Part-time courses will be offered in Smithers as outlined below. Admission requirements and other information can be obtained from the student advisor or from the NWCC general calendar.

The following courses will be offered over the next two semesters. Psych 101(3): Introductory Psychology I, Jan. 1994; Psych 102(3): Introductory Psychology II, Sept. 1994; Eng 102(3): Literature & Composition II, Sept. 1994.

ENG 101(3): LITERATURE & COMPOSITION I
Reading and discussion of modern fiction, poetry and drama. Lectures on grammar and style. Written assignments based on analysis of the literature read, personal experience and subjects of general interest. (This course may be taken for the SSW program in place of English 151.) Register by Sept. 3. \$195 plus text.

Instructor: Sheila Peters
Smithers Secondary Rm. 6
Thurs., Sept. 9 - Dec. 16
6:30 - 9:30 p. m.

SOCIAL SERVICE WORKER/TEACHER ASSISTANT

COMMON COURSES

- SSW 151: Counselling Skills I
- SSW 164: Behaviour Intervention
- SSW 153: Human Growth & Development

These three credit courses from the Social Service Worker (SSW) certificate program will be offered on a part-time basis as outlined below. These courses are also recognized by School District No. 54 for training of individuals working or seeking employment as teaching assistants in district schools. Financial assistance and incentives are offered by the School District.

University credit courses meeting the requirements of the SSW certificate will also be offered on a part-time basis. See Eng 101, Psych 101 and Psych 102 in the "University Credit" section for details.

All courses are transferable to the full SSW program offered in Terrace. The Smithers centre may offer additional SSW courses in Sept. 1994, and beyond, if sufficient interest is indicated. Prospective students are encouraged to contact the student advisor.

Admission Requirements: English 12 or satisfactory performance on the department's English placement test.

SSW 151(3): COUNSELLING SKILLS

This course introduces the student to the basic processes and content of effective communication and helping skills. Register by Sept. 1. \$195 plus text.

Instructor: Tom Strong
Smithers Secondary Rm. 4
Tues., Sept. 7 - Dec. 14
6:30 - 10:00 p.m.

SSW 164(3): Behaviour Intervention - Jan. 1994
SSW 153(3): Human Growth & Development - Sept. 1994

PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM

The Provincial Instructor Diploma Program provides participants with the knowledge, skills, and experiences to successfully develop courses and related instructional materials; to communicate and instruct in various learning environments; and to develop a range of evaluation instruments and techniques. Theory covered in class is closely linked with practical application and graduates of the program will be able to apply their design and management skills in a variety of instructional settings including classrooms, shops, laboratories and learning resource centres.

The program, co-sponsored by the Ministry of Advanced Education and Vancouver Community College/City Centre Campus, consists of six 30 hour courses and a major assignment. Upon successful completion of the program, candidates receive a diploma.

Interested individuals can register for the entire program or for specific courses by contacting Vancouver Community College at 1-443-8424. Course cost \$250/each.

Smithers - Northwest Community College

| | | |
|------|-------------------------------|---|
| 101 | Oct. 22, 23, 24, Nov. 5, 6, 7 | 2 wkds Fri. 6:00 - 9:00 p.m., Sat. & Sun. 9:00 a. m. - 4:00 p. m. |
| 102B | Feb. 4, 5, 6, 18, 19, 20 | 2 wkds Fri. 6:00 - 9:00 p.m., Sat. & Sun. 9:00 a. m. - 4:00 p. m. |

Terrace - Northwest Community College

| | | |
|------|--------------------------------|---|
| 104B | Sept. 17, 18, 19, Oct. 1, 2, 3 | 2 wkds Fri. 6:00 - 9:00 p.m., Sat. & Sun. 9:00 a. m. - 4:00 p. m. |
| 102A | Jan. 8, 9, 10, 21, 22, 23 | 2 wkds Fri. 6:00 - 9:00 p.m., Sat. & Sun. 9:00 a. m. - 4:00 p. m. |
| 104A | Mar. 4, 5, 6, 18, 19, 20 | 2 wkds Fri. 6:00 - 9:00 p.m., Sat. & Sun. 9:00 a. m. - 4:00 p. m. |
| 103 | Apr. 8, 9, 10, 22, 23, 24 | 2 wkds Fri. 6:00 - 9:00 p.m., Sat. & Sun. 9:00 a. m. - 4:00 p. m. |

DIPLOMA IN ADULT EDUCATION

The Diploma in Adult Education is an advanced qualification for those working with adult learners. Courses have transfer credit to the University of Alberta Bachelor of Education degree in Adult Education. The program consists of the courses in the Provincial Instructor Diploma program plus eight 30-hour courses.

Interested individuals can register for the entire program or for specific courses by contacting Vancouver Community College at 1-443-8424. Course cost \$410/each.

Entrance requirements are similar to requirements for the Provincial Instructor Diploma, however;

ID 101 Instructional & Curriculum Design is a pre-requisite for ID 201 College Organization & Its Educational Context.

ID 104B Evaluation of Learning & Instruction Part B is a pre-requisite for ID204 Educational Leadership.

Terrace - Northwest Community College

| | | |
|-----|-----------------------------|---|
| 205 | Nov. 12, 13, 14, 26, 27, 28 | 2 wkds Fri. 6:00 - 9:00 p.m., Sat. & Sun. 9:00 a. m. - 4:00 p. m. |
| 206 | Jan. 14, 15, 16, 28, 29, 30 | 2 wkds Fri. 6:00 - 9:00 p.m., Sat. & Sun. 9:00 a. m. - 4:00 p. m. |
| 203 | Mar. 11, 12, 13, 25, 26, 27 | 2 wkds Fri. 6:00 - 9:00 p.m., Sat. & Sun. 9:00 a. m. - 4:00 p. m. |
| 204 | May 13, 14, 15, 27, 28, 29 | 2 wkds Fri. 6:00 - 9:00 p.m., Sat. & Sun. 9:00 a. m. - 4:00 p. m. |

ADULT BASIC EDUCATION (ABE)

ABE AT THE SMITHERS CENTRE

Chris worked as an automobile painter but became allergic to fumes. He decided to enter the Forest Technology Program in Hazelton. He had grade 12 but needed Biology 12. He finished that course in a few months and also reviewed his algebra.

Terry left school in grade 10. He decided he wanted his grade 12 and then would possibly take a drafting course. He began with basic writing and a review of basic math. That took eight or nine months. The next year, he worked at getting ready to write the GED tests. He wrote the tests and got his GED and he also started his Algebra 11.

Barbara started her Algebra 11 by correspondence but she didn't have anyone to help her. She brought her correspondence books to class and completed the course in four months.

The ABE class has many courses: the GED or grade 12 equivalency, basic writing to English 12, basic arithmetic to Algebra 11 and Algebra 12, Biology 11 and 12, Chemistry 11 and 12 and Physics 11 and 12.

ABE is located in Room 109 of the College Centre and is open from 9 to 12 and from 1 to 4, Monday to Friday. The instructor is Alec Deas and the Program Support Worker is Richard De Rooy.

GETTING STARTED

To get into the ABE class, come to the College Centre and talk to the student advisor. You may be asked to write the assessment test. This test shows what work you'll do first. You'll be asked what course or grade level you need. Ask how much supplies and textbooks cost. You can decide to attend full-time or part-time. If you have questions or you're not sure what courses or grade level you need, ask the instructor or make an appointment with the student advisor. If there are spaces in the class, you may start right away. If not, you'll be contacted when there is a space.

Most courses are paid by the week or month. Fees are paid until you finish the course. Some of the courses are free; ask the instructor what the fees for your course are. If payment is required, fees are \$26.75 to attend full-time or \$13.50 for part-time. You must also pay a \$50 tuition deposit and for any texts needed.

Some students arrange with Manpower, The Ministry of Social Services, their Native band councils or some other agency to have their fees paid. If you want to arrange this, make an appointment at the agency. Ask them to send a letter to the college saying that the agency will pay for the books and fees. These agencies will usually continue paying if attendance and progress are satisfactory.

Other students pay their own fees. If you are short of money for school costs, you can apply for a bursary; this is money that you do not have to pay back. There are some forms to fill out that ask about your income and expenses.

When you start, the instructor will look over the course material with you, show you where to start, how to check your answers, when to ask for help, when to write exams and how to use the computer. You work on your own speed that you are comfortable with. If you write an exam and you are not satisfied with the score, you may rewrite the exam.

During class, you work your way through the course material. Often the first few days are the most difficult. If you are working on more than one course, decide on a schedule that suits you. If the work seems to slow down, check with the instructor because some text books have incorrect answers or sections that are confusing.

ADULT BASIC EDUCATION (ABE)

THE GED TESTS

The GED tests offer an opportunity to gain secondary school equivalency standing which may assist in qualifying for employment, for advancement, or for admission to post-secondary education institutions. Often, the tests are written for personal satisfaction. The five test areas are writing skills, social studies, science, mathematics and interpretation of literature. The tests are designed to measure the major generalizations, ideas and intellectual skills that are normally gained through 12 years of schooling. Special arrangements can be made for persons with a visual, hearing or other physical impediment. An information booklet is available at the college office.

APPLYING TO WRITE THE GED TESTS

The tests are administered by the college for the Ministry of Education. Application forms are available at the college office. Applicants must be Canadian citizens or landed immigrants, be at least 19 years old, be British Columbia residents, have been out of school for at least one full academic year and not have received a Grade 12 certificate from any institution. Testing will be held at the Smithers Centre on Nov. 26 & 27, 1993. A completed application form must be received by the Ministry of Education at least 28 days before the testing date. The test fee of \$25.00 plus \$1.75 GST may be paid by certified cheque or money order payable to the Minister of Finance.

WILDERNESS GUIDING SKILLS

This program is designed to train students to work in the outdoor guiding industry. Program graduates have been employed in many different areas of adventure tourism - everything from hunting camps to horseback trail riding. Students live about 10 km from Smithers in a setting simulating an outfitter's camp. They set up the camp, cook, study, work and live in it. They are also responsible for the care of several horses and receive riding instruction. Workshops and courses are held on photography, first aid, client/guide relationships, bear behaviour, camp cooking, aircraft safety, plant identification and many other topics. Students have the opportunity to study fishing and back country guiding in some depth.

The fishing guide training emphasizes fly fishing, fly tying, maintaining and repairing small engines, using bait, canoeing and boating skills, outdoor camping skills and extensive practice of fishing skills.

Back country guiding includes horse use, backpacking, tracking animals, hiking, as well as survival skills. There are also optional courses related specifically to hunting.

The programs begin in early April. For more information contact Northwest Community College, Box 3606, Smithers, BC, V0J 2N0.

MANAGEMENT SKILLS

MANAGEMENT SKILLS FOR SUPERVISORS

Highly recommended by supervisors throughout BC, this hands-on management training program includes role-plays, self-scoring inventories, video case studies, discussions and promotes direct practical applications. Completion of Parts I, II, and III lead to a Provincial Certificate from the Ministry of Advanced Education Training and Technology. Instructor: Kolbuc & Associates. All sessions take place at the Hudson Bay Lodge. \$450 per session.

Part I Interpersonal Skills

Learn how to recognize and prevent win/lose situations, establish a supportive climate for effective communication, improve your fact-finding and problem solving skills, improve employee performance and increase your understanding of human behaviour and how to deal with most difficult employees. Register by Sept. 21. \$450

Tues. - Fri., Sept. 28 - Oct. 1
8:30 a.m. - 4:30 p.m.

Part II Group Skills

This session will focus on increasing your understanding of how groups work together, identifying your leadership style and how to build positive leadership skills, improving your understanding of what motivates people and how to apply non-monetary motivational techniques, learning how to conduct more effective meetings as well as when to make independent decisions versus when to involve others in problem solving and decision making. Register by Oct. 19. \$450

Tues. - Fri., Oct. 26 - Oct. 29
8:30 a.m. - 4:30 p.m.

Part III Administrative Skills

Topics covered include: using performance reviews to coach and counsel employees, improving performance review skills by providing feedback and setting performance objectives, essentials of effective orientation and training techniques, writing effective memos and reports, and time management and stress management techniques. Register by Nov. 30. \$450

Tues. - Fri., Dec. 7 - 10
8:30 a.m. - 4:30 p.m.

CONTRACT TRAINING

TRAINING PROGRAMS FOR BUSINESSES, GOVERNMENT AGENCIES & OTHER ORGANIZATIONS

Bulkley Valley organizations face unique challenges in meeting their special training needs at a reasonable cost. The college will make available its broad spectrum of instructional and professional expertise on a cost recovery basis where needs cannot be met through regular college offerings.

We are able to provide coordination among groups, professional consultation, customized program development and delivery in areas such as:

- Business and Management
- Office and Computer Technology
- Trades and Industry
- Natural Resource Worker Training
- Occupational Health and Safety
- Personal/Professional Development
- Career and Life Planning

Where local expertise is not available, we will work in cooperation with other training groups such as:

- Justice Institute of BC
- British Columbia Institute of Technology
- Private training agencies
- Other colleges and universities

For more information contact:

Ivan Thompson, Coordinator,
Extension Services, 847-4461

WE WOULD LIKE TO HEAR FROM YOU

WOULD YOU LIKE TO TEACH?

If you have a hobby or special talent in some area that you would like to share with other adults, you might enjoy teaching in our adult education program. Teacher certification is not a prerequisite for teaching in the adult program. If interested, please fill out the tear slip below. Someone from NWCC staff will contact you. Thank you for your interest. I have a special talent in :

and would like to be considered for a teaching position in the adult education program.

Name: _____

Address: _____

Home Phone: _____

Business Phone: _____

WHAT WOULD YOU LIKE TO LEARN

Is there some special topic you would like to explore, some skill you've been wanting to develop? If there is a course you would like the Adult Education Department to offer, please fill out the slip below. If you or someone you know has the expertise in that , and might like to teach it, please indicate that too.

Course: _____

Possible Instructor: _____

Address: _____

Phone No. _____

MAIL IN REGISTRATION FORM

Name: _____

Address: _____

Phone No. _____

Course Name: _____ Course fee: _____

GST if applicable: _____

TOTAL: _____

Payment by cheque or money order must accompany registration form in order for you to be registered.

Mail to: Northwest Community College
Box 3606
Smithers, BC
V0J 2N0

CENTRAL REGION

TERRACE

5331 McConnell Ave.
Terrace, B.C. V8G 4C2
Phone: (604) 635-6511
FAX: (604) 635-6268

Nass Valley

c/o Nisga'a Tribal Council
General Delivery
New Aiyansh, B.C. V0J 1A0
Phone: (604) 633-2234
FAX: (604) 633-2367

EASTERN REGION

SMITHERS

3966 2nd Avenue
P.O. Box 3606
Smithers, B.C. V0J 2N0
Phone: (604) 847-4461
FAX: (604) 847-4568

Hazelton

P.O. Box 338,
Hazelton, B.C. V0J 1Y0
Phone: (604) 842-5291
FAX: (604) 842-5813

Houston

P.O. Box 1277
Houston, B.C. V0J 1Z0
Phone: (604) 845-7266
FAX: (604) 845-3521

Stewart

P.O. Box 919
Stewart, B.C. V0T 1W0
Phone: (604) 636-9184
FAX: (604) 636-2770

SOUTHERN REGION

KITIMAT

606 Mountainview Sq.
Kitimat, B.C. V8C 2N2
Phone: (604) 632-4766
FAX: (604) 632-5069

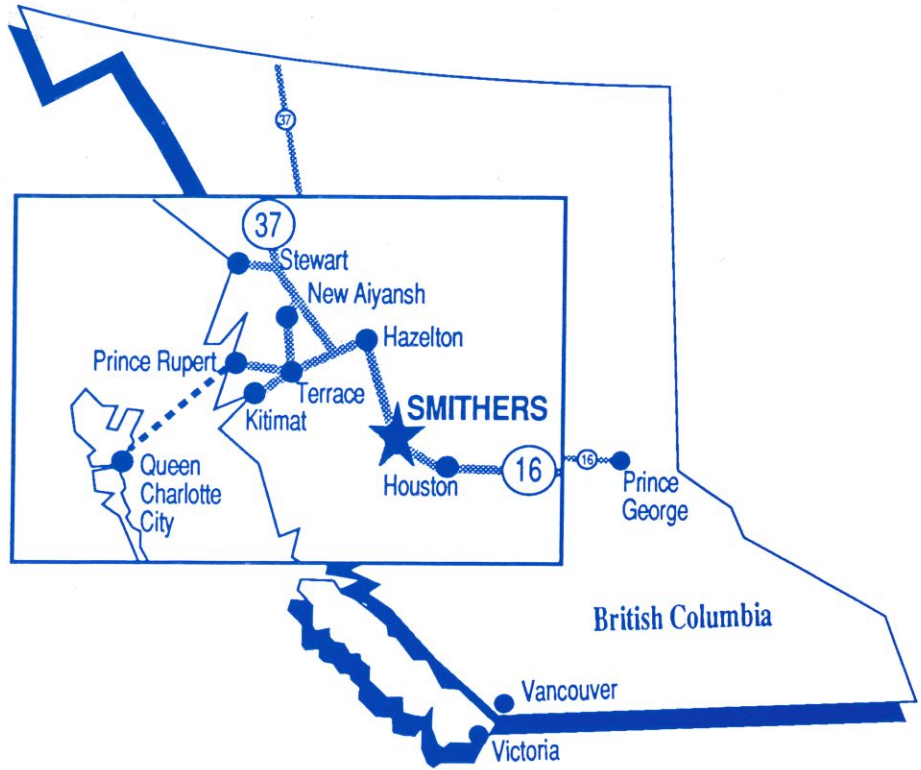
WESTERN REGION

PRINCE RUPERT

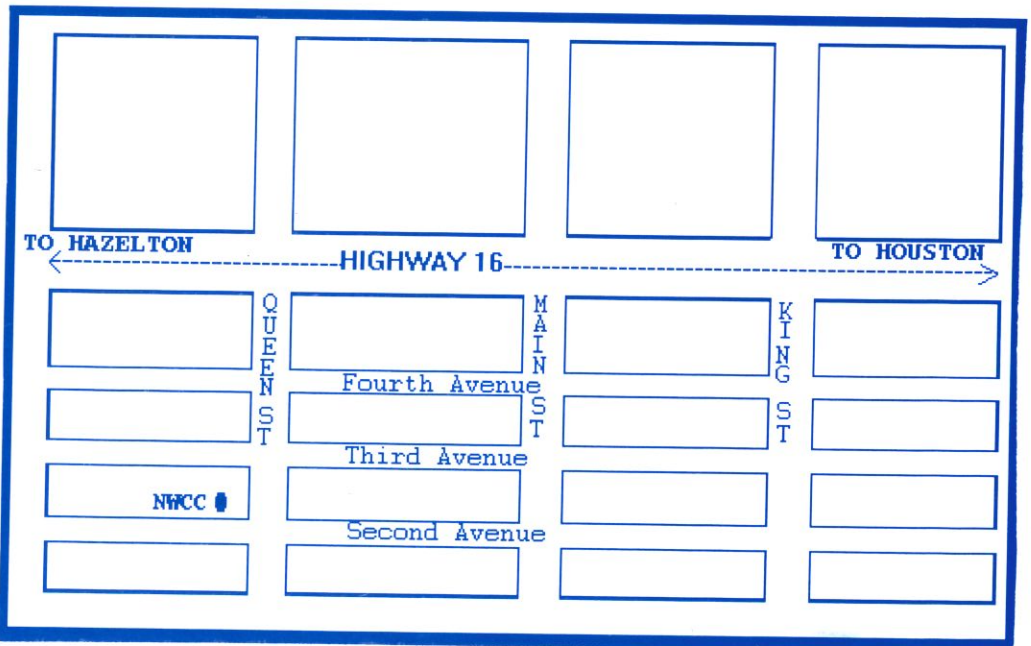
130 First Avenue West
Prince Rupert, B.C. V8J 1A8
Phone: (604) 624-6054
FAX: (604) 624-4920

Queen Charlotte Islands

P.O. Box 67
Queen Charlotte City, B.C.
V0T 1S0
Phone: (604) 559-8222
FAX: (604) 559-8219



SMITHERS





Courses available in the Northwest region Fall 1993

You can take UNBC courses in Smithers! The following courses are available by distance learning. Most of the distance learning courses are offered by teleconference; one can be taken as directed readings.

| <i>Course</i> | <i>Description</i> | <i>Time</i> | <i>Location</i> |
|---------------|--|---|--|
| BAdm 200 | Canadian Business | Sat 9-12 pm | Distanced from Prince George |
| BAdm 304 | Organizational Behaviour | Tue 3-6 pm | Distanced from Prince George |
| ENGL 203 | Selected Women Writers I | Wed 12-3 pm | Distanced from Prince George |
| ENGL 314 | Modern Prose Fiction | Mon 6-9 pm | Terrace face to face; distanced from Terrace |
| ENGL 404 | 20th Century US Literature | Mon 3-6 pm | Terrace face to face; distanced from Terrace |
| ENVS 205 | Environment & Society | Fri 12-3 pm | Distanced from Prince George |
| HIST 301 | History of Women in Canada I | Fri 3-6 pm | Distanced from Fort St John |
| HIST 307 | History of Western Canada | Tue 6-9 pm | Distanced from Fort St John |
| POLS 200 | Canadian Government & Politics | Sat 1-4 pm | Distanced from Prince George |
| PSYC 301 | Social Psychology I | Wed 3-6 pm | Terrace face to face; distanced from Terrace |
| PSYC 304 | Theories of Personality | Thu 3-6 pm | Distanced from Fort St John |
| PSYC 310 | Sensation & Perception | Thu 6-9 pm | Distanced from Prince George |
| PSYC 315 | Advanced Research Methods | Fri 6-8 pm (L) and Tue 12-1 (T) | Terrace face to face Terrace face to face |
| PSYC 415 | Historical & Philosophical Foundations | Wed 6-9 pm | Available via distance learning |
| WMST 100 | Intro to Women's Studies I | Mon 2-4 pm (L) and Wed 9-10 am or 10-11 am (T) | Available by directed readings |

For courses offered face to face, (L) indicates lecture, and (T) indicates tutorial.

*For more information about these courses, or about how to apply or register,
please call the Office of the Registrar 565-5555 or 1-800-667-UNBC.*

NORTHWEST COMMUNITY COLLEGE - SMITHERS

FALL COURSES AT A GLANCE

| COURSE | START | TIME | FEE |
|---|-----------|-------------------|-----------|
| CAREER DEVELOPMENT PROGRAM | SEPT. 27 | 9:00 - 4:00 PM | NO FEE |
| DANCEFIT - TELKWA | SEPT. 20 | 4:15 - 5:15 PM | \$ 50.00 |
| DRIVER TRAINING - CLASS 1 | SEPT. 7 | TEN LESSONS | 1,275.00 |
| DRIVER TRAINING - CLASS 3 | SEPT 7 | SIX LESSONS | \$ 770.00 |
| DRIVER TRAINING - CLASS 4 & 5 | SEPT. 7 | EACH LESSON | \$ 30.00 |
| DRINKING AND DRIVING LAWS | SEPT. 20 | 7:30 - 9:30 PM | NO FEE |
| EARLY CHILDHOOD EDUCATION | SEPT. 14 | 7:00 - 9:00 PM | \$ 106.80 |
| EARLY CHILDHOOD POST BASIC PRG. | SEPT. 15 | 7:00 - 9:00 PM | \$ 106.80 |
| EFFECTIVE PARENTING OF TEENS | SEPT. 14 | 7:00 - 9:00 PM | \$ 50.00 |
| ENGLISH 101 - LIT & COMP. (UNIV. CREDIT) | SEPT. 9 | 6:30 - 9:30 PM | \$ 195.00 |
| FRENCH CONVERSATIONAL BEGINNER LEVEL | SEPT. 13 | 7:00 - 9:00 PM | \$ 135.00 |
| FRENCH CONVERSATIONAL INTERMEDIATE LEVEL | SEPT. 16 | 7:00 - 9:00 PM | \$ 135.00 |
| INDUSTRIAL FIRST AID | SEPT. 27 | 8:00 - 4:15 PM | \$ 495.00 |
| INTRODUCTION TO COMPUTER APPLICATIONS | SEPT. 15 | 9:00 - 12:00 NOON | \$ 165.00 |
| MANAGEMENT SKILLS FOR SUPERVISORS | SEPT. 28 | 8:30 - 4:30 PM | \$ 450.00 |
| <i>INTERPERSONAL SKILLS</i> | | | |
| MARKETING FOR SMALL BUSINESS | SEPT. 27 | 6:30 - 9:30 PM | \$ 195.00 |
| PLANT MEDICINE - BEGINNER | SEPT. 10 | 6:30 - 9:30 PM | \$ 38.00 |
| PLANT MEDICINE - ADVANCED | SEPT. 17 | 6:30 - 9:30 PM | \$ 38.00 |
| SIMPLY ACCOUNTING (BEDFORD) | SEPT. 20 | 9:00 - 12:00 NOON | \$ 130.00 |
| SSW 151 - COUNSELLING SKILLS (UNIV. CREDIT) | SEPT. 7 | 6:30 - 10:00 PM | \$ 195.00 |
| TOUCH TYPING | SEPT. 7 | 6:30 - 8:00 PM | STD.RATE |
| TOUCH TYPING - BEGINNER & ADVANCED | SEPT. 15 | 9:00 - 12:00 NOON | \$ 80.00 |
| UNDERSTANDING MENOPAUSE | SEPT. 23 | 7:00 - 9:30 PM | \$ 25.00 |
| AIRBRAKES | OCT. 18 | 6:30 - 10:00 PM | \$ 150.00 |
| DEFENSIVE DRIVING | OCT. 6 | 6:30 - 10:00 PM | \$ 45.00 |
| FAMILIES IN THE PROCESS OF CHANGE | OCT. 15 | 9:30 - 3:15 PM | NO FEE |
| HOMEMADE QUILLOWS | OCT. 20 | 7:30 - 9:30 PM | \$ 32.00 |
| INDUSTRIAL FIRST AID | OCT. 19 | 6:30 - 10:00 PM | \$ 495.00 |
| LITERACY TUTOR TRAINING | OCT. 15 | 7:00 - 10:00 PM | NO FEE |
| MANAGEMENT SKILLS FOR SUPERVISORS | OCT. 26 | 8:30 - 4:30 PM | \$ 450.00 |
| <i>GROUP SKILLS</i> | | | |
| MICROSOFT WORKS | OCT. 6 | 6:30 - 9:30 PM | \$ 150.00 |
| MICROSOFT WORKS | OCT. 12 | 9:00 - 12:00 NOON | \$ 150.00 |
| PRE-NATAL | OCT. 19 | 7:00 - 9:00 PM | \$ 69.00 |
| PROFESSIONAL HOSPITALITY | OCT. 5 | 7:00 - 10:00 PM | \$ 195.00 |
| PROVINCIAL INSTRUCTOR PROGRAM | OCT. 22 | 6:00 - 9:00 PM | \$ 250.00 |
| SPANISH CONVERSATIONAL | OCT. 12 | 7:00 - 9:30 PM | \$ 135.00 |
| SURVIVAL FIRST AID | OCT. 23 | 8:30 - 5:00 PM | \$ 70.00 |
| WORDPERFECT 5.1 FOR DOS | OCT. 19 | 6:30 - 9:30 PM | \$ 67.50 |
| MEDITATION FOR INNER PEACE | NOV. 2 | 7:00 - 9:15 PM | \$ 45.00 |
| AIRBRAKES | NOV. 15 | 6:30 - 10:00 PM | \$ 150.00 |
| MICROSOFT EXCEL - PART A | NOV. 5 | 9:00 - 12:00 NOON | \$ 80.00 |
| MICROSOFT EXCEL - PART B | NOV. 19 | 9:00 - 12:00 NOON | \$ 80.00 |
| MICROSOFT WORD FOR WINDOWS PART A | NOV. 15 | 9:00 - 12:00 NOON | \$ 80.00 |
| MICROSOFT WORD FOR WINDOWS PART B | NOV. 22 | 9:00 - 12:00 NOON | \$ 80.00 |
| FOODSAFE | NOV. 18 | 6:30 - 9:30 PM | \$ 45.00 |
| GENERIC CADD | NOV. 29 | 9:00 - 12:00 NOON | \$ 180.00 |
| INTRODUCTION TO DOS | NOV. 23 | 6:30 - 9:30 PM | \$ 54.00 |
| PROFESSIONAL HOSPITALITY | NOV. 2 | 7:00 - 10:00 PM | \$ 195.00 |
| SIMPLY ACCOUNTING FOR DOS (BEDFORD) | NOV. 16 | 6:30 - 9:30 PM | \$ 130.00 |
| SURVIVAL FIRST AID | NOV. 27 | 8:00 - 5:00 PM | \$ 70.00 |
| WINE TASTING | NOV. 20 | 9:00 - 4:00 PM | \$ 39.00 |
| MANAGEMENT SKILLS FOR SUPERVISORS | DEC. 7 | 8:30 - 4:30 PM | \$ 450.00 |
| <i>ADMINISTRATIVE SKILLS</i> | | | |
| WILDERNESS GUIDING SKILLS | APRIL/MAY | | |